

# **STUDENT'S ENROLLMENT PROCESS**

## **USERS MANUAL**

University of the Philippines  
Los Baños, Laguna

## Introduction

This manual teaches you the whole enrollment process from selecting of classes up to viewing your assessment fees as well as how to manage your enlisted courses during registration period.

## Login

Authorized users will be granted security access and a unique user ID and password to log into the Student Academic Information System (SAIS).

SAIS URL: <https://sais.up.edu.ph>



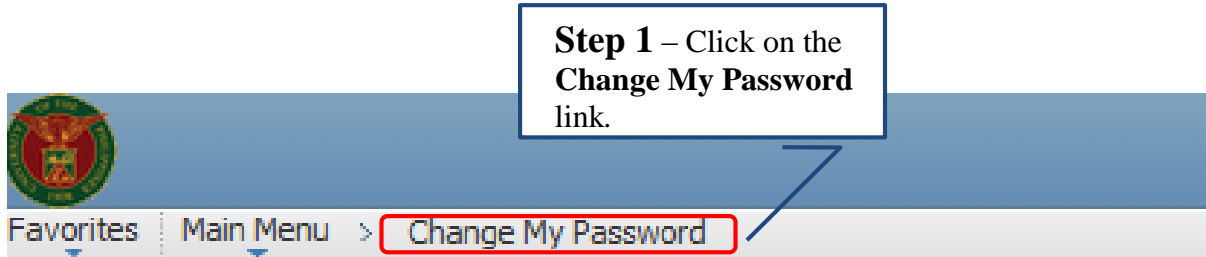
UNIVERSITY  
OF  
THE PHILIPPINES

<p>We've detected that your operating system is not supported by this website. For best results, use one of the following operating systems:</p> <p><a href="#">Oracle Linux Enterprise</a> <a href="#">Mac OS X (Leopard)</a> <a href="#">Windows 2003</a> <a href="#">Windows XP</a> <a href="#">Mac OS X 10.6(Snow Leopard)</a> <a href="#">Windows 7</a> <a href="#">Windows Vista</a> <a href="#">iPad</a> <a href="#">Mac OS X (Tiger)</a></p> <p>User ID: <input type="text" value="glenda"/></p> <p>Password: <input type="password" value="••••••"/></p> <p><input type="button" value="Sign In"/></p>	<p>Welcome to the UP Student Academic Information System</p>
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If you have problems or concerns, please read our FAQs at <http://e.up.edu.ph/faq-sais/>. You may contact the eUP Helpdesk via email at [helpdesk@up.edu.ph](mailto:helpdesk@up.edu.ph) or through phone at (02) 376-3100.

## Change Password

Once you are granted access to the SAIS you are able to use this page to change your password.



## Change Password

User ID: glennda  
Description: GLENN DA

\*Current Password:

\*New Password:

\*Confirm Password:

Step 2 – Fill-in the required information.

Change Password

Step 3 – Click on the Change Password button.

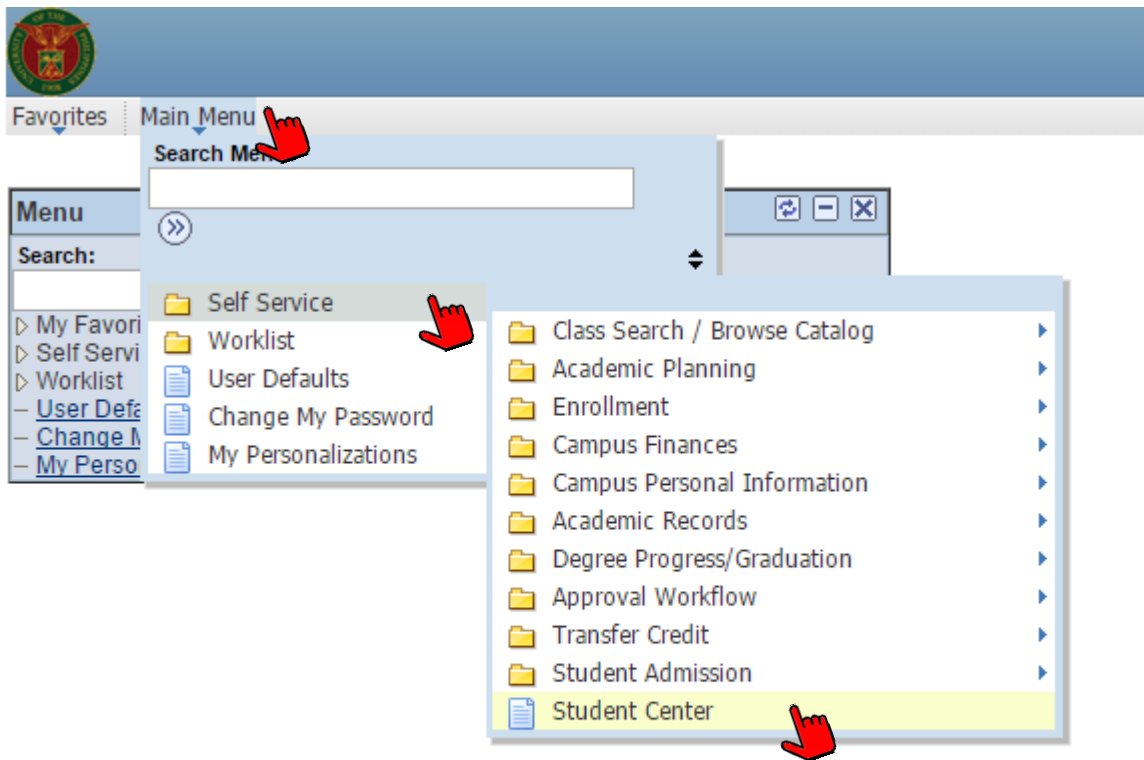
## Navigate SAIS Menu

The Navigational Path is your driveway to explore the SAIS. In this manual you will encounter a lot of this path to be able to access different features of SAIS. Using the task below, you will see how the navigational path works.

**Task:** Log-in to SAIS then click Self Service, then click Enrollment, then click Enrollment: Add Classes buttons.

### Step 1- Follow the Navigational Path

*Main Menu → Self Service → Student Center*



## CHAPTER 1: Self-Service Enrollment

Self-service enrollment enables you to select classes, confirm your selections and review the result of your selected courses. The design of self-service enrollment also integrates the various enrollment functions like dropping, swapping and editing classes.

### A. Enroll Courses

Once the registration period starts, you are now able to search and enroll courses allowed in your program provided that you have met the requirement for enrollment otherwise the system will not allow you to confirm the course/s.

Follow the steps below to enroll lecture course.



