



ENROLLMENT PROCESS FOR UPLB GRADUATE SCHOOL STUDENTS FOR FIRST SEMESTER 2021-2022

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Approved for Release: pacustodio, jfrabajante

- **ABSOLUTELY NO PHYSICAL ENROLLMENT TRANSACTIONS/INQUIRIES WILL BE ALLOWED AT THE GRADUATE SCHOOL OFFICE.**
- **CAREFULLY READ AND REREAD THIS DOCUMENT BEFORE SENDING US AN EMAIL. THIS IS A LIVE DOCUMENT AND IS REGULARLY UPDATED. ALL UPDATES WILL BE REFLECTED HERE.**
- **YOU ARE ONE OF THE MORE THAN TWO THOUSAND GRADUATE STUDENTS EXPECTED TO ENROLL THIS SEMESTER. DO NOT PANIC IF WE SEEM UNRESPONSIVE. WE WILL GET TO YOUR EMAIL EVENTUALLY, WE HAVE 1 MONTH TO FIX YOUR ENROLLMENT. FOLLOWING UP WILL ONLY BUMP UP YOUR MESSAGE CAUSING US TO MISS YOUR MESSAGE. PLEASE BE PATIENT.**

PROCEDURE FOR NEW GRADUATE STUDENTS

August 24 to September 17, 2021

PROCESS SUMMARY

A. Pre-enrollment Activities

1. Student Directory and Admission Letter
2. Student Pledge and Student Handbook
3. Temporary Adviser and Recommended Courses
4. Consent of Instructor (COI)
5. (FOR INTERNATIONAL STUDENTS ONLY)- Study Permit

B. Encoding of New Students and Enrollment Proper

C. Settling of Fees and Official Registration Form

A. PRE-ENROLLMENT ACTIVITIES

1. Student Directory and Admission Letter (Target completion date: **Aug 26**)

- Accomplish the **Student Directory** Form emailed by the Office of the University Registrar and screenshot the **Certificate of Submission of Admission Letter and Student Directory** that will be emailed to you. If you did not receive an email from the Office of the University Registrar, please notify us by sending an email to admissions.gs.uplb@up.edu.ph.
- You will be given a Student Number. **Former UP Students MUST retain their original Student Number.** All new GS students including former UP students should accomplish the Student Directory.

2. Student Pledge and Student Handbook (Target completion date: **Aug 26**)

- Download, read and accomplish the **Student Pledge**
https://www.uplbgraduateschool.org/img/resources/student_pledge.pdf
- Download/Read the **Student Handbook**
(the answers to your questions may already be found here):
[https://www.uplbgraduateschool.org/img/resources/Student%20Handbook%20\(07272018\)%20\(2\).pdf](https://www.uplbgraduateschool.org/img/resources/Student%20Handbook%20(07272018)%20(2).pdf)

3. Temporary Adviser and Recommended Courses (Target completion date: **Aug 26**)

- Contact your temporary/registration adviser to discuss the courses to enroll. Download the form for **Recommended Courses**
(<https://uplbgraduateschool.org/img/RECOMMENDED%20COURSES%20FOR%20NEW%20STUDENTS.pdf>) (If the adviser is unresponsive, contact the Graduate Program Management Committee (**GPMC**) chair, contact info is found towards the end of this document)
- To know the course offerings, schedules and if a course needs COI visit The **UPLB Class Schedule** at this link:
https://docs.google.com/spreadsheets/d/15JQh5TfnajAYbgV_1z-QSkT-jZ6UvJnUbs-On-eFCns/edit?usp=sharing
- Your Temporary Adviser **SHOULD SIGN** the Recommended Courses form.

