### PRE-REGISTRATION GUIDELINES FOR FIRST SEMESTER 2022-2023

Courses to be taken for First Semester 2022-2023 can be included in the shopping cart from 15 August 2022 (Monday) until 20 August 2022 (Saturday).

Online pre-registration will be from **22 August 2022 (Monday) to 25 August 2022 (Thursday),** from 8:00AM to 10:00PM.

Enlistment in courses during the pre-registration is crucial so that the department/unit offering the course(s) will know the required number of slots and sections to open.

For COI applications, students may access *UPLB DX: Academic Management Information System (AMIS)* at <a href="https://amis.uplb.edu.ph/">https://amis.uplb.edu.ph/</a>. AMIS will start receiving COI applications on 15 August 2022 (Monday). Instructions are embedded on the website. COIs approved in AMIS are batch processed and may take a day to be reflected in SAIS. Please report any problem/issue encountered during AMIS Login and Application of Consent of Instructor by accomplishing this form: <a href="https://forms.gle/fvtqH38XuqoghxoR6">https://forms.gle/fvtqH38XuqoghxoR6</a>.

## **Reminders**:

- 1) Consult with your adviser if you have to change your plan of course work before encoding your courses in your Shopping Cart.
- 2) Slots enlisted during pre-registration will be the confirmed slots for First Semester 2022-2023 enrollment.
- 3) Appointment Dates for Pre-registration:

**Day 1: 22 August 2022 (Monday)** 

- Graduating students of First Semester, 2022-2023
- Graduate students
- Batch 2018 and earlier

Day 2: 23 August 2022 (Tuesday)

- Batch 2019
- Graduate students

Day 3: 24 August 2022 (Wednesday)

- Batch 2020
- Graduate students

Day 4: 25 August (Thursday)

- Batch 2021
- Graduate students
- 4) Students who fail to complete the units to enroll during the pre-registration period are requested to use the waitlist box of courses needed, if available. The course demand will be forwarded to the department concerned for appropriate action.

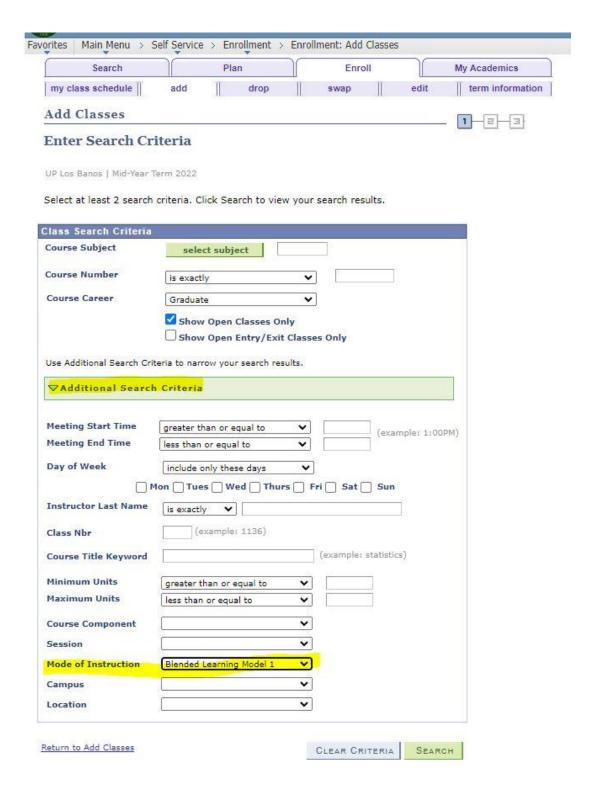
- 5) Students with unsettled accountabilities (e.g. outstanding loans, unreturned books, dorm fees) from the previous semesters should settle their accounts or accomplish a promissory note, **not later than 22 August 2022 (Monday).**
- 6) Students with no outstanding accountabilities (but not eligible for the free tuition or with no scholarships) who will not be able to pay their matriculation due to financial problems are advised to file a promissory note not later than 22 August 2022 (Monday).

#### INSTRUCTIONS TO VIEW INSTRUCTION MODE

There are two ways how a student can view instruction mode of a course.

# A. Filter through Class Search

Using Additional Search Criteria, the mode of instruction can be filtered as shown below.



## B. Display of Class Details

When searching class, the class details may be displayed by following these simple steps.

1. Click the hyperlink.



2. Details will be displayed, including instruction mode.

