

Online Enrollment Guide for Residence – UP College of Science First Semester AY 2020-2021

1. Log-in to your CRS account
2. Go to the Pre-enlistment Section



You may be asked to fill up your Student Profile, if you haven't done so yet.

3. Inform your unit adviser to advise you for **Residence***
Residence status **WILL NOT BE REFLECTED ON CRS.**
4. Inform the CS Grad Office that you have been advised for **Residence***. Grad office will enlist you into **Residence***.
Residence status **WILL NOT BE REFLECTED ON CRS.**
5. Receive **the text** from the CS Grad Office that you have been officially enlisted into **Residence***.
Residence status **WILL NOT BE REFLECTED ON CRS.**
6. Go to the bottom right section of the Pre-enlistment page and click on the **Lock Enlistment** button

The screenshot shows the "My Canceled Waitlists" section of the Pre-enlistment page. It features a table with the following columns: "Class Code", "Class [Available Slots / Total Slots / Demand]", "Credits", "Instructors / Schedule", and "Remarks". The table is currently empty, displaying "No cancelled waitlists." Below the table is a blue information box with a question mark icon and the text: "Once you have finalized your enlistment, please click 'Lock Enlistment' to queue yourself for online post advising. Once you have locked your enlistment, you will no longer be able to add or cancel classes and waitlists. Once post-advised, you may no longer unlock your enlistment." To the right of this box is a "Lock Enlistment" button, which is circled in red. Below the information box is the "Mechanics on Waitlisting" section, which contains three bullet points:

- **Not Automatically Granted.** Classes that you select in this module are not automatically granted to you. You will need to wait for the offering unit to process the waitlists to see if you are granted a slot in your waitlisted classes.
- **Open Waitlists.** You can waitlist in any class as long as it is open. Please see the info on when the waitlist for a certain course will be closed. When the waitlist is closed, you cannot apply for a waitlist anymore. However, a closed waitlist can be opened again at the discretion of the offering unit.
- **Schedule of Waitlist Processing.** It is up to the offering unit on when the waitlists will be processed after it is closed. Do check the remarks section of the class you wish to waitlist in to know when to come back and check the site again to see if a certain waitlisted class has been granted to you. Please contact the offering unit if you have any queries on waitlist processing of their offered courses.

7. Inform your adviser that you have locked enlistment to be **Post-advised**. You will see the notice on your Pre-enlistment page that you have been post-advised.

my canceled waitlists

Class Code	Class [Available Slots / Total Slots / Demand]	Credits

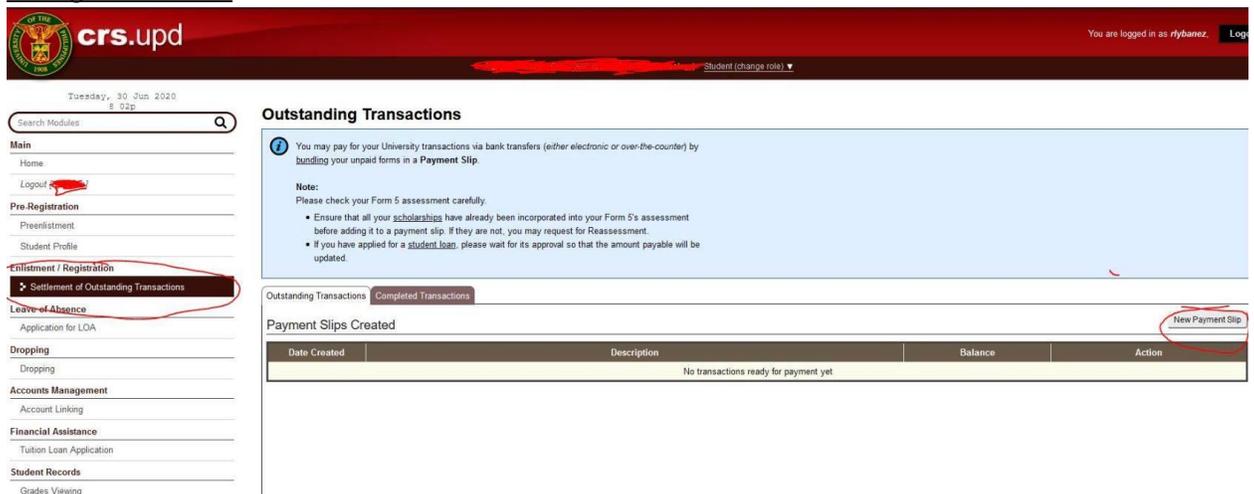
 You are already post advised. You may now proceed to assessment.

Mechanics on Waitlisting

- **Not Automatically Granted.** Classes that you select in this module are not automatically granted.

8. Inform the CS Grad Office that you have been **Post-advised**. Wait for the **text** saying you have been **Assessed**.