4. Consent of Instructor (COI) for courses that requires COI (Target completion date: **Aug 31**)

- Accomplish **COI (Consent of Instructor)**
(<https://www.uplbgraduateschool.org/img/resources/NEW-COI-FORM.pdf>) **if necessary.**
 - Skip the SAIS ID in the COI Form if you don't have one yet.
 - COI forms **SHOULD BE SIGNED** by the instructor handling the course or an authorized representative. COI is a prerequisite only, it does not mean that you are accepted in the class. See the UPLB Class Schedule if the course needs COI. You may contact the Registration Committee/Contact persons (see list below) to seek help in e-signing your COI. College of Public Affairs students need not submit COI for CPAf courses.
5. **FOR INTERNATIONAL STUDENTS ONLY - Study Permit** (Target completion date: **Aug 31**)
- Fill out link for the processing of study permit for the 1st Semester AY2021-2022:
<https://bit.ly/2UcnaJE>. If you have questions, please contact isr.uplb@up.edu.ph.

B. ENCODING OF NEW STUDENTS AND ENROLLMENT PROPER (Target completion date: **Sept. 7**)

Fill out the Google Form ([ENCODING OF NEW STUDENTS - 1S 2021-2022](#)) for the encoding of data for new students and attach the following requirements:

- Image of Valid Government Issued ID with Picture and Signature
- Image of signed Recommended Courses Form
- Image of signed COI forms of courses that requires COI
- Image of signed Student Pledge
- Study Permit for International Students

The GS enrollment Team will:

- a. Issue your SAIS ID
- b. Provide **feedback** if all your course enrollment has been **successful**.
- c. Inform you the Amount to be paid
- d. **Request your UP Mail** once you have been tagged as paid/scholar.

Additional process when enrolling a CLOSED CLASS.

a. Download **Modified Form 5a** at:

[https://www.uplbgraduateschool.org/img/resources/GS%20MODIFIED%20FORM%205A%20\(1\).pdf](https://www.uplbgraduateschool.org/img/resources/GS%20MODIFIED%20FORM%205A%20(1).pdf) .

b. Fill out and have it signed by the faculty-in-charge of the course through the Reg Com (See list below). The faculty in charge has the right to deny you if the class is at maximum capacity.

c. Once you receive the signed Modified Form 5a, **forward** it to lgbolanos@up.edu.ph.

-The email from the faculty-in-charge, Unit Reg Com, GPMC or other authorized person must be forwarded to lgbolanos@up.edu.ph to validate that the message and signed document originated from the signatory. You may send Modified Form 5a per validated course.

-You may contact the Registration Committee/Contact persons to seek help in e-signing your Modified Form 5a (see list below).

C. SETTLING OF FEES AND OFFICIAL REGISTRATION FORM

- (See PROCEDURE FOR CONTINUING GRADUATE STUDENTS, SETTLING OF FEES AND OFFICIAL REGISTRATION FORM)
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PROCEDURE FOR CONTINUING GRADUATE STUDENTS¹

September 7 - 17, 2021

PROCESS SUMMARY

- A. Pre-enrollment Activities
- B. Enrollment of Courses
- C. Settling of Fees and Official Registration Form

A. PRE-ENROLLMENT ACTIVITIES

- **Accountabilities** (e.g. loans, library, housing etc.) must be settled with units concerned to be able to proceed with the SAIS online registration.
- If you are tagged as a **Probationary Student**, please fill out this form: [PROBATIONARY ADMISSION STATUS - Google Form](#) (Target completion date: **Aug 31**)
- For students who need to submit a Consent of Instructor (COI) for courses to be enrolled for First Semester 2021-2022, submit COI through <https://docs.google.com/forms/d/e/1FAIpQLScsiytZ2Azg4i2iQsNyyciEarYNJBzFSqLyNRfgFnWbJ3CKSg/viewform>
- **Students returning from Leave of Absence (LOA)** must email lgbolanos@up.edu.ph using UP Mail with SUBJECT: 1st 2021-2022 Enrollment Reactivation (yes it should be this exact subject for easier message filtering). BODY: Full Name, Student Number, SAIS ID, Request for reactivation. ATTACHMENT: Approved LOA
- **Students on Absence Without Official Leave (AWOL)** and intending to return should **submit a letter request to re-enroll addressed to the Dean of the Graduate School**, endorsed by the adviser and unit head. Submit letter request via GS Online Document Submission System: odss.uplbgraduateschool.org