**Step 1-** Follow the Navigational Path  
*Main Menu → Self Service → Student Center*

The screenshot shows the 'GLENN'S Student Center' interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Self Service', and 'Student Center'. Below this, the 'Academics' section is expanded, showing links for 'Search', 'Plan', and 'Enroll'. The 'Enroll' link is highlighted with a red box. A callout box with a blue border and white background points to the 'Enroll' link, containing the text 'Step 2 - Click on the Enroll link.' Other sections visible include 'Finances' (My Account, Financial Aid) and 'Personal Information' (Demographic Data, Emergency Contact, Names, User Preferences). On the right side, there are several informational panels: 'SEARCH FOR CLASSES', 'Holds' (No Holds), 'To Do List' (No To Do's), 'Milestones' (No Milestones), 'Enrollment Dates' (Open Enrollment Dates), and 'Advisor' (Program Advisor: None Assigned). A central message box states 'You are not enrolled in classes.' and another states 'You have no outstanding charges at this time.'



GLENN DA

go to ... ▼ »»

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap
			edit
			term information

### Add Classes



#### 1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Semester 1 2015-2016 | Undergraduate | UP Los Banos

Open
  Closed
  Wait List

**Add to Cart:**  
Enter Class Nbr

**Find Classes**

Class Search

My Requirements

My Planner

**Semester 1 2015-2016 Shopping Cart**

---

Your enrollment shopping cart is empty.

**Step 3** - Click on the **Search** button.  
*Note: The following steps will teach you to enlist lecture course.*

GLENN DA go to ...

**Search** | **Plan** | **Enroll** | **My Academics**

my class schedule | add | drop | swap | edit | term information

### Add Classes

1 2 3

#### Enter Search Criteria

UP Los Banos | Semester 1 2015-2016

Select at least 2 search criteria. Click Search to view your search results.

**Class Search Criteria**

Course Subject	<input type="button" value="select subject"/>	<input type="text" value="AGRI"/>	Agriculture
Course Number	<input type="text" value="is exactly"/>	<input type="text" value="121"/>	
Course Career	<input type="text" value="Undergraduate"/>		

Show Open Classes Only  
 Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

[Return to Add Classes](#)

**Step 4** – Enter the subject you want to enroll.

**Step 5** – Enter the course number.

**Step 6** – Click on the **Search** button.

**Search** | **Plan** | **Enroll** | **My Academics**

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Edit](#) | [Term Information](#)

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Student Center](#)

**GLENN DA** go to ...

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)

[my class schedule](#) | [add](#) | [drop](#) | [swap](#) | [edit](#) | [term information](#)

**Add Classes**

**Search Results**

When available, click [View All Sections](#) to see all sections of the course.

UP Los Banos | Semester 1 2015-2016

[My Class Schedule](#) [show all](#)

[Shopping Cart](#)

Your shopping cart is empty.

The following classes match your search criteria Course Subject: **Agriculture**, Course Number is exactly **121**, Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

[Return to Add Classes](#) [START A NEW SEARCH](#)

● Open ■ Closed ▲

▼ **AGRI 121 - Introduction to Ecological Agriculture**

[View All Sections](#) | First 1 of 1 [Last](#)

Section [A-LEC\(14937\)](#) Status ● [select class](#)

Session Regular

Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Staff	TBA

[Return to Add Classes](#) [START A NEW SEARCH](#)

---

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Edit](#) | [Term Information](#)

go to ...

**Step 7** - Click on the **select class** button of your selected section.





[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Student Center](#)

GLENN DA

go to ...

<a href="#">Search</a>	<a href="#">Plan</a>	<a href="#">Enroll</a>	<a href="#">My Academics</a>
<a href="#">my class schedule</a>	<a href="#">add</a>	<a href="#">drop</a>	<a href="#">swap</a>
	<a href="#">edit</a>	<a href="#">term information</a>	

### Add Classes

1 2 3

### 1. Select classes to add - Enrollment Preferences

Semester 1 2015-2016 | Undergraduate | UP Los Banos

### AGRI 121 - Introduction to Ecological Agr

#### Class Preferences

**AGRI 121-A**    **Lecture**    ● **Open**    **Wait List**     Wait list if class is full  
**Grading**    Numeric Grade  
**Session**    Regular Academic Session  
**Career**    Undergraduate  
**Units**    3.00

**Step 8** - Click on the **Next** button to confirm your selected class.

Section	Component	Days & Times	Room	Instructor	Start/End Date
A	Lecture	TBA	TBA	Staff	

[Search](#)   [Plan](#)   [Enroll](#)   [My Academics](#)

[My Class Schedule](#)   [Add](#)   [Drop](#)   [Swap](#)   [Edit](#)   [Term Information](#)

go to ...

GLENN DA

go to ...  >>

**Add Classes**

**1. Select classes to add**

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

**Important** A confirmation that you successfully added a course will appear.

 AGRI 121 has been added to your Shopping Cart.

Semester 1 2015-2016 | Undergraduate | UP Los Banos



Open
  Closed
  Wait List

**Add to Cart:**

Enter Class Nbr

**Find Classes**

Class Search  
 My Requirements  
 My Planner


Semester 1 2015-2016 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">AGRI 121-A (14937)</a>	TBA	TBA	Staff	3.00	

**Step 9** - Click on the **Search** button to select another class.

*Note: The following steps will teach you to enlist lecture-lab course.*

**My Semester 1 2015-2016 Class Schedule**

Enrolled
  Dropped
  Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">AGRI 161-B (14927)</a>	Innovations & Entrep in Agri (Lecture)	TBA	TBA	Staff	3.00	

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)

**B. To Enlist Bundled Courses (Lecture/Laboratory, Lecture/Recitation etc.)**

GLENN DA

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

### Add Classes

1 2 3

### Enter Search Criteria

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Select at least 2 search criteria. Click Search to view your search results.

**Class Search Criteria**

Course Subject   Biology

Course Number

Course Career

Show Open Classes Only  
 Show Open Entry/Exit Classes Only


Use Additional Search Criteria to narrow your search results.

[Return to Add Classes](#)

**Step 10**– Enter the subject you want to enroll.

**Step 11**– Enter the course number.

**Step 12**– Click on the Search Button



[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Student Center](#)

GLENN DA

go to ...

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)  
[my class schedule](#) | [add](#) | [drop](#) | [swap](#) | [edit](#) | [term information](#)

**Add Classes**

1 2 3

**Search Results**

When available, click View All Sections to see all sections of the course.

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[My Class Schedule](#)

AGRI 121 TBA

[Shopping Cart](#)

Your shopping cart is empty.

The following classes match your search criteria Course Subject: **Biology**, Course Number is exactly '2', Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

[Return to Add Classes](#)

[START A NEW SEARCH](#)

Open
  Closed
  Wait List

▼ BIO 2 - General Biology II

View All Sections First 1-3 of 6 Last

Section <a href="#">A-LEC(14929)</a>		Status <span style="color: green;">●</span>	<input type="button" value="select class"/>
Session Regular			
Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Staff	TBA
Section <a href="#">A-1L-LAB(14930)</a>		Status <span style="color: green;">●</span>	<input type="button" value="select class"/>
Session Regular			
Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Staff	TBA
Section <a href="#">A-2L-LAB(14933)</a>		Status <span style="color: green;">●</span>	<input type="button" value="select class"/>
Session Regular			
Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Staff	TBA

**Step 13** Click on the **select class** button of your selected section.

[Return to Add Classes](#)

[START A NEW SEARCH](#)

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)  
[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Edit](#) | [Term Information](#)

go to ...

