ENROLMENT ADVISORY
Summer 2012

NOTE: MOST PROBLEMS ENCOUNTERED BY STUDENTS IN THEIR ENROLLMENT IN SIS ARE DUE TO NON-OBSERVANCE OF THE PROPER PROCEDURES. TO AVOID ENCOUNTERING SUCH PROBLEMS, PLEASE READ AND UNDERSTAND ALL THE INFORMATION CONTAINED IN THIS ADVISORY.

PRELIMINARIES:

1. Use MOZILLA FIREFOX V3.5 or higher or GOOGLE CHROME V1.0 or higher when accessing your SIS account.

2. Students who failed to register online after March 25, 2012 should proceed to the Office of the Department Chairperson/Campus Academic Head for the tagging of their subjects to be enrolled in this summer term.

A. ONLINE REGISTRATION SCHEDULE:

   A.1. Bachelor’s Degrees in the Main (Sta. Mesa) Campus and Bachelor’s Degrees and Diploma Programs in Other Campuses

       First Year: March 19-25, 2012

       Second Year: March 20-25, 2012

       Third Year: March 21-25, 2012

       Fourth Year: March 22-25, 2012

   A.2. Diploma Programs (College of Technology – Main Campus)

       First Year: March 22-25, 2012

       Second Year: March 24-25, 2012

   A.3. COLLEGE OF LAW

       First Year: March 19-25, 2012

       Second Year: March 20-25, 2012


B. WHO ARE BLOCKED FROM REGISTERING ONLINE?
STUDENTS WHO DID NOT ENROL IN THE IMMEDIATE PAST SEMESTER;
2.) STUDENTS WHO HAVE SCHOLASTIC DELIQUENCY PROBLEMS;
3.) STUDENTS WHO HAVE OUTSTANDING FINANCIAL OBLIGATIONS IN THE PAST TERMS (SEMESTERS AND SUMMER);
4.) STUDENTS WHO HAVE OTHER DEFICIENCY/IES; AND
5.) STUDENTS IN THE GRADUATE SCHOOL, OPEN UNIVERSITY AND THOSE IN THE POST-BACC PROGRAMS.

STUDENTS WHO ARE BLOCKED FROM REGISTERING ONLINE WILL HAVE TO SEE THEIR DEPARTMENT CHAIRPERSON/COLLEGE DEAN FOR THE REGISTRATION OF SUBJECTS.

C. IMPORTANT DATES RELATED TO ENROLLMENT

**March 19 – 28, 2012** – PAYMENT (WITHOUT FINE) ACCEPTED IN ANY LAND BANK OF THE PHILIPPINES (LBP) BRANCH. (NOTE: SOME STUDENTS ARE ALLOWED TO PAY TUITION AND OTHER FEES IN THEIR RESPECTIVE CAMPUS. FOR A COMPLETE LIST OF CAMPUSES THAT ACCEPT PAYMENT FOR TUITION AND OTHER FEES, PLEASE SEE STEP 3 OF ONLINE REGISTRATION PROCEDURES.)

**March 28, 2012** - LAST DAY OF PAYMENT WITHOUT FINE. AFTER THIS DATE, ALL PAYMENTS SHOULD BE MADE AT THE PUP CASHIER’S OFFICE.

**March 27 – 28, 2012** – ADJUSTMENT PERIOD; ALL CHANGED/ADDED SUBJECTS SHOULD BE PAID WITHIN THE ADJUSTMENT PERIOD. YOUR REGISTRATION CERTIFICATE MUST BE PRINTED **FIRST** BEFORE YOU CAN USE THE ACE FORM FOR ANY CHANGES IN YOUR ENROLMENT.

