

## FIRST YEAR 2022-2023 REGISTRATION

### UPLB DX: Academic Management Information System (AMIS)

This is to inform everyone that UPLB AMIS will handle Consent of Instructor and Change of Matriculation / Prerog. Students may access UPLB DX: Academic Management Information System (AMIS) at <https://amis.uplb.edu.ph/>. Instructions are embedded on the website.

COIs approved in AMIS are batch processed and will be reflected in SAIS the following working day. AMIS already started receiving COI applications on 15 August 2022 (Monday).

On the other hand, AMIS will start receiving change of matriculation / prerog applications for closed classes on 05 September 2022 (Monday). Approved prerog applications through AMIS are also batch processed and will be reflected in SAIS the following working day.

*Important: For courses with approved COI or those taken through teacher's prerogative processed via AMIS, the student should still enlist the said courses in SAIS.*

### UP Student Academic Information System (SAIS)

Students will still process their enlistment / registration in SAIS.

### Important Reminder

Students who do not wish to continue their enrollment this First Semester 2022-2023 should cancel their enlisted courses via SAIS. For those still under free tuition, enlisted courses in SAIS after the general registration and change of matriculation period are considered final, whether you claim your Form 5 or not.

## SCHEDULE OF REGISTRATION

Student Appointments:

<b>August 30, 2022 (Tuesday)</b> <b>8am-10pm</b>	Graduating students as of First Semester 2022-2023 Graduate Students Batch 2019 and earlier
<b>August 31, 2022 (Wednesday)</b> <b>8am-10pm</b>	Graduate Students Batch 2020
<b>September 01, 2022 (Thursday)</b> <b>8am-10pm</b>	Graduate Students Batch 2021

For students who need waiver of prerequisites for courses to be enrolled for First Semester 2022-2023, please request online (thru email) from your respective Office of the College Secretary (OCS) for the form and instructions on how to process. Deadline for the online submission of COI and waiver of prerequisites will be on 01 September 2022 (Thursday).

## 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 **05 October 2022 (Wednesday) until 14 October 2022 (Friday)**. You may contact your OCS thru email or phone for the confirmation of your enrollment.
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](mailto: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](http://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](mailto: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](http://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](mailto: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](http://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](mailto:studentloan_osg.uplb@up.edu.ph) or call: **(049)536-3209** for your concern.

## ONLINE TEACHER'S PREROGATIVE PROCESS FLOW

The change of matriculation period lasts from 05 September to 09 September 2022.

**a. For Course Cancellation and Addition of Courses with Available Slots**

Students who would like to cancel or add courses which still have available slots can access SAIS directly and will no longer need to accomplish the Modified Form 26/Prerog Form.

**b. For Addition of Courses with No Available Slots (Teacher's Prerog)**

Students who would like to add courses that have NO available slots in SAIS should use AMIS Teacher's Prerogative enrollment at: <https://amis.uplb.edu.ph/>. Instructions are embedded on the website.

## IMPORTANT CONTACT INFORMATION

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 courses:

IBS:	Ivy Amor F. Lambio / Maria Claret L. Tsuchiya	ibsregcom.uplb@up.edu.ph
IC:	Adonis A. Yanos / Mark Louie Alvarez	icregcom.uplb@up.edu.ph
ICS:	Marie Betel B. De Robles	icsregcom.uplb@up.edu.ph
IMSP (Math):	Jeric S. Alcala	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@up.edu.ph

For CEAT courses:

IABE-ABSEED:	Patrick Lemuel Relativo	pprelativo@up.edu.ph
IABE-LWRED:	Maurice Duka	maduka@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:	Kale Ashley Carurucan	kpcarurucan@up.edu.ph
DEE:	Lorwin Torrizo	deeregistration_ceat.uplb@up.edu.ph
DIE:	Stephanie Caridad Landicho	sdlandicho@up.edu.ph
DES:	Francis Mulimbayan	fmmulimbayan@up.edu.ph
DME:	Marita Natividad De Lumen	mtdelumen@up.edu.ph
NSTP CEAT:	Maria Liezel Eusebio	mceusebio@up.edu.ph

UPLB SAIS Team: sais.uplosbanos@up.edu.ph

## PAYMENT PROCEDURE

Kindly settle your balance on/before **09 September 2022 (Friday)**.

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 dropdown 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](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.