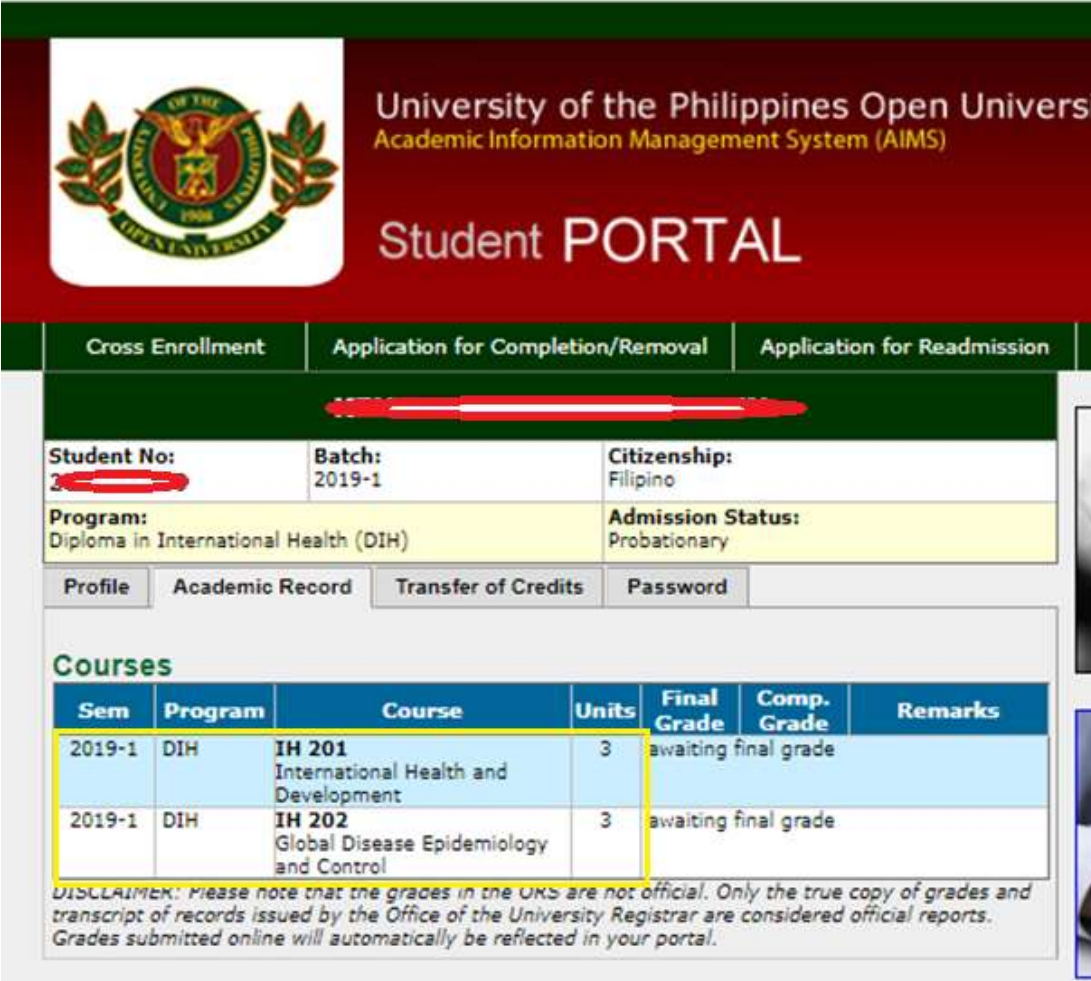


September 5, 2019

Dear Student,

We would like to remind you, especially those who applied for change of matriculation to add or remove courses, that it is your responsibility to ascertain that you are given access to the course site for all the courses you enrolled.

