

UPLB DX Academic Management Information System (AMIS)

(<https://amis.uplb.edu.ph>)

This is to inform everyone that UPLB AMIS will be deployed starting 22 June 2022 to accommodate **Consent of Instructor (COI) requests** for Midyear 2022.

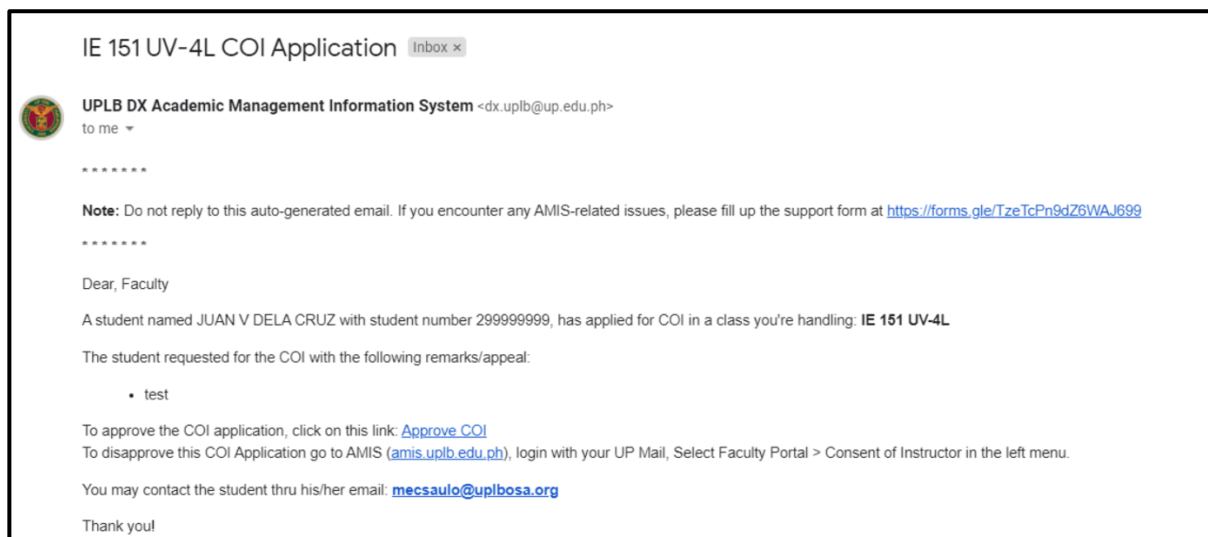
The concerned faculty-in-charge (FIC) will be notified via email (see sample email in Screenshot 1 below) that a student has requested their consent to enroll in a specific course that they are handling this Midyear.

To act on the request, the FIC can click on the appropriate link as indicated the email:

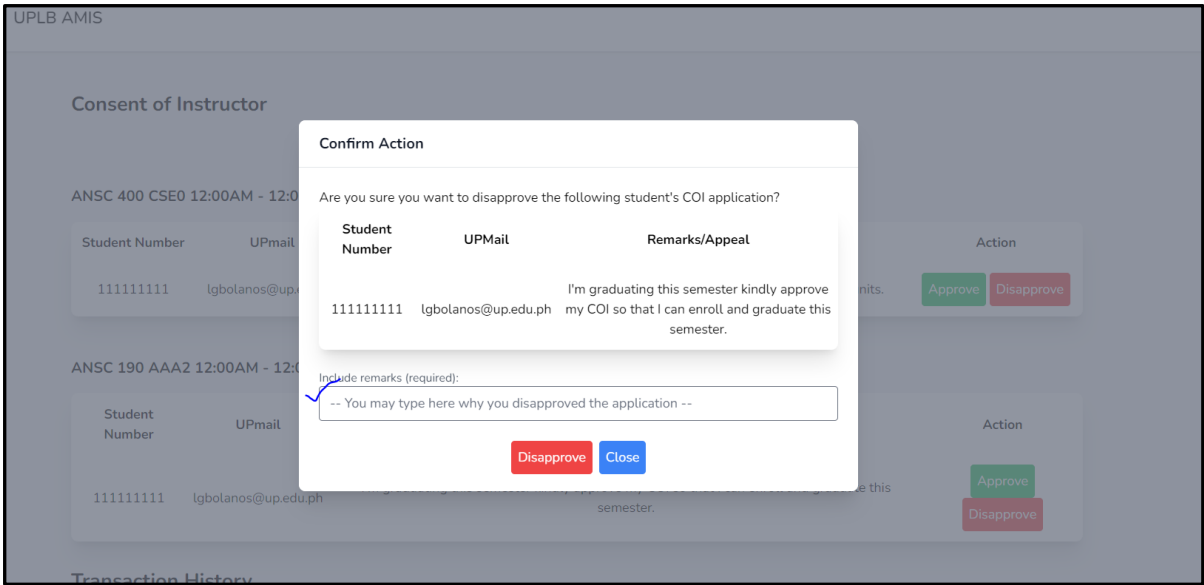
- When the FIC clicks on the Approve COI link, their action (to approve the request) will be automatically recorded in the DX AMIS and no additional action will be required after clicking on the link.
- When the FIC clicks on the URL of the DX AMIS website to disapprove the request, they will be directed to the DX AMIS website via which they will act on the request and indicate the reason why the request was disapproved (see Screenshot 2 below). Further instructions on how to use DX AMIS will be included on the website.

