

# ONLINE ENROLMENT PROCEDURE For College/Law/Graduate School

## New Students/Transferees/Cross-enrollees

### A. Online Registration

1. Go to the UB website [www.universityofbohol.edu.ph](http://www.universityofbohol.edu.ph)
2. Click on the School Automate Student Portal icon found at the upper right of the screen.



3. Click on **Parents • Students**
4. Click **“New User? Click here to Register?”**.



5. Click on **Tertiary** then click the **“Proceed Next”** button.



6. Click on your type of Registration then click the **“Register”** button.

**Registration**

New  
 Transferee  
 Second Course (New)  
 Cross Enrollee

[Register](#)

[Already Registered? Click here to login](#)      [GO BACK](#)

7. Select the course you want to enroll in by clicking the “Course” dropdown box.

::: GENERAL STUDENT PERSONAL INFORMATION SHEET (GSPIS) :::

Date(YYYY-mm-dd) : 2021-10-19      \* are mandatory fields and must be filled up

**STATUS : New**      **Registration Type: Tertiary**

**PREVIOUS SCHOOL \***

COURSE PROGRAM

COLLEGE

**COURSE \*** Select a course

YEAR LEVEL \* 1st

**TERM\*** 1st Term    **SY\*:** 2021 - 2022

8. Fill out the General Student Personal Information Sheet (GSPIS). Fields with asterisks (\*) are mandatory fields. They need to be filled out. Type N/A if not applicable.

::: GENERAL STUDENT PERSONAL INFORMATION SHEET (GSPIS) :::

Date(YYYY-mm-dd) : 2021-10-19      \* are mandatory fields and must be filled up

**STATUS : New**      **Registration Type: Tertiary**

**PREVIOUS SCHOOL \***

COURSE PROGRAM

COLLEGE

**COURSE \*** BEED :: BACHELOR OF ELEMENTARY EDUCATION

YEAR LEVEL \* 1st

**TERM\*** 1st Term    **SY\*:** 2021 - 2022

CURRICULUM YEAR 2018 - 2019(offered)

**I A – PERSONAL DATA**

Last Name \*      First Name \*      Middle Name

Name in Native Language Character

Gender \* Male

Religion \* Roman Catholic

Nationality \* Filipino

Date of Birth(mm/dd/yyyy) \* Jan / 1 / 2004

Place of Birth \*

Civil Status \* (If Married) Single

Female : State Maiden's Name      Male : Name of Spouse

No. of children :      Email Address :

9. To save the information, click the “Click to Create Basic Information” button.

**VII – REFERENCES**

Write two or three references who can vouch or guarantee for your total behavior.

NAME	ADDRESS/TEL. NOS.

[Click to Create Basic Information](#)

10. The system then generates a **Temporary Student ID** number. Create and confirm password and click “Proceed Next”.

::: GENERAL STUDENT PERSONAL INFORMATION SHEET (GSPIS) :::

**:: SYSTEM LOGIN INFORMATION**

Temp. Student ID **21318739**

Password

Confirm Password

Forget Password?  What is your pet name

Hint Question: (optional) - used if you forget your password.

Hint Question Answer  (optional)

11. A screen showing your Temporary Student ID number, the password you created and some important notes will be displayed. **Take note of your Temporary ID and password.** This will be used in the whole enrolment process.

::: GENERAL STUDENT PERSONAL INFORMATION SHEET (GSPIS) :::

You have successfully registered with the school. Please note your temporary ID and password given below. This Temporary ID will be used thru' the rest of the admission/enrollment process.

**Temporary ID : 21323992** - To be used in your enrollment process

Access Password: 12345

You can get all necessary information about your admission application procedure and application status by logging in to this portal.

Your application is for verification. Please monitor the status of your application after 1-2 working days by logging in again

**NOTE :**

1. Go to Online Advising Dashboard to track the status of your application
2. For any inquiries, please send a private message to the Admissions Officer's FB messenger account - @ubadmissionsofficialpage

12. Check the status of your application by logging in to the Student Portal and checking the Online Advising Dashboard.

::: ENROLLMENT DASHBOARD :::

**Enrolling SY-TERM: 2021/FS**

Contact Mobile:

Contact Email:  [Update Contact Information](#)

Note: Please make sure Contact Information shown above are correct. If not correct, please modify and click on Update Contact Information

Your Application is in PROCESS. Your action is required. Please check the Important NOTE for details

←

Admission Requirement: You still have pending requirement to submit [Manage Requirement](#)

For any inquiries regarding your application, please send a private message to your [department's official FB page](#).

