

SECOND SEMESTER 2022-2023 ONLINE REGISTRATION

UPLB DX: Academic Management Information System (AMIS)

UPLB AMIS should be used for Consent of Instructor and Change of Matriculation / Prerog. Students may access UPLB Academic Management Information System (AMIS) at <https://amis.uplb.edu.ph/>. Instructions are embedded on the website.

Please report any problem/issue encountered during AMIS Login and Application of Consent of Instructor by accomplishing this form: <https://forms.gle/fVtqH38XuqoghxoR6>.

UP Student Academic Information System (SAIS)

Students will still process their enlistment / registration in SAIS.

Here is the summary of important dates:

Date	System	Activity
16-18 January 2023	AMIS	COI Application for Pre-registration
16-20 January 2023	SAIS	Viewing of Schedule; Adding Courses in Shopping Cart
23-25 January 2023	AMIS	COI Application for General Registration
23-27 January 2023	SAIS	Pre-registration
07-09 February 2023	SAIS	General Registration
13-17 February 2023	AMIS	COI Application for Change of Matriculation
	AMIS, SAIS	Change of Matriculation; Teacher's Prerogative

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.

SCHEDULE OF PRE-REGISTRATION

Student Appointments:

23 January 2023 (Monday) 8am - 10pm	Graduating students as of Second Semester 2022-2023 Graduate Students Batch 2018 and earlier
24 January 2023 (Tuesday) 8am - 10pm	Graduate Students Batch 2019
25 January 2023 (Wednesday) 8am - 10pm	Graduate Students Batch 2020
26 January 2023 (Thursday) 8am - 10pm	Graduate Students Batch 2021
27 January 2023 (Friday) 8am - 10pm	Graduate Students Batch 2022

SCHEDULE OF GENERAL REGISTRATION

Student Appointments:

07 February 2023 (Tuesday) 8am - 10pm	Graduating students as of Second Semester 2022-2023 Graduate Students Batch 2019 and earlier
08 February 2023 (Wednesday) 8am - 10pm	Graduate Students Batch 2020 and Batch 2021
09 February 2023 (Thursday) 8am - 10pm	Graduate Students Batch 2022

For students who need waiver of prerequisites for courses to be enrolled for Second Semester 2022-2023, please consult with your Office of the College Secretary (OCS) for the form and instructions. Deadline for submission of waiver of prerequisites will be on 09 February 2023 (Thursday).

PRE-REGISTRATION PROCEDURES

Courses to be taken for Second Semester 2022-2023 can be included in your shopping cart from **16 January 2023 (Monday) until 20 January 2023 (Friday)**.

Online pre-registration will be from **23 January 2023 (Monday) until 27 January 2023 (Friday)**, from 8:00AM to 10:00PM, based on the appointment schedule on the previous page.

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.

COI applications must be made in ***UPLB DX: Academic Management Information System (AMIS)*** at <https://amis.uplb.edu.ph/>. Please refer to the schedule on the first page. Instructions are embedded on the website.

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 Second Semester 2022-2023 enrollment.
3. 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.
4. 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 23 January 2023 (Monday)**.
5. 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 **23 January 2023 (Monday)**.

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 **20 March 2023 (Monday) until 24 March 2023 (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. Students may likewise access their SAIS account through their respective emails.

Note: For request or reset of the password for your account, please email helpdesk@up.edu.ph

3. To settle matriculation fees, payment options are as follows. The specific steps are found on the last page.
 - 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.

4. Students with Tuition Fee Exemption (TFE), and reduced fee (RF) scholarships, download the application form at OUR website (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). 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 or call: **(049)536-3209** for your concern.

AMIS COI IMPLEMENTATION UPDATE

Students will have three (3) windows of opportunity to file their COIs:

1. COIs approved during the AMIS COI Application for Pre-registration will be reflected in SAIS on 22 January 2023 and may be used throughout the enrollment period.
2. COIs approved during the AMIS Application for Regular Registration will be reflected in SAIS on 01 February 2023; hence, it cannot be used for Pre-registration but may be used until the end of enrollment.
3. COIs approved during the change of matriculation period will be reflected in SAIS after 24 hours.

Faculty Members are instructed to act on COI requests promptly.

Subjects can only be enrolled once the COI approval has been reflected in SAIS.

Due to the heavy volume of requests, AMIS Email notifications and the Email Approval Feature will be temporarily disabled. Students and Faculty are encouraged to check their AMIS accounts regularly.

For further updates, please refer to the AMIS website.

ONLINE TEACHER'S PREROGATIVE PROCESS FLOW

The change of matriculation period lasts from **13 February to 17 February 2023**.

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. Alcalá	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@uplb.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_ceilb@up.edu.ph
DIE	: Stephanie Caridad Landicho	sdlandicho@up.edu.ph
DES	: Lester Raj A. Somera	registration_des.uplb@up.edu.ph
DME	: Marita Natividad De Lumen	mtdelumen@up.edu.ph
NSTP CEAT	: Ma Camille Acabal	mgacabal@up.edu.ph

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

PAYMENT PROCEDURE

Kindly settle your balance on/before **17 February 2023 (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://forms.gle/ucMkHh1b9VcEQoGt8>
11. 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) within 1-3 days. Please affix your signature on your Form 5.

For payment through bank deposit:

(Account Name: UPLB Revolving Fund/Account number: **1892-2220-09**).

1. Proceed to any Landbank branch and accomplish three (3) copies of the deposit slip. ***The slip should show the deposit date, student's name and the amount of the tuition fee.***
2. 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.
3. 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). Please affix your signature on your Form 5.

Be reminded that a student is deemed NOT OFFICIALLY REGISTERED unless the deposit slip has been submitted to the OUR.