**March 29-31, 2012** – PAYMENT FOR CHANGED/ADDED SUBJECTS WITH FINE ACCEPTED; LAST DAY FOR SUBMISSION OF APPLICATION FOR CHANGE OF ENROLLMENT (ACE) FORM TO THE OFFICE OF UNIVERSITY REGISTRAR (OUR). AFTER MARCH 31, 2012, ALL NOT PAID REGISTERED/CHANGED/ADDED SUBJECTS WILL BE DELETED BY THE SYSTEM. DELETED SUBJECTS WILL NO LONGER BE RESTORED.

**APRIL 3, 2012** – LAST DAY OF CLAIMING REGISTRATION CERTIFICATE. ALL STUDENTS MUST INDIVIDUALLY CLAIM THEIR REGISTRATION CERTIFICATES FROM THE ADMISSIONS/REGISTRAR OFFICE OF THE CAMPUS.

D. WHEN REGISTERING ONLINE, PLEASE BE GUIDED OF THE FOLLOWING:

1. **YOUR YEAR LEVEL IS SYSTEM GENERATED. A STUDENT’S YEAR LEVEL IS THE LOWEST YEAR LEVEL IN WHICH HE/SHE HAS PASSED/COMPLETED LESS THAN 60% OF THE TOTAL NUMBER OF UNITS.** FOR EXAMPLE, A STUDENT WHO ENTERED PUP IN SY 2010-2011 IS SUPPOSED TO BE
SECOND YEAR LEVEL IN THIS SECOND SEMESTER ENROLLMENT. HOWEVER, IF THIS STUDENT HAS FAILED/DROPPED/WITHDRAWN/INC/MISSING RATINGS IN SUBJECTS THAT ALL TOGETHER REPRESENT MORE THAN 40% OF THE TOTAL NUMBER OF UNITS REQUIRED IN THE FIRST YEAR (1ST AND 2ND SEMESTERS) OF HIS CURRICULUM, HE/SHE WILL BE CLASSIFIED BY THE SYSTEM AS FIRST YEAR.

2. YOU CAN NOT REGISTER MORE THAN THE “NUMBER OF UNITS ALLOWED” AS INDICATED IN YOUR REGISTRATION PAGE.

2.1 DURING SUMMER, STUDENTS IN THE ENGINEERING PROGRAMS ARE ALLOWED UP TO EIGHT (8) UNITS (BUT NO MORE THAN TWO SUBJECTS) AND STUDENTS IN THE NON-ENGINEERING PROGRAMS ARE ALLOWED UP TO SIX (6) UNITS.

2.2 OVERLOADING WILL BE ALLOWED IN ACCORDANCE WITH ARTICLES 240 AND 241 OF THE UNIVERSITY CODE, WHICH STATE:

“IN THE SUMMER TERM, THE NORMAL LOAD SHALL BE SIX (6) UNITS, BUT IN JUSTIFIABLE CASES, THE (FACULTY) DEAN/DIRECTOR MAY ALLOW A STUDENT TO TAKE NINE (9) UNITS. THE (FACULTY) DEAN/DIRECTOR IS EMPOWERED TO LIMIT THE ACADEMIC LOAD OF STUDENTS WHO ARE EMPLOYED, WHETHER FULL-TIME OR PART-TIME, OUTSIDE THE UNIVERSITY. IN THE GRADUATE SCHOOL, NO GRADUATE STUDENT WHO IS EMPLOYED ON A FULL TIME BASIS SHALL BE ALLOWED AN ACADEMIC LOAD OF MORE THAN NINE (9) UNITS, WHETHER IN FORMAL COURSES OR IN THESIS, IN ANY SEMESTER UNLESS HE HAS THE PRIOR APPROVAL OF THE DEAN.”

2.3 IN LIGHT OF 2.2, REQUEST LETTER FOR OVERLOAD SHOULD BE ADDRESSED TO VPAA THRU THE DEAN AND MUST BE ACCOMPANIED WITH A COLLEGE-CERTIFIED COPY OF CERTIFICATION OF GRADES AND A PRINT-OUT OF THE STUDENT’S REGISTRATION CARD IN THE CURRENT TERM.

