

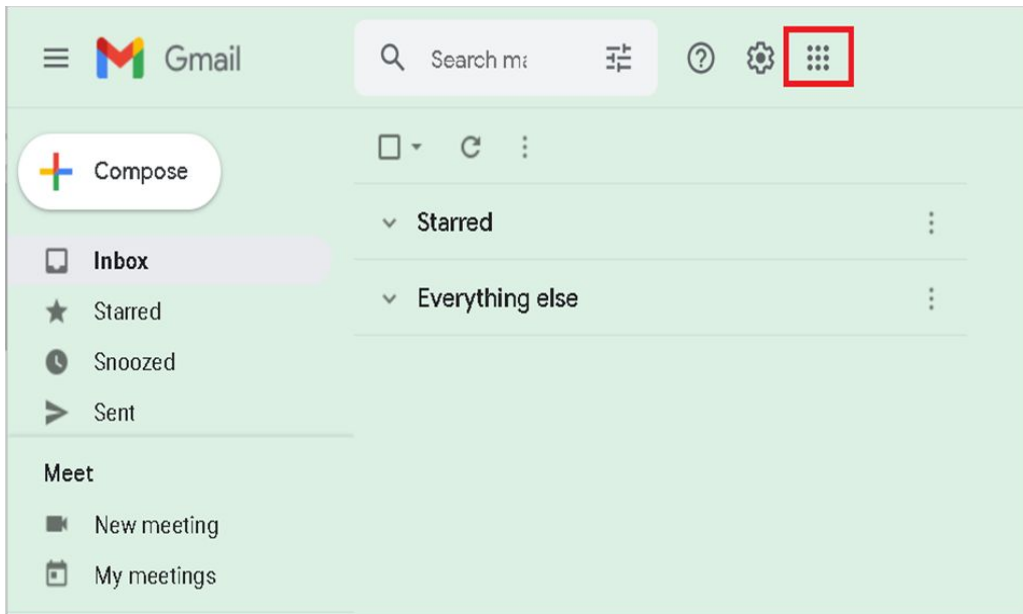


SAIS ENLISTMENT GUIDE

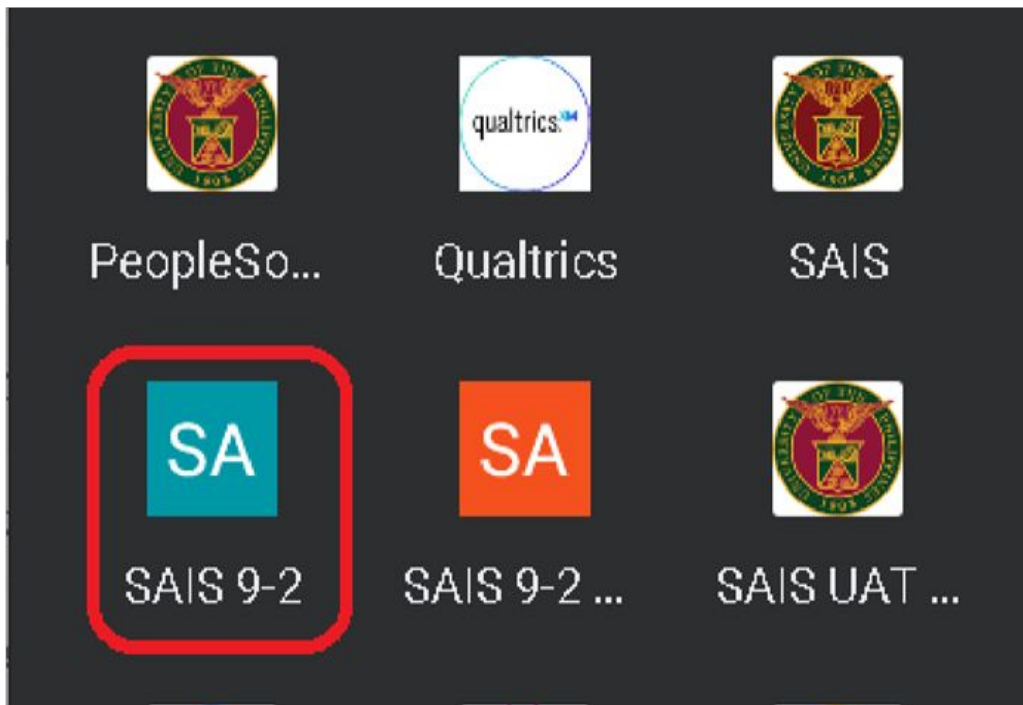
v1.1

LOG IN TO SAIS ACCOUNT

STEP 1: Log in to your UP mail account and click the Google apps icon.

