



QUEZON CITY UNIVERSITY
(Formerly Quezon City Polytechnic University)
CERTIFICATE OF REGISTRATION
AY: 2021-2022 SEM: 2nd

Campus: San Bartolome



StudNo: 18-0810

Course/Year/Section ☐ BSIT ☐ 4th Yr - SBIT4M ☐ Regular Student ☐ Irregular Student Graduating? ☐ Yes ☐ No

Miñoza Regie Villarta
(Family Name) (Given Name) (Middle Name)

☐ New ☐ Returnee Last Enrollment? _____ Semester, School Yr 20____ - 20____ Course _____
☐ Old ☐ Transferee Previous University _____ Course _____

Code	Section-Subject	Unit	Room	Days	Time	Professor
SAM101	SBIT4M-Systems Administration and Maintenance	3	IB102a	M	10:00AM-12:00PM	
SAM101	SBIT4M-Systems Administration and Maintenance	0	IB205b	M	2:00PM-5:00PM	
PRC102	SBIT4M-Practicum 2	3	IB209c	T	10:30AM-1:30PM	
AL102	SBIT4M-Automata Theory and Formal Language	3	IC307a	T	2:30PM-5:30PM	
CAP102	SBIT4M-Capstone Project and Research 2	3	IB101a	T	6:00PM-9:00PM	

Total Units 12

Date Enrolled: January 10, 2022
Enlisted by: REGULAR
Enrolled by: JERICO V. GALVEZ

STUDENT ACCOUNT	Amount
Tuition Fee -12 Units @Php303.34/Unit	3,640.08
Registration	200.00
Library Fee	100.00
Comp/Major Lab	250.00
Athletics & Sports Dev.	50.00
Medical & Dental	50.00
Cultural Fee	100.00
Development Fee	400.00
Student Welfare	50.00
Student Council Fee	40.00
Guidance Fee	100.00
Total	4,980.08

Registration Date: January 10, 2022


BAGANI M. TANO, DIT
ADVISER(Full Signature Over Printed Name)


Student's Signature


CHING DEE N. DE JESUS, MPA
UNIVERSITY REGISTRAR

QUEZON CITY UNIVERSITY
OFFICE OF THE REGISTRAR
OFFICIALLY ENROLLED
By: NENITA A. ADOR Date: _____

Graduation:
Only Students who have completed all requirements for graduation shall be allowed to graduate. These requirements include PE, NSTP and subjects of the University. Students who complete their course requirements during the summer term or during the first semester shall be included in the next regular graduation rites. Only students who apply for graduation during the designated application period shall be included in the list of Candidates for Graduation and the yearbook for the academic year.

GRADE	EQUIVALENT GRADE	GRADE	EQUIVALENT GRADE	REMARKS
98-100	1.0	83-85	2.25	INC - Incomplete
95-97	1.25	80-82	2.50	OD- Officially Dropped
92-94	1.50	77-79	2.75	UD-Unoofficially Dropped
89-91	1.75	75-76	3.0	OW - Officially Withdrawn
86-88	2.0	Below 75	5.0	

A student must be officially enrolled in the subjects he/she is attending to earn credits. Otherwise, no credit shall be given to him/her. Further, any student of such cases, upon knowledge of faculty concerned and the Registrar shall be dealt with the proper investigation and administrative sanction. Moreover, a student is not allowed to enroll subjects with pre-requisite/s if he/she has incurred a 5.0 in the pre-requisite subjects. Whereas a graduating student is allowed to have overload subjects of not more than six (6) units.

ABSENCES

A student who incurs absences of more than 20% of the prescribed number of classes or laboratory period during the semester shall fail and earn no credit for the course or subject. Approved absences shall not be counted against the maximum allowable absences.

DROPPING OF SUBJECTS

A student who wishes to officially drop a subject may do so a week before the midterm examination. Otherwise, dropping of subjects beyond the stipulated period will not be entertained. In a case where the student does not wilfully attend his/her registered subjects in the current semester, these subjects will be given 5.0.

INCOMPLETE GRADES (INC)

Incomplete subjects should be completed within one (1) school year starting the date of recording the INC grade by the Registrar. Otherwise, INC will automatically be rated 5.0. A student with INC is allowed to enroll in the succeeding semester before filling out a completion form duly issued by the Registrar.

FAILED GRADE (5.0)

A student who fails in three (3) academic subjects (9 units or equivalent) shall be subjected to academic probation and shall be allowed to enroll in no more than fifteen (15) units. If a student on academic probation fails in any of his/her subjects he/she shall be disqualified to study further from the University. However, if the student passed all his/her subjects he/she shall be removed from the academic probation and be allowed to enroll full load.

GRADUATION

Only students who have COMPLETED all requirements for graduation shall be allowed to graduate. These requirements include PE and NSTP subjects. Students who complete their course requirements during the summer term or the first semester shall be included in the next regular graduation rites. Only students who APPLY for graduation during the designated application period shall be included in the official list of Candidates for Graduation and the yearbook for the academic year.

WITHDRAWAL OF ENROLLMENT

A student may be charged for all school fees in full if he/she withdraws any time after the 2nd week of classes

STUDENTS COPY