2.4 STUDENTS WHO ENROLLED IN PRACTICUM CLASSES MAY BE ALLOWED TO ENROLL ANOTHER ACADEMIC SUBJECT FOR AS LONG AS THE SCHEDULE OF THE ACADEMIC SUBJECT DOES NOT CONFLICT WITH THE SCHEDULE IN THE PRACTICUM STATION. IF THERE IS ANY CONFLICT, ENROLMENT OF THE SAID ACADEMIC SUBJECT WILL BE INVALID EVEN IF TAGGED IN THE SIS.

3. YOU WILL BE CHARGED WITH ENERGY FEE IF YOU ENROLL IN ANY REGULAR/OPEN CLASS USING THE AIRCONDITIONED ROOMS OF THE CTHTM AND CNFS STUDENTS.

E. ONLINE REGISTRATION PROCEDURES
STEP 1. SELECT A SCHEDULE FOR EACH OF THE COURSES/SUBJECTS THAT YOU INTEND TO ENROLL AND THEN CLICK THE SAVE BUTTON. STUDENTS WILL NOT BE ABLE TO REGISTER IN COURSES IN RED LETTERS DUE TO DEFICIENCY/IES IN PRE-REQUISITE SUBJECT/S OR CO-REQUISITE SUBJECT/S.


B. REVIEW/CHECK IF ALL THE COURSES APPEARING ON YOUR REGISTRATION PAGE ARE COMPLETE; IF NOT, REPEAT THE PROCESS OF SELECTING SUBJECTS AND SCHEDULE.

C. YOU BELONG TO A BLOCK SECTION AND, THEREFORE, MUST REGISTER IN SUBJECTS OFFERED IN YOUR SECTION. SHOULD YOU WISH TO ENROL BACK SUBJECTS YOU MAY SELECT FROM THE OPEN/FREE CLASS SCHEDULES OFFERED BY THE SERVICING DEPARTMENT.

D.1. IN REGISTERING IN OPEN COURSES ONLINE, SELECT ONLY FROM THE LIST OF SECTION OFFERINGS OF YOUR CAMPUS. YOU WILL KNOW WHAT SATELLITE CAMPUS OFFERS A PARTICULAR OPEN COURSE BY LOOKING AT THE SECTION CODE. THE SECTION CODE Follows THIS FORMAT: A NUMBER DIGIT INDICATING THE SEQUENCE OF THE SUBJECT OFFERING, FOLLOWED BY A 2-LETTER CAMPUS CODE, AND THE COURSE CODE. FOR EXAMPLE, `1TGENGL1013` IS THE FIRST CLASS OFFERING (1) IN PUP TAGUIG CAMPUS (TG) OF `STUDY AND THINKING SKILLS IN ENGLISH` (ENGL 1013). OTHER SATELLITE CAMPUS CODES ARE AS FOLLOWS: BN (FOR BIÑAN, LAGUNA), BS (FOR Bansud, Mindoro Or.), BT (FOR Mariveles, Bataan), CL (FOR Calauan, Laguna), CM (FOR Commonwealth, QC), LQ (FOR Lopez, Quezon), RG (FOR Ragay, Cam. Sur), SB (FOR Sablayan, Mindoro Occ.), SJ (FOR San Juan), SM (FOR Sta. Maria, Bulacan), and ST (FOR Sto. Tomas, Batangas).

D.2. ENROLLMENT OF BACK SUBJECTS IN REGULAR SECTIONS BY IRREGULAR STUDENTS WILL ONLY BE ALLOWED AT THE START OF THEIR ONLINE REGISTRATION SCHEDULE BASED ON THEIR YEAR LEVEL.