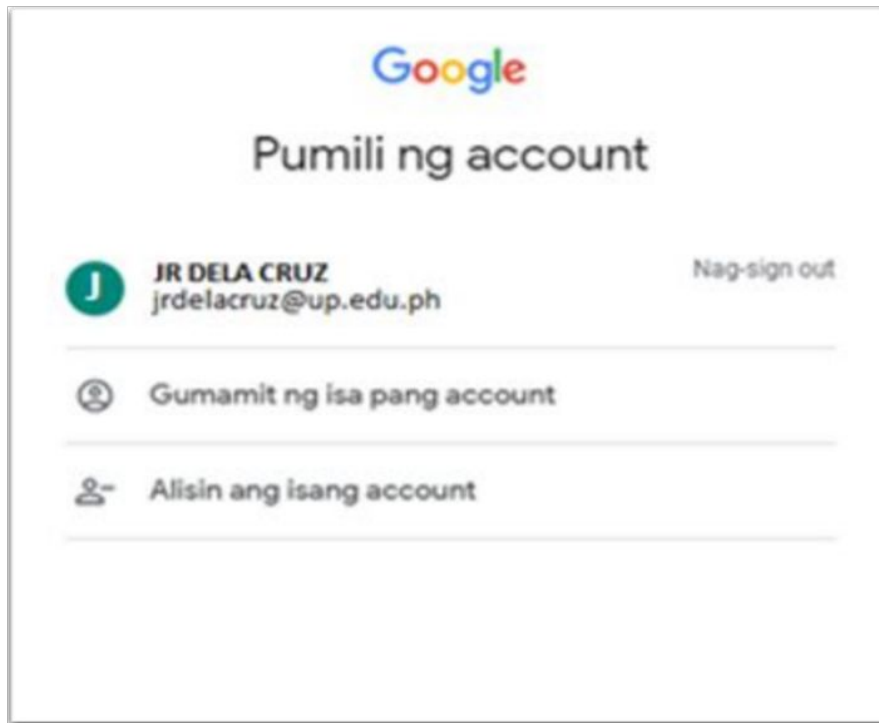


STEP 2: Click the SAIS Icon.

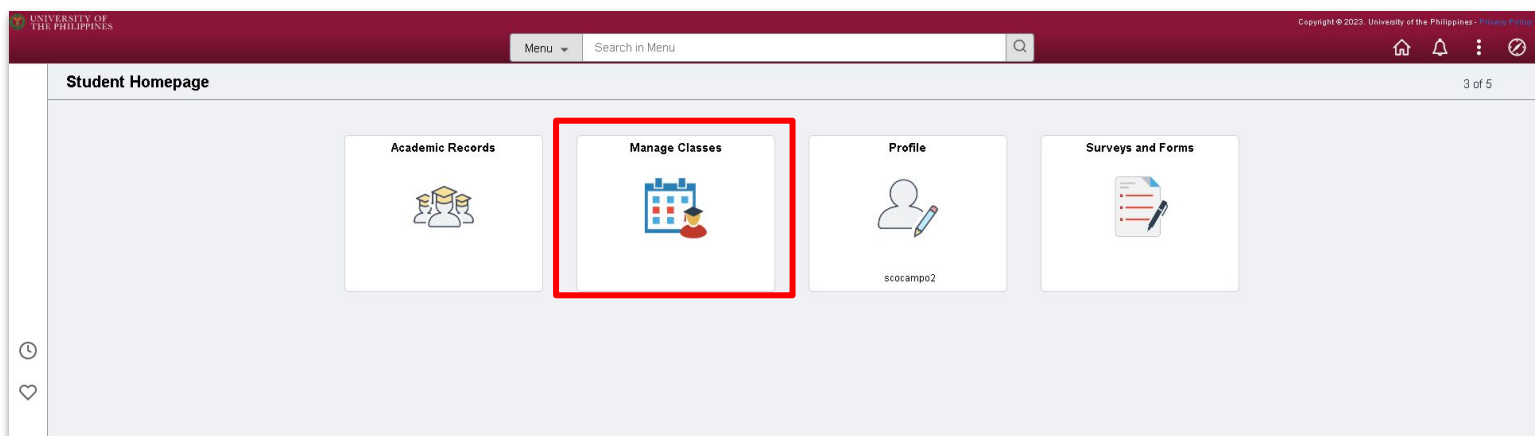


LOG IN TO SAIS ACCOUNT

STEP 3: Select your UP Mail account. If you are logged-in to several Google accounts, you will be prompted to select your UP Mail account.



