

# Guide for Advisers

After tagging student “Advised”, make sure to “Tuition Calc”.  
Otherwise, Tuition and Other School Fees will not appear.

## Helpful Resources:

- Curriculums and Study Plans – <http://our.upcebu.edu.ph/information/collegesandprograms/>
- SAIS Guide – <https://bit.ly/SAISAdvisers>
- \* New Students Google Sheet, for First Year Advisers – to be emailed separately
- \*\* Continuing Students Google Sheet – to be emailed separately
- Tuition Calculator – <https://bit.ly/TuitionCalc>
- Enrollment Process Flow – <http://our.upcebu.edu.ph/online-enrollment-guide/>
- Sample Form 5 EOR – Page 2 of this document

\* Each college has a separate tab in the google sheet and includes the following information: Contact Details (Email, Mobile, Address), SP, PE, if Foreign Student, Opt Out, Connectivity, Disability. Has columns for **Admitted, Enlisted, Advised, Enrolled**.

\*\* Google sheet includes (a) “NOT eligible” tag for undergraduate students who are no longer eligible for the Free Higher Education privilege; and (b) “MRR” tag for graduate students who are over the MRR, and the number of units for penalty courses.

Google sheets contain both undergraduate and graduate students.

## Advising Guide:

- Verify courses and sections enrolled.
- Check for prerequisites. (Official approved Study Plans, with prerequisites, are found in the link above.)
- Check if applying for overload.
- Check for conflict.
- Enlist additional classes, and/or edit/remove enlisted classes, if needed.
- Tag Student “Advised”.
- “Tuition Calc” (Calculate Tuition and Fees).

For issues and concerns, please contact your College Secretaries or College Evaluators (Ms Edna for CCAD, Ms Camille for CS, Sir Rod for CSS, Daryl for SoM). If the matter has to be escalated, they will reach out to ITC or OUR as needed.

## Form 5 EOR Guide: (please refer to the attached Sample Form 5 EOR on Page 2)

- NSTP and PE are non-credit and will not count towards the Total Number of Units, but SP classes (COMM 1SP or MATH 11SP), although non-credit, count.
- First Time to Enroll in UP? YES, for First Years and New students. NO, for Continuing students.
- Remaining number of semesters to avail Free Tuition and Other School Fees: **9** semesters for First Year Undergrad.
- Laboratory Fees that do not require computer use, such as Biology and Communication courses.
- Computer Laboratory Fees such as Computer Science and Statistics courses. These fees are added to the ₱510 Internet and Energy Fees, under “Computer Fees”. See Tuition Calculator guide.  
*Remark: Classification of laboratory fees were submitted to CHED for billing and may not be altered.*
- Total Tuition is ₱1,000 per unit for academic courses plus ₱500 per unit for NSTP.
- Other School Fees base amount is **₱1,651.50** plus ₱260.00 for First Years = **₱1,911.50**, plus additional laboratory and computer laboratory fees, if any.
- For Free Higher Education (FHE)-eligible students, Amount Payable should be 0.00.  
Under Scholarship/Privileges, must have “Tuition Subsidy” for #6, and “WMOF” (Waiver of Miscellaneous and Other School Fees) for #7.
- Initials of the Adviser appear under “Advised by”.
- The completed official Form 5 EOR is stamped “Registered” with date registered and initials of the College Evaluator.  
A copy of the Form 5 EOR is sent to the student via email.

*Thank you.*



**This is the OFFICIAL RECEIPT if it indicates Amount Paid and O.R. No**  
**UP FORM 5. UNIVERSITY OF THE PHILIPPINES CEBU CERTIFICATE OF REGISTRATION**