¹ Edited from: Schedule of Registration for 1st Semester 2021-2022, UPLB O.U.R Team

B. ENROLLMENT OF COURSES

1. **Login** in SAIS via SSO. Follow this guide:
[https://itdc.up.edu.ph/user/pages/05.uis/manuals/Single%20Sign-On%20\(SSO\)%20User%20Guide%20-%202021%2007%2015.pdf](https://itdc.up.edu.ph/user/pages/05.uis/manuals/Single%20Sign-On%20(SSO)%20User%20Guide%20-%202021%2007%2015.pdf)
For problems with SAIS access, please email helpdesk@up.edu.ph
2. **Enroll / Modify courses** via SAIS: <https://sais.up.edu.ph>. Students can still add/delete/change their courses on their assigned schedule/appointment by accessing the SAIS registration site. Tutorials on using the system can be viewed here: <https://itdc.up.edu.ph/uis/tutorials>
3. Students who have **finalized the courses/number of units** to enroll can **settle their matriculation fees**.
4. **FOR INTERNATIONAL STUDENTS ONLY. Study Permit**
Kindly fill out this link for the processing of study permit for the 1st Semester AY2021-2022: <https://bit.ly/2UcnaJE>. If you have questions, please contact isr.uplb@up.edu.ph.
5. **Email Enrollment Assistance**

If you need assistance, email lgbolanos@up.edu.ph using your UP Mail **ONLY AS LAST RESORT** using the format below. We are prioritizing New Students Enrollment and may not be responsive enough.

Format

- SUBJECT: *1st 2021-2022 Enrollment Helpzzzz* (yes it should be this exact subject for easier message filtering). BODY: Full Name, Student Number, SAIS ID, Request or Inquiry. If enrolling or cancelling a course indicate Course Code, Section, Action (enroll or cancel). Attach COI if necessary,
- If enrolling a closed class follow the procedure "Additional process when enrolling a Closed Class" below. Attach the e-signed Modified Form 5a.

Enrolling Residency

Residency is only permitted for students who don't have any other courses to enroll or have incurred an INC. Residency is not allowed for MA, MS, and PhD since they can enroll 300/400 extension units. Follow Email Enrollment Assistance for further inquiries and actual enrollment.

Additional process when enrolling a Closed Class.

- a. Download Modified Form 5a at:
[https://www.uplbgraduateschool.org/img/resources/GS%20MODIFIED%20FORM%205A%20\(1\).pdf](https://www.uplbgraduateschool.org/img/resources/GS%20MODIFIED%20FORM%205A%20(1).pdf).
- b. Fill out and email the faculty-in-charge of the course. Have it e-signed to signify that she/he is accepting you in her/his class. The faculty in charge has the right to deny you if the class is at maximum capacity.
- c. Once you receive the signed Modified Form 5a, **forward** it to lgbolanos@up.edu.ph. The email from the faculty-in-charge or the authorized person must be forwarded to lgbolanos@up.edu.ph to validate that the message and signed document originated from the signatory. It is ok to send multiple Modified Form 5a per course.

C. SETTLING OF FEES, TAGGING OF SCHOLARSHIP, AND OFFICIAL REGISTRATION FORM

Important Note: DO NOT settle enrollment fees unless you are sure that there will be no more changes to your classes or schedule that may affect the calculation of fees as refunds are difficult and beyond GS's control.

To settle matriculation fees, payment options are as follows:

- i) Bank deposit through Landbank
- ii) E-Payment through Landbank

For payment through bank deposit

1. Proceed to any Landbank branch and accomplish **three (3) copies** of the deposit slip (Account Name: **UPLB Revolving Fund** Account number: **1892-2220-09***).

