

REGISTRATION NEW NORMAL

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AISS

Step 1: How to Preenlist

- Locate the Preenlistment module (left side part of your CRS page)
- Read the Privacy Notice carefully and then check the box in the lower portion of the interface.
- Upon checking the box, there will be username and password authentication. Fill out the password and then click the “Proceed” button.
- You will be redirected to the Student Profile module, fill out all necessary details **correctly**. Once you are done, locate the Student Pledge. Under it, check the box certifying all the information given are correct. After that, click the “Submit Profile” button.



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Student profile

Student Profile must be accomplished for Midyear Term 2020

You need to fill-out your Student Profile first before you can proceed with your Preenlistment.



UNIVERSITY OF THE PHILIPPINES (UP) PRIVACY NOTICE FOR STUDENTS (REVISED AS OF THE 1ST SEMESTER/TRIMESTER 2019-2020)

POLICY

To exercise and safeguard academic freedom and uphold your right to quality education, the University of the Philippines needs to process your personal and sensitive personal information—that is, information that identifies you as an individual.

UP is committed to comply with the Philippine Data Privacy Act of 2012 (DPA) in order to protect your right to data privacy.

This notice explains in general terms the purpose and legal basis for the processing of the typical or usual examples of personal and sensitive personal information that UP collects from students like you, the measures in place to protect your data privacy and the rights that you may exercise in relation to such information. Please note that this document does not contain an exhaustive list of all of UP's processing systems as well as the purpose and legal basis for processing.

Under the DPA, personal information may be processed (e.g. collected, used, stored, disclosed, etc.) with the consent of the data subject, pursuant to a contract with the data subject; when it is necessary in order for UP to comply with a legal obligation; to protect your vitally important interests including life and health; respond to a national emergency, public order, and safety; fulfill the functions of public authority or pursuant to the legitimate interests of the University or a third party; except where such interests are overridden by your fundamental rights.

Sensitive personal information (e.g. confidential educational records, age/birthdate, civil status, health, religious affiliation etc.) on the other hand may be processed with the consent of the data subject, when such is allowed by laws and regulations, such regulatory enactments provide for the protection of such information, and the consent of the data subject is not required for such law or regulation. For example, under the Education Act of 1982, parents have the right to access the educational records of children who are under their parental responsibility. Processing may also be done when needed to protect the life and health of the data subject or another person, and the data subject is unable to legally or physically express consent; in the case of medical treatment; or needed for the protection of lawful rights and interests of natural or legal persons in court proceedings; and for the establishment, exercise or defense of legal claims; or where provided to government or public authority.



- b. Through the following landlines
Phone | (632) 9280110; (632) 9818500 loc. 2521
- c. Through email
dpo@up.edu.ph

I have read the University of the Philippines' Privacy Notice for Students.

I understand that for the UP System to carry out its mandate under the 1987 Constitution, the UP Charter, and other laws, that the University must necessarily process my personal and sensitive personal information.

Therefore, I grant my consent to and recognize the authority of the University of the Philippines to process my personal and sensitive personal information, pursuant to the UP Privacy Notice and applicable laws.

Please authenticate using your CRS username and password

Username:

Password: []

Proceed



Student profile (Midyear Term 2020)

Academic Information

Student number
Degree Program

Personal Data

Name	
Sex Assigned at Birth:	
Birthday:	
Birthplace:	
Country of Citizenship:	
Civil Status:	
Religion:	<input type="text"/>
Are you the first person in your immediate family that attended the University of the Philippines?	<input type="text"/>
Are you the first person in your immediate family that attended College/University?	<input type="text"/>
Do you have a disability?	<input type="checkbox"/> Yes
Please Specify: (Pursuant to RA 7277 and RA 9442)	<input type="text"/> Description: <input type="text"/>
Do you have special needs?	<input type="checkbox"/> Yes

Your immediate family refers to your spouse, children, parents, unmarried siblings, or any of your relatives living under the same roof or dependent upon the employed members of your family for support.

In case of death, kindly indicate your beneficiary who will claim your insurance benefits.

Relationship	<input type="radio"/> Father <input checked="" type="radio"/> Mother <input type="radio"/> Guardian <input type="radio"/> Sibling <input type="radio"/> Child <input type="radio"/> Other
Mother's Contact Information	
Mother's name	
Mobile Number:	<input type="text"/> Please put N/A if not applicable.
Office Phone/Landline:	<input type="text"/> Please put N/A if not applicable.
Email Address:	<input type="text"/> Please put N/A if not applicable.

