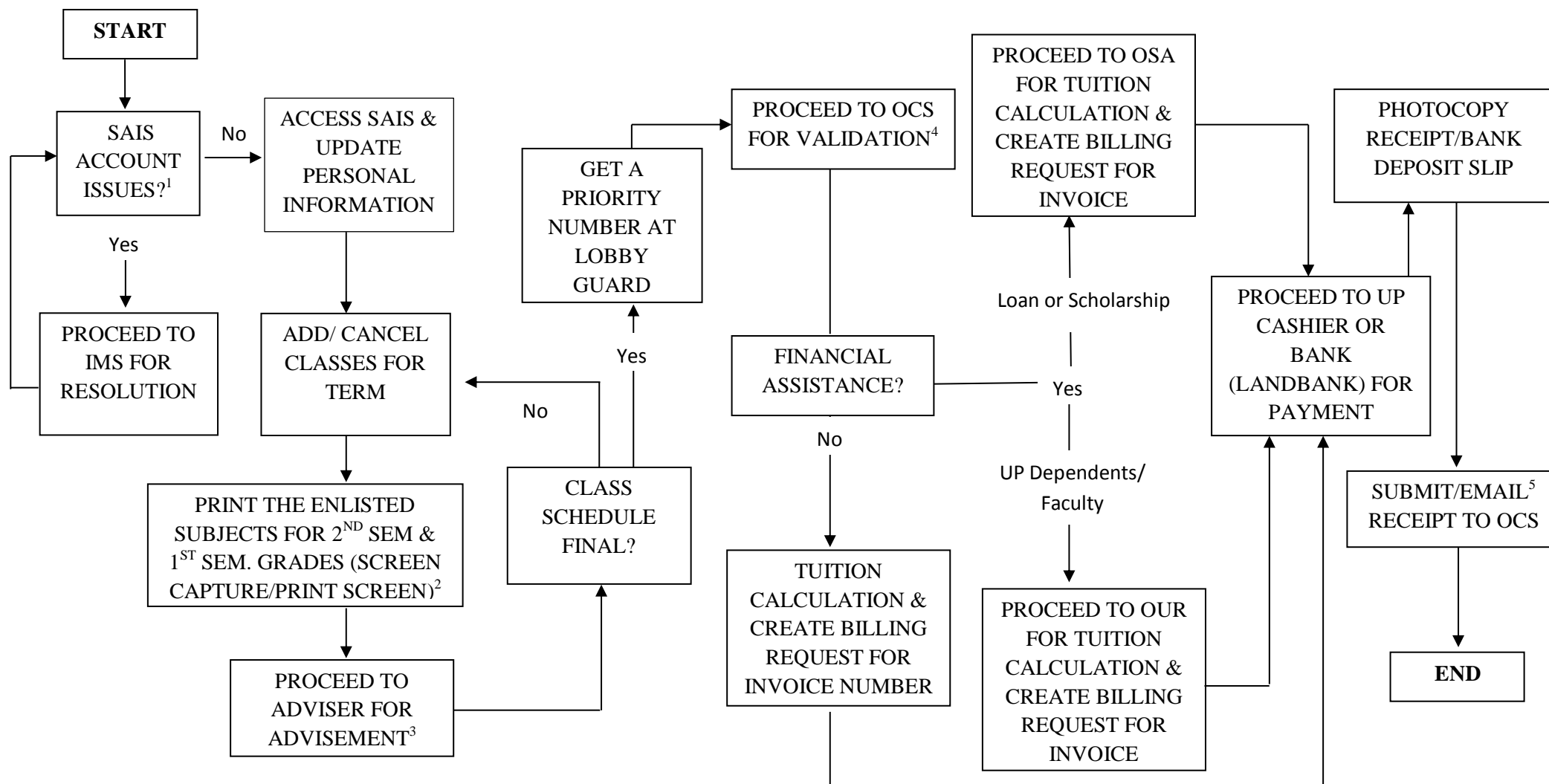


# REGISTRATION FLOWCHART FOR CPH STUDENTS



1 – No SAIS account/password, cannot open SAIS website, etc.

2 – How to screen capture/print screen:

- a. Press PrtScn
- b. Open Paint by clicking the Start button Picture of the Start button, clicking All Programs, clicking Accessories, and then clicking Paint
- c. In Paint, on the Home tab, in the Clipboard group, click Paste, Save & Print

3 – Present to adviser the printed 1st Sem grades and enlisted subjects for

2<sup>nd</sup> Sem and asked for his/her printed name and signature on the enlisted subjects.

4 – Submit to OCS approved enlisted subjects (signed by adviser) & ID.

Addtl: Approved Readmission (LOA, AWOL students), Study permit (foreign students), Approved MRR (MRR students), Approved Cross Registration form (Cross-Registrants students)

5- Email address: [jacervantes@post.upm.edu.ph](mailto:jacervantes@post.upm.edu.ph), [amsalazar2@up.edu.ph](mailto:amsalazar2@up.edu.ph)