

SCHEDULE OF REGISTRATION SECOND SEMESTER 2019-2020

For students who failed to preregister and for students who want to make changes (add, cancel and replace) in their pre-enlisted courses you can register courses on the following appointments:

Jan 07, 2020 (Tue) 8am-9pm	Graduating students of Second Semester, 2019-2020 Graduate Students
Jan 08, 2020 (Wed) 8am-9pm	Batch 2016 and earlier Graduate Students
Jan 09, 2020 (Thurs) 8am-9pm	Batch 2017 and Batch 2018 Graduate Students
Jan 10, 2020 (Fri) 8am-9pm	Batch 2019 Graduate Students
Jan 11, 2020 (Sat) 8am-9pm	Free for all

REGISTRATION PROCEDURES

A: NOTE: Accountabilities(e.g. loans, library, housing etc.) 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 and for those students who are qualified for the free tuition MUST claim their Form 5 at respective OCS within a month after the last day of registration.
Students who failed to claim their Form 5 within the prescribed period will not have their names included in the final classlist/grade roster.
2. Students with underload can change or cancel their courses by accessing the SAIS registration site URL on the indicated schedule/appointment: <http://sais.up.edu.ph> and log in using the SAIS username and password.
3. To settle matriculation fees, payment option are as follows:
 - a) Payment at Cashier's Office and Payment Centers using Payment Appointment System
 - b) Payment by bank deposit at Landbank
 - c) Payment by E-Payment through Landbank

For cash payment, set an appointment online using the Payment Appointment System (PAS) before proceeding to the Cashier's Office or the other satellite payment centers. After 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 will be made through bank deposit, proceed to any Landbank branch and accomplish three 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.

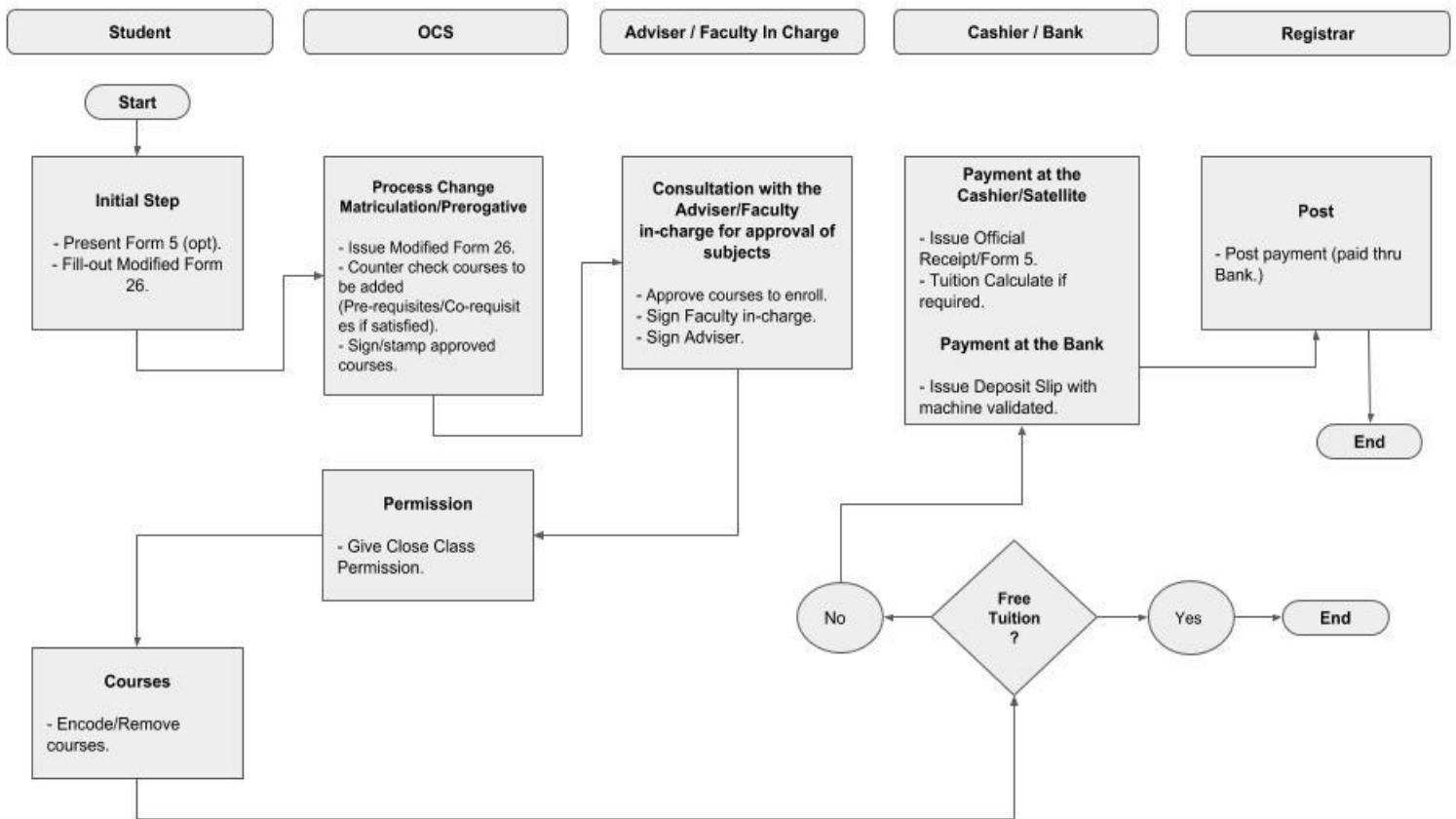
Secure two copies of the deposit slip with machine validation and submit one copy to Window 11 of the Office of the University Registrar (OUR) for posting. Be reminded that a student is deemed NOT OFFICIALLY REGISTERED unless the deposit slip has been submitted to the OUR. Claim the Form 5 as proof of enrollment.

If payment is through e-Payment of Land Bank, (through Liz.Biz Portal using Land Bank debit account or G-cash), 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 Banos.
 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 for every successful transaction
 10. Submit a photocopy of the debit confirmation slip of Landbank Link.Biz Portal at Window 11 of the OUR and secure copy of the Form 5.
4. Students with Tuition Fee Exemption (TFE) or Local Government Unit (LGU) scholarships, should proceed to Window 9 or 10 of the Office of the University Registrar (OUR), Ground Floor, CAS Annex I Building.
 5. Students who will avail of the Student Loan should proceed to the Student Loan Board (SLB) at the Office of Student Affairs (OSA), 2nd Floor, Student Union Building.
 6. Have your ID validated at the UPLB University/College Library upon presentation of your Form 5.

MODIFIED FORM 26 PROCESS FLOW

Change of Matriculation/Enrollment through Teacher's Prerogative will start on January 13, 2020 using the Modified Form 26 to be issued by the Office of the College Secretary (OCS).



1. Starting on January 13, 2020 (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 pre-requisite/co-requisites are satisfied). The OCS staff 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.
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. For non-CAS students, class permission of CAS courses will be done with the SAIS team at OUR.
7. Settle matriculation fees using payment option preferred:
 - a) Set payment appointment online using the Payment Appointment System (PAS). On payment date, proceed to the Cashier's Office for payment of fees in the modified Form 26. The Cashier's Office will issue the official receipt/Form 5.
 - b) If payment is made through bank deposit, secure a machine-validated copy of the deposit slip and proceed to the OUR for posting of payment and issuance of Form 5.
 - c) If payment is made by e-payment, print out copy of the debit confirmation slip or email confirmation and present to the OUR to secure copy of the Form 5.