## ONLINE ENROLMENT PROCEDURE For College/Law/Graduate School

## **Resident Students**

- 1. Go to the UB website www.universityofbohol.edu.ph
- 2. Click on the School Automate Student Portal icon found at the upper right of the screen.

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- 3. Enter your username and password.
- 4. Check your account balance through the student portal. Go to the Student Account Link and click on Ledger.

Student Account	۵
Ledger	

- 5. Process your payment 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 <u>University of Bohol</u>
     <u>Finance Office fb page</u>
  - UNIONBANK over-the-counter bills payment ACCOUNT NAME: University of Bohol
  - GCASH thru Pay Bills SCHOOL: University of Bohol
  - **NOTE**: If with **NO** outstanding balance, process payment of enrolment fee (P 650.00). If with outstanding balance, process payment of outstanding balance including the enrolment fee.

6. Upload your payment receipt through the student portal. Go to the **Enrolment** Link and click "**Record Downpayment**"



7. Fill-in the data needed when uploading your payment slip and click "Save Payment Details".

	:::: RECORD PAYMENT	DETAILS ::::	
	Record Downpa	yment For	First Semester, 2021-2022
NOTE: 1. Please check carefully all informa 2. Please make separate deposit per 3. Please contact immediately Accou 4. A Record can be modified if statu 5. A deposit is considered successfu 6. Upload deposit slip after saving p 7. In case bank name does not exist	tion before saving child and provde unique transaction reference per deposit nting office in case payment verification status is tagged as VEF is FOR REVIEW. once status is tagged as VERIFIED. ayment information. in the drop down list, select others and type bank name in inpu	RIFICATION FAILED.	
Amount Paid Payment Mode Date Paid		Ţ	Fill in the requested
Bank Name Bank Branch			momation
Save Payment Details			Click To Refresh Page After Uploading Deposit Slip

8. Upload your payment receipt. Click "Choose Files" to select the file you wish to upload then click "Upload File".

Upload Document - Google Chrome	_		×
universityofbohol.schoolautomate.com/sa_test/PARENTS_STUDENTS/enrollment/	/adm_req/up	load_do	oc.j
VAILABLE SIZE . 10.00MB			
Choose Files No file chosen			
<< Upload File (pdf/jpg only) >>			

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

: You may check the status of your payment through the **Record Downpayment** Link. If **Verification status** is "**Verified**", you can now proceed with online advising (choosing of subjects to enroll).

			List o	f Recorded Paym	ent				
Payment Schedule	Payment Mode	Bank Name	Bank Branch	Tranaction Reference	Date Paid	Amount Faid	Verification Status	Delete Record	Upload Deposit Slip
Dow <mark>np</mark> ayme <mark>n</mark> t	Bank Deposit/Transfer	СВ	tag	123	10/07/2021	650.00	For Review	<u>Delete</u> Record	

- 9. Choose the subjects and the schedule you wish to enroll through the student portal. Go to the **Enrolment** Link and click "Online Advising". The subjects you are allowed to take will be displayed on screen.
  - To select a subject to enroll, double click on the subject to see the different schedules available for that subject then double click on the schedule you wish to take.

