UNIVERSITY OF THE PHILIPPINES
OPEN UNIVERSITY

Established on 23 February 1995, the University of the Philippines Open University (UPOU) is the pioneer and leading institution in open and distance elearning (ODeL) in the Philippines. UPOU is the 5th Constituent Unit (CU) of the University of the Philippines (UP) System and is known as the cyber campus of UP.

UPOU's mission is to provide Filipinos everywhere access to quality higher education through innovative methods of teaching and learning that are designed to be responsive to their needs as well as to national development priorities. UPOU upholds the values of scholarship, academic excellence, academic freedom, humanism, social responsibility, and service to the nation.

UPOU is also mandated to contribute towards upgrading the quality of the educational system of the country by developing innovative instructional strategies and technologies, and sharing these with other colleges and universities through cooperative programs. Republic Act 10650 (Open Distance Learning Law) has tasked UPOU to assist relevant national agencies, higher education institutions and technical and vocational institutions in developing their distance education programs through training, technical assistance, research and other academic programs.

UPOU is the nation's most comprehensive distance education institution, with three undergraduate programs, 13 post-baccalaureate certificate and diploma programs, 12 master's programs, two doctoral programs and 12 continuing education courses. This wide range of program offerings, coupled with UPOU's capability to harness recent and relevant digital technologies in education, have enabled UPOU to build a global community of mostly Filipino learners in more than 70 countries.

upou.edu.ph

Mode of Teaching

UPOU employs the distance education (DE) mode of teaching and learning.
The key features of DE as practiced at UPOU are:

- Students and teachers are physically separated from each other. They do not meet face-to-face in a physical classroom.
- Students undertake guided independent study of carefully selected as well as specially designed learning materials in various media — print, video, and multimedia.
- Interaction between teachers and students, and among students, takes place through online tutorials in a virtual classroom. Other forms of communication between teacher and student are email, text, and teleconferencing.
- Midterm and Final examinations are usually administered through a network of examination venues here and abroad or through an online exam system.

UPOU has three (3) **Mega Learning Hub** offices. The locations of these offices are as follows:

Diliman - UPOU-CICT Building, C.P. Garcia Avenue, DIliman, Quezon City
Cebu - Rm.134, Arts & Sciences Bldg, UPOU Cebu, UP Cebu Lahug, Cebu City
Davao - UPOU Davao , Andarizal Center, Cor Anda and Rizal St, Davao City

The Mega Learning Hubs serves as learning space or venue in order to conduct activities both physically and virtually; and for students and faculty members to collaborate and become co-creators of knowledge. It also provides venue for student activities.

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The **UP Open University Headquarters** is located at National Highway, Brgy. Maahas, Los Baños, Laguna, Philippines.

Driving from Metro Manila

1. Drive southbound along South Luzon Expressway (SLEX) and take the Calamba exit.
2. Drive along the Real Avenue and turn right at Crossing Calamba after Chowking.
3. Drive along the National Road until you see the Olivarez Plaza in Los Baños.
4. Drive past Olivarez Plaza and the Los Baños Junction, towards Sta. Cruz and San Pablo.
5. Approximately 5 minutes from the Junction, turn right to UP Open University, across the South Supermarket.
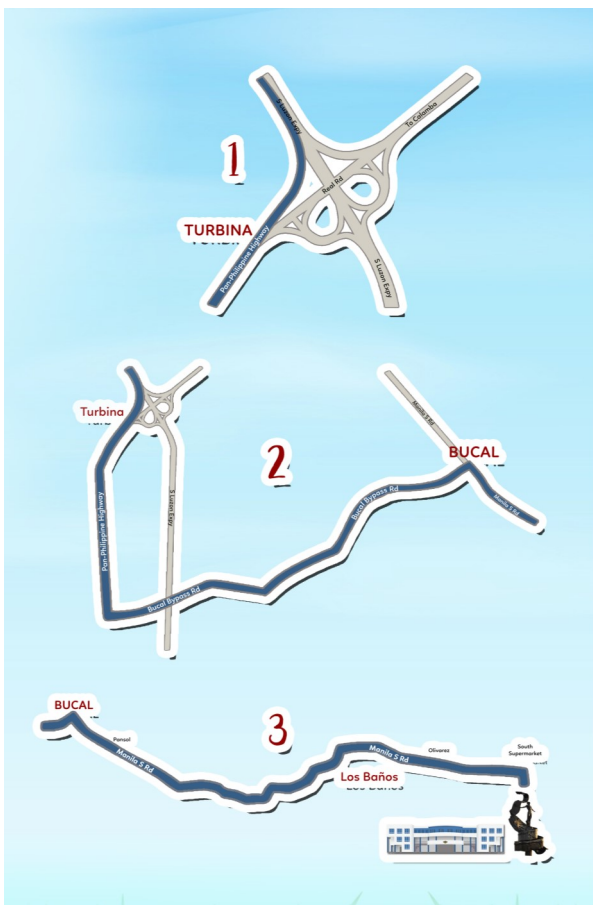
Commuting from Metro Manila