STEP 4: In the Student Homepage, click the “MANAGE CLASSES” tile.



MANAGE CLASSES

STEP 5: After clicking the Manage Classes tile, you will see the recent semester, career, and Institution assigned to you.

You will also access different modules such as View my Classes, Enrollment Appointments, Shopping Cart, Class Search and Enroll, Browse Course Catalog, Planner, and Student Center.

Third Trimester, 2022-2023
Graduate Trimestral
UNIVERSITY OF THE PHILIPPINES CEBU

View My Classes

Enrollment Appointments

Shopping Cart

Class Search and Enroll

Browse Course Catalog

Planner

Student Center

By Class

Printable Page

Show Enrolled Classes

Show Waitlisted Classes

Show Dropped Classes

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
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Class	Start/End Dates	Days and Times	Room
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Enrollment Deadlines

STEP 6: for this step, Click "Class search and enroll" then select semester you will enlist

View My Classes

Enrollment Appointments

Shopping Cart

Class Search and Enroll

Browse Course Catalog

Planner

Student Center

Terms prior to Second Semester, 2021-2022

Terms on or after Second Semester, 2021-2022

Second Semester, 2021-2022
University of the Philippines Mindanao

Second Semester, 2022-2023
University of the Philippines Baguio

Semester 2 2022-2023
University of the Philippines Los Banos

Second Semester, 2022-2023
UNIVERSITY OF THE PHILIPPINES CEBU

Second Semester, 2022-2023
University of the Philippines Manila

Second Trimester, 2022-2023
University of the Philippines Los Banos

Third Trimester, 2022-2023
UNIVERSITY OF THE PHILIPPINES CEBU

Third Quarter, 2022 - 2023
University of the Philippines Manila

Mid-Year 2022-2023
University of the Philippines Manila

CLASS SEARCH AND ENROLL

STEP 6: Enter a keyword for the search and then click the double arrow button to search. You can also use additional search options, Favorites, or Recently Viewed to locate a class.

Third Trimester, 2022-2023
UNIVERSITY OF THE PHILIPPINES CEBU

Change

View My Classes

Enrollment Appointments

Shopping Cart

Class Search and Enroll

Browse Course Catalog

Planner

Student Center

Search For Classes ⓘ

Enter keyword e.g. course, subject, class, topic

Additional ways to search

▶ Favorites

▼ Recently Viewed

EDL 202
Communicative Grammar of English and Phonetics for Teachers
1 class option available

Delete All

STEP 7. After inputting the keyword on the Search class, it will display the result. Click a search result to view the available class options. You can also use the filters on the left to narrow down your results.

Class Status

Open Classes

Closed Classes

Course Career

Graduate Trimestral

Subject

EDL / Language Teaching

Location

UP Professional Schools

Campus

UP Professional Schools

Academic Session

MEd Session

Class Component

Lecture

Instruction Mode

View Search Results

4 Courses with keyword: EDL

Open Classes

EDL 202
Communicative Grammar of English and Phonetics for Teachers
1 Class Option Available

EDL 251
Production/Adaptation and Evaluation of Language Learning Materials
1 Class Option Available

EDL 261
Supervision of Bilingual Education
1 Class Option Available

EDL 271(FIL)
Teoriya at Kakayahang sa Pagsasalamin sa Pampaaralang Kurikulum
1 Class Option Available

CLASS SEARCH AND ENROLL

STEP 8: Click on the class section you want to enroll in. You can also use other links on the page to view more details about the class section and the course, or add the course to your favorites.

