



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

Office of the Chancellor

27 August 2023

MEMORANDUM NO. 117
Series of 2023

TO : All Deans, College Secretaries, Faculty Members, and Continuing Students (Batch 2022 and earlier)
Office of the University Registrar
Accounting Office
Cashier's Office
UPLB Information Technology Center

SUBJECT : Extension of Registration Period and Change of Matriculation Period for the First Semester, AY 2023-2024

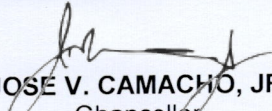
As part of our digital transformation initiatives and eventual departure from SAIS, we are pilot testing our Academic Management and Information System (AMIS) for registration for the First Semester, AY 2023-2024. Despite measures to minimize the adverse effects of introducing a new information system, some continuing students (Batch 2022 and earlier) were inadvertently enlisted in sections that were intended for first-year students. All affected continuing students have been notified by our AMIS team and will require additional time to complete their registration.

In this regard, please be informed that the general registration is extended with the following appointment schedule:

29 August 2023 (Tuesday) 10 AM – 10 PM	Undergraduate students Batch 2019 and earlier, and graduate students
30 August 2023 (Wednesday) 10 AM – 10 PM	Undergraduate students Batch 2020 and earlier, and graduate students
31 August 2023 (Thursday) 10 AM – 10 PM	Undergraduate students Batch 2021 and earlier, and graduate students
01 September 2023 (Friday) 10 AM – 10 PM	Undergraduate students Batch 2022 and earlier, and graduate students

Further, the period for changes in matriculation will also be moved to **04-08 September 2023**. Faculty members have the option to open their classes for Teacher's Prerogative applications via AMIS starting on 29 August 2023. Classes will start as scheduled on 29 August 2023.

For your guidance and compliance.


JOSE V. CAMACHO, JR.
Chancellor

cc: OVCAA
RMO