** This account is only used during the registration period. It is used as a temporary clearing account.*

2. Indicate on the slip the deposit date, students name (as depositor) and amount of the tuition fee.

3. Secure two (2) copies of the deposit slip with machine validation.

4. Upload proof of payment to the University Registrar Matriculation Fee Payment Google Form:

<https://docs.google.com/forms/d/e/1FAIpQLSeTAE2tZ55jRqFFxdIRR3RBP7M6yex4W5LOtyXvgVDax0XFpA/viewform>

5. Wait for the OUR to email your **Form 5 in 3 days. Please be patient**, the OUR is busiest during enrollment period.

FOR INTERNATIONAL STUDENTS

For foreign students who are in their country of origin (paying in USD) for Tuition Fee

1. Coordinate and request from your bank regarding electronic bank transfer
2. Provide the following information:

Bank Account: UPLB Revolving Fund Dollar

Bank Acct no.: 1894-0022-27

Bank Name and Branch: Landbank of the Philippines / UP Los Baños

Bank Address: Victoria M. Ela Ave. Los Baños, Laguna, Philippines

Swift code: TLBP PH MMXXX

3. Get a copy and scan the payment confirmation slip from your bank as proof of payment
4. Email the scanned copy to aasambrano@up.edu.ph and upload proof of payment to the University Registrar Matriculation Fee Payment Google Form: <https://docs.google.com/forms/d/e/1FAIpQLSeTAE2tZ55jRqFFxdIRR3RBP7M6yex4W5LOtyXvgVDax0XFpA/viewform>
5. Wait for the OUR to email your **Form 5 in 3 days. Please be patient**, the OUR is busiest during enrollment period

For foreign students who are in their country of origin (paying in USD) for GEDF

1. Coordinate and request from your bank regarding electronic bank transfer
2. Provide the following information:

Bank Account: UPLB Trust Fund Dollar

Bank Acct no.: 1894-0125-16

Bank Name and Branch: Landbank of the Philippines / UP at Los Banos

Bank Address: Victoria M. Ela Ave. Los Baños, Laguna, Philippines

Swift code: TLBP PH MMXXX

3. Get a copy and scan the payment confirmation slip from your bank as proof of payment
4. Email the scanned copy to aasambrano@up.edu.ph

International students experiencing difficulties with international transfers are advised to coordinate with their Advisers or GPMC Chairs.

For payment through e-Payment of Land Bank

Liz.Biz Portal using Land Bank debit account or G-cash

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. Upload proof of payment to the OUR Matriculation Fee Payment Google Form
Secure two (2) copies of the deposit slip with machine validation and accomplish Office of the University Registrar Matriculation Fee Payment Google Form
<https://docs.google.com/forms/d/e/1FAIpQLSeTAE2tZ55jRqFFxdIRR3RBP7M6yex4W5LOtyXvgVDax0XFpA/viewform>
11. The OUR will email your **Form 5 in 3 days. Please be patient**, the OUR is busiest during enrollment period.

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

Please direct any questions or concerns about payments and payables to the OUR
(our.uplb@up.edu.ph).

SCHOLARSHIPS AND FINANCIAL SUPPORT

Students with Tuition Fee Exemption (TFE) reduced fee visit:

<https://our.uplb.edu.ph/reduce-fee-2/>

For scholarships administered by the Office of Student Affairs (OSA), please contact the person/unit in charge.

For scholarships administered by the Graduate School (GS)

Tagging of Graduate School Administered Scholarship (please use your UP mail)

- For **DOST ASTHRDP Consortium**, please fill out the google form: [DOST Scholarship Tagging \(google.com\)](#)
- For **DOST-CLM, CHED, NESTLE, PM-TMEM and SLCARP scholars**, please fill out the google form: [SCHOLARSHIP TAGGING - 1ST SEM 2021-2022 - Google Forms](#)

Student Loan Board (SLB)

- 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 osafad.uplb@up.edu.ph or call: **(049)536-3209** for your concern.

Reminder on sending emails: Be specific, professional and respectful.

