



University of the Philippines

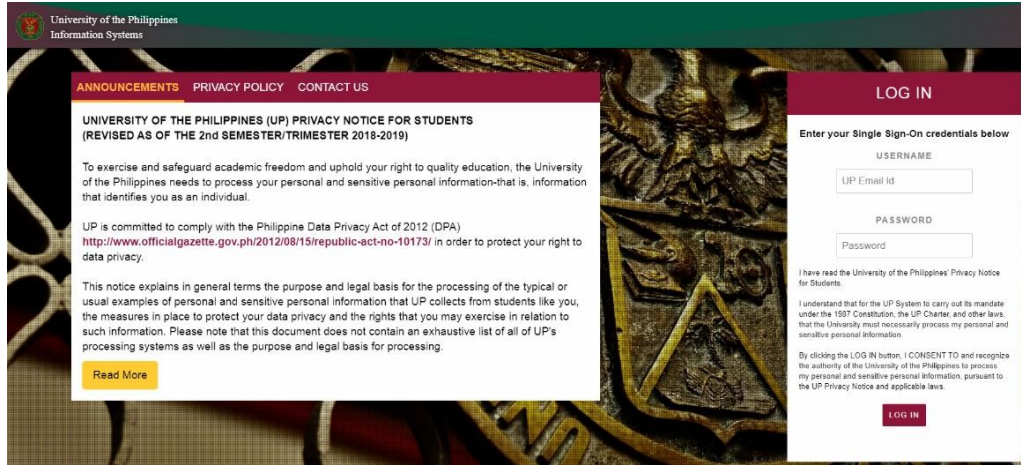
Student Academic Information System User Manual

Student Self Service Enlistment

Name	Student Self Service Enlistment
Information System	Student Academic Information System
Purpose	The purpose of this document is to guide the student on how to view the different class offerings and enlist their required classes.
Definition	Self Service Enrollment is a step-by-step wizard feature that guide the students through adding, dropping of classes. Specifically, it guides students through the steps of selecting classes.
Data Requirement	None
Author	Gerran Simacon Stephen Kho
Date Created	28 July 2020

Accessing SAIS

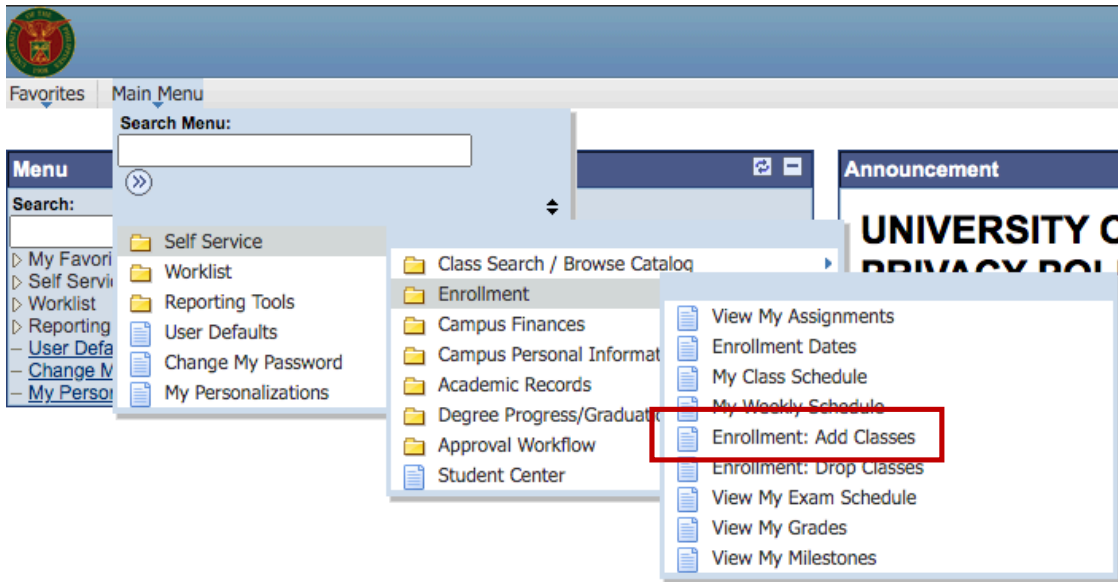
1. Open any browser and go to: <https://sais.up.edu.ph/>
(Note: Do not forget to type https)
2. Log into SAIS using your user credentials then click the **Log In** button. (Note: Do not forget to include @up.edu.ph as your Username)



SAIS Login Page

Self Service Enrollment: Add Classes

1. On the left side of the screen, click **Main Menu**, navigate to **Self Service – Enrollment – Enrollment: Add Classes**



2. Tick the current semester and click “Continue” button to proceed.

Home | Worklist | MultiChannel Console

Favorites | Main Menu > Self Service > Enrollment > Enrollment: Add Classes

go to ...

Search | Enroll | My Academics

my class schedule || add || drop || term information

Add Classes

Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	Semester 1 2015-2016	Undergraduate Semestral	
<input checked="" type="radio"/>	Semester 2 2015-2016	Undergraduate Semestral	

CONTINUE

3. To add a class, click the “Search” button. (Note: Make sure that the current term is displayed. Otherwise, click change term button).

