UNIVERSITY OF THE PHILIPPINES
School of Labor and Industrial Relations

REGISTRATION/ENROLLMENT FLOW CHART

Step 1:

Get Form 5 A

Enlist in more classes or cancel enlisted classes?

NO → **Step 3: ADVISING**

Have your Form 5A signed by your adviser

Step 4:

Fill out Form 5, then have it signed by your adviser.

YES → **Step 2:**

1. **Submit enlistment through the CRS for the daily batch runs (see schedule)**
2. **Enlist in real-time at the dept./unit offering the desired class through the Electronic teacher's prerogative (see schedule), if your enlistment requests during the daily batch runs were not granted**
3. **Cancellation of classes should be done online through the CRS**

Step 2 B:

Generate a new copy of Form 5 A

Step 5: ONLINE-ELECTRONIC VALIDATION

Have your Form 5A and Form 5 electronically validated by the Checker.

Note to the Checker: Student and class information in the Form 5A and Form5 should match the data in the CRS before the Form5A & Form5 are stamped "VALIDATED"

Step 6: LIBRARY CLEARANCE

Have your Form 5 signed by the Library Staff.

Step 7: ASSESMENT

- **College/Unit** *(Regular Students)*
- **Office of the University Registrar** *(special assessment for students with scholarship and other privileges)*

Step 8: PAYMENT

- *Palma Hall Lobby*
- *Cashier's Office*

Step 9: CLASSCARDS

Secure classcard/s from the Office of the College Secretary *(usually available at the start of classes).*