Third Trimester, 2022-2023
UNIVERSITY OF THE PHILIPPINES CEBU

View My Classes
Enrollment Appointments
Shopping Cart
Class Search and Enroll
Browse Course Catalog
Planner
Student Center

EDL 202
Communicative Grammar of English and Phonetics for Teachers

★ Add to favorite courses
▶ Course Information
▼ Class Selection

Select a class option [i](#) Selected Filters 1 option

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	MEd Session		03/24/2023 - 07/29/2023	Saturday 8:00AM to 12:00PM	ONLINE		Open Seats 5 of 16 >

STEP 9: Review the class section details, including the meeting days and times as well as the final exam schedule. Check the Option Status to see the current status of the class section (Open, Waitlist, Closed), and check the Seats for the number of open seats currently available. Then click Next.

[Next >](#)

Third Trimester, 2022-2023
Graduate Trimestral
UNIVERSITY OF THE PHILIPPINES CEBU

1 Review Class Selection
Visited

2 Review Class Preferences
Not Started

3 Enroll or Add to Cart
Not Started

4 Review and Submit
Not Started

Step 1 of 4: Review Class Selection
You have selected

EDL 202 Communicative Grammar of English and Phonetics for Teachers

Option Status **Open**

Class	Session	Meeting Dates	Days and Times	Seats
	MEd Session	03/24/2023 - 07/29/2023	Saturday 8:00AM to 12:00PM	Open 5 of 16

CLASS SEARCH AND ENROLL

STEP 10: If prompted, select your waitlist, grading basis, or units preferences. Then click Accept.

If the class status says “Waitlist,” you must select “Yes” for the waitlist option in order to complete enrollment. If there are only a few open seats remaining in the class, you may want to select “Yes” for the waitlist option in case all of the open seats will be occupied by the time you complete your enrollment.

If you do not have the option to be added to a waitlist, change your grading basis, or change the number of units for the class, you will not see this screen.

The screenshot shows a web interface for class enrollment. At the top right, there is a '< Previous' button. The main header area displays 'Third Trimester, 2022-2023', 'Graduate Trimestral', and 'UNIVERSITY OF THE PHILIPPINES CEBU'. On the left side, there is a vertical progress bar with four steps: 1. Review Class Selection (Complete), 2. Review Class Preferences (In Progress), 3. Enroll or Add to Cart (Not Started), and 4. Review and Submit (Not Started). The main content area is titled 'Step 2 of 4: Review Class Preferences' and shows the class 'EDL 202 Communicative Grammar of English and Phonetics for Teachers' with a status of '- Open'. Below this, there is a 'Permission Number' field with a help icon and an empty input box. On the right side of the main content area, there is a blue 'Accept' button. A red box highlights the 'Accept' button and the 'Step 2 of 4: Review Class Preferences' title.

CLASS SEARCH AND ENROLL

STEP 11: Select either Enroll or Add to Shopping Cart. Then click Next.

Placing a class in your shopping cart does not save your slot in the class. You must complete the enrollment process for your slot in the class to be saved.

If there is a co-requisite for the course (e.g. you must enroll in a laboratory class in addition to the regular class), you will want to use the shopping cart, as the system will not allow you to enroll in only one of the two required classes.

The screenshot shows a web interface for the enrollment process. At the top right, there are navigation buttons: '< Previous' and 'Next >'. The main content area is titled 'Step 3 of 4: Enroll or Add to Cart' and asks 'Do you wish to enroll or add the class to your Shopping Cart?'. There are two radio button options: 'Enroll' and 'Add to Shopping Cart'. The 'Add to Shopping Cart' option is selected and highlighted with a red box. On the left side, there is a progress indicator with four steps: 1. Review Class Selection (Complete), 2. Review Class Preferences (Complete), 3. Enroll or Add to Cart (Visited), and 4. Review and Submit (Not Started). The 'Enroll or Add to Cart' step is highlighted in green. The top left of the interface shows 'Third Trimester, 2022-2023', 'Graduate Trimestral', and 'UNIVERSITY OF THE PHILIPPINES CEBU'.

Third Trimester, 2022-2023
Graduate Trimestral
UNIVERSITY OF THE PHILIPPINES CEBU

< Previous Next >

1 Review Class Selection
Complete

2 Review Class Preferences
Complete

3 Enroll or Add to Cart
Visited

4 Review and Submit
Not Started

Step 3 of 4: Enroll or Add to Cart

Do you wish to enroll or add the class to your Shopping Cart?

Enroll

Add to Shopping Cart

CLASS SEARCH AND ENROLL

STEP 12: Review the class section information and preferences. Then click Submit to continue enrolling in the class or adding it to your shopping cart.

