

SCHEDULE OF REGISTRATION FIRST SEMESTER, 2021-2022

Student Appointments:

September 7, 2021 (Tuesday) 8am-10pm	Graduating students as of First Semester, 2021-2022 Batch 2018 and earlier
September 8, 2021 (Wednesday) 8am-10pm	Batch 2019 Graduate Students
September 9, 2021(Thursday) 8am-10pm	Batch 2020 Graduate Students

For students who need Consent of Instructor (COI) and waiver of prerequisites for courses to be enrolled for First Semester, 2021-2022, please request online (thru email) from your respective Office of the College Secretary (OCS) for the form and instructions on how to process.

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 Office of the College Secretary (OCS) starting **October 20, 2021 (Wednesday) until November 8, 2021 (Monday)**. You may email or call the OCS for the confirmation of your enrollment.

Students who failed to confirm their enrollment or claim their Form 5 within the prescribed period will not have their names included in the final class list/grade roster.

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

3. To settle matriculation fees, payment options are as follows:

- a) Bank deposit through Landbank
- b) E-Payment through Landbank

Matriculation Fee Payment Options

For payment through bank deposit:

1) Landbank to Landbank

Access <https://www.lbp-eservices.com/egps/portal/index.jsp>

OR

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.

2) Bank transfer from other banks to Landbank

Bank Name:	Land Bank of the Philippines
Bank Address:	Victoria Ela Avenue, UPLB Campus, Los Baños, Laguna 4031
Account Name:	UPLB Special Revolving Fund
Bank Account No.:	1892-1004-93
Bank Branch:	UPLB Branch
SWIFT CODE:	TLBPPHMMXXX*

* For payments made abroad, please have the bank indicate the converted peso amount in the wire transfer document.

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

4. Submit a scanned copy of the deposit slip or transaction receipt via Google Form <https://forms.gle/Gx7FUEBBkrwo28d59>.

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

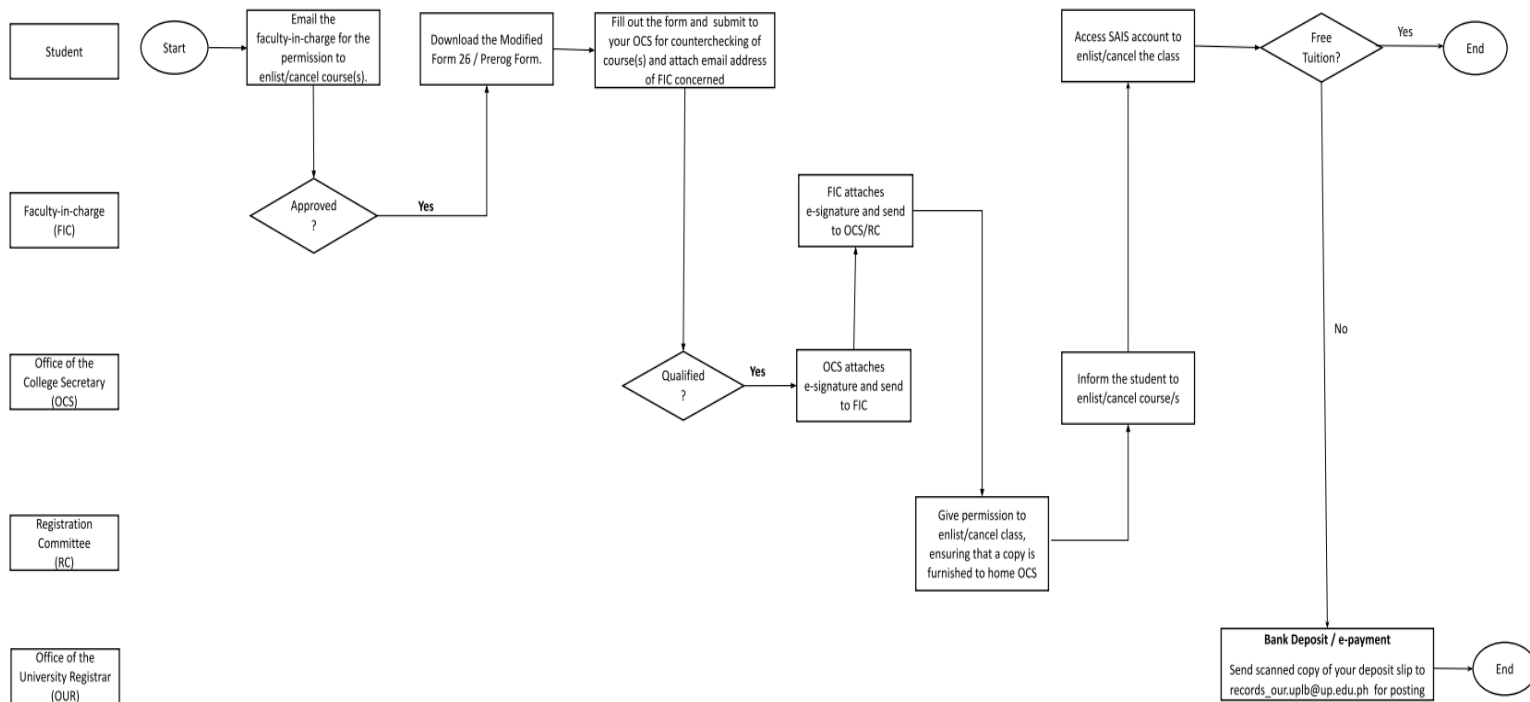
After the payment has been posted on SAIS, the e-copy of the Form 5 will be sent to your UP Mail as proof of enrollment. Affix your signature on your Form 5.