D.3 ALL CHANGES IN ENROLMENT WILL HAVE TO BE ENTERED INTO THE SYSTEM BY YOUR DEPARTMENT CHAIRPERSON/ACADEMIC HEAD DURING THE ADJUSTMENT PERIOD, MARCH 27-28, 2012, USING THE APPLICATION FOR CHANGE IN ENROLMENT (ACE) FORM. ACE FORMS CAN BE DOWNLOADED FROM THE PUP WEBSITE THRU THE SIS. YOUR
REGISTRATION CERTIFICATE MUST BE PRINTED FIRST BEFORE YOU MAY USE THE ACE FORM FOR ANY CHANGES IN YOUR ENROLMENT.

STEP 2. WHEN YOUR REGISTRATION IS COMPLETE AND FINAL, CLICK ASSESSMENT, SELECT MODE OF PAYMENT AND SAVE.

BE CAREFUL THAT YOU DO NOT SAVE YOUR ASSESSMENT WHEN YOUR REGISTRATION IS NOT YET COMPLETE. ONCE THE MODE OF PAYMENT (FULL PAYMENT ONLY DURING SUMMER TERM) HAS BEEN SELECTED AND SAVED, NO CHANGES/ADDITION IN REGISTRATION CAN BE ACCOMMODATED BY THE SYSTEM ON THE WEB. AFTER THIS STAGE, CHANGES IN YOUR REGISTRATION CAN ONLY BE DONE BY YOUR COLLEGE/CAMPUS OFFICIALS.

STEP 3. PRINT YOUR PAYMENT VOUCHER

PRESENT THE PAYMENT VOUCHER IN ANY LANDBANK BRANCH TO PAY YOUR ASSESSED FEES. DEADLINE FOR PAYMENT OF FEES THRU LANDBANK IS ON MARCH 28, 2012. SOME SATELLITE CAMPUSES (I.E., PUP STO. TOMAS, LOPEZ, BANSUD, RAGAY, SABLAYAN AND BATAAN) ACCEPT PAYMENT IN THEIR RESPECTIVE CASHIER`S OFFICE DUE TO INACCESSIBILITY OF LBP BRANCHES IN THEIR AREA.


STEP 4. CLAIM YOUR REGISTRATION CERTIFICATE

STUDENTS MUST CLAIM THEIR REGISTRATION CERTIFICATES (RC) FROM THE ADMISSION OFFICE INDIVIDUALLY BY PRESENTING A COPY OF THE DEPOSIT SLIP OR OFFICIAL RECEIPT TO THE ADMISSION OFFICER. CLAIM YOUR RC AFTER THREE (3) WORKING DAYS FROM THE DATE YOU PAID YOUR TUITION THRU LANDBANK. LAST DAY OF CLAIMING OF REGISTRATION CARD IS ON APRIL 3, 2012.

IN CASE YOUR REGISTRATION CARD CAN NOT BE PRINTED INSPITE OF HAVING PAID YOUR FEES IN THE BANK, PLEASE GO TO THE ICTC AND BRING YOUR COPY OF THE DEPOSIT SLIP. IT IS POSSIBLE THAT THE LANDBANK PERSONNEL MADE AN ERROR IN ENCODING THE STUDENT’S NAME OR REFERENCE NUMBER OF YOUR TRANSACTION; THUS, YOUR PAYMENT WAS NOT UPLOADED IN THE SYSTEM. FOR STUDENTS IN A SATELLITE CAMPUS, A SCANNED
COPY OF THE MACHINE-VALIDATED DEPOSIT SLIP MUST BE TRANSMITTED (ELECTRONICALLY OR PHYSICALLY) BY THE OFFICE OF THE CAMPUS REGISTRAR TO THE ICTC.

D. OTHER IMPORTANT INFORMATION

1. STUDENTS WITH UNPAID BALANCE

STUDENTS WITH OUTSTANDING FINANCIAL OBLIGATIONS MUST PAY THE UNSETTLED AMOUNT AT THE PUP CASHIER’S OFFICE BEFORE THEY WILL BE ALLOWED TO REGISTER ONLINE OR IN PERSON AT THE PUP SITE.