The screenshot shows the 'Review and Submit' step of a class enrollment process. On the left, a progress bar indicates four steps: 'Review Class Selection' (Complete), 'Review Class Preferences' (Complete), 'Enroll or Add to Cart' (Complete), and 'Review and Submit' (Visited). The main content area is titled 'Step 4 of 4: Review and Submit' and includes a 'Submit' button. A red box highlights the text 'You have selected to add to your shopping cart'. Below this, the class details for 'EDL 202 Communicative Grammar of English and Phonetics for Teachers' are displayed in a table.

Class	Session	Meeting Dates	Days and Times	Seats
	MEd Session	03/24/2023 - 07/29/2023	Saturday 8:00AM to 12:00PM	Open 5 of 16

STEP 13: Click Yes to confirm that you want to submit.

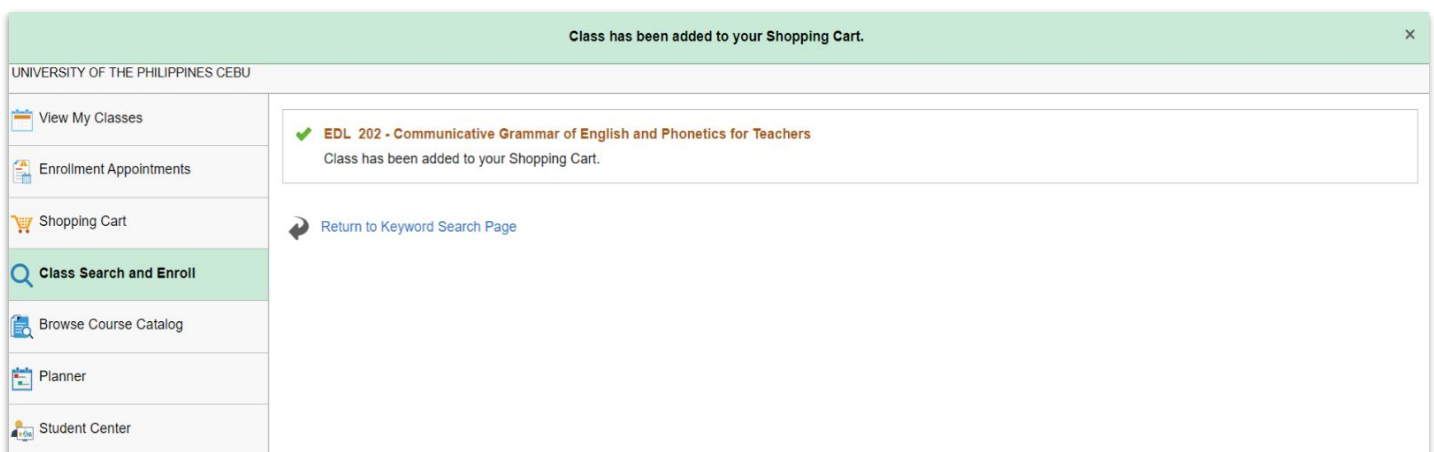
This screenshot shows the same 'Review and Submit' step as the previous one, but with a confirmation dialog box overlaid. The dialog box asks 'Are you sure you want to submit?' and has two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red box, indicating the action to be taken.

CLASS SEARCH AND ENROLL

STEP 14: You will see a confirmation screen that will confirm that the class was added to your schedule, added to your shopping cart, or that you were placed on the waitlist.