GLENN DA go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

### Add Classes

1 2 3

#### 1. Select classes to add - Related Class Sections

Semester 1 2015-2016 | Undergraduate | UB Los Banos

BIO 2 - Lecture selected

**Step 14** - Tick the **radio** button of your selected lab section

Select Laboratory Section (Optional):						
	Class Nbr	Section	Schedule	Room	Instructor	Status
<input checked="" type="radio"/>	14930	<a href="#">A-1L</a>	TBA	TBA	Staff	●
<input type="radio"/>	14933	<a href="#">A-2L</a>	TBA	TBA	Staff	●

View All Sections | First 1-3 of 3 Last

CANCEL
NEXT

---

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

**Step 15** - Click on the **Next** button



Favorites Main Menu > Self Service > Student Center

GLENN DA

go to ...

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)  
[my class schedule](#) || [add](#) || [drop](#) || [swap](#) || [edit](#) || [term information](#)

**Add Classes**

1 2 3

**1. Select classes to add - Enrollment Preferences**

Semester 1 2015-2016 | Undergraduate | UP Los Banos

**BIO 2 - General Biology II**

**Class Preferences**

BIO 2-A Lecture ● Open      Wait List  Wait list if class is  
 BIO 2-A-1L Laboratory ● Open      Grading Numeric Grade  
 Units 3.00  
 Session Regular Academic Session  
 Career Undergraduate

**Step 16** - Click on the **Next** button to confirm your selected class.

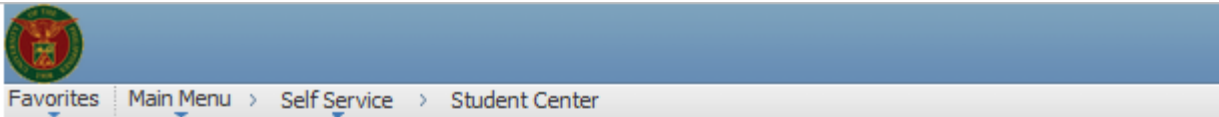
CANCEL **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
A	Lecture	TBA	TBA	Staff	
A-1L	Laboratory	TBA	TBA	Staff	

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#)

go to ...



GLENN DA

go to ...

Search Plan Enroll My Academics  
 my class schedule || add || drop || swap || edit || term in

**Important** A confirmation that you successfully added a course will appear.

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ BIO 2 has been added to your Shopping Cart.

Semester 1 2015-2016 | Undergraduate | UP Los Banos

Open Closed Wait List

Add to Cart: Enter Class Nbr [ ] enter

Find Classes: Class Search My Requirements My Planner search

Delete	Class	Days/Times	Room	Instructor	Units	Status
	BIO 2-A (14929)	TBA	TBA	Staff	3.00	

**Step 17** – Repeat steps 3-8 to enlist your courses or if you wish to enlist *lecture courses and lecture-lab courses* repeat step 9-16. Then, proceed to step 18 to enroll your enlisted courses.

PROCEED TO STEP 2 OF 3

My Semester 1 2015-2016 Class Schedule

Enrolled

Class	Description	Days/Times	Room	Instructor	Units	Status
AGRI 121-A (14937)	Introduction to Ecological Agr (Lecture)	TBA	TBA	Staff	3.00	✓
AGRI 161-B (14927)	Innovations & Entrep in Agri (Lecture)	TBA	TBA	Staff	3.00	✓

**Step 18** – If you wish to finish your enlisted courses, Click on the **Proceed to Step 2 of 3** button.

Search Plan Enroll My Academics  
 My Class Schedule Add Drop Swap Edit Term Information  
 go to ...


[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Student Center](#)

GLENN DA

go to ... 

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)  
[my class schedule](#) | [add](#) | [drop](#) | [swap](#) | [edit](#) | [term information](#)


**Add Classes**



1 2 3

**2. Confirm classes**

Click Finish Enrolling to process your request for the classes listed below.  
To exit without adding these classes, click Cancel.


Semester 1 2015-2016 | Undergraduate | UP Los Banos



Open |  Closed |  Wait List




Class	Description	Days/Times	Grading Basis	Room	Instructor	Units	Status
BIO 2-A (14929)	General Biology II (Lecture)	TBA	GRD	TBA	Staff	3.00	
BIO 2-A-1L (14930)	General Biology II (Laboratory)	TBA	GRD	TBA	Staff		

[CANCEL](#) | [PREVIOUS](#) | [FINISH ENROLLING](#)





**Step 19** – Click on the **Finish Enrolling** button to **confirm your slot**.

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)  
[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Edit](#) | [Term Information](#)  
 go to ... 

Course/s with (  ) status indicates successful enrollment while course/s with (  ) status will remain on your shopping cart. Refer to the page 25 to see list of enrollment errors and its resolution.

 Enrolled |  Dropped |  Wait Listed

**My Semester 1 2015-2016 Class Schedule**

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">AGRI 121-A (14937)</a>	Introduction to Ecological Agr (Lecture)	TBA	TBA	Staff	3.00	
<a href="#">BIO 2-A (14929)</a>	General Biology II (Lecture)		FBS Field	Staff	3.00	
<a href="#">BIO 2-A-2L (14933)</a>	General Biology II (Laboratory)	TBA	TBA	Staff		
<a href="#">ENG 2(AH)-A (13975)</a>	College Writing in English (Lecture)	TBA	TBA	Staff	3.00	

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)  
[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Edit](#) | [Term Information](#)  
 go to ... 



### C. How to Enroll Waitlist

The screenshot shows the 'GLENN's Student Center' interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Self Service', and 'Student Center'. Below this, the 'Academics' section is expanded, showing links for 'Search Plan', 'Enroll', and 'My Academics'. A red box highlights the 'Enroll' link, and a blue callout box with the text 'Step 2 - Click on the Enroll link.' points to it. A message box states 'You are not enrolled in classes.' and there is an 'enrollment shopping cart' link. To the right, there is a 'SEARCH FOR CLASSES' button and several status boxes: 'Holds' (No Holds), 'To Do List' (No To Do's), 'Milestones' (No Milestones), 'Enrollment Dates' (Open Enrollment Dates), and 'Advisor' (Program Advisor: None Assigned). Below the Academics section are the 'Finances' and 'Personal Information' sections. The 'Finances' section includes 'My Account' (Account Inquiry, Payment Profile) and 'Financial Aid' (View Financial Aid, make a payment), with a message 'You have no outstanding charges at this time.' The 'Personal Information' section includes 'Demographic Data', 'Emergency Contact', 'Names', 'User Preferences', and 'Contact Information' (Home Address, Billing Address, Home Phone, E-Mail, all None).

**GLENN DA** go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

**Add Classes** 1

**1. Select classes to add**

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Semester 1 2015-2016 | Undergraduate | UP Los Banos

Open Closed Wait List

Add to Cart: Enter Class Nbr [ ] enter

Find Classes

- Class Search
- My Requirements
- My Planner

**search**

Semester 1 2015-2016 Shopping Cart

Shopping cart is empty.

My Semester 1 2015-2016 Class Schedule

You are not registered for classes in this term.

