Getting Started:
What New UPOU Students Need to Know

All admitted applicants will receive an official admission notice via the mailing address or email address you indicated in your application form. The notice includes the following important information:

- **Program** – This is the program you have been admitted to. Each program is offered under a Faculty. Note that enrollment in two degree programs at the same time, whether within UPOU or at UPOU and another college or university, is not allowed.
- **Academic Term** – All undergraduate programs as well as the non-degree Professional Teaching Certification (PTC) program are offered on a trimestral schedule (three terms per academic year). Graduate programs, except the MDE and GCDE programs, are offered on a semestral schedule (two terms per academic year).
- **Student number** - Your student number is your unique identifier as a UP student. At UPOU you need your student number to be able to access the Student Portal. The student number is indicated in the admission notice issued to an officially admitted student. You are expected to remember (or memorize) your student number.
- **Admission Status-** 'Regular' admission means that the applicant has satisfied all of the admission requirements of the program. 'Probationary' admission means that the applicant is admitted subject to certain academic conditions, in particular earning a required general weighted average (GWA) for a particular number of units, that he/she must satisfy for his/her admission status to be made regular. 'Provisional' admission means that the applicant has not submitted all of the documents required for admission to the program specifically the valid transcript of records. Submission of these required documents should be done within the first term of enrollment.

New students will also be given instructions on how to enroll. Enrollment at UPOU is done through the online registration system (ORS) which can be accessed via the Student Portal (at http://our.upou.edu.ph/student/). The ORS is accessible starting on the first day of the enrollment period. Students need to complete their enrollment and uploading of proof of payment on or before the indicated last day of enrollment. Note that the assessment of fees is also done on the ORS, and full payment of enrollment fees is required for enrollment.

To gain access to the Student Portal, you will need to request a password by entering your UP student number. A system-generated password will be sent to your email address. Aside from online enrollment, other services currently available in the Student Portal are online viewing of grades, request for documents, online payment, online application for removal/completion, and links to other online resources.

Courses available for enrollment in a particular term are indicated in the list of course offerings http://our.upou.edu.ph/ourweb/details.php?id=51 posted on the Student Portal and the Faculty microsite http://our.upou.edu.ph/details.php?id=67 . You should refer to this list before the enrollment period so that you can plan the courses that you will enroll. It is also best to contact your Program Chair for program advising before enrolling (refer to http://our.upou.edu.ph/ourweb/details.php?id=59 for the email address of Program Chairs). If, for a valid reason, you need to change (add, cancel or substitute) your enrolled courses, you can do so through the change of matriculation process.

Once enrolled, you will receive an email confirming your enrollment. The confirmation includes the courses you enrolled in a particular term. If you do not receive an enrollment confirmation within 24 hours after uploading your proof of payment, email registration@upou.edu.ph. You can also access your registration form (UP Form 5) from the Student Portal. The Form 5 likewise serves as your proof of enrollment. Here's how to print your Form 5 http://our.upou.edu.ph/student/pdf/HOW%20TO%20PRINT%20FORM%205.pdf

A QR code feature was added on the UPOU Registration Form (Form 5).The QR code or "quick response" code directs users to the OUR website/online database which verifies a student's enrollment in the university. To do this, simply scan the QR code on the Form 5 using a smartphone or tablet with a QR Code reader.

Included in the enrollment confirmation is your username and password for MyPortal (http://myportal.upou.edu.ph/login/index.php), UPOU's virtual learning environment where all classes are held. Your MyPortal username and password will enable you to access the course sites, or virtual classrooms, of the courses you are enrolled in. Check your email regularly for information regarding the activation of new MyPortal accounts. Related announcements are also posted at the MyPortal login page. Note that course sites will be opened to students on the first day of the term.

Once UP email is activated, use this as your official (primary) email in the Student Portal and in all communications with UPOU faculty and staff. Contact miso@upou.edu.ph if you need assistance regarding your UP email account. When sending an email, make sure that your message is as concise and direct to the point as possible; include your complete name; and send the email to concerned office/unit or staff only.

UPOU students may request all student documents, such as transcripts and certifications, through the Online Document Request System on the Student Portal. Instructions regarding payment and pickup or delivery are given on the system.

Beginning school year 2017-2018 academic examinations which include midterm, make-up exam, removal/completion, final exam, comprehensive exam and admission test will be handled by the University's Examination Services. It is a new system that will provide standard services to all students based locally and abroad. Local students can direct their inquiries to examservices.local@upou.edu.ph c/o Ms. Glenda del Socorro while offshore students can email examservices.offshore@upou.edu.ph c/o Ms. Erlinda Manarin for their examination concerns. Kindly visit this site for further announcements: https://sites.google.com/upou.edu.ph/exam-services-announcement/home
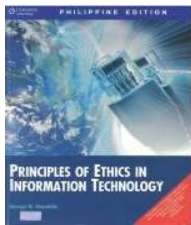
The instructional materials fee (IMF) is PhP100.00 per course. This fee gives students access to a PDF copy of the course materials (if applicable) that are uploaded to the course site. Students can access the PDF copy at the start of classes. Students who would like to get a print copy of the course materials may use the online order system for this purpose. Additional fees to cover print and mailing costs will apply.

Need Help?

Here's Who To Call or Email...

Program Chairs
http://our.upou.edu.ph/details.php?id=59

Secretary to the Faculty
http://our.upou.edu.ph/details.php?id=67

Office of the University Registrar
http://our.upou.edu.ph/index.php