

ENROLLMENT GUIDELINES FOR UPOU STUDENTS
Second Semester 2007-2008

For those under Learning Centers:

1. **FOR NEW STUDENTS:** Your assessment form is included in your admission pack. Please refer to the prescribed courses for new students and total assessed fees in the assessment form. In case of reassessment, you may seek assistance from the Office of the Registrar or your Learning Center (LC) Coordinator.
2. **FOR CONTINUING STUDENTS:** You may get your assessment form at the Learning Center starting September 12.

The Online Registration System is currently undergoing maintenance. We will post a prominent announcement on MyPortal and the UPOU website when it's done.

3. Pay your fees through: PNB, credit card (at UP Based LCs), or cash payment at the UPOU cash office
4. Finalize your enrollment by accomplishing the official registration form and submitting the proof of payment to your designated learning center during the prescribed registration period. (Once the online registration system is activated, you may complete the registration process online)
5. Fill-up the direct mailing form available at the LC and submit the accomplished form to your LC Coordinator.
6. Get your modules at the learning center on the specified date of pick up of materials. For those who opt to have their modules delivered directly to their mailing address, you need to pay an additional P200.00 mailing fee.

For those under Testing Centers

1. Your assessment form was sent through mail. You may also email psecreto@upou.net for the recommended courses and assessment of fees.
2. Download the registration form for students under testing centers at http://upou.net/virtuallc/studentdownloads/FORM_5_offshore.pdf.
3. Pay your fees through PNB (additional mailing fee of P200.00 will be charged to local students). Mail thru LBC the registration form and proof of payment to Office of the Registrar, UP Open University, Los Banos, Laguna or email scanned copy to psecreto@upou.net.
4. Wait for the modules to be sent directly to your preferred mailing address. Mailing of modules will start on October 22, 2007.

For offshore students (students based abroad)

1. You may email Ms. Lee Lopez at ilsuccess@yahoo.com for the recommended courses and assessment of fees.
2. Pay your fees through PNB or download the credit card authorization form at http://upou.net/virtuallc/studentdownloads/Credit_card_payment_form.pdf. For this mode of payment, a 4.5% transaction cost will be charged. For reassessment, email Lee Lopez at ilsuccess@yahoo.com.
3. Mail, email or fax registration form and proof of payment to OUR +63 49 5366012.
4. Since tuition does not include cost of shipping the learning packages and exam materials, you will be billed this cost separately.
5. For many courses, there are two options for the format of the modules: digital (PDF) format or print format to be mailed directly to your mailing address. For more info, please contact ilsuccess@yahoo.com.

IMPORTANT DATES (SECOND SEMESTER 2007-08)

Registration for continuing students	September 17 – 29, 2007
Registration for new students	September 24 to October 6, 2007
General Orientation and Pick up date of modules at the LC for new students	October 27, 2007
First Study Session	November 24, 2007

PROCEDURE FOR PAYMENT THROUGH PHILIPPINE NATIONAL BANK

1. Go to the nearest PNB branch and ask for an Inter-Office Saving/Checking Account Deposit slip
2. Fill-up three (3) deposit slips completely:
DEPOSITORY OFFICE: PNB UP Los Banos Branch
CREDITED TO THE ACCOUNT NUMBER: 075-800050-8
NAME OF DEPOSITOR: UPOU Revolving Fund
3. Do not forget to write your name, learning center, program, type of payment and semester at the bottom of the slip
4. Submit a duplicate copy (photocopy will not be accepted) of the PNB slip on the registration day. This will be attached to your registration form. Be sure to keep your own copy of the machine-validated deposit slip.