

MIDYEAR 2022 REGISTRATION

UPLB DX: Academic Management Information System (AMIS)

This is to inform everyone that UPLB AMIS will be deployed starting 22 June 2022 to accommodate Consent of Instructor requests for Midyear 2022.

Students may access UPLB DX: Academic Management Information System (AMIS) at <https://amis.uplb.edu.ph/> to apply for COI. Instructions are embedded on the website. COIs approved in AMIS are batch processed and may take a day to be reflected in SAIS.

All COI applications (including those requested before and during registration as well during the change of matriculation period) should be made through AMIS. Please report any problem/issue encountered during AMIS Login and Application of Consent of Instructor by accomplishing this form: <https://forms.gle/fVtqH38XuqoghxoR6>.

UP Student Academic Information System (SAIS)

Students will still process their enlistment/registration and change of matriculation in SAIS.

SCHEDULE OF REGISTRATION

Student Appointments:

June 29, 2022 (Wednesday) 8am-10pm	Graduating students as of Midyear 2022 Batch 2019 and earlier
June 30, 2022 (Thursday) 8am-10pm	Batch 2020 and Batch 2021 Graduate Students

REGISTRATION PROCEDURES

NOTE: *Accountabilities (e.g. loans, library, housing etc.) must be settled with units concerned to be able to proceed with the SAIS online registration.*

For students who are not sure if they are still covered by free tuition privilege, please check with your respective Office of the College Secretary (thru email or phone) before payment.

1. Students who have finalized the courses/number of units to enroll can settle their matriculation fees. Those who are qualified for the free tuition can claim the Form 5 through their respective OCS starting **22 July 2022 (Friday) until 28 July 2022 (Thursday)**. You may contact your OCS thru email or phone for the confirmation of your enrollment.

Students who failed to claim their Form 5 or confirm their enrollment with the OCS within the prescribed period will not have their names included in the final class list/grade roster.

2. Students can still add/delete/change their courses on their assigned schedule/appointment by accessing the SAIS registration site URL: <https://sais.up.edu.ph>. Log in using the SAIS username and password.

Note: For request or reset of the password for your account, please email helpdesk@up.edu.ph

3. To settle matriculation fees, payment options are as follows:

- a) Bank deposit through Landbank
- b) E-Payment through Landbank

Please ensure to settle the EXACT amount of matriculation fees for this term, unless you are instructed recently by OUR to adjust payment due to previous underpayment and overpayment.

For payment through bank deposit:

Proceed to any Landbank branch and accomplish three (3) copies of the deposit slip (Account Name: UPLB Revolving Fund/Account number: **1892-2220-09**).

The slip should show the deposit date, student's name and the amount of the tuition fee.

Access the OUR website: our.uplb.edu.ph and submit the scanned copy of the receipt to the Office of the University Registrar through the link: <https://forms.gle/ucMkHh1b9VcEQoGt8> for posting on SAIS.

Be reminded that a student is deemed NOT OFFICIALLY REGISTERED unless the deposit slip has been submitted to the OUR.

The electronic copy of your Form 5 will be sent to your UP Mail by the Records Section of OUR (records_our.uplb@up.edu.ph). Please affix your signature on your Form 5.

For payment through e-Payment of Land Bank

Access through Liz.Biz Portal using Land Bank debit account or G-cash, and do the following steps:

- (1) Go to Land Bank website.
- (2) Click "Liz.Biz Portal".
- (3) Click "Pay Now".
- (4) Click letter 'U' and look for the University of the Philippines Los Baños.
- (5) Click "continue".
- (6) Select transaction type. From the drop down selection, choose "matriculation"
- (7) Fill up the required fields in the displayed information.
- (8) Click "Submit" and wait for further instruction.
- (9) A Debit Confirmation Slip of Landbank Link.Biz Portal and/or email confirmation will be issued for every successful transaction
- (10) Access the OUR website: our.uplb.edu.ph and submit the scanned copy of the receipt to the Office of the University Registrar through the link: <https://forms.gle/ucMkHh1b9VcEQoGt8> for posting on SAIS.

Be reminded that a student is deemed NOT OFFICIALLY REGISTERED unless the deposit slip has been submitted to the OUR.