1. Take any public transportation traveling to Sta. Cruz, Laguna.
2. Inform the conductor that your destination is South Supermarket, Los Baños.
3. Get off at South Supermarket and cross the highway to UP Open University
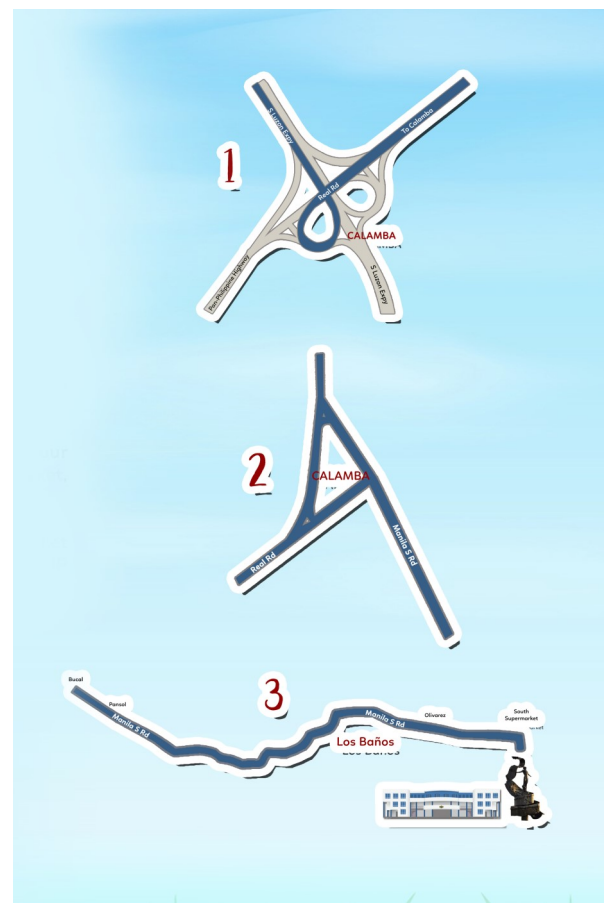
UNIVERSITY OF THE PHILIPPINES
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GENERAL ENROLLMENT PROCESS

How to Register Online

Step 1.
Visit the Office of the University Registrar (OUR) microsite our.upou.edu.ph/ and click the Sign-in to AIMS Student Portal icon located on the right side of the homepage OR copy and paste this URL http://our.upou.edu.ph/student/

Step 2.
For new students, click on the "Request for Password" link on the homepage of the Student Portal and enter your student number. Check your email for the system-generated password. Use this password when logging in the Student Portal.

Step 3.
Once logged in, click on the Online Registration System (ORS) icon. Select courses to enroll by clicking the course number/code. It is important that you follow the recommended courses in your plan of study or seek advice from your Program Chair. The system will automatically display the assessment of fees once courses are selected.

Step 4.
Pay your fees through your preferred payment facility. Get your copy of the bank-validated slip/credit card transaction slip/official receipt. Upload a scanned copy/digital image of the payment slip to complete your enrollment.

Step 5.
Wait for the confirmation of your enrollment. You can print your Form 5 as soon as your enrollment is confirmed. Students who pay their fees using the online payment option will receive an automatic confirmation of enrollment.

Who can register online?
Access to ORS is given to UPOU students enrolled in the previous term, newly admitted students, and readmitted students. Students returning from LOA must contact the OUR or Faculty Secretary's Office first to access the ORS.