## B. Uploading of Admission Requirements

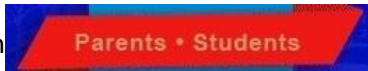
Once your application has been reviewed by the Registrar's Office, you may now upload your admission requirements.

1. Prepare a digital copy of each of the [admission requirements](#).
2. Go to the UB website [www.universityofbohol.edu.ph](http://www.universityofbohol.edu.ph)

3. Click on the School Automate Student Portal icon found at the upper right of the screen.



4. Click on



5. Login to the student portal using the Temporary ID number given to you as your username then click **Proceed Next**.



6. Enter your password then click **Login now**. Use the password you created in Step A number 10.



7. After logging in, click **“Online Advising Access”** then click **“Online Advising Dashboard”**



8. Click **“Manage Requirement”**

:::: ENROLLMENT DASHBOARD :::

**Enrolling SY-TERM: 2021/FS**

Contact Mobile:

Contact Email:  [Update Contact Information](#)

Note: Please make sure Contact Information shown above are correct. If not correct, please modify and click on Update Contact Information

Your Application is in PROCESS. Your action is required. Please check the Important NOTE for details

Admission Requirement: You still have pending requirement to submit [Manage Requirement](#)

9. A list of the admission requirements will appear on-screen. Click the “Add” button beside the requirement you wish to upload.

LIST OF PENDING REQUIREMENTS	
FORM 138 (4TH YEAR HS CARD)	click if complied
B.CERT. NSO XEROX	click if complied
B.CERT. NSO ORIGINAL	click if complied
B.CERT. LOCAL ORIGINAL	click if complied
B.CERT. LOCAL XEROX	click if complied
CERTIFICATE OF GOOD MORAL CHARACTER	click if complied
2 PCS. BLACK & WHITE PIC. (2"x 2") WITH WHITE BACKGROUND	click if complied
FORM 137-A	click if complied
NCAE	

10. Scroll down the screen and click the upload icon.

DATA PRIVACY STATEMENT click if complied

Click here to upload documents in PDF/JPG format

LIST OF SUBMITTED REQUIREMENTS

FORM 138 (4TH YEAR HS CARD)	11/14/2021	
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11. Click “Choose Files” to select the file then click “Upload File” to upload the file.

Upload Document - Google Chrome

universityofbohol.schoolautomate.com/sa\_test/PARENTS\_STUDENTS/enrollment/adm\_req/upload\_doc.j...

AVAILABLE SIZE : 10.00MB

Choose Files No file chosen

<< Upload File (pdf/jpg only) >>

12. Repeat steps 9 – 11 to upload other requirements.

13. Send a private message to your [department's official FB page](#) informing that you have already uploaded your admission requirements. Include the following details:

**Attention: Department Dean**

**Transaction: Online Enrolment/New Student or Transferee**

**Temporary ID No:**

**Name:**

**Course and Year Level:**

**Contact No:**

**FB Account:**

14. The Registrar's Office evaluates and validates the uploaded requirements. Check the status of your application in the **Online Advising Dashboard**.

The screenshot displays the 'ENROLLMENT DASHBOARD' interface. At the top, it says 'Enrolling SY-TERM: 2021/FS'. Below this, there are input fields for 'Contact Mobile:' (092012345678) and 'Contact Email:' (test@yahoo.com). A link for 'Update Contact Information' is visible. A note below the fields reads: 'Note: Please make sure Contact Information shown above are correct. If not correct, please modify and click on Update Contact Information'. A red box highlights the status message: 'Your Application is ACCEPTED. You can proceed to online advising. Please check the Important NOTE for other instructions'. A red arrow points to this message. Below the status message, an 'IMPORTANT NOTE' states: 'Please make payment'.

If the status of your application is **ACCEPTED**, you may now proceed with the payment of the enrollment fee.

If the status of your application is **"IN PROCESS"**, please read the **"IMPORTANT NOTE"** which can be seen below the status of your application for any instructions.