Alternatively, FICs may monitor and approve/disapprove COIs using AMIS at <https://amis.uplb.edu.ph> (see Screenshot 3). A number indicating COI requests to be acted upon will be shown next to the label Consent of Instructor on the left-hand side menu for easy reference of the FIC.

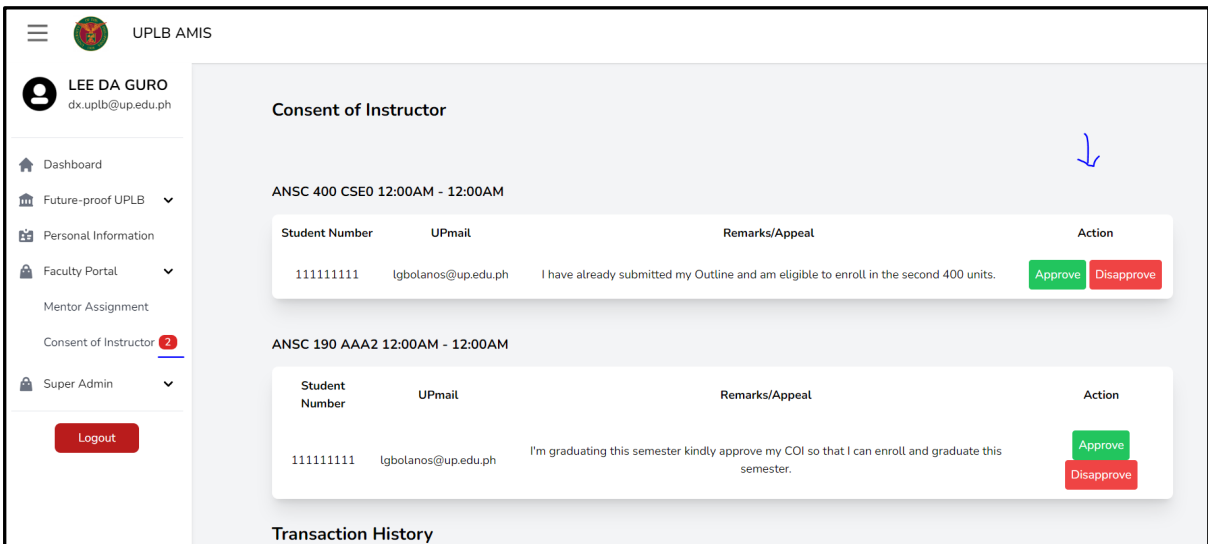
Please report any problem/issue encountered during AMIS Login and Application of Consent of Instructor by accomplishing this form: <https://forms.gle/fVtqH38XuqoghxoR6>



SCREENSHOT 1: Sample email notification on COI request.



SCREENSHOT 2: Dialogue box for disapproving COI request and text box for entering remarks/reason for the disapproval of the request.



SCREENSHOT 3: Consent of Instructor interface on DX AMIS showing requests to be acted upon.