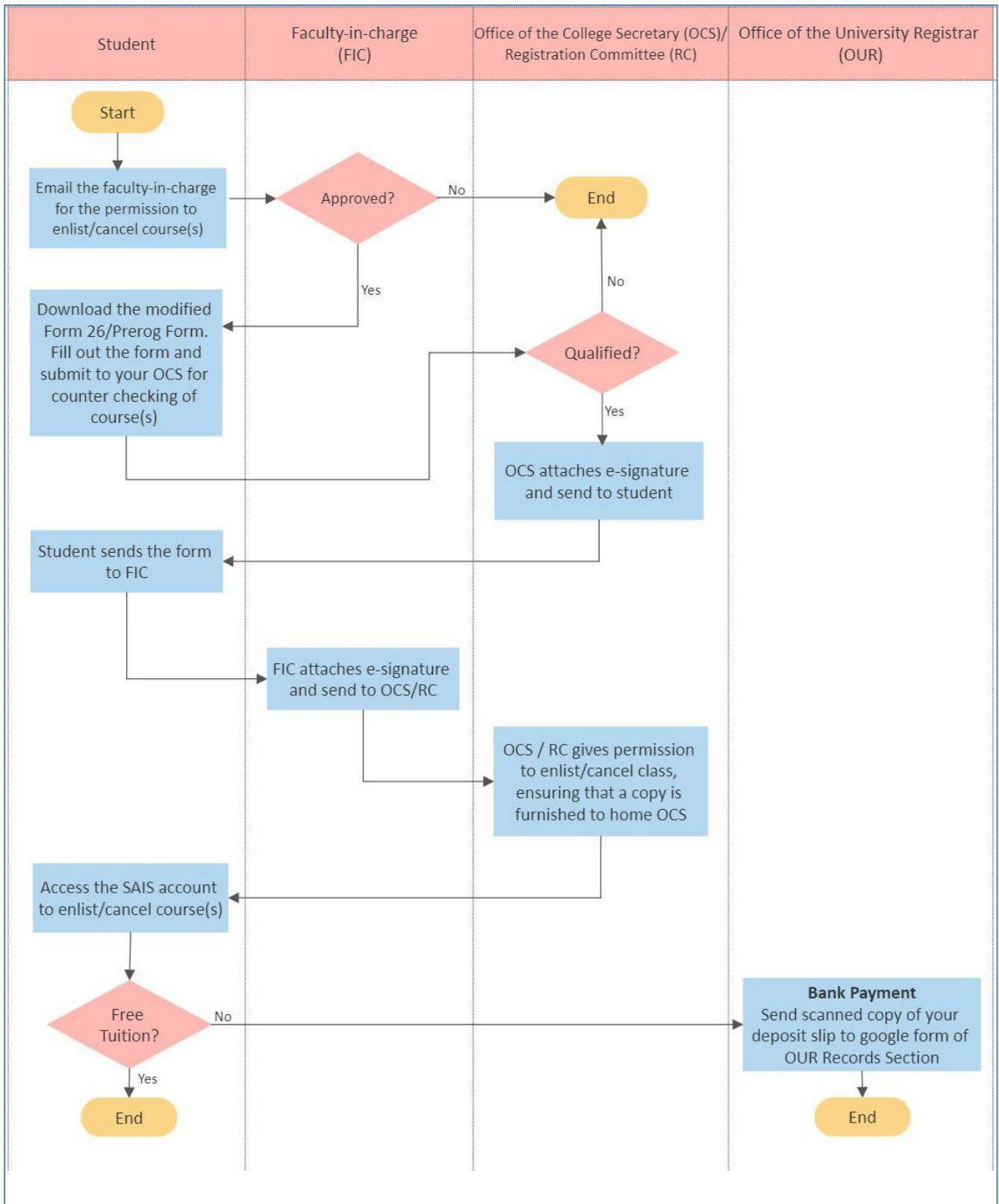
The electronic copy of your Form 5 will be sent to your UP Mail by the Records Section of OUR (records_our.uplb@up.edu.ph). Please affix your signature on your Form 5.

4. Students with Tuition Fee Exemption (TFE), and reduced fee (RF) scholarships, download the application form at OUR website (our.uplb.edu.ph).
 - a. Fill-up the form and have it signed by: For TFE – by parents employed at UP and for RF have it signed by the supervisor and Head/Chair/Director or Dean.
 - b. For the HRDO signature, go to <https://ovca.uplb.edu.ph/hrdo/tuition-fee-and-reduced-fee-exemption-forms/>. Upload the TFE or RF application form to HRDO google forms.
 - c. Once approved HRDO will send thru email the application form to respective Office of the College Secretary for the certification of grades.
 - d. OCS will send thru email the signed TFE or RF to the Office of the University Registrar (OUR).
 - e. OUR will send thru email the RF application to respective Office of the Vice Chancellor (OVC) for approval.
 - f. OVC will then send back the approved form to the OUR for tagging to SAIS.
 - g. For scholarships administered by the Office of Student Affairs (OSA), please contact the person /unit in charge.
 - h. For scholarships administered by the Graduate School (GS), please contact the person / unit in charge.
5. Students not eligible for the free tuition and other school fees, with no outstanding accountabilities, who cannot pay matriculation fees due to financial problems are advised to avail of the Student Loan through the Office of the Vice Chancellor for Student Affairs (OVCSA).
6. Students who will avail of the Student Loan should contact the Student Loan Board (SLB) at the OVCSA through email studentloan_osg.uplb@up.edu.ph or call: **(049)536-3209** for your concern.

MODIFIED FORM 26/TEACHER'S PREROGATIVE PROCESS FLOW – ONLINE

During the change of matriculation period from 04 July to 06 July 2022, the student who would like to cancel/add courses which still have available slots can access the SAIS directly and will no longer need to accomplish the Modified Form 26/Prerog Form.