STUDENT NO. <b>202008728</b>		NAME: <b>BONIFACIO , GABRIELA RIZAL</b>			SAIS ID <b>10098200</b>	COLLEGE <b>CS</b>	PROGRAM <b>BSBIO</b>	TERM & SY <b>First Semester 2020-2021</b>		
REGISTRATION STATUS:		ACADEMIC CAREER <b>Undergraduate</b>		YEAR LEVEL <b>1st Year</b>	GRADUATING THIS TERM?	EMPLOYED?	STUDENT HOUSING			
COUNTRY OF CITIZENSHIP		RELIGIOUS PREF.	SEX <b>Female</b>	CIVIL STATUS <b>Single</b>	PAYMENT DETAILS					
					O.R.No	Transaction No.	Date	Amount Paid		
<b>CLASS CODE</b>	<b>SUBJECT</b>	<b>SECTION</b>	<b>UNITS</b>	<b>SCHEDULE &amp; ROOM</b>		<b>LAB FEE</b>	Cashier: Register: Mode: Amount:			
13114	NSTPCWT S 1	D	3.00	W 01:00PM - 04:00PM lec ONLINE						
13098	ARTS 1	D	3.00	MTH 10:30AM - 12:00PM lec ONLINE						
12904	ETHICS 1	C	3.00	MTH 03:00PM - 04:30PM lec ONLINE						
13153	PE 2PG	M	2.00	W 04:00PM - 06:00PM lec ONLINE			<b>ITEM</b>	<b>CODE</b>	<b>AMOUNT</b>	
12867	BIO 11	A	3.00	MTH 09:00AM - 10:30AM lec ONLINE			Tuition for Academic Courses		22,000.00	
12870	CHEM 23	A	3.00	TF 10:30AM - 12:00PM lec ONLINE			NSTP Tuition		1,500.00	
12872	CHEM 23.1	A1	2.00	TF 01:30PM - 04:30PM lab ONLINE		1400.00	Admission Fees		0.00	
12919	STAT 108	A	5.00	MTH 01:30PM - 02:30PM lec ONLINE			Entrance Fees		130.00	
		A1		TF 09:00AM - 10:30AM lec ONLINE		600.00	Registration Fees		40.00	
13117	MATH 11SP	A	3.00	W 09:00AM - 12:00PM lec ONLINE			Registration for Residency		0.00	
***** nothing follows *****										
<div style="border: 1px solid black; padding: 5px;"> <b>1</b> NSTP and PE are non-credit, and will not count towards the Total Number of Units, but SP classes, although, non-credit, count.         </div>										
<div style="border: 2px solid red; padding: 10px; display: inline-block;"> <b>REGISTERED</b>            2020 August 17 <i>cec</i> </div>										
Remaining number of semesters to avail Free Tuition and Other School Fees:					<b>9 Semester/s</b>	<b>3</b>				
First Time to enroll in UP?	<b>2</b> YES	Signature and Printed Name of Adviser		Academic Program <b>BS Biology</b>	Constituent Unit/Campus <b>UPCEB/LAHUG</b>					
Term of First Enrollment					<b>Total Tuition</b>		<b>6</b>	<b>23,500.00</b>		
Total Number of Units: <b>22.00</b>	Reasons for underloading (if underloaded):				<b>Add: Other School Fees</b>		<b>7</b>	<b>3,911.50</b>		
Present Address: <b>Camputhaw, Lahug, Cebu , PHL 6000</b>	Tel.No. <b>09123456789</b>				Less: Scholarship/Privilege		0.00			
Employer's Name and Address	Tel No.				Less: Tuition Subsidy		<b>23,500.00</b>			
Contact Person in case of emergency	Tel No.				Less: Other School Fees Subsidy		<b>3,911.50</b>			
Address	Zip Code:				Less: Loan		0.00			
<b>STUDENT PLEDGE</b>							<b>AMOUNT PAYABLE</b>			
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 student in this institution, I hereby promise and pledge to abide by and comply with all the rules and regulations laid down by competent authority in the University and in the College in which I am enrolled.  Date : _____ Signature of Student: _____							SCHOLARSHIP / PRIVILEGES		ST Code:	
<b>ASSENT</b>							Certified By:			
I have read the University of the Philippines' Privacy Notice for Students. I understand that for the UP System to carry out its mandate under the 1987 Constitution, the UP Charter, and other laws, that the University must necessarily process my personal and sensitive information. Therefore, I recognize the authority of the University of the Philippines to process my personal and sensitive information, pursuant to the UP Privacy Notice and applicable laws  Signature of Student: _____ Signature of Parent/Guardian (if student is a minor): _____							Tuition Subsidy WMOF		Advised By: <b>GOCADIZ</b>	
							Form 5 issued by: <b>CECAPUTOL</b>		<b>9</b>	
							Assessed by:			