The **registration schedule** for the 1st Trimester/Semester AY 2019-2020 is as follows:

1st Trimester 2019-2020 - August 12-16, 2019 (Undergraduate, GCDE, MDE and PTC Programs)
1st Semester 2019-2020 - August 12- 22, 2019 (Other Graduate Programs)

For more info, please visit http://our.upou.edu.ph/student/pdf/FAQ.pdf

upou.edu.ph

STUDENT FINANCIAL ASSISTANCE

As of now, UPOU has limited number of scholarship grants and other forms of financial assistance. The assistance is made possible through the generosity of donors and institutions that have joined UPOU in providing better opportunities for education.

Please check this link for the list of scholarships offered by UPOU: https://osa.upou.edu.ph/list-of-scholarship/

The application requirements for the existing scholarship grants are as follows:
1. One (1) 2x2 photo
2. Current Income Tax Return of parents; if exempted from filing attach BIR Cert. of Exemption; if parents are unemployed, attach notarized affidavit of income
3. Form 5
4. True Copy of Grades from previous semester(s)
5. Cert. of Good Moral Character
6. Birth Certificate
7. Three (3) recommendation letter from previous Professor
9. Recommendation/Certificate of Good Moral Character from current employers (if applicable)

An applicant for scholarship / study grant must have the following qualifications:
- Have been admitted into a program that is stipulated in the grant.
- Fulfill the specific requirements/conditions of a particular grant.
- Meet a general weighted average (GWA) of 2.0 or better for a new student, or have passed all courses taken during the previous semester for a continuing student.
- Have an annual income of not more than P300,000 (Gross, Personal) and not more than P600,000 (Gross, Family – for dependent)
- Be willing to abide by the terms and conditions.

The procedures in applying for scholarship grants are as follows:

1. Filling out of application form
2. Submit the following application requirements for scholarship on or before the deadline of submission of application for every semester:
3. Email scanned copies to: scholarships_applications@upou.edu.ph and mail or bring to:

    Office of Student Affairs
    UP Open University
    Los Baños, Laguna 4030
4. Evaluation of applications
    The Scholarship Committee evaluates all applications. An applicant should first be admitted to a degree program before the application for scholarship / study grant is evaluated
5. Results of application
    The applicants will be notified of the official result of their application through mail and email.

STUDENT SUPPORT SERVICES

MyPortal

UPOU utilizes an open source learning management system (LMS) as its virtual classroom known as MyPortal. Myportal is where you can access all your courses and other relevant information related to your studies.

MyPortal include repository of resources such as guides and syllabi, and manual and references; communication hub where discussion forums, private messages and chat sessions are being done; and assessment where assignments are submitted and examinations and quizzes are administered .
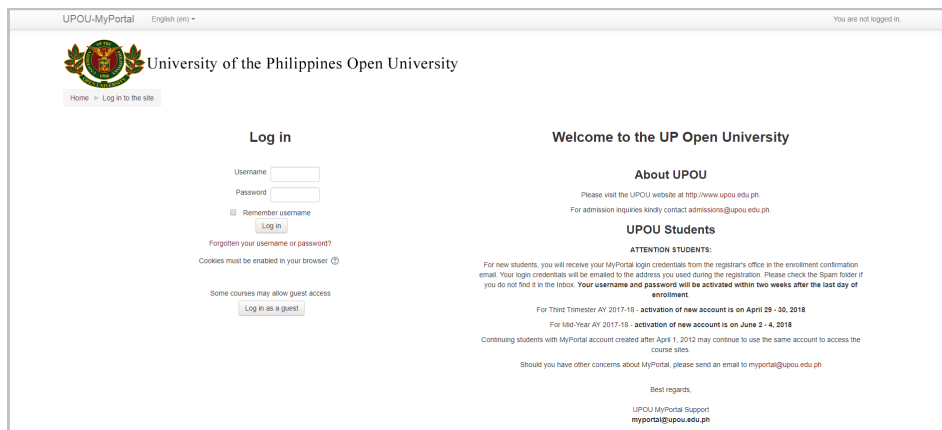
The UPOU Networks

The UPOU Networks (http://networks.upou.edu.ph/) is the online repository of multimedia resources produced by the University of the Philippines Open University. It is one of the programs of the university that is intended to make learning more accessible to a larger community. Aside from making possible for users to access a plethora of knowledge and information in multimedia formats, the networks also allows communal interactions among members of the academe and learners all over the world on real time.

