



University of the Philippines



SAIS

Student Academic Information System



SAIS User Manual

Student Records

Author: eUP SAIS and Communications Team
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Approvals:

Recommending Approval _____

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1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference
13 March 2015	Alexis Dujua	1.0	No Previous Document
16 March 2015	Sarah Cortejos	1.1	Added Document Control Numbers Edited Format

1.2 Reviewers

eUP Core Technical Committee

Name	Project Role
Prof. Rowena Solamo	Team Lead eUP Quality Assurance Team



Course Catalog





UNIVERSITY OF THE PHILIPPINES

STEP 1. Log into SAIS using the provided username and password. Click the **Sign In** button.

<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Sign In</p>	<p>Welcome to the UP Student Academic Information System</p>
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If you have problems or concerns, please read our FAQs at <http://e.up.edu.ph/faq-sais/>. You may contact the eUP Helpdesk via email at helpdesk@up.edu.ph or through phone at (02) 376-3100.

Menu

Search:

- ▷ My Favorites
- ▷ General Customizations
- ▷ SAIS Interface
- ▷ Student Learning Center
- ▷ Self Service
- ▷ Instructor Evaluation
- ▷ Campus Community
- ▷ Student Recruiting
- ▷ Student Admissions
- ▷ **Records and Enrollment**
- ▽ Curriculum Management
 - ▽ **Course Catalog**
 - Browse Catalog
 - **Course Catalog**
 - HESA Module Details
 - HESA Dummy Module Details
 - Print Course Catalog
 - Course Equivalencies
 - Catalog Summary
 - Course Catalog Search
- ▷ Schedule of Classes
- ▷ Roll Curriculum Data Forward
- ▷ Enrollment Requirements
- ▷ Combined Sections
- ▷ Dynamic Dates
- ▷ Facility and Event

Course Catalog

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Search Criteria

Academic Institution: [=] 🔍

Subject Area: [=] 🔍

Catalog Nbr: [begins with]

Campus: [begins with] 🔍

Course ID: [begins with]

Description: [begins with]

Include History Correct History Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

STEP 2. Go to:
 Main Menu > **Records and Enrollment > Curriculum Management > Course Catalog**

Menu

Search:

- My Favorites
- General Customizations
- SAIS Interface
- Student Learning Center
- Self Service
- Instructor Evaluation
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- Student Admissions
- Records and Enrollment
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 - Browse Catalog**
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Course Catalog

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Search Criteria

Academic Institution: =

Subject Area: =

Catalog Nbr: begins with

Campus: begins with

Course ID: begins with

Description: begins with

Include History Correct History Case Sensitive

[Basic Search](#)

STEP 3. Click the **Add a New Value** tab.

Course Catalog

[Find an Existing Value](#)

[Add a New Value](#)

Course ID:

[Find an Existing Value](#) | [Add a New Value](#)

STEP 4. Click the **Add** button.

Note* Course ID is system generated.

Catalog Data Offerings Components Course/Milestone Link GL Interface

Course ID: 000000

New Window ? Help Pe

Find | View All First 1 of 1 Last

*Effective Date: 03/13/2015 *Status: Active Course Offering 1 of 1

*Description:

Long Course Title:

Long Description:

Course Units/Hours/Count

Minimum Units: 0.00 Last Course of Mult Term Seq:

Maximum Units: 0.00 *Enrollment Unit Load Calc Type: Actual Units

Academic Progress Units: 0.00 Course Count: 1.00

Financial Aid Progress Units: 0.00 Course Contact Hours: 0.00

Course Grading

*Grading Basis: Graded *Grade Roster Print: Componen

Graded Component:

STEP 5. Fill in the following fields:

Effective date: DD/MM/YYYY
Status: Active or Inactive
Description: Math 11 College Algebra
Long Course Title: Math 11 College Algebra
Long Description: Math 11 College Algebra
Minimum Units: 3.00
Maximum Units: 3.00
Course Count: 1.00
Course Contact Hours: 3.00

Definition of terms:

Course Count: Number of times the subject will be included during GWA computation.

Course Contact Hours: Total contact hours per course.

Minimum Units/ Maximum Units: Enter the minimum units the course is worth. This is always the same except for variable unit class where a student or administrator would select from within the range of units required.



Supporting the PROSPERITY
Plan to the Table of Excellence
Preparation of Human Capital
HELP DESK - November 6 to 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31
PROSPERITY - November 14, 15, and 16
PROSPERITY - 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, and 31
Preparation of Human Capital Training Together
with the Division of PROSPERITY, UPD, UPV, UPW,
UPX, and UPYD (UPD, UPV, UPW,
UPX, and UPYD Training & Roll-out of the
PROSPERITY, UPD, UPV, UPW,
UPX, and UPYD)

For questions, suggestions, and other concerns,
you may send an e-mail to helpdesk@up.edu.ph