

Announcements

Schedule Of Registration

Midyear 2019

05 June 2019 (Wed)

8am-9pm

Graduating students

06-07 June 2019 (Thurs-Fri)

8am-9pm

Online/General Registration

(first come first serve basis, all levels)

05 June (Wed) - 14 June (Fri) 2019

8am-3pm

Payment of Fees

10 June (Mon) - 14 June (Fri) 2019

8am-5pm

Change of Matriculation

(Add/Cancell/Change in subject and/or in section)

10 June 2019 (Mon)

Start of Classes

For references on how to enroll using SAIS, please access

itdc01.up.edu.ph/manuals/



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Registration Procedures

A. NOTE: *Accountabilities must be settled with units concerned to be able to proceed with the SAIS online registration.*

1. Students who have completed the units to enroll can settle their matriculation fees.
2. To settle matriculation fees, please proceed UPLB Cashiers Office or the other satellite payment centers or proceed to any Landbank branch and accomplish the deposit slips (Account Name: UPLB/Account number: 1892222009).

If payment is made through UPLB Cashier's Office and payment centers, secure a copy of the Form 5 which will also serve as the Official Receipt (OR).

If payment is made through Landbank, secure copy of deposit slip and submit to Window 11 of the Office of the University Registrar (OUR) for posting. Be reminded that a student is deemed NOT OFFICIALLY REGISTERED unless the deposit slip has been submitted to the OUR.



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- B. Students with Tuition Fee Exemption (TFE) or Local Government Unit (LGU) scholarships, proceed to Window 9 or 10 of the Office of the University Registrar (OUR), Ground Floor, CAS Annex I Building.

- C. Have your ID validated at the UPLB University Library upon presentation of your Form 5.



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Modified Form 26 Process Flow

Change of Matriculation/Enrollment through Teacher's Prerogative will start on June 10, 2019 using the Modified Form 26 to be issued by the Office of the College Secretary (OCS).

1. Starting on June 10, 2019 (M), request for the Modified Form 26 (Change of Matriculation form) from the Office of the College Secretary (OCS). Accomplish the form.
2. Submit the form to the OCS for counterchecking of courses to be added (if prerequisite/ co-requisites are satisfied). The OCS then signs/stamps approved courses.
3. Proceed to the instructor(s) concerned for enlistment and approval of courses to enroll for the semester. Have your adviser sign the completed form.



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Modified Form 26 Process Flow

4. Return the accomplished modified Form 26 to the OCS for class permission.
5. Access your SAIS account and make the necessary entries to change courses enrolled. Encode additional courses and remove cancelled courses.
6. Set payment appointment online using the Payment Appointment System (PAS).
7. On payment date, proceed to the Cashier's Office for payment of courses in the modified Form 26. The Cashier's Office will issue the official receipt/Form 5.

If payment is made through the bank, secure a copy of deposit slip and proceed to the OUR for posting of payment.