Favorites | Main Menu > Self Service > Enrollment > Enrollment: Add Classes

Search | Enroll | My Academics

my class schedule || add || drop || term information

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Semester 2 2015-2016 change term

Open Closed Wait List

Add to Cart:
 Enter Class Nbr
 enter

Find Classes
 Class Search
 My Requirements

search

Semester 2 2015-2016 Shopping Cart

Your enrollment shopping cart is empty.

- Click Select Subject to view all the class offerings in alphabetical order or key in the course name to see the full list of available classes (Ex. "Math") then click the "Search" button.

Favorites | Main Menu > Self Service > Enrollment > Enrollment: Add Classes

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject: [select subject](#) **MATH**

Course Number: is exactly []

Course Career: Undergraduate Semestral

Show Open Classes Only
 Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

[▶ Additional Search Criteria](#)

[Return to Add Classes](#) CLEAR CRITERIA **SEARCH**

- To add an open class in your shopping cart, click the "Select Class" beside the section status. To see other sections under the same course click the navigation arrows on top of the "Select Class" button or click "View All Sections".

Favorites | Main Menu > Self Service > Enrollment > Enrollment: Add Classes

When available, click View All Sections to see all sections of the course.

UP Manila | Semester 2 2015-2016

[My Class Schedule](#) | [Shopping Cart](#)

You are not registered for classes in this term. | Your shopping cart is empty.

The following classes match your search criteria Course Subject: **Mathematics**, Course Career: **Undergraduate Semestral**, Show Open Classes Only: **Yes**

[Return to Add Classes](#) [START A NEW SEARCH](#)

Open Closed Wait List

▼ **MATH 17 - College Algebra and Trigonometry**

View All Sections First **1 of 1** Last

Section [A-LEC\(1356\)](#) Status **Open** **select class**

Session Regular

Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Staff	01/18/2016 - 05/17/2016

5B: If the course selected has another component (ex. laboratory) make sure to choose the desired section for its component. Otherwise, proceed to next step.

Add Classes

1. Select classes to add - Enrollment Preferences

Semester 2 2015-2016 | Undergraduate Semestral | UP Manila

MATH 73 - Fundamentals of Analysis I

Class Preferences

MATH 73-G Lecture Open Wait List Wait list if class is full

MATH 73-G1 Laboratory Open Permission Nbr

Session Regular Academic Session Grading Graded

Career Undergraduate Semestral Units 3.00

CANCEL **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
G	Lecture				01/18/2016 - 05/17/2016
G1	Laboratory	TB			

6. After selecting the desired class it will automatically appear in the student’s shopping cart. To finalize the enrollment click the “Proceed To Step 2 of 3” button.

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

MATH 73 has been added to your Shopping Cart.

Semester 2 2015-2016 | Undergraduate Semestral | UP Manila change term

Open Closed Wait List

Add to Cart:

Enter Class Nbr
 enter

Find Classes

Class Search
 My Requirements

search

Semester 2 2015-2016 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	MATH 73-G (1544)		TBA		3.00	<input checked="" type="radio"/>
	MATH 73-G1 (1545)	TBA	TBA			<input checked="" type="radio"/>

PROCEED TO STEP 2 OF 3

- Click the “Finish Enrolling” button to confirm the enrollment process.

The screenshot shows the 'Add Classes' page for JAMES CARAMOA. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Self Service', 'Enrollment', and 'Enrollment: Add Classes'. Below this, the user's name 'JAMES CARAMOA' is displayed next to a 'go to ...' dropdown menu. There are three main tabs: 'Search', 'Enroll', and 'My Academics'. Under 'Search' is 'my class schedule', under 'Enroll' are 'add' and 'drop', and under 'My Academics' is 'term information'. The page title is 'Add Classes' with a page number '1' and navigation arrows. Below the title is the section '2. Confirm classes'. A message states: 'Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.' The semester is 'Semester 2 2015-2016 | Undergraduate Semestral | UP Manila'. A legend shows 'Open' (green circle), 'Closed' (blue square), and 'Wait List' (yellow triangle). A table lists two classes:

Class	Description	Days/Times	Grading Basis	Room	Instructor	Units	Status
MATH 73-G (1544)	Fundamentals of Analysis I (Lecture)		GRD	TBA		3.00	Open
MATH 73-G1 (1545)	Fundamentals of Analysis I (Laboratory)	TBA	GRD	TBA			Open

At the bottom, there are three buttons: 'CANCEL', 'PREVIOUS', and 'FINISH ENROLLING' (highlighted with a red border).

- The system will notify the student if the adding of class has been successful. If not, the system will explain as to why the student failed to enlist the class.

The screenshot shows the 'View results' page. At the top, there are three tabs: 'Search', 'Enroll', and 'My Academics'. Under 'Search' is 'my class schedule', under 'Enroll' are 'add' and 'drop', and under 'My Academics' is 'term information'. The page title is 'Add Classes' with a page number '1' and navigation arrows. Below the title is the section '3. View results'. A message states: 'View the following status report for enrollment confirmations and errors:'. The semester is 'Semester 2 2015-2016 | Undergraduate Semestral | UP Manila'. A legend shows 'Success: enrolled' (green checkmark) and 'Error: unable to add class' (red X). A table shows the status report:

Class	Message	Status
MATH 73	Success: This class has been added to your schedule.	Success

At the bottom, there are two buttons: 'MY CLASS SCHEDULE' and 'ADD ANOTHER CLASS'.