



University of the Philippines



SAIS

Student Academic Information System



SAIS User Manual

Student Records

Author: eUP SAIS and Communications Team
Creation Date: 24 November 2014
Last Updated: 10 February 2015
Document Ref: SAIS User Manual – LOA Process
Version: 1.1

Approvals:

Recommending Approval _____

Approved _____

1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference
24 November 2015	Almira Cayetano Michael Argarin	1.0	No Previous Document
10 February 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



LEAVE OF ABSENCE (LOA) PROCESS

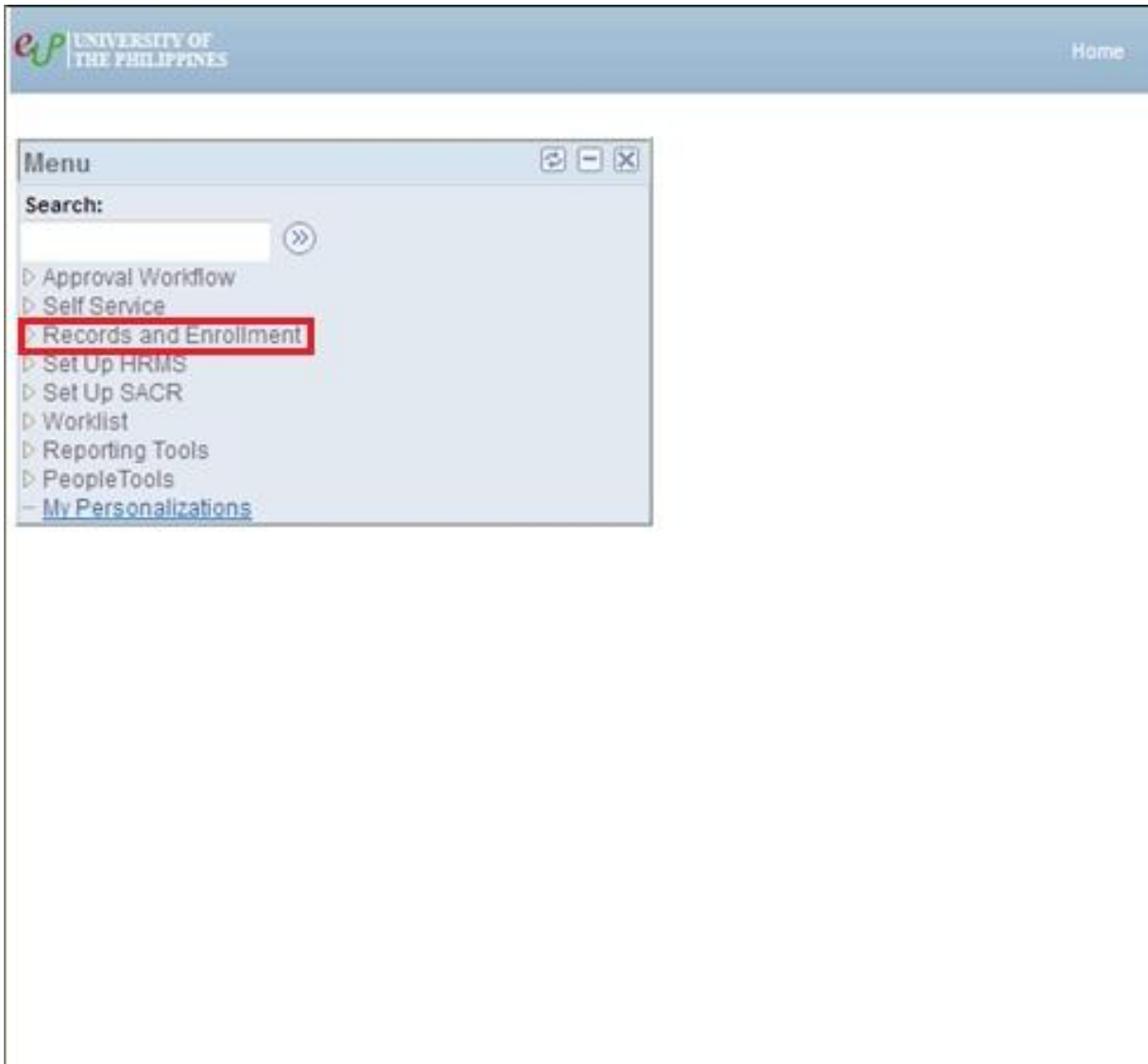


UNIVERSITY OF THE PHILIPPINES

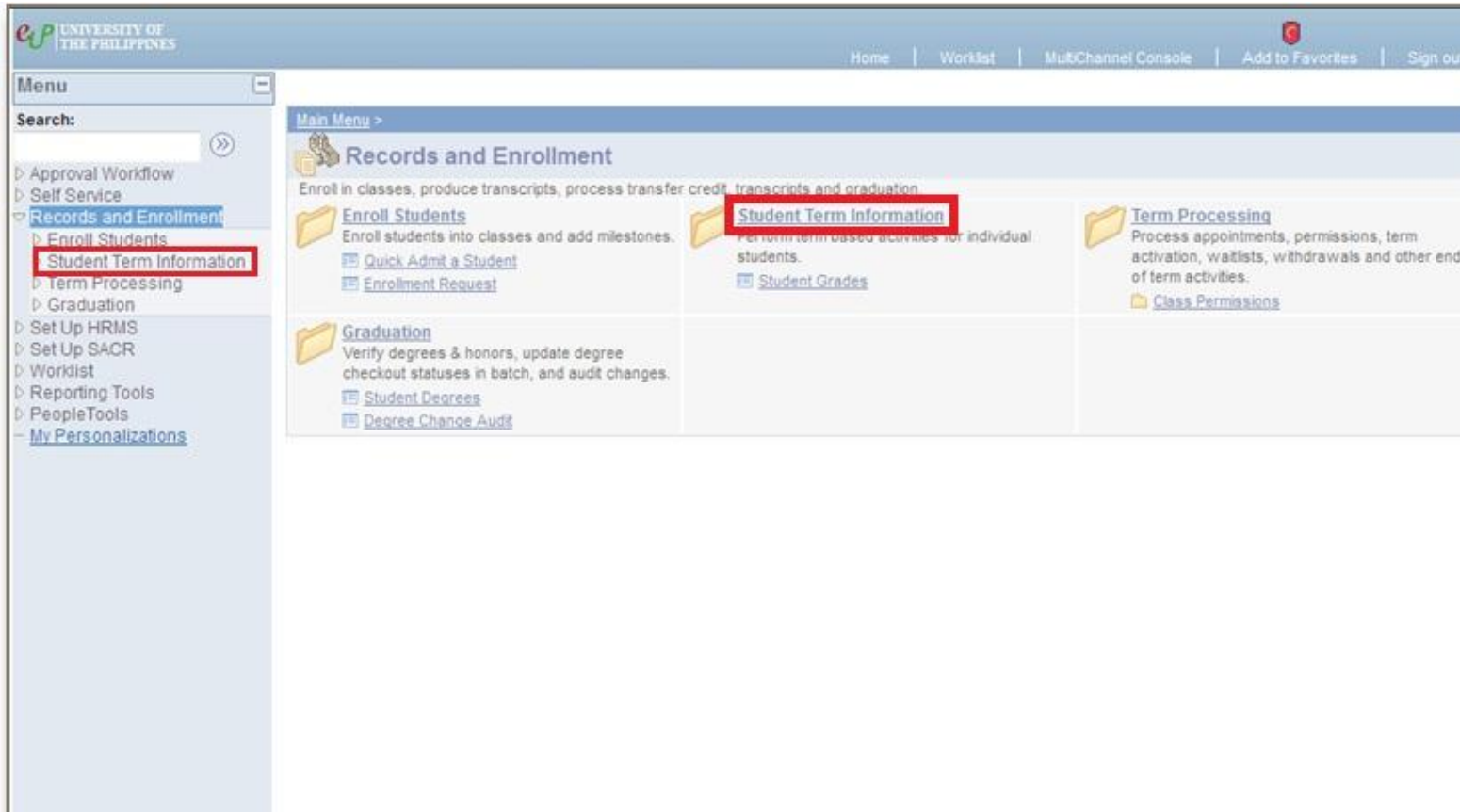
<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Sign In</p>	<p>Welcome to the UP Student Academic Information System</p>
--	--

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

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.



STEP 2. On the menu found on the left side of the screen, click the **Records and Enrollment** navigation.



STEP 3. Click on the **Student Term Information** navigation.

The screenshot shows the SAIS system interface for the University of the Philippines. On the left is a navigation menu with 'Term History' highlighted in blue and enclosed in a red box. The main content area is titled 'Term History' and contains a search form. The form includes a 'Find an Existing Value' button, a 'Search Criteria' section with dropdown menus for 'ID', 'Campus ID', 'National ID', 'Last Name', and 'First Name', each followed by a text input field. Below these are checkboxes for 'Include History', 'Correct History', and 'Case Sensitive', and a text input for 'Limit the number of results to (up to 300):' with the value '300'. At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

STEP 4. Click on the **Term History** navigation.