5. Students with Tuition Fee Exemption (TFE), Reduced Fee privilege or Local Government Unit (LGU) scholarships, access the OUR website (our.uplb.edu.ph) to download the application form and follow the process to accomplish the form.
6. For scholarships administered by the Office of the Vice Chancellor of Student Affairs (OVCSA), please contact the person /unit in charge.
For scholarships administered by the Graduate School (GS), please contact the person/ unit in charge.
7. Students who will avail of the Student Loan should contact the Student Loan Board (SLB) at the OVCSA through email osafad.uplb@up.edu.ph or call: **(049)536-3209**:
 - a) Those not eligible for the free tuition and other school fees and has no outstanding accountabilities
 - b) Those who cannot pay matriculation fees due to financial problems

MODIFIED FORM 26/TEACHER'S PREROGATIVE PROCESS FLOW- ONLINE

During the change of matriculation period from **September 13 to September 17, 2021**, the student who would like to cancel/add courses which still have available slots can access the SAIS directly and will no longer need to accomplish the Modified Form 26/Prerog Form.

The students who need to add courses with no available slots can enroll/enlist through Teacher's Prerogative using the Modified Form 26/Prerog Form. The form can be requested online from their respective Office of the College Secretary (OCS).



HOW TO ACCOMPLISH THE MODIFIED FORM 26/PREROG FORM

1. Starting on **September 13, 2021 (Monday)**, a student who wants to pre-rog/cancel a course should email the faculty-in-charge (FIC) for permission to enlist/cancel. If the FIC approves the request, the student may download the Modified Form 26/Pre-rog Form through the OCS.
2. Submit the form online to the OCS for counterchecking of course(s) to be added/cancelled and ensuring also that the email address of the FIC is provided to the said office.
3. The OCS will attach e-signature for the approved course(s) and will send the form for approval to the FIC, whose email address was previously provided by the student.
4. The FIC signs the form and email the signed form to the Registration Committee (RC) of the unit offering the course for permission to enlist/cancel in the class.
5. The RC will ensure that a copy of the approved form is furnished to the student's home unit (OCS).
6. The home OCS will inform the student of the permission to enlist/cancel and once acknowledgment is received, the student may add/cancel courses in their respective SAIS account as per approved Modified Form 26/Pre-rog Form.
7. Settle the matriculation fees using the payment option preferred: bank deposit or e-payment through Landbank. *(Please refer to Matriculation Fee Payment Options on page 2)*

College Contact Information

Office of the College Secretary

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/CACAS courses:

Unit	Contact Person	Email Address
IBS	Ivy Amor F. Lambio	ibsregcom.uplb@up.edu.ph
IC	Cherry Mae T. Ravidas	icregcom.uplb@up.edu.ph
ICS	Marie Betel B. De Robles	icsregcom.uplb@up.edu.ph
IMSP (Math)	Monica C. Torres	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	acdelacruz5@up.edu.ph

For CEAT courses:

Unit	Contact Person	Email Address
IABE - AMPED	Quilloy, Erwin	epquilloy@up.edu.ph
IABE - ABSEED	Relativo, Patrick Lemuel	pprelativo@up.edu.ph
IABE - AFBED	Bawar, Rina	rabawar@up.edu.ph
IABE - LWRED	Sadsad, Jeric	jssadsad@up.edu.ph
DChE	Arocena, Rhebner	rearocena@up.edu.ph
DCE	Castillo, Ma. Hazel	mtcastillo5@up.edu.ph
DEE	Torrizo, Lorwin Felimar	deeregistration_ceat.uplb@up.edu.ph
DIE	Villanueva, Marc Jose	msvillanueva4@up.edu.ph
DME	De Lumen, Marita Natividad	mtdelumen@up.edu.ph
DES	Tajanlangit, Gianina Martha	des.uplb@up.edu.ph
CEAT NSTP	Maunahan, Harvey	hsmaunahan@up.edu.ph

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