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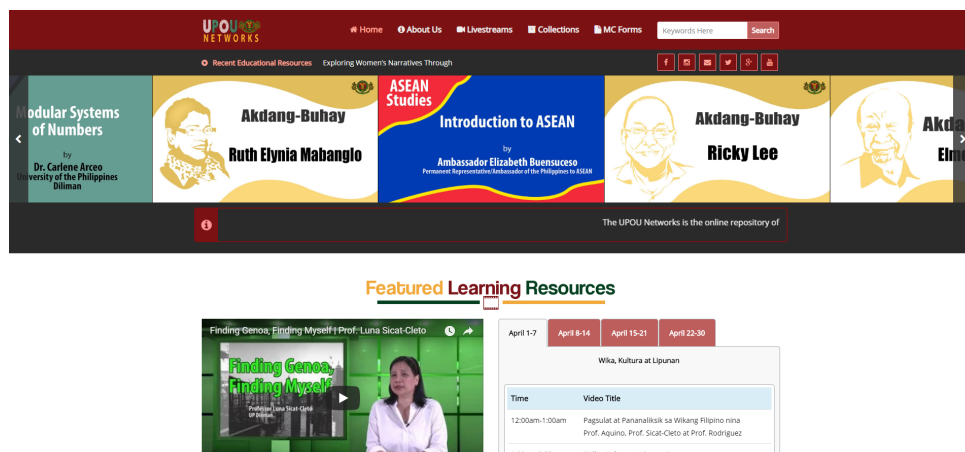
Library Resources and Services

The UP Open University Library is the most heavily used service unit by faculty members and students. It is one of the key components of an academic and scholarly institution like the UPOU. Its great responsibility is to make information services make available in all types and forms to meet the need of its constituents.

 The following are its services:

1. Library Website. Since the faculty and students cannot visit the UPOU library as frequently as they want to, the UPOU library devised a system of providing these students services. A library homepage was launched to reach the faculty and students.
2. Web Online Public Access Catalog (OPAC). Just like their counterparts in the residential campuses, UPOU students and faculty can access the library's Online Public Access Catalog (OPAC) via the Integrated Library Management System software provided by the UP System.
3. Virtual Reference Service (Email). Through the Virtual Reference Service (Via Email) faculty and students may request for books or book chapters, thesis abstracts, and full text articles, from the UPOU Library via email.
4. Document Delivery. The Library sends printed books to requesting UPOU students via courier. The same books are sent back to the library through the same courier service.
5. Bibliographical Services. The UPOU library prepares subject and author bibliographies on specific topics upon request.
6. Referral Services and Intra/Inter-library Loan. In extreme cases where our students and faculty members would like to borrow materials from libraries outside the college and university, the College librarian usually obtains such materials through an intra/inter-library loan. The College librarian also writes letters for its students and faculty members so that they may be able to use the resources and facilities of libraries outside the UP System Library.
7. Reader's Assistance Services. The UPOU library provides library orientation to new students as well as walk-in researchers who request such services. The staff also answers queries concerning the client's current information needs. Upon request, the staffs are able to advise students on materials that they could use for their study and research.

Examination Services

Examination Services Program is one of the programs under the Office of Student. Affairs and responsible for the over-all administration and delivery of academic examinations done at the University such as midterm and final examinations, make-up examinations and comprehensive examinations.

It's functions are:

- scouting, evaluating and maintaining the pool of examination venue and proctors
- distributing, supervising and collecting examination questionnaires from the faculty of studies
- coordinating examination concerns of students and proctors
- ensuring the integrity and security of examinations in compliance with university rules and regulations.

CONTACT INFORMATION OF OFFICE OF THE UNIVERSITY REGISTRAR AND OFFICE OF STUDENT AFFAIRS

Office of the University Registrar

UP Open University Los Baños
Laguna, Philippines

Phone Numbers:
+63 49 536 6001 to 06 local 101
Admissions: local 441/199
Registration: local 102/106
Records: local 103/104

Email:
registrar@upou.edu.ph
admissions@upou.edu.ph
registration@upou.edu.ph
records@upou.edu.ph

Office of Student Affairs

UP Open University Los Baños
Laguna, Philippines

Phone Numbers:
(049) 536-6014
536-6001 to 6006 loc. 340

Email:
osa@upou.edu.ph