**Step 3 - Click on the Search Button.**

**GLENN DA** go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

**Add Classes**

**Enter Search Criteria**

The search returns no results that match the criteria specified

UP Los Banos | Semester 1 2015-2016

Select at least 2 search criteria. Click Search to view your search results.

**Class Search Criteria**

Course Subject select subject AGRI Agriculture

Course Number is exactly 161

Course Career Undergraduate

Show Open Classes Only

Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

Return to Add Classes CLEAR CRITERIA **SEARCH**

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

**Step 4 – Enter the Subject you wish to waitlist**

**Step 5 – Enter the course number.**

**Step 6 – Click on the Search button.**

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Student Center](#)

GLENN DA

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)  
[my class schedule](#) || [add](#) || [drop](#) || [swap](#) || [edit](#) || [term information](#)

**Add Classes** 1 2 3

**Search Results**

When available, click [View All Sections](#) to see all sections of the course.

UP Los Banos | Semester 1 2015-2016

[My Class Schedule](#) | [Shopping Cart](#)  
 You are not registered for classes in this term. | Your shopping cart is empty.

The following classes match your search criteria Course Subject: **Agriculture**, Course Number is exactly **'161'**, Course Career: **Undergraduate**, Show Open Classes Only: **No**

[Return to Add Classes](#) START A NEW SEARCH

Open  Closed  Wait List

**AGRI 161 - Innovations and Entrepreneurship in Agriculture**

[View All Sections](#) | First **1 of 1** | [Last](#)

Section	Component	Days & Times	Room	Instructor	Meeting Dates
A-LEC(14926)	Regular	TBA	TBA	Staff	TBA

[Return to Add Classes](#) START A NEW SEARCH

**Step 7 - Click on the Select Class Button.**

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Student Center](#)

GLENN DA

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)  
[my class schedule](#) || [add](#) || [drop](#) || [swap](#) || [edit](#) || [term information](#)

**Add Classes** 1 2 3

**1. Select classes to add - Enrollment Preferences**

Semester 1 2015-2016 | Undergraduate | UP Los Banos

**AGRI 161 - Innovations & Entrep in Agri**

**Class Preferences**

AGRI 161-A	Lecture	<input checked="" type="checkbox"/> Wait List	Wait List	<input checked="" type="checkbox"/> Wait list if class is full
			Grading	Numeric Grade
Session	Regular Academic Session		Units	3.00
Career	Undergraduate			


[CANCEL](#) [NEXT](#)

Section	Component	Days & Times	Room	Instructor	Start/End Date
A	Lecture	TBA	TBA	Staff	

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)  
[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Edit](#) | [Term Information](#)

**Step 8 - Tick the Waitlist box**

**Step 9 - Click on the Next button**


 Favorites | Main Menu > Self Service > Student Center

GLENN DA

go to ... 


### Add Classes



#### 1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

**Step 10** – A confirmation that you successfully added a course will appear.

 AGRI 161 has been added to your Shopping Cart.

Semester 1 2015-2016 | Undergraduate | UP Los Banos



Open
  Closed
  Wait List

Add to Cart:

Enter Class Nbr

Find Classes

Class Search  
 My Requirements  
 My Planner

Semester 1 2015-2016 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	AGRI 161-A (14926)	TBA	TBA	Staff	3.00	

**Step 11** – Click on the Proceed to Step 2 of 3 Button

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Student Center](#)

GLENN DA go to ...

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)  
[my class schedule](#) || [add](#) || [drop](#) || [swap](#) || [edit](#) || [term information](#)

**Add Classes** 1 2 3

**2. Confirm classes**

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Semester 1 2015-2016 | Undergraduate | UP Los Banos

Open     Closed     Wait List

Class	Description	Days/Times	Grading Basis	Room	Instructor	Units	Status
AGRI 161-A (14926)	Innovations & Entrep in Agri (Lecture)	TBA	GRD	TBA	Staff	3.00	⚠

[CANCEL](#) | [PREVIOUS](#) | **[FINISH ENROLLING](#)**

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)  
[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Edit](#) | [Term Information](#)  
 go to ...

**Step 12** – Click on the Finish Enrolling button

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Student Center](#)

GLENN DA go to ...

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)  
[my class schedule](#) || [add](#) || [drop](#) || [swap](#) || [edit](#) || [term information](#)

**Add Classes** 1 2 3

**3. View results**

View the following status report for enrollment confirmations and errors:

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Success: enrolled     Error: unable to add class

Class	Message	Status
AGRI 161	<b>Message:</b> Class 14926 is full. You have been placed on the wait list in position number 2.	<input checked="" type="checkbox"/>

[MY CLASS SCHEDULE](#) | [ADD ANOTHER CLASS](#)

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)  
[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Edit](#) | [Term Information](#)  
 go to ...