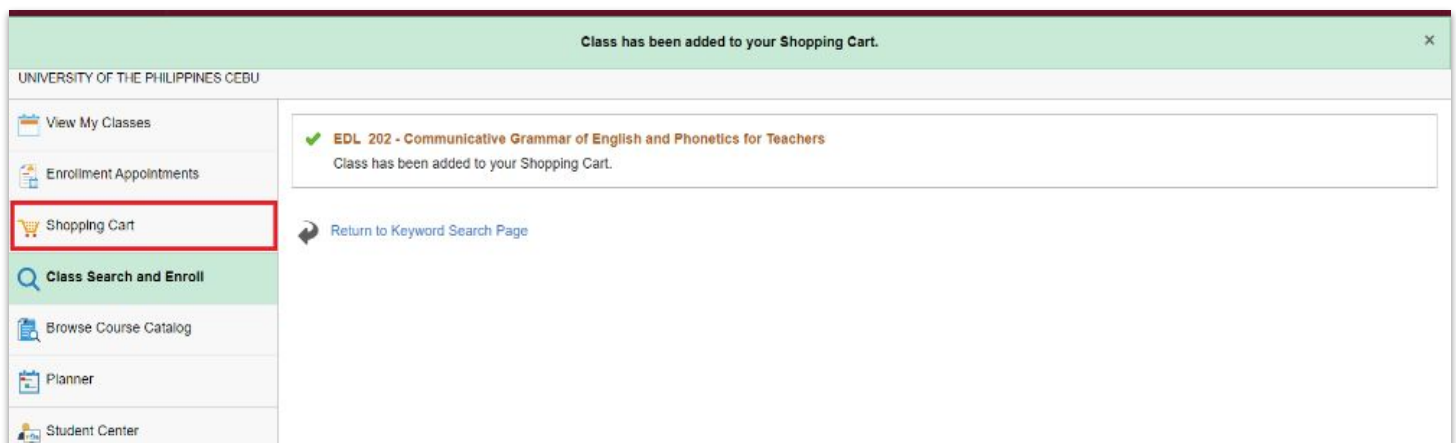
If you chose to enroll, you are done.

If you chose to add the class to your shopping cart, continue with the steps below to finalize your enrollment.



The screenshot shows a web interface for the University of the Philippines Cebu. At the top, a green notification bar reads "Class has been added to your Shopping Cart." Below this, the page title is "UNIVERSITY OF THE PHILIPPINES CEBU". On the left is a navigation menu with the following items: "View My Classes", "Enrollment Appointments", "Shopping Cart", "Class Search and Enroll" (highlighted in green), "Browse Course Catalog", "Planner", and "Student Center". The main content area displays a confirmation message: "✓ EDL 202 - Communicative Grammar of English and Phonetics for Teachers" followed by "Class has been added to your Shopping Cart." Below the message is a blue link with a circular arrow icon that says "Return to Keyword Search Page".

STEP 15: Continue to add classes to your shopping cart using the previous steps. When you are ready to enroll, click on the Shopping Cart link on the left menu.



This screenshot is identical to the previous one, showing the same confirmation message and class details. The key difference is that the "Shopping Cart" link in the left navigation menu is now highlighted with a red rectangular border, indicating the next step in the process.

SHOPPING CART

STEP 16: Place a checkmark next to each class you want to enroll in. Then click Enroll.

You do not need to enroll in all classes in your shopping cart at once. However, keep in mind that your place/slot in the class is not saved until you complete the enrollment process.

Third Trimester, 2022-2023
Graduate Trimestral
UNIVERSITY OF THE PHILIPPINES CEBU

View My Classes
Enrollment Appointments
Shopping Cart
Class Search and Enroll
Browse Course Catalog
Planner
Student Center

Enroll Delete Validate

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open		EDL 202 Comm Grammar of Eng and Pho	MEd Session				3.00	Open Seats 5 of 16	Change Preferences

More meeting details available

STEP 17: Click Yes to confirm that you want to enroll in the class(es).

Third Trimester, 2022-2023
Graduate Trimestral
UNIVERSITY OF THE PHILIPPINES CEBU

View My Classes
Enrollment Appointments
Shopping Cart
Class Search and Enroll
Browse Course Catalog
Planner
Student Center

Enroll Delete Validate

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open		EDL 202 Comm Grammar of Eng and Pho	MEd Session				3.00	Open Seats 5 of 16	Change Preferences

