



COLLEGE OF PUBLIC HEALTH

REGISTRATION SCHEDULE MIDYEAR TERM, AY 2019-2020

Online Pre-Enlistment	June 2 – 3, 2020	8:00 a.m. of June 2 (Tues.) - 4:00 p.m. of June 3 (Wed.)
Online Registration	June 4 – 5, 2020	8:00 a.m. of June 4 (Thurs.) - 4:00 p.m. of June 5 (Fri.)
Lifting of Restrictions (CAS subjects)	June 5, 2020 Fri	12:00 a.m.

GUIDELINES FOR ONLINE REGISTRATION MIDYEAR TERM, AY 2019-2020

STEP 1 – Submit your name, degree program, and subject/s to enroll to Ms. Ana B. Valones (abvalones@up.edu.ph) on or before **May 30, 2020** for activation of Midyear Term in SAIS.

STEP 2 – Enlist your subjects in SAIS on the scheduled date of pre-enlistment.

STEP 3 – Take a screenshot of your Class Schedule in SAIS and e-mail to your adviser for approval.

STEP 4 – Upload the screenshot of your Class Schedule and the e-mail approval of your adviser in this link: <https://forms.gle/3E9VLXCMm2S2sia97> on the scheduled date of registration.

STEP 5 – Check your UP email for the tuition calculation form (Graduate students only). Distribution of Form 5 will be announced (BSPH students only).

STEP 6 – Please wait for announcements regarding the guidelines for payment of tuition fee (for graduate students only)

NOTE: (1) Graduate students allowed to enrol are only those with field courses (MPH/MOH), special studies (MHA), completing their thesis/dissertation, and those who will be taking their comprehensive exam.

(2) Only graduating BSPH students are allowed for enrollment.

IMPORTANT REMINDERS:

1. Please update the basic information profile in your SAIS Account (e.g., contact details).
2. Cancellation button for courses in SAIS will only be available during the pre-enlistment period. The student will have to pay for the calculated tuition fee if he fails to cancel the subject/s during the prescribed schedule.
3. Cancellation of courses during regular enrollment period can be done by accomplishing the "Manual Cancellation Form" from the UP Manila-CPH website (cph.upm.edu.ph) and must be approved by the adviser (e-signature). Please e-mail the approved form to Ms. Ana B. Valones (abvalones@up.edu.ph).
4. For those who cannot access their SAIS account, kindly contact the Helpdesk Team at helpdesk@up.edu.ph.