Graduate Program Management Committee (GPMC) Chairs

College	Unit	Degree Program/s	Email address
CVM	DVCS	MS Vet Med, M Vet Epidemiology	dvumali@up.edu.ph
CHE	IHNF	MS Applied Nutrition, MPS FNP, PhD Human Nutrition	lmatienza@up.edu.ph
CDC		MS and PhD DevCom	egcenteno@up.edu.ph
CHE	DHFDS	MS Family Resource Management	rzalbor@up.edu.ph
CPAf	IGRD	MS & PhD Extension Education	rdbacongus@up.edu.ph
CPAf	IGRD	MS & PhD Community Development	jmperez3@up.edu.ph
CPAf	IGRD	MPAf	ecquinones@up.edu.ph
CPAf	IGRD	MSDMG and MDMG	mcamit@up.edu.ph
CEM	DE	PhD Agricultural Economics.	ausajise@up.edu.ph
CEM	DAME	MM Business Management MM Agribusiness Management	jbmadamba@up.edu.ph
	DAAE	MS & PhD AECO	ndcarambas@up.edu.ph
SESAM	SESAM	MSES, PhDES	jdvillanuevapeyraube@up.edu.ph
CAS	DHUM	MA Communication Arts	jryapo@up.edu.ph
CAS	DSS	MA Sociology	irtanzo@up.edu.ph
CAS	IBS	MS Genetics	mcmanuel1@up.edu.ph
CAS	IBS	MS in Botany	iebuot@up.edu.ph
CAS	IBS	MS in Microbiology	rbopulencia@up.edu.ph
CAS	IBS	MS in Wildlife Science	leafuang@up.edu.ph
CAS	IBS	MS in Zoology	vvpaller@up.edu.ph
CAS	IBS	PhD Genetics	mcmanuel1@up.edu.ph
CAS	IBS	PhD in Botany	iebuot@up.edu.ph
CAS	IBS	PhD in Microbiology	rbopulencia@up.edu.ph
CAS	IBS	PhD in Wildlife Science (research)	leafuang@up.edu.ph
CAS	IBS	PhD in Zoology (research)	vvpaller@up.edu.ph

CAS	IChem	MS Agricultural Chemistry	mcrecuenco@up.edu.ph
CAS	IChem	MS Biochemistry	mcrecuenco@up.edu.ph
CAS	IChem	MS Chemistry	mcrecuenco@up.edu.ph
CAS	IChem	PhD Agricultural Chemistry	mcrecuenco@up.edu.ph
CAS	IChem	PhD Biochemistry	mcrecuenco@up.edu.ph
CAS	IChem	PhD by Research (Agricultural Chemistry, Biochemistry, Chemistry)	mcrecuenco@up.edu.ph
CAS	ICS	Master of Information Technology	clkhan@up.edu.ph
CAS	ICS	MS Computer Science	jmsamaniego2@up.edu.ph
CAS	ICS	PhD Computer Science	mdclarino@up.edu.ph
CAS	IMSP	MS Mathematics	jmtubay@up.edu.ph
CAS	IMSP	MS Mathematics	hspalines@up.edu.ph
CAS	IMSP	MS Physics	cnpinol@up.edu.ph
CAS	IMSP	MS Physics	dbputungan@up.edu.ph
CAS	IMSP	PhD Applied Mathematics	jfrabajante@up.edu.ph
CAS	IMSP	PhD Applied Mathematics	ecjose1@up.edu.ph
CAS	INSTAT	MS Statistics	dsmaligalig@up.edu.ph
CAS	INSTAT	PhD Statistics	dsmaligalig@up.edu.ph
CAFS	IFST	MS Food Science	lemopera@up.edu.ph
CAFS	IFST	PhD Food Science	lemopera@up.edu.ph
CAFS	IFST	PhD Food Science (Research)	lemopera@up.edu.ph
CAFS	IWEP	MS Entomology	jradorada@up.edu.ph
CAFS	IWEP	PhD Entomology	jradorada@up.edu.ph
CAFS	IWEP	MS Plant Pathology	fcstacruz@up.edu.ph
CAFS	IWEP	PhD Plant Pathology	fcstacruz@up.edu.ph
CAFS	ICropS	MS Agronomy	msedano@up.edu.ph
CAFS	ICropS	PhD Agronomy	msedano@up.edu.ph
CAFS	ICropS	PhD by Research in Agronomy	msedano@up.edu.ph
CAFS	ICropS	MS Horticulture	eaaguilar1@up.edu.ph
CAFS	ICropS	PhD Horticulture	eaaguilar1@up.edu.ph
CAFS	ICropS	PhD by Research in Horticulture	eaaguilar1@up.edu.ph
CAFS	ICropS	MS Plant Genetic Resources Conservation and Management	leendonela@up.edu.ph
CAFS	ICropS	MS Plant Breeding	cereano@up.edu.ph
CAFS	ICropS	PhD Plant Breeding	cereano@up.edu.ph
CAFS	ASI	MS Soil Science	msbuladaco@up.edu.ph
		PhD Soil Science	msbuladaco@up.edu.ph
		MS Rural Sociology	rfdatoon@up.edu.ph
CAFS	IAS	MS Animal Science	odabanto@up.edu.ph
		PhD Animal Science	mroliveros1@up.edu.ph
CFNR		Masters in Forestry (MF)	matapia@up.edu.ph
CFNR		MS Forestry (MSF)	magalang1@up.edu.ph
CFNR		MS Natural Resources Conservation (MSNRC)	cetinio@up.edu.ph
CFNR		PhD Forestry	vcdaracan@up.edu.ph
CEAT	IABE	MS Agrometeorology	rbsaludes@up.edu.ph
CEAT	IABE	MS Agricultural Engineering	alfajardo@up.edu.ph
CEAT	IABE	PhD Agricultural Engineering	alfajardo@up.edu.ph
CEAT	DChE	MS Chemical Engineering	mmdetras@up.edu.ph
GS	GS	MS Molecular Biology and Biotechnology	mqdiaz@up.edu.ph
GS	GS	PhD Molecular Biology and Biotechnology	mqdiaz@up.edu.ph