🖲 Subjec	t Schedule Reference Pag	e - Google Chrome							-		<	ro: ×   +	Y	-		0
a univ	ersitvofbohol.schoola	utomate.com/sa test/ADMIN S	TAFF/enrol	Iment/adv	risina/sub	iect sched	ule.isp?forr	n name=a	dvísinað	kcur inde.			4		*	1
ALL	(D 206)	HTW 2.30111 4.30111	Decrieco	on or our					open	in)	-		2.0			
ALL	II-Turquoise-T2 (D 209)	MTW 3:30PM-5:30PM	BACHELO	DR OF SCIE	NCE IN NU	RSING	50	38	Open	Conflict (Lit 1N)						
ALL	AR103-T2 (ONLINE CAS)	MTWTHFSAT 5:30PM-6:30PM	BAC	HELOR OF	SCIENCE I	N	50	49	Open	0						
ALL	C103-T1 (ONLINE CAS)	MTWTHFSAT 10:30AM-11:30AM	BACHELC ADMINIST	R OF SCIE	JOR IN FI	SINESS	50	53	Closed					-1		
ALL	E108-T1 (F-204)	MTWTHFSAT 5:30PM-6:30PM	BACHELOP	MAJOR IN	NDARY EDU	JCATION	50	50	Closed							
ALL	E109-T2 (F-205)	MTWTHFSAT 5:30PM-6:30PM	BACHELOP	N OF SECON	NDARY EDU	JCATION	50	50	Closed			noto(Large size)				
ALL	E110-T2 (F-204)	MTWTHFSAT 6:30PM-7:30PM	BACHELOP	R OF SECON MAJOR IN	NDARY EDU	JCATION	50	50	Closed							
ALL	K116-T1 (ONLINE CAS)	MTWTHFSAT 8:30AM-9:30AM	BAC	CHELOR OF	SCIENCE I	N	50	45	Open	Conflict (Math)						
ALL	K124-T1 (ONLINE CAS)	MTWTHFSAT 9:30AM-10:30AM	BAC	CHELOR OF	SCIENCE I	N	50	49	Open	0						
ALL	K126-T2 (ONLINE CAS)	MTWTHFSAT 8:30AM-9:30AM	BAC	CHELOR OF	SCIENCE I	N	50	50	Closed	Conflict (Math)						
ALL	T120-T1 (ONLINE CAS)	MTWTHFSAT 8:30AM-9:30AM	BAC	HELOR OF	SCIENCE	N ATIONS	50	40	Open	Conflict (Math)	-	Black Section		PROC	EED >	
AR TERM	SUBJECT CODE	SUBJECT TITLE		LEC/LAB UNITS	TOTAL	UNITS TO TAKE	IS ONLY LAB	IS ONLY LEC		SECTION	v	SCHEDULE	SELECT	NO		SIGN
0	Lit 1N	Philippine Literature		3.0/0.0	3.0	3.0			Y100	)-T2	_	MTWTHFSAT 3:30PM-4:30PM				
1	Guid 1N	UB Orientation		2.0/0.0	2.0	2.0	1	1	AR1	00-T1		MTWTH 7:30AM-8:30AM		0	Q	and a
1	Math	Mathematics in the Modern World	_	3.0/0.0	3.0	3.0			Y103	B-T1		MTWTHFSAT 8:30AM-9:30AM			U.	HENRY
1	Ethics	Ethics		3.0/0.0	3.0	3.0										HECKLE
1	Filipino 1	Sining ng Pakikipagtalastasan		3.0/0.0	3.0	3.0										HEDRLE
1	Physical Ed 3N	Physical Education (Swimming)		2.0/0.0	2.0	2.0									100	HEDRLE
1	RLE NCM 104N	Related Learning Experience (102)	Hrs)	0.0/2.0	2.0	2.0										BOULE
1	RLE NCM 107N	Related Learning Experience (255	Hrs)	0.0/5.0	5.0	5.0									50	HECKLE
2	Art App	Art Appreciation		3.0/0.0	3.0	3.0										INCOLUMN A

- After you have selected all the subjects you want to enroll and their respective schedules, click the "**Proceed**" button.
- A list of all the subjects you selected will be displayed. Click on the "Save" button.

Maximum units the student	can take : 26.0	Total student load	1:8				No of Su	bjects: 3
SUBJECT CODE	SUBJECT TITLE	LEC. UNITS	LAB. UNITS	TOTAL	UNITS TO TAKE	SECTION	ROOM #	SCHEDULE
it 1N	Philippine Literature	3.0	0.0	3.0	3.0	Y100-T2	A- 101HS	MTWTHFSAT 3:30PM-4:30PM
uid 1N	UB Orientation	2.0	0.0	2.0	2.0	AR100- T1	AB-202	MTWTH 7:30AM-8:30AM
lath	Mathematics in the Modern World	3.0	0.0	3.0	3.0	Y103-T1	ONLINE CAS	MTWTHFSAT 8:30AM-9:30AM

NOTE: The subjects you have chosen will still be checked and validated by your Department. You have not been officially enrolled yet.

10. Send a private message to your <u>department's official FB page</u> informing that you have already uploaded your payment receipt and have already chosen the subjects you want to enroll. Include the following details:

Attention: Department Dean Transaction: Online Enrolment/Old Student Student ID No: Name: Course and Year Level: Contact No: FB Account:

- 11. Your department then checks and validates your advised subjects. Allow a maximum of 2 days for your enrollment to be validated.
- 12. Once your enrollment has been validated, the Enrollment menu in the student portal will now look like the one below. You may view your study load (subjects enrolled and the subject load schedule) for the semester.

Enroliment	•
Subjects Enrolled	
Subject Load Schedule	
Changed Subjects	

**NOTE:** For any inquiries regarding your payments or enrollment, please send a message to your <u>department's official FB page</u>