ANNOUNCEMENT: 
Online Preregistration for the First Semester, AY 2020-2021

1. Pre-enlistment will be done using Self-Service of the SAIS. All students will be put on the waitlist but prioritization according to year level will be maintained. The actual enlistment per subject of students will be done during the amendment phase.

2. Please pre-enlist only in the subjects that you need to avoid unnecessary cancelations of subjects that you do not actually need in your program/curriculum.

3. Do not forget to enrol in your NSTP and thesis courses.

4. SCHEDULE OF PRE-ENLISTMENT is as follows:

**MAY 18-20, 2020:** ALL GRADUATING students (4TH, 5TH, 6TH YEARS, etc.)

**MAY 21-26, 2020:** ALL INCOMING 3rd YEAR students & MS/MA/MM/PhD students

**MAY 27-JUNE 1, 2020:** ALL INCOMING 2nd YEAR students
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5. To access the SAIS, use the SELF-SERVICE MENU.

STEP 1. Log into SAIS using the provided username and password. Click the Sign In button.

STEP 2. Go back to Enrollment. Click this on the menu.

STEP 3. Click the Search tab above.

STEP 4. Click the Select Class button beside the class to be added.

STEP 5. Once a class has been selected, the site will go to this page.
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STEP 6. If the addition of a class is successful, a notification saying “[Subject] has been added to Shopping Cart” will appear. Click the Enroll tab above.

STEP 7. The Select Classes to Add page will appear. Click the Proceed to Step 2 of 3 button.

STEP 8. The Confirm Classes page will appear. Make sure to review the selected classes and their schedules. Click Finish Enrolling.

STEP 9. The View Results page will appear. To view the final class schedule, click My Class Schedule. To add another class, click Add Another Class.
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IMPORTANT: Since we will be waitlisting all students for the courses, please do not forget to do these steps when adding classes in your shopping cart:

1. Make sure that the “show open classes only” box is **UNCHECKED**.
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IMPORTANT: Since we will be waitlisting all students for the courses, please do not forget to do these steps when adding classes in your shopping cart:

2. Also, make sure that "Wait list if class is full" is CHECKED.
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For queries, please email Mr. Jay M. Mapalo at jmmmapalo@up.edu.ph or our.upbaguio@up.edu.ph.