The students who need to add courses with no available slots can enroll/enlist through Teacher's Prerogative using the Modified Form 26/Prerog Form. The form can be requested online from their respective Office of the College Secretary (OCS).



PROCEDURE ON ACCOMPLISHMENT OF THE MODIFIED FORM 26/PREROG FORM

1. Starting on 04 July 2022 (Monday), a student who wants to pre-rog/cancel a course should email the faculty-in-charge (FIC) for permission to enlist/cancel. If the FIC approves the request, the student may download the Modified Form 26/Pre-rog Form through the OCS.
2. Submit the form online to the OCS for counterchecking of course(s) to be added/cancelled.
3. The OCS will attach e-signature for the approved course(s) and will send the form to the student.
4. The student sends the form to the FIC for signature.
5. The FIC signs the form and email the signed form to the OCS or Registration Committee (RC) of the unit offering the course, whichever case applies to the unit, for permission to enlist/cancel in the class. A copy of the approved form is furnished to the student's home unit (OCS).

Please refer to the list below for the OCS contact information:

CAFS –	cafs_ocs.uplb@up.edu.ph	536-2329
CAS –	cas_ocs.uplb@up.edu.ph	536-2435
CDC –	cdc_ocs.uplb@up.edu.ph	536-2429
CEM –	cem_ocs.uplb@up.edu.ph	536-2716
CEAT –	ceat_ocs.uplb@up.edu.ph	536-7450
CFNR –	cfnr_ocs.uplb@up.edu.ph	536-3524
CHE –	che_ocs.uplb@up.edu.ph	530-9201
CVM –	vetmedocs.uplb@up.edu.ph	543-0672
GS --	gs.secretary.uplb@up.edu.ph	536-3414

For CAS/CACAS courses:

IBS	: Ivy Amor F. Lambio/ : Maria Claret L. Tsuchiya	ibsregcom.uplb@up.edu.ph
IC	: Cherry Mae T. Ravidas	icregcom.uplb@up.edu.ph
ICS	: Marie Betel B. De Robles	icsregcom.uplb@up.edu.ph
IMSP (Math)	: Monica C. Torres	mathregcom.uplb@up.edu.ph
IMSP (Physics)	: Marisol P. Martinez	physicsregcom.uplb@up.edu.ph
INSTAT	: Angelyn K. Mananghaya	instat_regcom.uplb@up.edu.ph
DHUM	: Daryl Q. Pasion	dhumregcom.uplb@up.edu.ph
DSS	: Miguel Enrico G. Ayson	dssregcom.uplb@up.edu.ph
DHK	: Aivi R. Buan	dhkregcom.uplb@up.edu.ph
CAS NSTP	: Amparo C. Dela Cruz	nstp_cas.uplb@uplb.edu.ph

For CEAT courses:

IABE-ABSEED	: Patrick Lemuel P. Relativo	pprelativo@up.edu.ph
IABE-LWRED	: Jeric Sadsad	jssadsad@up.edu.ph
IABE-AFBED	: Rina Bawar	rabawar@up.edu.ph
IABE-AMPED	: Erwin Quillooy	epquillooy@up.edu.ph
DChE	: Rhebner Arocena	rearocena@up.edu.ph
DCE	: Ma Hazel Castillo	mtcastillo5@up.edu.ph

DEE	: Lorwin Torrizo	deeregistration_ceat.uplb@up.edu.ph
DIE	: Stephanie Caridad Landicho	sdlandicho@up.edu.ph
DES	: Gianina Tajanlangit	gatajanlangit@up.edu.ph
DME	: Marita Natividad De Lumen	mtdelumen@up.edu.ph
NSTP CEAT	: Harvey Maunahan	hsmunahan@up.edu.ph

5. The OCS / RC will inform the student of the permission to enlist/cancel. Once acknowledgment is received, the student may add/cancel courses in their respective SAIS account as per approved Modified Form 26/Pre-rog Form.
7. Settle the matriculation fees using the payment option preferred: bank deposit through Landbank or e-Payment through Landbank

For payment through e-Payment of Land Bank

(Account Name: UPLB Revolving Fund/Account number: **1892-2220-09**).

Access through Liz.Biz Portal using Land Bank debit account and do the following steps:

1. Go to Land Bank website.
2. Click "Liz.Biz Portal".
3. Click "Pay Now".
4. Click letter "U" and look for the University of the Philippines Los Baños.
5. Click "continue".
6. Select transaction type. From the drop down selection, choose "matriculation"
7. Fill up the required fields in the displayed information.
8. Click "Submit" and wait for further instruction.
9. A Debit Confirmation Slip of Landbank Link.Biz Portal and/or email confirmation will be issued for every successful transaction
10. Submit a scanned copy of your debit confirmation slip from Landbank or MYEG to https://docs.google.com/forms/d/e/1FAIpQLSeTAE2tZ55jRqFFxdIRR3RBP7M6yex4W5LOtyXvgVDax0XFpA/viewform?usp=sf_link.
11. The electronic copy of your Form 5 will be sent via email after 1-3 days.