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.

Logout



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 userr d password Username: Password: Proceed

Student number		
Degree Program		
Personal Data		
Name		
Sex Assigned at Birth:		
Birthday:		
Birthplace:		
Country of Citizenship:		
Civil Status:		
Religion:		
Are you the first person in your immediate family that attended the University of the Philippines?	*	Your immediate family refers to your spouse, children, parents, unmarried siblings, or any of your relatives
Are you the first person in your immediate family that attended College/University?	*	living under the same roof or dependent upon the employed members of your family for support.
Do you have a disability?	C Yes	
Please Specify: (Pursuant to RA 7277 and RA 9442)	Choose a disability	Description:
Do you have special needs?	Ver	

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

Relationship	◯ Father
	Mother's Contact Information
Mother's name	
Mobile Number:	Please put N/A if not applicable.
Office Phone/Landline:	Please put N/A if not applicable.
Email Address:	Please put N/A if not applicable.

Student Pledge

1

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 sprules and regulations laid down by competent authority in the University and in the College in which I and

this institution, I hereby promise and pledge to abide by and comply with all the

Submit Profile

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

GearchiteSuits	Sear	ch	resu	Its
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Legend: 🖪 Block D Delegation

Class Code	Class / Instructors	Credits	Schedule / Room	Restrictions / Remarks	Available Slo Total Slots Demand	ots / ;	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 postadvising. 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

(i) 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	0	15512	Fil 40 X2-B [3 / 15 / 0]	3.0			DFPP

Enlisted Desired A In Danger of Getting Cancelled C 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.



UNIVERSITY OF THE PHILIPPINES PAYMENT SLIP

Payor: Student No:	R	eference 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

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

Payment Slip Reference No	2000939
UP Bank Account	Select Bank Account Deposited to 🗸
Fund Transfer Method	Select 🗸
Additional Remarks	(other details that may help the Cashier validate your payment
Date of Deposit	(mm/dd/yyyy) : (hh:mm:ss 24 hour format)
Amount Deposited	(please omit commas ex. 10500.00; Also, please do not include the terrection / 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 Completed Transactions Choose AY & 2 ester 3 Midyear Term AY 2019 2020 Load Completed Transactions Transaction Type Details Midyear 2020 4 0u			
Choose AY & 2 ester Midyear Term AY 2019 - 2020 Load Completed Transactions Transaction Type Details Action Midyear 2020 4.04 4.04 4.04	Outstanding Transactions Completed T	ansactions	
Midyear Term AY 2019 2020 Load Completed Transactions Transaction Type Details Action Midyear 2020 4.0u 4.0u	Choose AY & 2 ester	3	
Transaction Type Details Action	Midyear Term V AY 2019 - 2	020 Load Completed Transactions	
Midvoor 2020 4 0u	Transaction Type	Details	Action
Form 5 Assessed with: R.A. No. 10931	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.



STUDENT NO.		NAME						COLLEGE	DEGREE & MA	JOR TERM & SY Midyear 20
CLASS CODE	SUBJECT	SECTION	UNITS		SCHEDULE & ROOM	LAB FEE	CODE	Tuition		6,000.0
								Admission		-
***********	*******	****	*****	othing follow	WS******************************	******	**	Entrance		-
		-						Registration		40.0
8								Library		550.0
								Laboratory		
								Computer		685.0
		Athletic			37.5					
							Cultural		0.0	
1								Medical and	Dental	25.0
								Guidance		
								Handbook		
								School ID Fee		
š								Development		72.0
								EDF		
				100000	(1.12)		_	Others		0.0
I have read the	University	of the Philippine	s' Privad	y Notice for Str	udents.			TOTAL FEES	3	7,409.5
I understand th	at for the L	IP System to car	ry out its	s mandate unde	er the 1987 Constitution, the UP	Charter, and other	laws,	Less: Schola	rship / Privilege	0.0
Therefore, I gra	ant my cons	sent to and record	nize the	authority of the	e University to process my perso	and sensitive p	ersonal	Less: Tuition	Subsidy	6,000.0
information pursu	uant to the	abovementioned	Privacy	Notice and oth	er applicable laws.			Less: Other S	School Fees Subsi	ty 1,409.5
Signature of Student		Si	gnature of Parent	Guardian (If student is a minor)			AMOUNT PA	YABLE	0.0	
Library Cleara Jul 03, 2020 03:1	ance 4:55 pm	TOTAL UNITS	4.0	Country of Citizenship	PHILIPPINES	Remaining 1 of RA10931	Ferms to A Privilege	wail	8	Assessed by:
Signature and Sgd. REGIDOR, HANNA CZARISE, Printed Name of EUGENIO Adviser		IDOR, HANNA CZARISE, STFAP Bracket / ST code Pag			GIS	STE	RED	Scholarship / Privilege		
Signature of				Date:	First time to enroll in UP?				Dute	Amount David

NEW NORMAL REGISTRATION FLOWCHARTS

- <u>Registration Flowchart starting Midyear 2020</u>
- <u>Registration Swimlane Diagram starting Midyear 2020</u>
- <u>Residence Registration Flowchart starting Midyear 2020</u>