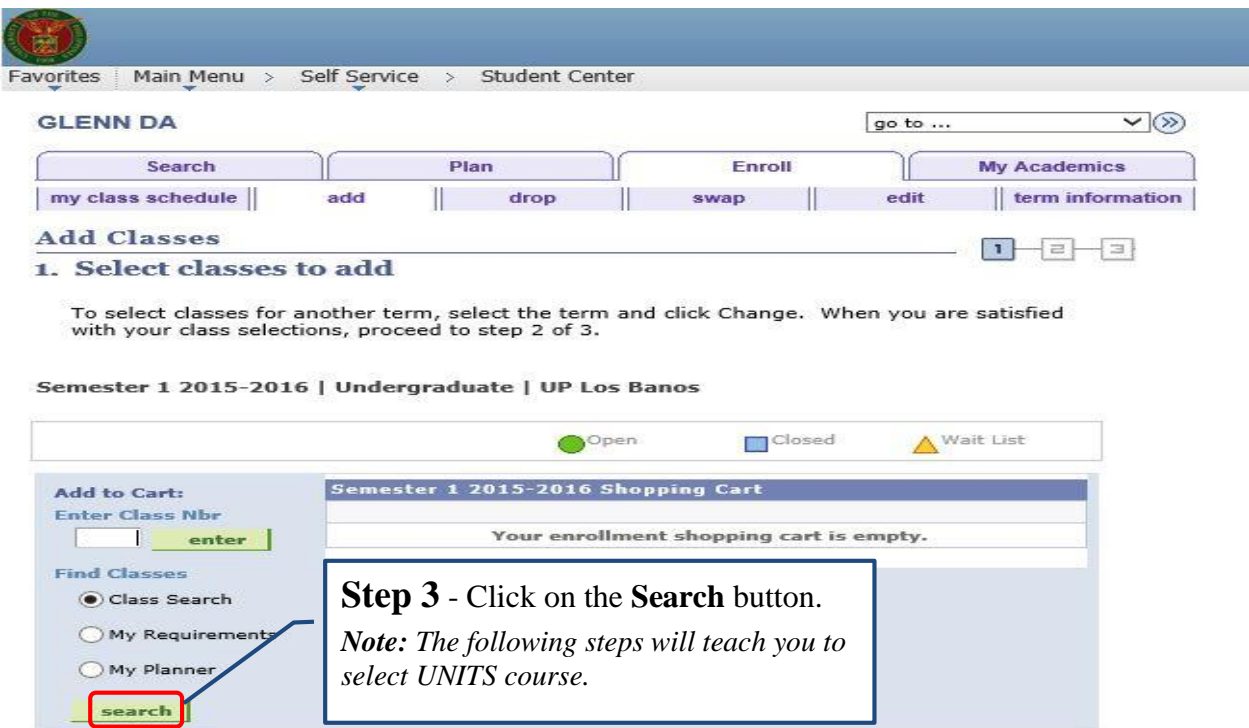
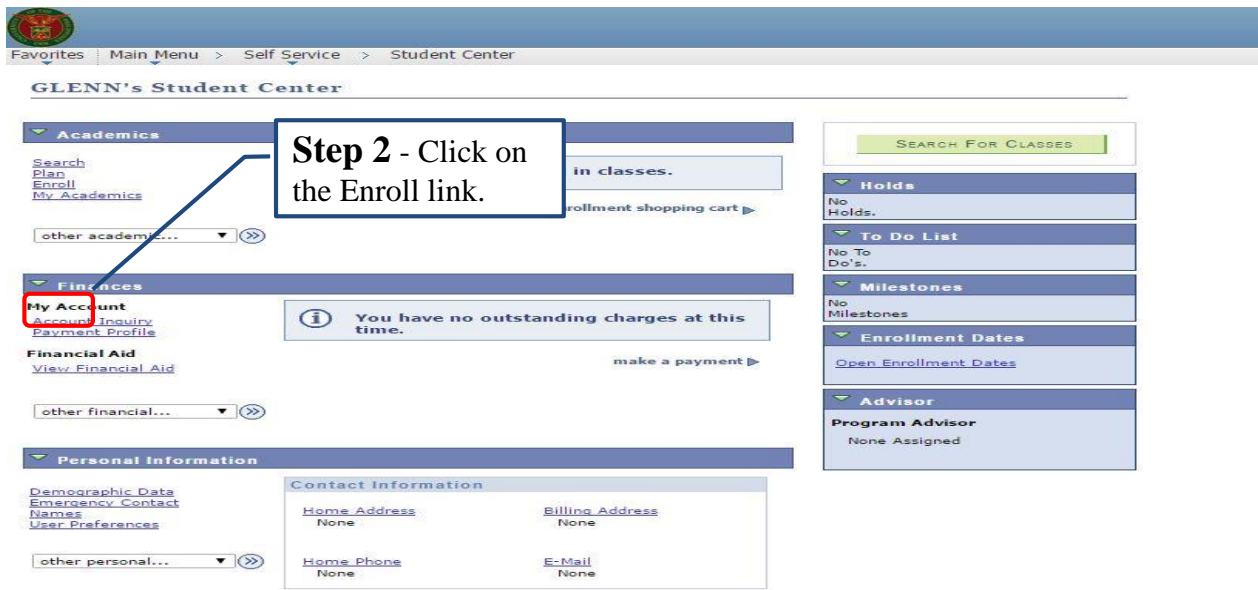
**Step 13** –You will see your waitlist status and position number you have been placed



**D. How to Select Units**



**Step 1-** Follow the Navigational Path  
*Main Menu → Self Service → Student Center*



Favorites | Main Menu > Self Service > Student Center

GLENN DA go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

### Add Classes

#### Enter Search Criteria

UP Los Banos | Semester 2 2015-2016

Select at least 2 search criteria. Click Search to view your search results.

**Class Search Criteria**

Course Subject select subject COMA Communication

Course Number is exactly 200

Course Career Undergraduate

Show Open Classes Only  
 Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

▶ Additional Search Criteria

[Return to Add Classes](#) CLEAR CRITERIA SEARCH

**Step 4**– Enter the subject you want to enroll.

**Step 5** – Enter the course number.

**Step 6** – Click on the **Search** button.

Favorites | Main Menu > Self Service > Student Center

[Return to Add Classes](#) START A NEW SEARCH

Open Closed Wait List

COMA 200 - Undergraduate Thesis

View All Sections First 1-3 of 15

Section <a href="#">A-LEC(7065)</a>	Status <span style="color: green;">●</span>	<span style="border: 1px solid #ccc; padding: 2px;">select class</span>
Session Regular	Topic COMA 200-1	
Days & Times	Room	Instructor
TBA	TBA	Staff
Meeting Dates		TBA

Section <a href="#">AR1-LEC(6787)</a>	Status <span style="color: green;">●</span>	<span style="border: 1px solid red; padding: 2px;">select class</span>
Session Regular		
Days & Times	Room	Instructor
TBA	TBA	Staff
Meeting Dates		TBA

Section <a href="#">AR10-LEC(6788)</a>	Status <span style="color: green;">●</span>	<span style="border: 1px solid #ccc; padding: 2px;">select class</span>
Session Regular		
Days & Times	Room	Instructor
TBA	TBA	Staff
Meeting Dates		TBA

[Return to Add Classes](#) START A NEW SEARCH

**Step 7** - Click on the **select class** button of your selected section.

GLENN DA go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

### Add Classes

**1. Select classes to add - Enrollment Preferences**

Semester 2 2015-2016 | Undergraduate | UP Los Banos

**COMA 200 - Undergraduate Thesis**

Class Preferences

COMA 200-A Lecture ● Open Wait List  Wait list if class is full

Grading Numeric Grade

Topic COMA 200-1

Session Regular Academic Session

Career Undergraduate

Units ▼

- 1.00
- 1.00
- 2.00
- 3.00
- 4.00
- 5.00
- 6.00

NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
A	Lecture	TBA	TBA	Staff	

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

**Step 8** - Click on the **Drop down** button to select units.

**Step 9** - Click on the **Next** button

GLENN DA go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

### Add Classes

**1. Select classes to add**

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✔ **COMA 200 has been added to your Shopping Cart.**

Semester 2 2015-2016 | Undergraduate | UP Los Banos

● Open ■ Closed ▲ Wait List

Add to Cart: Enter Class Nbr  enter

Find Classes

Class Search

My Requirements

My Planner

search


Delete	Class	Days/Times	Room	Instructor
	COMA 200-A (7065)	TBA	TBA	Staff

PROCEED TO STEP 2 OF 3

**Important** A confirmation that you successfully added a course will appear

**Step 10** - Click on the **Proceed to Step 2 of 3** button




[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Student Center](#)

GLENN DA

go to ...

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)  
[my class schedule](#) || [add](#) || [drop](#) || [swap](#) || [edit](#) || [term information](#)

### Add Classes

1 2 3

#### 2. Confirm classes


Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Semester 2 2015-2016 | Undergraduate | UP Los Banos

Open
  Closed
  Wait List

Class	Description	Days/Times	Grading Basis	Room	Instructor	Units	Status
COMA 200-A (7065)	Undergraduate Thesis (Lecture)	TBA	GRD	TBA	Staff	1.00	<input checked="" type="radio"/>

**Step 11** - Click on the **Finish Enrolling** button to confirm your slot.


[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Student Center](#)

GLENN DA

go to ...

