ENROLLMENT IN THE TIME OF COVID-19 PANDEMIC

WELCOME TO THE NEW NORMAL, to new ways of doing things!
ENROLLMENT STEPS & GUIDELINES FOR CSS (BASS, BSME, MASDS & MM) STUDENTS
1. Refer to the announcement from the UP Baguio Office of the University Registrar: Process and Reminders for First Semester Registration A.Y. 2020-2021.

2. Appointment for SAIS will be given when the system opens at 8:00 AM until 5:00 PM on the day designated for your year level (Student Number).
3. SHIFTEES TO BASS WILL ENROLL ON DESIGNATED SCHEDULE, FOLLOWING THEIR STUDENT NUMBERS.

4. Important thing to do! **Update** your Student Information in SAIS Self Service.

- **Mandatory Fields**: Home Addresses, Contact Numbers, Emergency Contact Numbers and .up.edu Email Address.
- **THE BEST TIME TO DO THIS IS NOW!**
5. If you did not pre-register, go to SAIS Student Self-Service (User Manual Posted on Website) to enlist in courses you need. Refer to box “Subject/s needed still available in SAIS?” of the OUR flow chart. Proceed following the steps below as applicable to you.
6. IF YOU PRE-REGISTERED AND YOU ARE ACCOMMODATED IN ALL PRE-ENLISTED SUBJECTS:

a. Contact your faculty adviser via email (refer to list of advisers); indicate ADVISING in subject box of your email. Make sure you are sending the email to your designated adviser per major-minor combination and year level.

b. Faculty adviser checks the student’s courses and load and tags the student as ‘advised.’

c. Adviser informs College Secretary that student has been tagged as advised.

d. OCS informs OUR that student has been advised.
7. REFER TO THE OUR (OFFICE OF THE UNIVERSITY REGISTRAR) FLOW CHART FOR SUCCEEDING STAGES OF ENROLLMENT.
8. IF YOU NEED TO ADD SUBJECT/S

- go to SAIS Student Self-Service (User Manual Posted on Website). If subject’s section is open, enlist then proceed to advising following steps 6 to 7.
9. IF THE SUBJECT YOU NEED IS ALREADY CLOSED,

- contact the CSS OCS at css-ocs.upbaguio@up.edu.ph; write **TP** (Teacher’s Prerogative) in subject box of your email. OCS will communicate student’s request for accommodation to concerned faculty/department/college. OCS informs student of the result. If accommodated, student requests enlister (refer to list of CSS enlisters) to be enlisted. Use **ENLISTMENT** in subject box of your email to the enlister. **IMPORTANT:** INCLUDE YOUR SAIS NUMBER (1008....) AND COURSE CODE (e.g., 1069) in your email.

- Upon receiving response from enlister, proceed following steps 6 to 7.
10. IF YOU NEED TO CANCEL PRE-ENLISTED SUBJECT/S,

• send request to enlistee (refer to list of CSS enlistees) with CANCEL in subject box. IMPORTANT: INCLUDE YOUR SAIS NUMBER (1008....) AND COURSE CODE (e.g., 1069) in your email. When done, proceed following steps 6 to 7.
YOU’RE FINISHED AT THE COLLEGE-LEVEL ENROLLMENT!!! 😊