

Graduate Level: Late Registration (with fine)

First Semester SY 2019 – 2020

1 ADMISSION SLIP, ID NUMBER, AISIS ACCOUNT AND REGFORM DISTRIBUTION

August 14-17 2019 | Wednesday-Saturday

8:00 AM-12:00 NN; 1:00-4:00 PM (Weekdays)

8:00 AM-12:00 NN (Saturday)

VENUE

New Students: Office of the Associate Dean for Graduate Programs (OADGP, Kostka Hall, 1st floor)

Old Students, Cross Registrants, Auditors and Old and New International (Foreign) Students:

Registrar's Office (Social Sciences Bldg., 1st floor)

REMINDERS

- **No ID, no entry.** Bring any valid ID with picture and signature.
- Fill-up Student's Personal Information Data Sheet (PIDS)
- **For Cross-Registrants:** Bring Permit to Cross-Register.

2 SIGN UPS FOR SUBJECTS

August 14-17 2019 | Wednesday-Saturday

8:00 AM-12:00 NN; 1:00-4:00 PM (Weekdays)

8:00 AM-12:00 NN (Saturday)

VENUE

Department/s concerned

- **No ID, no entry.** Any valid ID with picture and signature will suffice.
- Bring RegForm and secure the approval of the department/s concerned.

3 ENLISTMENT AND REGISTRAR'S SIGNATURE

August 14-17 2019 | Wednesday-Saturday

8:00 AM-12:00 NN; 1:00-4:00 PM (Weekdays)

8:00 AM-12:00 NN (Saturday)

VENUE

Registrar's Office (1st Floor, Social Sciences Bldg.)

- **No ID, no entry.** Any valid ID with picture and signature will suffice.
- Bring RegForm
- Submit your PIDS

4 ASSESSMENT

August 14-17 2019 | Wednesday-Saturday

8:00 AM-12:00 NN; 1:00-4:00 PM (Weekdays)

8:00 AM-12:00 NN (Saturday)

VENUE

Central Accounting Office (Faber Hall, 2nd Floor)

- **No ID, no entry.** Any valid ID with picture and signature will suffice.

5 PAYMENT

August 14-16, 2019 | Wednesday-Friday

8:00 AM-4:00 PM (Weekdays)

August 17 (Saturday)

8:00 AM-12:00 NN

VENUE

Xavier Hall 1st Floor

- **Bring your printed assessment form.**
- Checks must have the following information listed at the back: **Name, Year and Course, ID Number, and Contact Details.**
- Checks with erasure/alteration in date, payee's name and amount in words and in figures will not be accepted even if countersigned by the issuer.
- **For those who paid off-campus,** Cashier will not print your Tuition Receipt. Tuition Receipt is downloadable from the AISIS on 1 banking day from the time payment is made. **Only if you paid on-campus** will Cashier print your Tuition Receipt.

6 ID APPLICATION/VALIDATION

Aug 14-16, 20, 22-23 (Weekdays)

9AM-12NN, 1-4PM

Aug 17, 24 (Saturdays)

9AM-12NN

VENUE:

Aug 14-17 - Rizal Mini Theater, Faber Hall

Aug 20-24 - G310, Gonzaga Hall, 3rd Floor)

- All students are required to apply for a new ID for SY 2019-2020. Those enrolled during the Intersession need only to validate their ID.
- Students who will have their new ID picture taken will have to comply with the Dress Code.
- Persons with disability may directly proceed to the Office for Student Services (Xavier Hall, 1st floor) for their ID application or validation.
- Tuition Receipt is NOT needed for ID application/validation.
- Make sure you paid online at least 1 banking day before you apply for or validate your ID.
- NO PROXIES ALLOWED for ANY ID related matters.
- Strict ID wearing starts on **August 27, 2019.**