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)  
[my class schedule](#) || [add](#) || [drop](#) || [swap](#) || [edit](#) || [term information](#)

### Add Classes

1 2 3

#### 3. View results

View the following status report for enrollment confirmation.

Semester 2 2015-2016 | Undergraduate | UP Los Banos

Success: enrolled
  Error: unable to add class

Class	Message	Status
COMA 200	Success: This class has been added to your schedule.	<input checked="" type="radio"/>

Course/s with (  ) status indicates successful enrollment

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)  
[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Edit](#) | [Term Information](#)  
 go to ...

## A. Common Enrollment Error Message

If the result does not display “success”, there is an error that needs to be corrected for you to be able to enroll. Below are some examples of the enrollment messages that you might encounter.

Error Message	Explanation	Action To Take
<p><b>Error:</b> Unable to add this class - prerequisites have not been met.</p> <p>Chem 17 Pre/Co-Req</p>	You are trying to add a class with co-requisite or pre-requisite course.	<p>You must enroll the course co-requisite together with this class for this term.</p> <p>Enroll first the pre-requisite course.</p>
<p>This class requires Instructor Consent Required consent. You will need to obtain permission to add this class.</p>	The class/es you are trying to add require a COI.	Submit your COI on your college to
<p><b>Error:</b> This class is outside of your career of study. You are not permitted to enroll in classes in this career.</p>	You are trying to enroll course/s which outside your curriculum or career.	You cannot add this class.
<p><b>Error:</b> Unable to add this class - term maximum exceeded. Adding this class would exceed the maximum number of units or courses allowed for this term.</p>		
<p><b>Error:</b> You cannot add this class due to a time conflict with class 45. Select another class.</p>		

All courses with error status remains on your enrollment shopping cart.

**A. Account Inquiry**

After you confirm your classes, you should view and settle your assessment fees.

**1. View your assessment fees**

Follow the steps below to view your assessment fees.



**Step 1-** Follow the Navigational Path  
*Main Menu → Self Service → Student Center*

**Step 2** –Click on the Account Inquiry Link



Favorites | Main Menu > Self Service > Student Center

GLENN DA

go to ...

Account Inquiry | Electronic Payments/Purchases

summary | activity | charges due | payments

**Account Summary**

You owe 26,155.50. For the breakdown, access [Charges Due](#)

- Due Now 26,155.50
- Future Due 0.00

\*\* You have a past due balance of 26,155.50. \*\*

**Step 3** – Note the total amount of your assessment fees.

What I Owe			
Term	Outstanding Charges & Deposits	Pending Payments	Total Due
Semester 1 2015-2016	26,155.50		26,155.50
<b>Total</b>	<b>26,155.50</b>		<b>26,155.50</b>

Currency used is Philippine Peso.

[MAKE A PAYMENT](#)

▶ [Remittance Addresses](#)

[Financial Aid](#)

**Account Inquiry** | **Electronic Payments/purchases**

[Summary](#) | [Activity](#) | [Charges Due](#) | [Payments](#)

go to ...



**Step 4** – Click on the charges due button.

Favorites | Main Menu > Self Service > Student Center

GLENN DA go to... ▾ >>

<b>Account Inquiry</b>		<b>Electronic Payments/Purchases</b>	
summary	activity	charges due	payments

**Charges Due**

Following is a Running Totals summary by due date of the charges and deposits that you owe. Review either the Details by Due Date table or the Details by Charge table to see the specific charges.

Summary of Charges by Due Date		
Due Date	Due Amount	Running Total
04/22/2015	26,155.50	26,155.50

First 1 of 1 Last

Currency used is Philippine Peso.

**Details by Due Date**

Currency used is Philippine Peso.

View By: All Terms ▾ go

**Step 5** – These are the breakdown list of your charges due

Details by Charge			
Charge	Due Date	Term	Amount
Community Chest Fee	04/22/2015	Semester 1 2015-2016	0.50
Student Council Fee	04/22/2015	Semester 1 2015-2016	5.00
Entrance Fee - CA	04/22/2015	Semester 1 2015-2016	30.00
Registration Fee - CA	04/22/2015	Semester 1 2015-2016	40.00
College Publication Fee - CA	04/22/2015	Semester 1 2015-2016	40.00
Medical Fee	04/22/2015	Semester 1 2015-2016	50.00
Cultural Fee	04/22/2015	Semester 1 2015-2016	50.00
Athletic Fee	04/22/2015	Semester 1 2015-2016	75.00
Deposit Fee - CA	04/22/2015	Semester 1 2015-2016	100.00
ID Card Fee	04/22/2015	Semester 1 2015-2016	130.00
Internet Fee	04/22/2015	Semester 1 2015-2016	260.00
Energy Fee	04/22/2015	Semester 1 2015-2016	425.00
Library Fee - CA	04/22/2015	Semester 1 2015-2016	1,100.00
Tuition Fee Increment - CA	04/22/2015	Semester 1 2015-2016	1,350.00
Tuition Fee - CA	04/22/2015	Semester 1 2015-2016	9,000.00

First 1-15 of 18 Last

Currency used is Philippine Peso.

**MAKE A PAYMENT**

**Account Inquiry** | **Electronic Payments/purchases**

[Summary](#) | [Activity](#) | [Charges Due](#) | [Payments](#)

go to... ▾ >>

## B. Manage Enlisted Courses

You can still be able to manage your courses during registration period up to the first two (2) weeks of the study session, even after you confirm your courses or after you settle your assessment fees.

### C.1. Drop Course (Cancellation)

Use drop course if you opt to drop course/s from your schedule. No dropping of courses reaching the minimum enrollment unit of 3 shall be allowed.

Follow the steps below to drop classes from your schedule.

**START HERE!**

**Step 1-** Follow the Navigational Path  
[Main Menu](#) → [Self Service](#) → [Student Center](#)

**Step 2 –** Click on the Enroll link.

The screenshot shows the SAIS interface with the 'Academics' section expanded. The 'Enroll' link is highlighted with a red box. The 'This Week's Schedule' table is visible, showing courses like AGRI 121-A, AGRI 161-B, BIO 2-A, and BIO 2-A-1L. The 'Finances' section shows an account summary with a balance of 26,155.50. The 'Holds', 'To Do List', 'Milestones', 'Enrollment Dates', and 'Advisor' sections are also visible.

Class	Schedule
AGRI 121-A LEC (14937)	TBA
AGRI 161-B LEC (14927)	TBA
BIO 2-A LEC (14929)	FBS Field
BIO 2-A-1L LAB (14930)	FBS Field

Account Summary	
<b>You owe 26,155.50.</b>	
Due Now	26,155.50
Future Due	0.00
<b>** You have a past due balance of 26,155.50. **</b>	
Currency used is Philippine Peso.	



