

ASP 1ST TERM AY 2021-2022
ONLINE ENROLLMENT/REGISTRATION PROCESS
12-14 JULY 2021, 8:00 AM – 5:00 PM

KINDLY FOLLOW THE STEP-BY-STEP PROCESS ON HOW TO ENROLL

1. Pre-Advising: Send an email to your Academic Supervisor / Thesis or Dissertation Adviser for possible subject/s to take for the term.

NOTE: Kindly carbon copy (CC) the ASP Registration Staff (asp.upd@up.edu.ph) in your email so they can track which subject/s you're advised to enlist in.

2. **UPDATE STUDENT PROFILE** in your CRS Account on the FIRST day of registration.

3. ASP Registration Staff will enlist and validate approved subject/s by the Academic Supervisor / Thesis or Dissertation Adviser.

NOTE: ASP Registration Staff **WILL NOT** enlist you if you do not follow STEP 2.

4. ASP Registration Staff will email the Program Secretary / Acting Director for Post-Advising via CRS.

5. ASP Registration Staff will assess your registration and will send you an email that you are ready for payment of fees.

6. Pay your tuition fee. **READ THE GUIDELINES BELOW.**

GUIDELINES FOR TUITION FEE PAYMENT:

Go to the "SETTLEMENT OF OUTSTANDING TRANSACTIONS" module in your CRS account and do the following:

- a) Generate a "PAYMENT SLIP" by clicking the "NEW PAYMENT SLIP" button.
- b) Read carefully the instructions in the Payment Slip. Take note of the account number, account name, and the mode of payments that are allowed.

NOTE: Please click this link for the [MODE OF PAYMENTS](#).

- c) Pay your outstanding fee by the mode of payment of your choice.
- d) Once your payment is successful, go back to the "SETTLEMENT OF OUTSTANDING TRANSACTIONS" module in your CRS account and encode your payment details by clicking on the "ADD PAYMENT" button.
- e) Fill-out the field with appropriate details, then click on the "SAVE" button.
- f) After saving you payment details, upload your proof of payment in this google form:

[PROOF OF PAYMENT](#)

NOTE: If the link does not work, use this link instead:

<https://docs.google.com/forms/d/e/1FAIpQLScuZjizJ46icRZkUxnZsLdBU-I6injjg93IEK33X8eW8AjR4g/viewform>

- g) Wait for the UPD Cashier's Office to validate your payment.
NOTE: Validation might take a while depending on the volume of payments the UPD Cash Office is processing. The average validation time is 3-5 days. Check legend to verify the status of your payment. If your payment has not been validated for more than 5 days, please email a copy of your proof of payment to cashoffice.upd@up.edu.ph.
- h) Once your payment has been validated by the UPD Cash Office, you have the option to print your own copy of Form 5 using the same module. Click on the "COMPLETED TRANSACTIONS" TAB, choose the term, enter the correct details and click "PRINT FORM".

CONGRATULATIONS, YOU ARE NOW OFFICIALY ENROLLED!