15. Process the payment of the enrollment fee (P 840.00) at any of the following payment centers:

- **PALAWAN EXPRESS** payable to University of Bohol (school ID is required)  
**Note:** Make sure to provide complete name, student ID number, course and year level
- **FIRST CONSOLIDATED BANK OF BOHOL (FCB) all branches** – over-the-counter payments  
ACCOUNT NAME: University of Bohol
- **FIRST CONSOLIDATED BANK OF BOHOL (FCB) thru FCB Pay** (for Pitakard users only)
- **CHINABANK TAGBILARAN BRANCH**  
ACCOUNT NAME: University of Bohol  
**Note:** Please send a screenshot of your transaction/proof of payment to the [University of Bohol Finance Office fb page](#)
- **UNIONBANK** – over-the-counter bills payment  
ACCOUNT NAME: University of Bohol
- **GCASH** – thru Pay Bills  
SCHOOL: University of Bohol



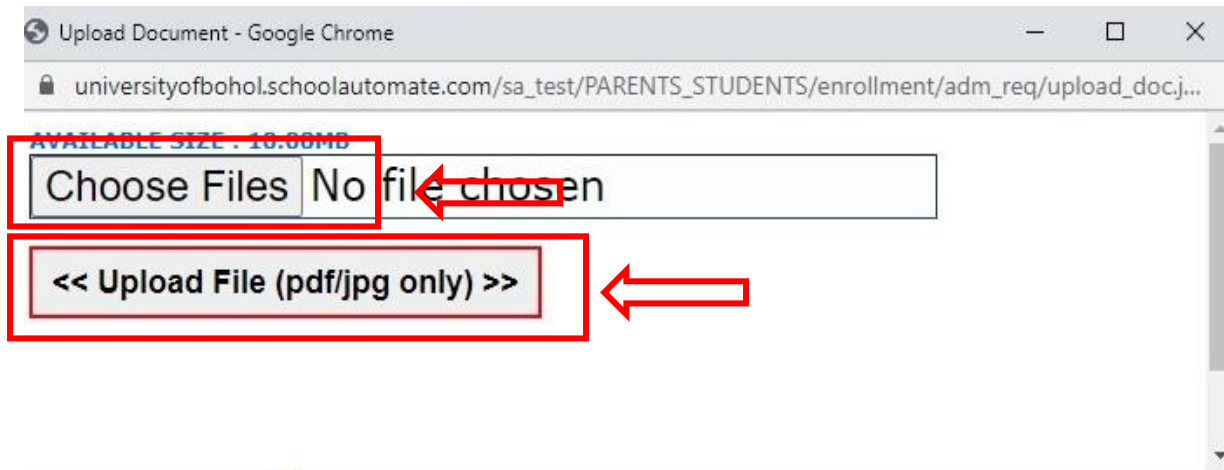
16. Upload your payment receipt through the student portal. Go to the **Enrolment** Link and click **“Record Downpayment”**



17. Fill-in the data needed when uploading your payment slip and click **“Save Payment Details”**.

A screenshot of a web form titled "Record Downpayment For: First Semester, 2021-2022". The form includes a "NOTE" section with seven instructions. Below the notes are several input fields: "Amount Paid" (text box), "Payment Mode" (dropdown menu), "Date Paid" (calendar icon), "Bank Name" (dropdown menu), "Bank Branch" (text box), and "Transaction Reference" (text box). A red bracket on the right side of the form groups these fields with the text "Fill in the requested information". At the bottom left, the "Save Payment Details" button is highlighted with a red box. At the bottom right, there is a button that says "Click To Refresh Page After Uploading Deposit Slip".

18. Upload your payment receipt. Click **“Choose Files”** to select the file you wish to upload then click **“Upload File”**.



**Note:** Please allow a maximum of 3 days for your payment to be posted.

19. Send a private message to your [department’s official FB page](#) informing that you have already uploaded your payment receipt. Include the following details:

**Attention: Department Dean**  
**Transaction: Online Enrolment/New Student or Transferee**  
**Temporary ID No:**  
**Name:**  
**Course and Year Level:**

**Contact No:**

**FB Account:**

20. Your department then processes your enrollment.
21. Your department will inform you through FB messenger/call/text once you are officially enrolled. They will also be sending you your **PERMANENT ID number**.
22. You may view your study load (subjects enrolled and the subject load schedule) for the semester by logging in to the Student Portal using your **Permanent ID number** and clicking the Enrolment link.



[Click here to view the procedure on how to create user accounts in the student portal.](#)

NOTE: At the start of classes new students and Transferees are required to send through mail the original copies of the documents (the same documents that have been uploaded) to:

The Admissions Officer  
Registrar's Office  
University of Bohol  
C. Putong St., Tagbilaran City, Bohol