**Step 3 - Click on the drop button**

Navigation: Favorites | Main Menu > Self Service > Student Center

User: GLENN DA

Buttons: Search, Plan, Enroll, My Academics

Plan sub-buttons: my class schedule, add, drop, swap, edit, term information

Section: Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Semester 1 2015-2016 | Undergraduate | UP Los Banos

Legend: Open (Green circle), Closed (Blue square), Wait List (Yellow triangle)

Add to Cart: Enter Class Nbr [ ] enter

Find Classes: Class Search (selected), My Requirements, My Planner

Shopping Cart: Semester 1 2015-2016 Shopping Cart. Your enrollment shopping cart is empty.

**Step 4 - Select and tick on the box next to the class/es you wish to drop.**

Navigation: Favorites | Main Menu > Self Service > Student Center

User: GLENN DA

Buttons: Search, Plan, Enroll, My Academics

Plan sub-buttons: my class schedule, add, drop, swap, edit, term information

Section: Drop Classes

1. Select classes to drop

To select classes to drop and click Drop Selected Classes.

Semester 1 2015-2016 | Undergraduate | UP Los Banos

Legend: Enrolled (Green checkmark), Dropped (Blue X), Wait Listed (Yellow triangle)

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	<a href="#">AERS 191-A (14582)</a>	Special Topics (Lecture)	TBA	TBA	Staff	1.00	✓
<input type="checkbox"/>	<a href="#">AGRI 121-A (14937)</a>	Introduction to Ecological Agr (Lecture)	TBA	TBA	Staff	3.00	✓
<input type="checkbox"/>	<a href="#">AGRI 161-B (14927)</a>	Innovations & Entrep in Agri (Lecture)	TBA	TBA	Staff	3.00	✓
<input type="checkbox"/>	<a href="#">BIO 2-A (14929)</a>	General Biology II (Lecture)		FBS Field	Staff	3.00	✓
	<a href="#">BIO 2-A-1L (14930)</a>	General Biology II (Laboratory)		FBS Field	Staff		✓

**Step 5 - Click on the Drop Selected Classes button**

Button: DROP SELECTED CLASSES

**GLENN DA** go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

**Drop Classes** 1 2 3

**2. Confirm your selection**

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

Semester 1 2015-2016 | Undergraduate | UP Los Banos

✔ Enrolled   
 ✖ Dropped   
 ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">AERS 191-A (14582)</a>	Special Topics (Lecture)	TBA	TBA	Staff	1.00	<span style="color: green;">✔</span>

CANCEL   
 PREVIOUS   
 FINISH DROPPING

**Step 6** -- Click on the **Finish Dropping** button

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

**GLENN DA** go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

**Drop Classes** 1 2 3

**3. View results**

View the results of your enrollment request. Click Fix Errors to make changes to your request.

Semester 1 2015-2016 | Undergraduate | UP Los Banos

✔ Success: dropped   
 ✖ Error: unable to drop class

Class	Message	Status
AERS 191	<b>Success:</b> This class has been removed from your schedule.	<span style="color: green;">✔</span>

MY CLASS SCHEDULE

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...



## C.2. Swap Course

Swap course is used to change or transfer to a different section within the same course.

Follow the steps below to swap courses.



**Step 1-** Follow the Navigational Path  
*Main Menu → Self Service → Student Center*

**Step 2 – Click on the Enroll link.**

**Academics**

Search  
 Plan  
**Enroll**  
 My Academics

other academic... ▾ ⌵

Deadlines URL Gradebook

**This Week's Schedule**

	Class	Schedule
📅	AGRI 121-A LEC (14937)	TBA
📅	AGRI 161-B LEC (14927)	TBA
📅	BIO 2-A LEC (14929)	FBS Field
📅	BIO 2-A-1L LAB (14930)	FBS Field

weekly schedule ▶  
 enrollment shopping cart ▶

**SEARCH FOR CLASSES**

**Holds**  
 No Holds.

**To Do List**  
 No To Do's.

**Milestones**  
 No Milestones

**Enrollment Dates**  
[Open Enrollment Dates](#)

**Advisor**  
**Program Advisor**  
 None Assigned

**Finances**

**My Account**  
[Account Inquiry](#)  
[Payment Profile](#)

**Financial Aid**  
[View Financial Aid](#)

other financial... ▾ ⌵

**Account Summary**

**You owe 26,155.50.**

- Due Now 26,155.50
- Future Due 0.00

**\*\* You have a past due balance of 26,155.50. \*\***

Currency used is Philippine Peso.

make a payment ▶

GLENN DA go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

### Swap a Class

**1. Select a class to swap**

Select the class you wish to swap then select the class you wish to replace it with.

Semester 1 2015-2016 | Undergraduate | UP Los Banos

**Swap This Class**

Select from your schedule AGRI 121: Introduction to Ecological Agr

**With This Class**

Search for Class Class Search search

Enter Class Nbr enter

My Semester 1 2015-2016 Class Schedule

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

**Step 4** - Click on the **Dropdown** button and select the course you want to swap

**Step 5** - Click on the **Search** button to select class you wish to replace with.

GLENN DA go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

### Swap a Class

#### Enter Search Criteria

UP Los Banos | Semester 1 2015-2016

Select at least 2 search criteria. Click Search to view

**Class Search Criteria**

Course Subject select subject ENG English

Course Number is exactly 2 (AH)

Course Career Undergraduate

Show Open Classes Only  
 Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

Return to Swap a Class CLEAR CRITERIA SEARCH

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

**Step 6** – Enter the subject you want to swap

**Step 7** – Enter the course number.

**Step 8** - Click on the search button



[Favorites](#) | 
 [Main Menu](#) > 
 [Self Service](#) > 
 [Student Center](#)

GLENN DA

go to ... »

<a href="#">Search</a>	<a href="#">Plan</a>	<a href="#">Enroll</a>	<a href="#">My Academics</a>
<a href="#">my class schedule</a>	<a href="#">add</a>	<a href="#">drop</a>	<a href="#">swap</a>
			<a href="#">edit</a>
			<a href="#">term information</a>

Swap a Class

1 2 3

Search Results

When available, click View All Sections to see all sections of the course.

UP Los Banos | Semester 1 2015-2016

<a href="#">My Class Schedule</a> <span style="float: right;"><a href="#">show all</a></span>	<a href="#">Shopping Cart</a> Your shopping cart is empty.
AGRI 121 TBA	

The following classes match your search criteria Course Subject: **English**, Course Number is exactly '2 (AH)', Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

[Return to Swap a Class](#)

START A NEW SEARCH

Open
  Closed
  Wait List

▼ ENG 2(AH) - College Writing in English

View All Sections First 1 of 1

Section [A-LEC\(13975\)](#) Status ● select class

Session Regular

Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Staff	TBA

**Step 9** - Click on the **select class** button of your selected section

[Return to Swap a Class](#)

START A NEW SEARCH

[Search](#) | 
 [Plan](#) | 
 [Enroll](#) | 
 [My Academics](#)  
[My Class Schedule](#) | 
 [Add](#) | 
 [Drop](#) | 
 [Swap](#) | 
 [Edit](#) | 
 [Term Information](#)  
 go to ... »

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Student Center](#)

GLENN DA go to ...