9. Proceed to the **Settlement of Outstanding Transactions** page and click on **New Payment Slip** at the right-most side



crs.upd

Tuesday, 30 Jun 2020 8:02p

Search Modules

Main

- Home
- Logout

Pre-Registration

- Pre-enlistment
- Student Profile

Enlistment / Registration

- Settlement of Outstanding Transactions**

Leave-of-Absence

- Application for LOA

Dropping

- Dropping

Accounts Management

- Account Linking

Financial Assistance

- Tuition Loan Application

Student Records

- Grades Viewing

Outstanding Transactions

 You may pay for your University transactions via bank transfers (either electronic or over-the-counter) by bundling your unpaid forms in a **Payment Slip**.

Note:

Please check your Form 5 assessment carefully.

- Ensure that all your **scholarships** have already been incorporated into your Form 5's assessment before adding it to a payment slip. If they are not, you may request for Reassessment.
- If you have applied for a **student loan**, please wait for its approval so that the amount payable will be updated.

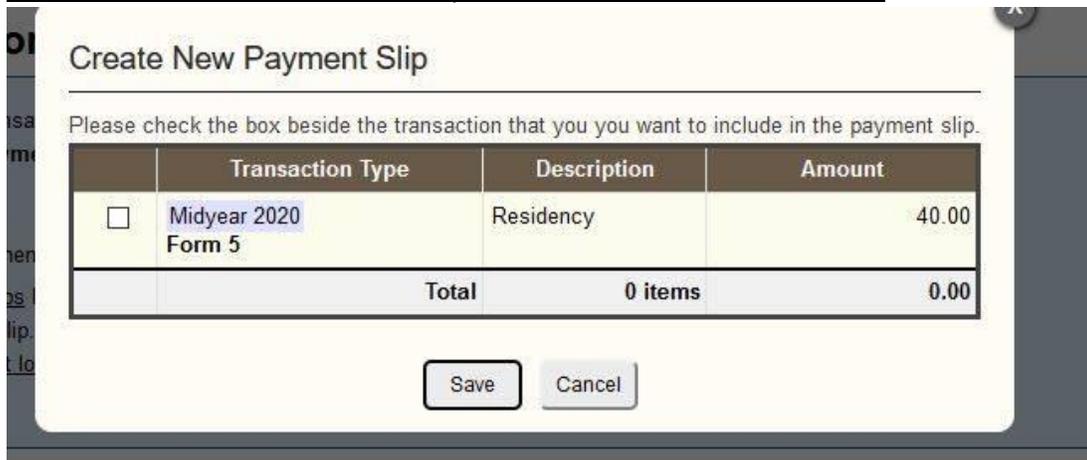
Outstanding Transactions | Completed Transactions

Payment Slips Created

[New Payment Slip](#)

Date Created	Description	Balance	Action
No transactions ready for payment yet			

10. Click on the **checkbox** beside the Midyear 2020 Transaction and click **Save**



Create New Payment Slip

Please check the box beside the transaction that you you want to include in the payment slip.

	Transaction Type	Description	Amount
<input type="checkbox"/>	Midyear 2020 Form 5	Residency	40.00
		Total	0 items
			0.00

Save Cancel

11. Click on **Add Payment**

Outstanding Transactions		Completed Transactions	
Payment Slips Created New Payment Slip			
Date Created	Description	Balance	Action
2020 Jun 30	Midyear 2020 Form 5 Residency REMOVE	Total: 40.00	40.00 Print Slip Add Trans
Proofs of Payment:		Add Payment	
No payments yet			

12. Input **UP Bank Account, Fund Transfer Method** (Bizlink, Bank Transfer, or Over the Counter)

For Bank Transfer, indicate Originating Bank, Additional Remarks (e.g. source account and time of transfer), clearing date, and amount deposited.

Note: Bank Transfer is easier with LBP to LBP transaction than from 3rd party banks. Payment slip does not indicate the **Account name** for UP.

Add Proof of Payment

Payment Slip Reference No	20000318
UP Bank Account	LAND BANK OF THE PHILIPPINES (LBP) 3072100696
Fund Transfer Method	Online Fund Transfer
Originating Bank	Land Bank of the Philippines
Additional Remarks	from account 5126- 2205 (other details that may help the Cashier validate your payment)
Clearing Date	06/30/2020 (mm/dd/yyyy)
Amount Deposited	40.00 (please omit commas ex. 10500.00)

13. Wait for payment validation from UP Cashier

Outstanding Transactions		Completed Transactions	
Payment Slips Created			
Date Created	Description	Balance	Action
2020 Jun 30	Midyear 2020 Form 5 Residency	Total: 40.00	
Proofs of Payment:		Add Payment	
	Jun 30 LBP (3072100696) Online Fund Transfer	40.00	Delete
Originating Bank: Land Bank of the Philippines from account 5126-2205 , deposited 8:09 PM			
Total Unvalidated		40.00	
Total Validated		0.00	

Legend:
 Pending Cashier Validation

 Your encoded Payment Proofs will be reconciled against the entries in the University's Statement of