For your guidance, below are the screenshots of AIMS-Student Portal and MyPortal. The courses you enrolled as displayed in AIMS-Student Portal <https://our.upou.edu.ph/student/> and Form 5 should match those enlisted courses in your MyPortal page <https://myportal.upou.edu.ph/login/index.php>:



The screenshot displays the AIMS Student Portal interface. At the top, there is a header with the university's logo and the text "University of the Philippines Open University Academic Information Management System (AIMS) Student PORTAL". Below the header, there are navigation tabs: "Cross Enrollment", "Application for Completion/Removal", and "Application for Readmission". The main content area shows student information:

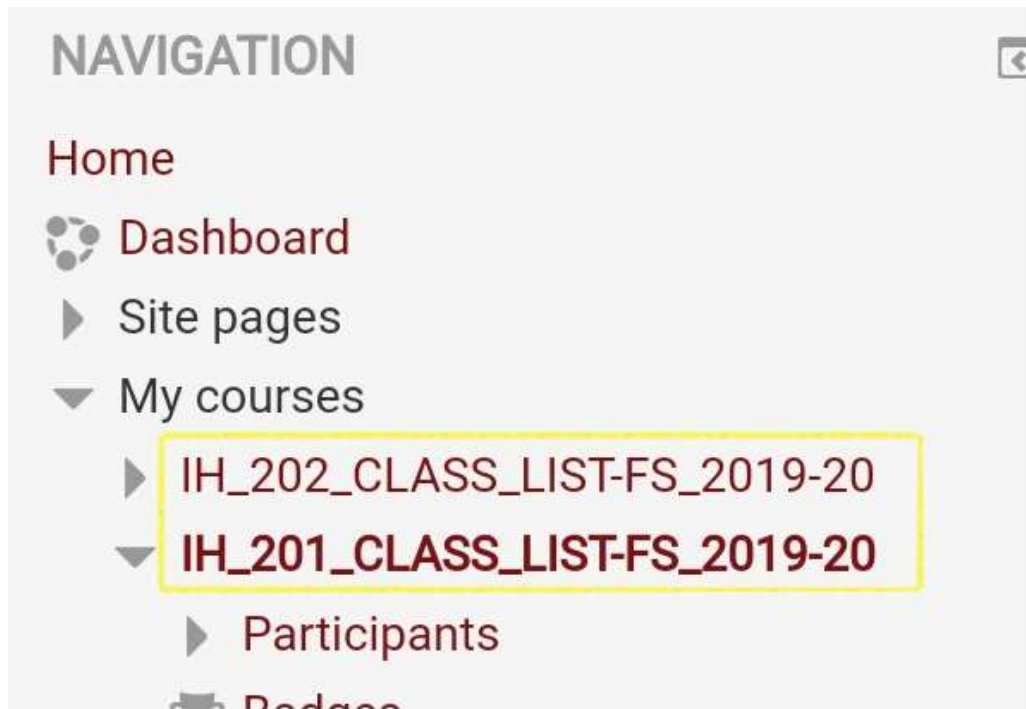
<b>Student No:</b> 2 [REDACTED]	<b>Batch:</b> 2019-1	<b>Citizenship:</b> Filipino
<b>Program:</b> Diploma in International Health (DIH)		<b>Admission Status:</b> Probationary

Below the student information, there are tabs for "Profile", "Academic Record", "Transfer of Credits", and "Password". The "Academic Record" tab is active, showing a list of courses:

Sem	Program	Course	Units	Final Grade	Comp. Grade	Remarks
2019-1	DIH	IH 201 International Health and Development	3	awaiting final grade		
2019-1	DIH	IH 202 Global Disease Epidemiology and Control	3	awaiting final grade		

At the bottom of the page, there is a disclaimer: "DISCLAIMER: Please note that the grades in the UKS are not official. Only the true copy of grades and transcript of records issued by the Office of the University Registrar are considered official reports. Grades submitted online will automatically be reflected in your portal."

Enrollment in AIMS Student Portal



*Enrollment in MyPortal*

Should there be a discrepancy, please email the MyPortal Coordinator [myportal@upou.edu.ph](mailto:myportal@upou.edu.ph) immediately and copy [registration@upou.edu.ph](mailto:registration@upou.edu.ph) with your email.

We would also like to remind you to use your UP email account as your official (primary) email in the AIMS-Student Portal and in all communications with UPOU faculty and staff. Contact [miso@upou.edu.ph](mailto:miso@upou.edu.ph) if you need assistance regarding your UP email account.

If you have enrollment-related inquiries, please email [registration@upou.edu.ph](mailto:registration@upou.edu.ph). For other academic concerns, please email your Program Chair or Faculty Secretary.

We hope that you will have a fruitful as well as an enjoyable stay at the University!

Yours,

**(SGD) AURORA V. LACASTE**  
University Registrar