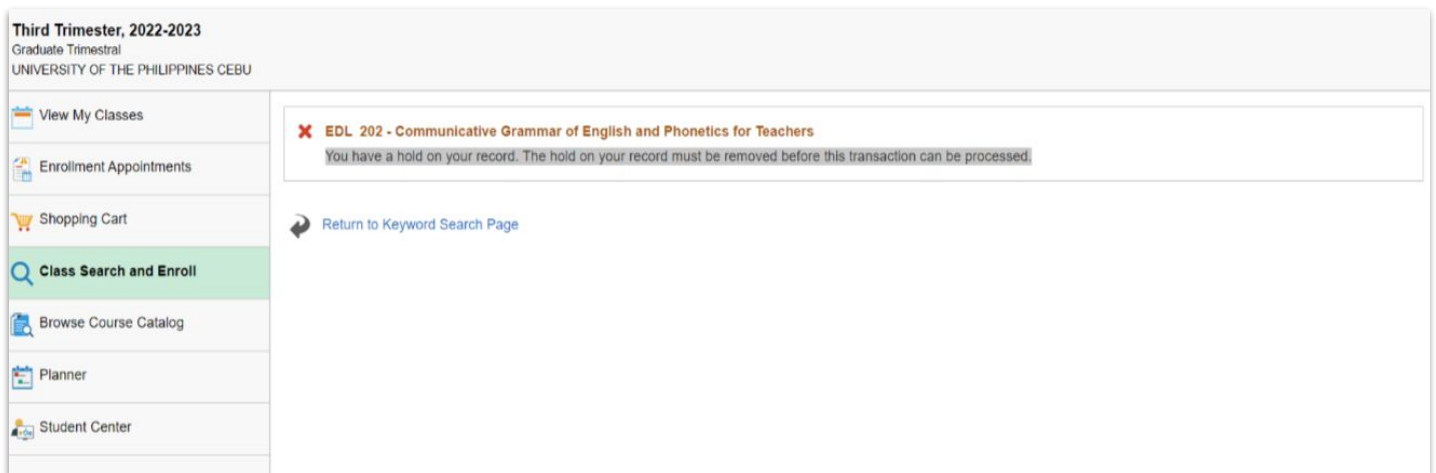
More meeting details available

Are you sure you want to enroll?

Yes No

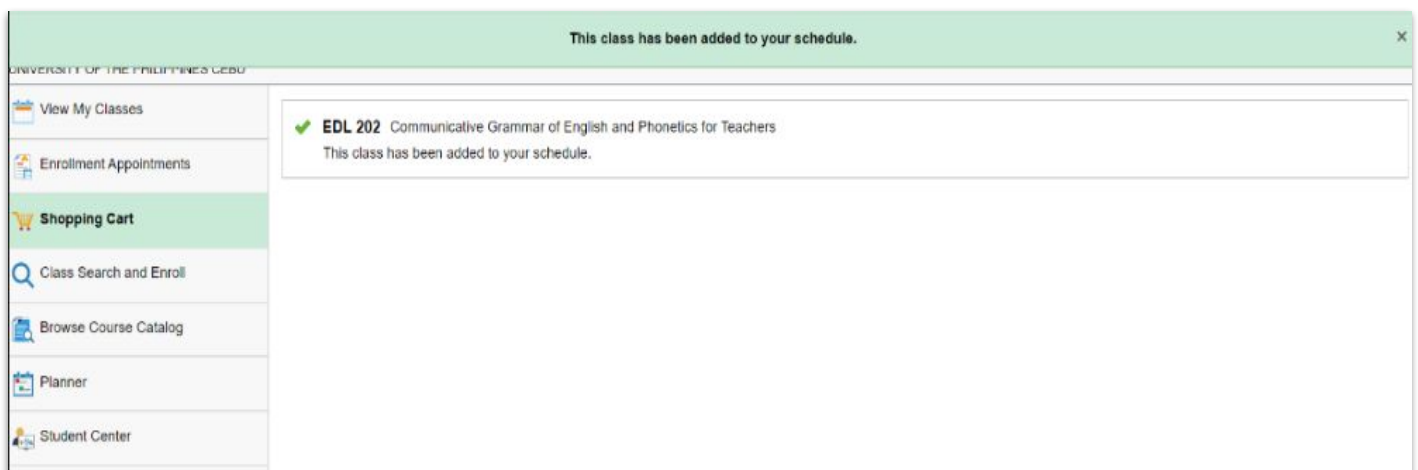
SHOPPING CART

Step 18: Upon enrolling the subject, if you encounter this prompt: “You have a hold on your record. The hold on your record must be removed before this transaction can be processed,” kindly contact the local IT Office/Center of your campus/constituent university. You can find their contact information at the end of this user guide.



The screenshot shows the user interface for the University of the Philippines Cebu. The top header indicates the user is logged in as 'Third Trimester, 2022-2023' and is in the 'Graduate Trimestral' section. A sidebar on the left contains navigation links: 'View My Classes', 'Enrollment Appointments', 'Shopping Cart', 'Class Search and Enroll' (highlighted), 'Browse Course Catalog', 'Planner', and 'Student Center'. The main content area displays an error message for the class 'EDL 202 - Communicative Grammar of English and Phonetics for Teachers'. The message states: 'You have a hold on your record. The hold on your record must be removed before this transaction can be processed.' Below the message is a link to 'Return to Keyword Search Page'.

