

# ONLINE ENROLMENT PROCEDURE For College/Law/Graduate School

## Resident Students

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

**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.

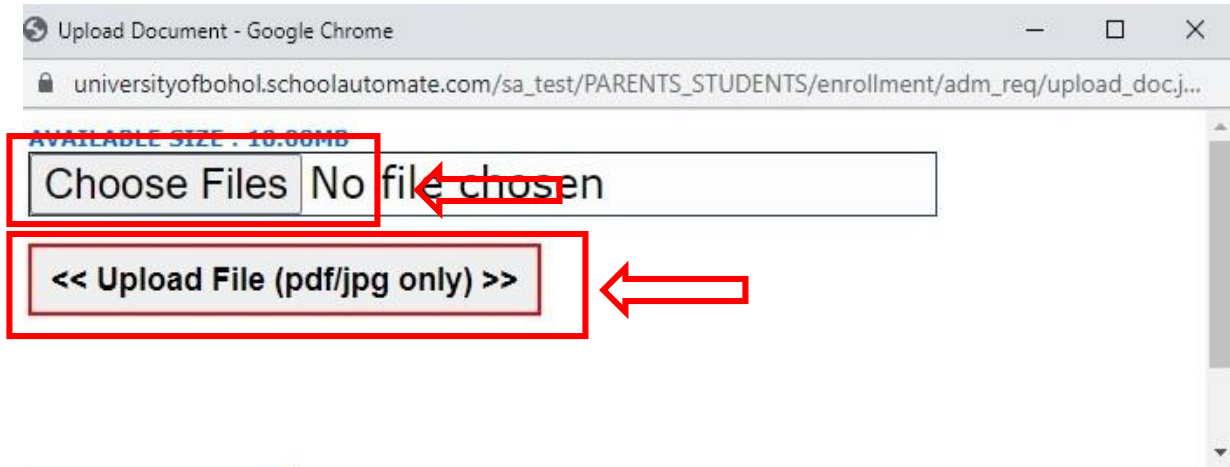
6. Upload your payment receipt through the student portal. Go to the **Enrolment** Link and click **“Record Downpayment”**



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

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 input fields for "Amount Paid", "Payment Mode", "Date Paid", "Bank Name", and "Bank Branch". 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, a "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".

8. 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.

: 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 of Recorded Payment									
Payment Schedule	Payment Mode	Bank Name	Bank Branch	Tranaction Reference	Date Paid	Amount Paid	Verification Status	Delete Record	Upload Deposit Slip
Downpayment	Bank Deposit/Transfer	CB	tag	123	10/07/2021	650.00	For Review	Delete 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.

The screenshot shows a web browser window with the URL: universityofboholschoolautomate.com/sa\_test/ADMIN\_STAFF/enrollment/advising/subject\_schedule.jsp?form\_name=advising&curr\_inde... (D 206). The page displays a list of subjects with columns for ALL, SUBJECT CODE, SUBJECT TITLE, LEC/LAB UNITS, TOTAL UNITS, UNITS TO TAKE, IS ONLY LAB, IS ONLY LEC, SECTION, SCHEDULE, SELECT ALL, NO CONFLICT, and ASSIGN SECTION. Below this, a table shows selected subjects with checkboxes for selection and conflict status.

YEAR	TERM	SUBJECT CODE	SUBJECT TITLE	LEC/LAB UNITS	TOTAL UNITS	UNITS TO TAKE	IS ONLY LAB	IS ONLY LEC	SECTION	SCHEDULE	SELECT ALL	NO CONFLICT	ASSIGN SECTION
1	0	Lit 1N	Philippine Literature	3.0/0.0	3.0	3.0			Y100-T2	MTWTHFSAT 3:30PM-4:30PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	1	Guid 1N	UB Orientation	2.0/0.0	2.0	2.0			AR100-T1	MTWTH 7:30AM-8:30AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	1	Math	Mathematics in the Modern World	3.0/0.0	3.0	3.0			Y103-T1	MTWTHFSAT 8:30AM-9:30AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 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.

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

SAVE click to save advised subjects & schedule

**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 [department’s official FB page](#) 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.



**NOTE:** For any inquiries regarding your payments or enrollment, please send a message to your [department's official FB page](#)