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)  
[my class schedule](#) | [add](#) | [drop](#) | [swap](#) | [edit](#) | [term information](#)

### Swap a Class

1. Select a class to swap - Enrollment Preference

Semester 1 2015-2016 | Undergraduate | UP Los Banos

**ENG 2(AH) - College Writing in English**

**Class Preferences**

**ENG 2(AH)-A**    **Lecture**    ● **Open**    **Wait List**     Wait list if class is full  
**Grading**    Numeric Grade  
**Session**    Regular Academic Session  
**Career**    Undergraduate    **Units**    3.00

Section	Component	Days & Times	Room	Instructor	Start/End Date
A	Lecture	TBA	TBA	Staff	

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)  
[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Edit](#) | [Term Information](#)  
 go to ...

**Step 10** - Click on the next button.

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Student Center](#)

GLENN DA go to ...

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)  
[my class schedule](#) | [add](#) | [drop](#) | [swap](#) | [edit](#) | [term information](#)

### Swap a Class

2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

Semester 1 2015-2016 | Undergraduate | UP Los Banos

**You are replacing this class**

✔ Enrolled    ✘ Dropped    ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">AGRI 161-B (14927)</a>	Innovations & Entrep in Agri (Lecture)	TBA	TBA	Staff	3.00	✔

**With this class**

● Open    ■ Closed    ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">ENG 2(AH)-A (13975)</a>	College Writing in English (Lecture)	TBA	TBA	Staff	3.00	●

**Step 11** - Click on the **Finish Swapping** button to process your swap request.



[Favorites](#) | 
 [Main Menu](#) > 
 [Self Service](#) > 
 [Student Center](#)

GLENN DA

go to ...

<a href="#">Search</a>	<a href="#">Plan</a>	<a href="#">Enroll</a>	<a href="#">My Academics</a>
<a href="#">my class schedule</a>	<a href="#">add</a>	<a href="#">drop</a>	<a href="#">swap</a>
			<a href="#">edit</a>
			<a href="#">term information</a>

### Swap a Class

[1](#) [2](#) [3](#)

### 3. View results

View the results of your swap request. Click **Fix Errors** to try and correct the problems listed below or change your swap choices.

Semester 1 2015-2016 | Undergraduate | UP Los Banos

✔ Success: Classes were swapped 
 ✘ Error: Unable to swap class

Class	Message	Status
Swap AGRI 161 with ENG 2(AH)	<b>Success:</b> This class has been replaced.	<span style="color: green;">✔</span>

[MY CLASS SCHEDULE](#)

[Search](#) | 
 [Plan](#) | 
 [Enroll](#) | 
 [My Academics](#)

[My Class Schedule](#) | 
 [Add](#) | 
 [Drop](#) | 
 [Swap](#) | 
 [Edit](#) | 
 [Term Information](#)

go to ...

### C.3. Edit Course

Follow the steps below to edit a class.

**START HERE!**

**Step 1-** Follow the Navigational Path  
*Main Menu → Self Service → Student Center*

**Step 2 - Click on the Enroll link**

Search For Classes

Search Plan  
[Enroll](#)  
 My Academics

other academic... ▾

Deadlines URL Gradebook

This Week's Schedule		
	Class	Schedule
	AGRI 121-A LEC (14937)	TBA
	AGRI 161-B LEC (14927)	TBA
	BIO 2-A LEC (14929)	FBS Field
	BIO 2-A-1L LAB (14930)	FBS Field

weekly schedule ▶  
 enrollment shopping cart ▶

Finances

My Account  
[Account Inquiry](#)  
[Payment Profile](#)

Financial Aid  
[View Financial Aid](#)

other financial... ▾

Account Summary

**You owe 26,155.50.**

- Due Now 26,155.50
- Future Due 0.00

**\*\* You have a past due balance of 26,155.50. \*\***

Currency used is Philippine Peso.

make a payment ▶

Holds  
 No Holds.

To Do List  
 No To Do's.

Milestones  
 No Milestones

Enrollment Dates  
[Open Enrollment Dates](#)

Advisor  
**Program Advisor**  
 None Assigned

**Step 3 - Click on the edit button.**

GLENN DA

Search Plan Enroll My Academics

my class schedule || add || drop || swap || **edit** || term information

**Add Classes**

1. **Select classes to add**

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Semester 1 2015-2016 | Undergraduate | UP Los Banos

Open Closed Wait List

Add to Cart: Enter Class Nbr [ ] enter

Find Classes: Class Search My Requirements My Planner search

Semester 1 2015-2016 Shopping Cart

Your enrollment shopping cart is empty.

**Step 4 - Click on the Dropdown button and select the class you want to edit.**

GLENN DA

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

**Edit Class Enrollment Options**

1. **Select a class to edit**

Select the class to modify and click Proceed preferences.

Semester 1 2015-2016 | Undergraduate | UP Los Banos

Classes you are allowed to edit

Select from your schedule BIO 2: General Biology II

**PROCEED TO STEP 2 OF 3**

My Semester 1 2015-2016 Class Schedule

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

**Step 5 - Click on the Proceed To Step 2 of 3**

Favorites Main Menu > Self Service > Student Center

GLENN DA go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

**Edit Class Enrollment Options** 1

**1. Select a class to edit - Related Class Section**

Semester 1 2015-2016 | Undergraduate | UP Los Banos

**BIO 2 - General Biology II**

Section A  
FBS Field

Open Closed Wait List

**Select Laboratory section (Optional):**

Class Nbr	Section	Schedule	Room	Instructor	Status
14930	A-1L		FBS Field	Staff	<input checked="" type="radio"/>
14933	A-2L	TBA	TBA	Staff	<input type="radio"/>

View All Sections | First 1-2 of 2 Last

CANCEL PREVIOUS **NEXT**

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

**Step 6** - Tick on the **Radio button** of the desired laboratory section

**Step 7** - Click on the **Next** button.

Favorites Main Menu > Self Service > Student Center

GLENN DA go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

**Edit Class Enrollment Options** 1

**1. Select a class to edit - Enrollment Preference**

Semester 1 2015-2016 | Undergraduate | UP Los Banos

**BIO 2 - General Biology II**

**Class Preferences**

BIO 2-A Lecture  Open Wait List  Wait list if class is full

BIO 2-A-2L Laboratory  Open Grading Numeric Grade

Units 3.00

Session Regular Academic Session

Career Undergraduate

CANCEL PREVIOUS **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
A	Lecture		FBS Field	Staff	04/10/2015 - 06/30/2016
A-2L	Laboratory	TBA	TBA	Staff	

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**Step 8** - Click on the **Next** button.



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### Edit Class Enrollment Options

1 2 3

### 2. Confirm your selections

Click Finish Editing to process your edit request. To exit without making changes to this class, click Cancel.

Semester 1 2015-2016 | Undergraduate | UP Los Banos

Class Attribute	Original Value	New Value
<b>Laboratory Section</b>	A-1L FBS Field	A-2L TBA

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**Step 9** - Click on the **Finish Editing** button.

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### Edit Class Enrollment Options

1 2 3

### 3. View results

View the results of your enrollment request. Click fix errors to try and correct the problems listed below.

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✔ Success: Class updated
 ✘ Error: Unable to update class

Class	Message	Status
BIO 2	Success: This class has been updated.	✔

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