Student Pledge

I hereby certify that all information given above are correct.

In consideration of my admission to the UNIVERSITY OF THE PHILIPPINES and of the privileges of a student of this institution, I hereby promise and pledge to abide by and comply with all the rules and regulations laid down by competent authority in the University and in the College in which I am enrolled.

Step 1: How to Preenlist

- After you submitted your Student Profile, return to Preenlistment module.
- Locate the “Search for a class” box and type in the name of the course you desire.
- After you have searched a class, go to the Search results, select the course your desire and then click the “Add to my desired classes” button.
- Wait for the departments to process all the preenlisted classes.

*Note read the preenlistment mechanics first before preenlisting a class

<https://crs.upd.edu.ph/downloads/Preenlistment%20Mechanics.pdf>

Search results

Legend: **B** Block **D** Delegation

Class Code	Class / Instructors	Credits	Schedule / Room	Restrictions / Remarks	Available Slots / Total Slots Demand	Action
24969	PE 2 AD W5 Aerobic Dance	(2.0)	MTWThF 1-2:20PM PE TBA		3 / 30 0	Add to my desired classes
24970	PE 2 AD W6 Aerobic Dance	(2.0)	MTWThF 2:30-3:50PM PE TBA		3 / 30 0	Add to my desired classes
24963	PE 2 AKD MWFIJ1 Aikido	(2.0)	MWF 1-3:15PM PE TBA		5 / 30 0	Add to my desired classes
24964	PE 2 AKD MWFKL2 Aikido	(2.0)	MWF 3:15-5:30PM PE TBA		3 / 30 0	Add to my desired classes
24957	PE 2 BL W5 Ballet	(2.0)	MTWThF 1-2:20PM PE TBA		2 / 30 0	Add to my desired classes
24965	PE 2 INT W2 Interval Training	(2.0)	MTWThF 8:30-9:50AM PE TBA		2 / 25 0	Add to my desired classes
24973	PE 2 INT W2-1 Interval Training	(2.0)	MTWThF 8:30-9:50AM PE TBA		0 / 30 0	Add to my desired classes



Step 2: How to Lock Enlistment

- Once you have finalized your enlistment, please click "Lock Enlistment" button 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.
- Contact your program adviser for post-advising. For Change of Matriculation, contact your home unit first for Change of Mat validation before you go to your adviser for post-advising.
- Contact your home unit for assessment

My Desired Classes

Notes

- Point to table rows to see the conflicting classes highlighted.
- Drag and drop the table rows to change the rankings.
- Please read the [Preenlistment Mechanics](#).

Total Units Enlisted: **3.0** Total Units Desired: **0**

Rank	Status	Class Code	Class [Available Slots / Total Slots / Demand]	Credits	Instructors / Schedule	Restrictions / Remarks	Cancel At / By
1		15512	Fil 40 X2-B [3 / 15 / 0]	3.0			DFPP

 Enlisted  Desired  In Danger of Getting Cancelled  Can Not be Granted
 Block  Delegation

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.

Lock Enlistment 

Step 3: How to print payment slip

- Locate the Settlement of Transaction module
- Inside the module, hover to the left side of the screen, then click the “New Payment” button
- Once you clicked the button, a new interface will pop up. Check the box beside the Transaction then click the “Save” button. Click the “Print Slip” button on the right side of the screen.
- Print or download and print the pdf file your payment slip.



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- Dropping

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Student Records

- Grades Viewing
- Payment History

Outstanding Transactions

i 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 assets
- Ensure that all your scholarship before adding it to a payment slip.
 - If you have applied for a student loan be updated.

Create New Payment Slip

Please check the box beside the transaction that 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

Outstanding Transactions **Completed**

Payment Slips Created

Date Created	Description	Balance	Action
2020 Jul 12	Midyear 2020 Form 5 Residency REMOVE Proofs of Payment: Add Payment No payments yet	Total: 40.00 40.00	Print Slip Add Trans



**UNIVERSITY OF THE PHILIPPINES
PAYMENT SLIP**

Payor:
Student No:

Reference No:

Transaction Type	Details	Amount
Midyear 2020 Form 5	Residency	40.00
Total Amount:		40.00

You may pay via bank deposit or online bank transfer using the bank account below:

Bank: LAND BANK OF THE PHILIPPINES (LBP)
Acct Name: UP Diliman Revolving Fund
Acct No: 3072100696

To facilitate the payment validation process, please also indicate the **Payor** and the **Reference No** if the bank deposit slip or the online transfer facility allows for it.

