

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 <https://amis.uplb.edu.ph/>. 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: <https://forms.gle/fVtqH38XuqoghxoR6>.

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.

Navigation: Favorites | Main Menu > Self Service > Enrollment > Enrollment: Add Classes

Buttons: 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 | Mid-Year Term 2022

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

Class Search Criteria

Course Subject select subject

Course Number is exactly

Course Career Graduate

Show Open Classes Only
 Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

Meeting Start Time greater than or equal to (example: 1:00PM)

Meeting End Time less than or equal to

Day of Week include only these days

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name is exactly

Class Nbr (example: 1136)

Course Title Keyword (example: statistics)

Minimum Units greater than or equal to

Maximum Units less than or equal to

Course Component

Session

Mode of Instruction Blended Learning Model 1

Campus

Location

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

B. Display of Class Details

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

1. Click the hyperlink.

▼ **ACHM 290 - Special Problems**

View All Sections First **1** 1-3 of 21 Last

Section	ATA1-SPR(6051)			Status	●	select class
Session	Regular			Topic	ACHM 290-1	
	Days & Times	Room	Instructor	Meeting Dates		
	TBA	TBA	ANNABELLE ABRERA	07/04/2022 - 08/06/2022		

Section	ATA2-SPR(6052)			Status	●	select class
Session	Regular			Topic	ACHM 290-2	
	Days & Times	Room	Instructor	Meeting Dates		
	TBA	TBA	ANNABELLE ABRERA	07/04/2022 - 08/06/2022		

Section	ATA3-SPR(6053)			Status	●	select class
Session	Regular			Topic	ACHM 290-3	
	Days & Times	Room	Instructor	Meeting Dates		
	TBA	TBA	ANNABELLE ABRERA	07/04/2022 - 08/06/2022		

2. Details will be displayed, including instruction mode.

ACHM 290 - ATA1 Special Problems

UP Los Banos | Mid-Year Term 2022 | Special Problems

[Return to Add Classes](#)

[VIEW SEARCH RESULTS](#)

[SELECT CLASS](#)

Class Details

Status	● Open	Career	Graduate
Class Number	6051	Dates	7/4/2022 - 8/6/2022
Session	Regular Academic Session	Grading	Numeric Grade
Units	1 - 3 units	Location	Los Banos, Laguna
Instruction Mode	Blended Learning Model 1	Campus	Los Banos Campus
Class Components	Special Problems Required	Topic	ACHM 290-1

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	ANNABELLE ABRERA	07/04/2022 - 08/06/2022

Class Availability

Class Capacity	25	Wait List Capacity	0
Enrollment Total	0	Wait List Total	0
Available Seats	25		

Textbook/Other Materials

Textbooks to be determined