

SCHEDULE OF REGISTRATION SUMMER, 2010

Online Enlistment/Pre-registration in courses	-	March 15, Monday – March 19, Friday
Online Change of Matriculation (Cancellation/Change in subject and/or in section)	-	April 5, Monday – April 8, Thursday
Online Confirmation of Slots	-	April 5, Monday – April 8, Thursday
Payment of Fees	-	April 7, Tuesday – April 16, Friday
Start of Classes	-	April 13, Tuesday

REGISTRATION PROCEDURE*

**Only students with registered personal passwords for the UPLB SystemOne website can pre-enlist and change matriculation online for their Summer 2010 courses.*

- Starting March 15, Monday until March 19, Friday, login to the SystemOne website using your personal password and enlist online in courses you intend to enroll for Summer 2010. Make sure that you will enlist only in courses with satisfied pre-requisite(s).

During this period, you can also cancel or add courses and make other changes that you may need in your schedule.
- On April 5, Monday until April 8, Thursday, finalize your class schedule and confirm your slots.

If you do not confirm your slots by April 8, your pre-enlistment in courses is considered null and void.
- On April 7, Wednesday to April 16, Friday, get your Form 5 from your College Secretary.
- Proceed to any of the following payment centers (8:00 – 12:00 noon; 1:00 – 3:00 p.m.) for payment of fees.
 - **Cashiers's Office, Room 105, Administration Building**
 - **Land Bank (any branch)**
 - **Philippine Veterans Bank (all branches in Regions 4 and 5 only)**

You will use the following Account Numbers if payment is to be made thru the banks:

Land Bank Account No: 1892-2220-09

Philippine Veterans Bank Account No: 00702-000769-4

IF YOU ARE A RECIPIENT OF ANY OF THE FOLLOWING FINANCIAL ASSISTANCE, HAVE YOUR FEES REASSESSED AT **Window No. 8 or 9, OUR, 1st Floor, CAS Annex I Building** BEFORE PAYMENT OF FEES:

- Enrollment privileges of UP employees/dependents
- Veteran benefits
- Scholarship or any financial grants other than STFAP

IF YOU NEED TO MAKE CHANGES IN YOUR STFAP BRACKETTING, PROCEED TO THE OFFICE OF STUDENT AFFAIRS (OSA) FOR REBRACKETTING AND REASSESSMENT OF FEES.

NOTE:

The Cashier will accept payment in cash, certified cashier's checks or manager's check.
NO PERSONAL CHECKS WILL BE ACCEPTED.

5. Get your class cards at **Window No. 10, OUR, 1st Floor, CAS Annex I Building** and fill these up.
6. Have your Form 5 student's copy stamped "REGISTERED" at **Window No. 11, OUR, 1st Floor, CAS Annex I Building**.

Do not lose this copy. It is your official registration form. You will present this and your class cards to your teachers on the first day of classes to confirm your registration.
7. Have your ID validated at the **UPLB University Library** upon presentation of your stamped Form 5 student's copy.

CLASSES BEGIN - APRIL 13, 2010, Tuesday