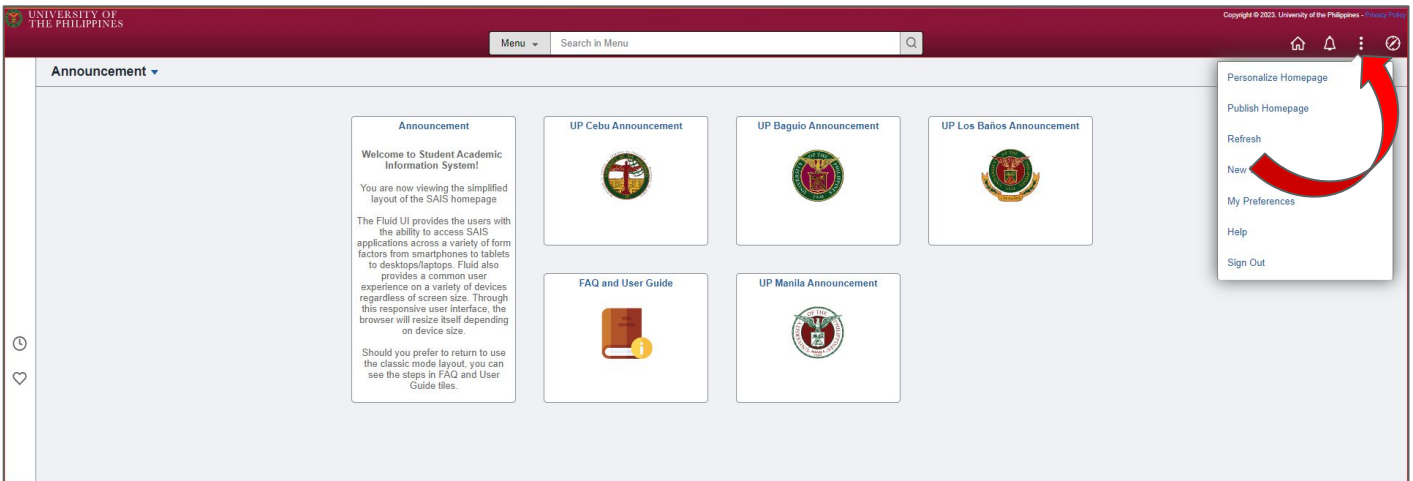
STEP 19: You will see a confirmation screen that will confirm that the classes were added to your schedule or that you were placed on the waitlist. You are now done.



The screenshot shows the user interface for the University of the Philippines Cebu. The top header indicates the user is logged in as 'Third Trimester, 2022-2023' and is in the 'Graduate Trimestral' section. A sidebar on the left contains navigation links: 'View My Classes', 'Enrollment Appointments', 'Shopping Cart' (highlighted), 'Class Search and Enroll', 'Browse Course Catalog', 'Planner', and 'Student Center'. The main content area displays a confirmation message for the class 'EDL 202 - Communicative Grammar of English and Phonetics for Teachers'. The message states: 'This class has been added to your schedule.' Below the message is a link to 'Return to Keyword Search Page'.

LOGGING OUT OF SAIS

When you log out of SAIS, you are automatically logged out from all open tabs of SAIS. The Google login page will be displayed. Click the three dots on the upper right part of your homepage. Then, select Sign Out.



CU IT OFFICE CONTACT INFORMATION FOR TECHNICAL SUPPORT

Here are the respective local IT Offices/Units of the UP Constituent Universities:

UP Baguio: sysnet.upbaguio@up.edu.ph

UP Cebu: itc.upcebu@up.edu.ph

UP Diliman: helpdesk@upd.edu.ph or cc.upd@up.edu.ph

UP Los Baños: dic.uplb@up.edu.ph

UP Manila: ims.upmanila@up.edu.ph or ims@post.upm.edu.ph

UP Mindanao: ito.upmindanao@up.edu.ph or
it-office@upmin.edu.ph

UP Open University: techsupport@upou.edu.ph

UP Visayas: disp.upvisayas@up.edu.ph

UP System ICT Support: <https://ictsupport.up.edu.ph/>



This document was prepared by the Office of the Vice President for Development-Information Technology Development Center (OVPD-ITDC).