Multiple payments (for a single Payment Slip) are allowed but the transaction(s) will only be considered as *paid* once the **Total Amount** indicated above is fully settled.

Reminder:

After paying, please encode your payment details via the same module in CRS (**Settlement of Outstanding Transactions**) by clicking on the **Add Payment** button under this Payment Slip. This will initiate the process of **online payment validation**. Your payment will only be credited once it has been validated by the Cash Office staff.

Step 4: How to Encode Payment Details

- If the payment is successful, you must encode your payment details. Just locate the “Add Payment” button in the lower portion of the screen, along “Proof of Payment”, and then a new interface will pop up.
- Fill out all the boxes in the interface **correctly** and then once you’re satisfied with the details, just click the “Save” button.

*Note please check the legend to see the status of your payment



Payment Slips Created

New Payment Slip

Date Created	Description	Total	Balance	Action
2020 Jul 12	Midyear 2020 Form 5 Residency REMOVE	40.00	40.00	Print Slip Add Trans
	Proofs of Payment: No payments yet			Add Payment



Add Proof of Payment

Payment Slip Reference No	20000939
UP Bank Account	--- Select Bank Account Deposited to ---
Fund Transfer Method	--- Select ---
Additional Remarks	<input type="text"/> (other details that may help the Cashier validate your payment)
Date of Deposit	<input type="text"/> (mm/dd/yyyy) <input type="text"/> : <input type="text"/> : <input type="text"/> (hh:mm:ss -- 24 hour format)
Amount Deposited	<input type="text"/> (please omit commas ex. 10500.00; Also, please do not include the transaction / service / convenience fees.)



Step 5: How to print Form5

- After the payment details encoding, the Cashier's Office validates your payment and you become officially registered.
- You can print your Form5 using your Settlement of Outstanding Transaction module. Inside the module click the "Completed Transactions" menu.
- Select the Academic Year of your payment and then click the "Load Completed Transactions" tab.
- Select the "Print Form" in the right side of the screen.
- Print or download the pdf file your Form5.

Outstanding Transactions **1** Completed Transactions

Choose AY & Semester **2**

Midyear Term AY 2019 2020 **3** Load Completed Transactions

Transaction Type	Details	Action 4
Midyear 2020 Form 5	4.0u Assessed with: R.A. No. 10931	Print Form

Date Generated : July 12, 2020 16:46 This serves as OFFICIAL RECEIPT if amount is printed through cash register.

UP FORM 5. UNIVERSITY OF THE PHILIPPINES CERTIFICATE OF REGISTRATION

097636715628

STUDENT NO.	NAME	COLLEGE	DEGREE & MAJOR	TERM & SY				
				Midyear 2020				
CLASS CODE	SUBJECT	SECTION	UNITS	SCHEDULE & ROOM	LAB FEE	CODE	Tuition	6,000.00
*****nothing follows*****							Admission	
							Entrance	
							Registration	40.00
							Library	550.00
							Laboratory	
							Computer	685.00
							Athletic	37.50
							Cultural	0.00
							Medical and Dental	25.00
							Guidance	
							Handbook	
							School ID Fee	
							Development	72.00
							EDF	
							Others	0.00
							TOTAL FEES	7,409.50
							Less: Scholarship / Privilege	0.00
							Less: Tuition Subsidy	6,000.00
							Less: Other School Fees Subsidy	1,409.50
							AMOUNT PAYABLE	0.00

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Signature of Student _____ Signature of Parent/Guardian (If student is a minor) _____

Library Clearance Jul 03, 2020 03:14:55 pm	TOTAL UNITS 4.0	Country of Citizenship PHILIPPINES	Remaining Terms to Avail of RA10931 Privilege 8	Assessed by:
Signature and Printed Name of Adviser Sgt. REGIDOR, HANNA CZARISE, EUGENIO	STFAP Bracket / ST code	Certified by:	Payment Details REGISTERED	Scholarship / Privilege
Signature of Student	Date:	First time to enroll in UP? No	O.R. No.	Date Amount Paid

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NEW NORMAL REGISTRATION FLOWCHARTS

- [Registration Flowchart starting Midyear 2020](#)
- [Registration Swimlane Diagram starting Midyear 2020](#)
- [Residence Registration Flowchart starting Midyear 2020](#)