The screenshot shows the 'Term History' search page in the SAIS system. On the left is a navigation menu with 'Term History' selected. The main content area has a 'Search Criteria' section with five input fields, each with a 'begins with' dropdown menu. Below these fields are three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive'. A text input field for 'Limit the number of results to (up to 300):' is set to '300'. At the bottom, there are buttons for 'Search' and 'Clear', along with links for 'Basic Search' and 'Save Search Criteria'. The 'Search' button and the search criteria fields are highlighted with red boxes.

STEP 5. Enter the desired information in the Search Criteria fields.

Then, click the **Search** button.

The screenshot displays the SAIS user interface for the University of the Philippines. The top navigation bar includes links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. A search bar is located in the top left. The left-hand menu lists various system functions, with 'Term History' highlighted under 'Student Term Information'. The main content area shows the 'Term Withdrawal' tab selected, with a red box around the tab label. The student's name 'Sultan Raja' and ID '0093' are displayed at the top. Below this, the 'Academic Career' is listed as 'Undergraduate'. The 'Academic Institution' is 'UP Open University' and the 'Term' is 'Trimester 1 UGRD 2013-2014'. The 'Academic Level - Term Start' is 'New'. The 'Pro-Rata Eligible' checkbox is checked, and a 'Post Term Withdrawal' button is visible. A dropdown menu for '*Withdrawal \ Cancel:' is open, showing 'Cancelled' and 'Withdrew' as options. Below the dropdown are input fields for 'Withdrawal \ Cancel Reason:', 'Withdrawal \ Cancel Date:', 'Last Date of Attendance:', and 'Override Withdrawal Schedule:'. At the bottom of the form, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'. A breadcrumb trail at the very bottom reads: 'Term Statistics | Cumulative Statistics | Term Withdrawal | Session Withdrawal | Academic Standing | Student Grade Review | Student Special GPA'.

STEP 6. Click on the **Term Withdrawal** tab.

The screenshot shows the SAIS system interface for the University of the Philippines. The left sidebar contains a menu with categories like 'Approval Workflow', 'Self Service', and 'Records and Enrollment'. The main content area is titled 'Term Withdrawal' and displays student information for Sultan Raja (0093). The 'Academic Career' is Undergraduate, and the 'Academic Institution' is UP Open University. The 'Term' is Trimester 1 UGRD 2013-2014, and the 'Academic Level - Term Start' is New. The 'Pro-Rata Eligible' checkbox is checked, and there is a 'Post Term Withdrawal' button. The 'Withdrawal \ Cancel:' dropdown menu is open, showing 'Cancelled' and 'Withdraw' options. The 'Withdraw' option is highlighted with a red box. Below the form are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'. The bottom navigation bar includes links for 'Term Statistics', 'Cumulative Statistics', 'Term Withdrawal', 'Session Withdrawal', 'Academic Standing', 'Student Grade Review', and 'Student Special GPA'.

STEP 7. Select the option **Withdraw** on the **Withdrawal/Cancel** field.

The screenshot displays the SAIS User Manual interface for the LOA Process. The user is logged in as Sultan Raja (0093). The form shows the following details:

- Academic Career:** Undergraduate
- Academic Institution:** UP Open University
- Term:** Trimester 1 UGRD 2013-2014
- Academic Level - Term Start:** New
- Pro-Rata Eligible:** **Post Term Withdrawal**
- *Withdrawal \ Cancel:** Withdrew
- Withdrawal \ Cancel Reason:** Leave of Absence
- Withdrawal \ Cancel Date:** 07/05/2013
- Last Date of Attendance:** 07/05/2013
- Override Withdrawal Schedule:** [Empty field]

The **Save** button is highlighted with a red box. Other buttons include **Return to Search**, **Notify**, **Update/Display**, **Include History**, and **Correct History**. The breadcrumb trail at the bottom reads: [Term Statistics](#) | [Cumulative Statistics](#) | [Term Withdrawal](#) | [Session Withdrawal](#) | [Academic Standing](#) | [Student Grade Review](#) | [Student Special GPA](#).

STEP 8. Fill in the **Withdrawal/Cancel Date** field and **Last Date of Absence** field.

Then, click the **Save** button.



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