2. STUDENTS WITH DEFICIENCIES

STUDENTS WITH DEFICIENCIES MUST SEE THE OFFICIAL CITED IN THE MESSAGE IN ORDER TO COMPLETE SUCH DEFICIENCIES.

3. STUDENTS PETITIONING FOR OPEN/FREE SUBJECTS

REQUEST FOR OPEN/FREE SUBJECTS MUST BE ENDORSED BY THE COLLEGE DEAN TO THE VPAA FOR APPROVAL. ONCE APPROVED, PETITIONERS MUST SUBMIT A COPY OF THE APPROVED REQUEST LETTER TO THE ICTC, TOGETHER WITH THEIR ACE FORMS, FOR THE CREATION OF THE CLASS IN THE SYSTEM AND TAGGING OF THE STUDENTS AND ASSESSMENT. THERE MUST BE AT LEAST 35 STUDENTS IN A PETITIONED CLASS. IF STUDENTS NUMBER LESS THAN 35, THE CLASS WILL BE DISSOLVED. HOWEVER, THE CLASS MAYBE ALLOWED TO CONTINUE IF IT IS APPROVED TO BE A TUTORIAL CLASS AFTER AN EVALUATION RESULT SHOWS THAT THE REQUESTED SUBJECT IS THE ONLY REMAINING SUBJECT TO GRADUATE OF THE PETITIONERS.

PETITIONERS PAY THE REGULAR TUITION, MEANTIME THAT THE TUTORIAL FEE IS NOT YET UPLOADED IN THE SYSTEM. TUTORIAL FEES ARE NORMALLY UPLOADED ONE WEEK AFTER THE MIDTERM EXAM. STUDENTS MUST SETTLE THESE TUTORIAL FEES ONE WEEK BEFORE THE FINAL EXAMINATION WEEK.

4. RETURNING STUDENTS

NO RETURNING STUDENTS ARE ALLOWED TO ENROLL DURING SUMMER TERM.

5. WHO TO SEND QUERIES ON SIS CONCERNS:

FOR QUERIES AND SOME CONCERNS, SEND YOUR MESSAGE/S TO THE ASSIGNED SIS CAMPUS ADMINISTRATOR:
1. MAIN CAMPUS (UNDERGRADUATE) – MR. RYAN ROMHEL NIIOG/MR. DOYLE ABALOS
2. BANSUD, MINDORO CAMPUS – MR. SEVERINO MARTINEZ
3. BATAAN CAMPUS – MR. NIÑO ABELARDO HERRERA
4. BIÑAN CAMPUS – MS. CAREN SISOR
5. CALAUAN CAMPUS – MS. CAREN SISOR
6. COMMONWEALTH, QUEZON CITY CAMPUS – MR. NIÑO ABELARDO HERRERA
7. SABLAYAN, MINDORO OR. CAMPUS – MR. RYAN ROMHEL NIIOG
8. SAN JUAN CAMPUS – MR. FREDERICK VILLAMOR
9. STO. TOMAS, BATANGAS CAMPUS – MR. SEVERINO MARTINEZ
10. LOPEZ, QUEZON CAMPUS – MR. FREDERICK VILLAMOR
11. RAGAY CAMPUS – MR. DOYLE ABALOS
12. STA. MARIA, BULACAN CAMPUS – MS. SALLY MUA
13. TAGUIG CAMPUS – MR. CHRISTIAN ORDANEL
14. OPEN UNIVERSITY – MR. ALDRIC SOLOMON
15. GRADUATE SCHOOL – MR. FREDERICK VILLAMOR
16. COLLEGE OF LAW – MS. SALLY MUA
17. COLLEGE OF TECHNOLOGY – MR. RYAN ROMHEL NIIOG
18. LABORATORY HIGH SCHOOL – MR. RYAN ROMHEL NIIOG

6. HOTLINES
   FOR QUERIES, YOU MAY CALL 02-310-0414, 02-310-0410.