GS Registration Committee (RegCom)*

CEAT-IABE: kvmagtoto@up.edu.ph	CFNR-FPPS: amtorres4@up.edu.ph	CDC-DDBT: mtmagsino@up.edu.ph
IMSP-Math: hspalines@up.edu.ph	CFNR-FBS: cetinio@up.edu.ph	CAS-IBS-BOT: mprivera4@up.edu.ph
CEM-DAAE: abvista@up.edu.ph	CFNR-SFFG: bmal dipollo@up.edu.ph	CAS-DSS: irtanzo@up.edu.ph
	CFNR-IRNR: jvdida@up.edu.ph	CPAf: jspadua2@up.edu.ph

*For units without specified GS Registration Committee, submit signed COI form here:

<https://forms.gle/GWxbLyE2qJGbXxMW8>

Additional Contact Details of Different Colleges and Units

Please refer to the list below for the contact information:

CAFS –	cafs_ocs.uplb@up.edu.ph	536-2329
CAS –	cas_ocs.uplb@up.edu.ph	536-2435
CDC –	secretary@devcom.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
CPAF –	jspadua2@up.edu.ph	
CVM –	vetmedocs.uplb@up.edu.ph	543-0672
SESAM –	dkvergara@up.edu.ph	

For CAS/CA-CAS courses:

IBS	: June Owen O. Nacorda	jonacorda@up.edu.ph
IC	: Cherry Mae T. Ravidas	cstalipan@up.edu.ph
ICS	: Perico Dan B. Dionisio	pbdionisio@up.edu.ph
IMSP (Math)	: Eleonor B. Gemida	ebgemida@up.edu.ph
IMSP (Physics)	: Marisol P. Martinez	mpmartinez1@up.edu.ph
INSTAT	: Jared Jorim O. Mendoza	jomendoza1@up.edu.ph
DHUM	: Precious Sarah A. Añoaso	paanoso@up.edu.ph
DSS	: Stephanie Rose Dizon-Luna	stdizonluna@up.edu.ph
DHK	: Aivi R. Buan	arbuan@up.edu.ph

For CEAT courses:

IAE -AFSD	: Keynty Boy Magtoto	kvmagtoto@up.edu.ph
IAE – LWRD	: Jeffrey Gonzales	jagonzales7@up.edu.ph
IAE- ABRPOD	: Rina Bawar	rabawar@up.edu.ph
IAE – AMD	: Erwin Quilloy	epquilloy@up.edu.ph
DChE	: Rhebner Arocena	rearocena@up.edu.ph
DCE	: Ma Hazel Castillo	mtcastillo5@up.edu.ph
DEE	: Elvin Dulce	eddulce@up.edu.ph
DIE	: Marc Joseph Villanueva	msvillanueva4@up.edu.ph
DES	: Gianina Tajanlangit	gatajanlangit@up.edu.ph
NSTP	: Kim Jay Rosano	krrosano@up.edu.ph

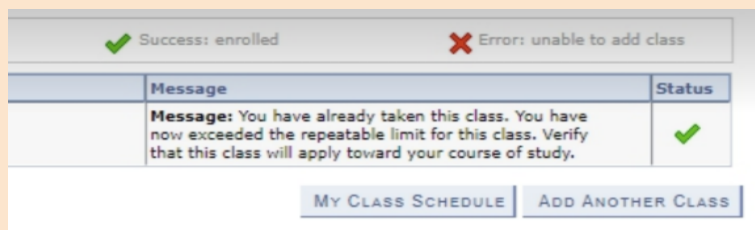
UPDATES:

1. Continuing students may accomplish the GS Progress Tracking Report:
https://docs.google.com/forms/d/e/1FAIpQLSdhSq4oxV_i0iOiODDN8cCEQPySjVkdOSxMLzHG3bfmJYhveQ/viewform
2. Read Student Handbook here:
[https://www.uplbgraduateschool.org/img/resources/Student%20Handbook%20\(07272018\)%20\(2\).pdf](https://www.uplbgraduateschool.org/img/resources/Student%20Handbook%20(07272018)%20(2).pdf)
3. Read Faculty (Mentoring) Guide so that you are aware of the responsibilities of your mentor
[https://www.uplbgraduateschool.org/img/resources/Faculty%20Guide%20\(07272018\)%20\(1\).pdf](https://www.uplbgraduateschool.org/img/resources/Faculty%20Guide%20(07272018)%20(1).pdf)

2021-08-24 There will be no extension of the registration period. Only the payment may be extended when necessary.

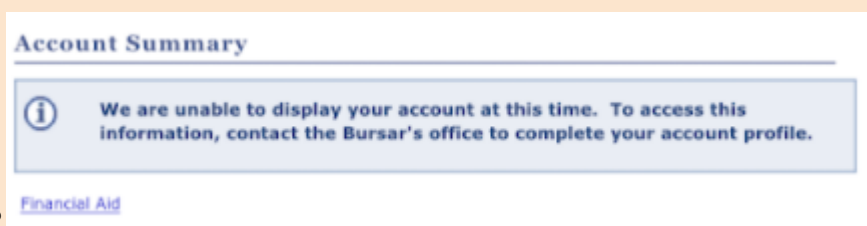
2021-08-24 The pre-registration dates for 1st Sem 2021-2022 has been moved to 25 (Wednesday)-28 (Saturday) August 2021. Students who have already pre-registered on 24 August need not worry, your pre-registration is recorded.

FAQs:



1. What to do with this prompt?

This prompt automatically appears when you have previously enrolled 300/400. Just make sure you are enrolling the right units and section of your adviser and just **ignore this prompt**. This does not affect your enrollment, take note of the green check icon: Success: enrolled



2. What to do with this prompt?

Email SAIS Team at: sais.uplosbanos@up.edu.ph for possible resolution

3. I cannot enroll in undergraduate courses, SAIS prompts that i do not have an appointment, what to do?

Follow EMAIL ENROLLMENT ASSISTANCE above

4. I am a New Student, how will I obtain a UP Mail and SAIS access?

It will be automatically emailed to you once you are officially enrolled (settled fee/tagged as scholar). It may take some time since posting of payments and accounts generation involves other offices that are out of Graduate School's control.

REVISION HISTORY

Ver. 1 Rev. 1: ADDED UPDATE: 2021-08-24 There will be no extension of the registration period. Only the payment may be extended when necessary.