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 2nd Sem.

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, amsalazar2@up.edu.ph

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