

GRADUATE LEVEL: NEW STUDENTS REGISTRATION

SECOND SEMESTER SY 2018-2019

<h3>ID NUMBER, AISIS ACCOUNT AND REGFORM DISTRIBUTION</h3> <div> <div>1</div> <div> </div> </div> <p>Jan 15-17 (Tuesday-Thursday) 8AM-12NN; 1-4PM (Tuesday and Wednesday) 8AM-12NN (Thursday)</p> <p>Venue: Office of the Associate Dean for Graduate Programs (OADGP; Kostka Hall, 1st Floor) For International (Foreign) Students: Case Study Room (Social Sciences Bldg., 1st Floor)</p>	<h3>REMINDERS</h3> <ul style="list-style-type: none"> • No ID, no entry. Bring any valid ID with picture and signature. • Scholars must obtain their scholarship forms at the OADGP before proceeding with the registration proper.
<h3>ONLINE ADVISEMENT OF SUBJECTS</h3> <div> <div>2</div> <div> </div> </div> <p>Jan 15-17 (Tuesday-Thursday) 8AM-12NN; 1-4PM (Tuesday and Wednesday) 8AM-12NN (Thursday)</p> <p>Venue: Department/s concerned</p>	<ul style="list-style-type: none"> • No ID, no entry. Any valid ID with picture and signature will suffice. • Advisement is NOT the same as enlistment
<h3>MANUAL REGISTRATION</h3> <div> <div>3</div> <div> </div> </div> <p>Jan 15-17 (Tuesday-Thursday) 8AM-12NN; 1-4PM (Tuesday and Wednesday) 8AM-12NN (Thursday)</p> <p>WAITING AREA Case Study Room (Social Sciences Bldg., 1st Floor)</p> <p>ENLISTMENT AND ASSESSMENT SS 284</p>	<ul style="list-style-type: none"> • Fill up Personal Information Data Sheet (PIDS) • Scholars must make sure they have their scholars' documents. Certain scholarship forms (50% Tuition Discount, Theology-FIRE, Thesis Direction, Graduate Program, and Doctoral Program) may be obtained at the OADGP. • Make sure you have your assessment form before you leave the venue • Submit your PIDS and scholars' documents at the enlistment venue (SS 284).
<h3>PAYMENT</h3> <div> <div>4</div> <div> </div> </div> <p>Jan 15-17; (Tue-Thu) 8AM-12NN; 1-4PM (Tue-Thu)</p> <p>Venue: Xavier Hall, 1st Floor Cash and Cash/Check Combinations</p> <p>Berchmans Hall, Room 106 Check, Credit Card, Debit Card, Zero-Payment Scholars</p> <p><small>* To avoid long lines, you may opt to pay online via the Internet banking facility or through Over-the-Counter payments of the following: BPI, BDO, Metrobank & Unionbank.</small></p>	<ul style="list-style-type: none"> • 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 the Tuition Receipt. Tuition Receipt is downloadable from the AISIS at least two banking days from the time payment is made. • Only if you paid on-campus will Cashier print your Tuition Receipt. • Off-campus payments that are not recognized by January 17, 2019 are subject to the late registration fee.
<h3>ID APPLICATION/VALIDATION</h3> <div> <div>5</div> <div> </div> </div> <p>Jan 15-18; 25 (Weekdays) 9AM-12NN; 1-4PM</p> <p>Jan 19 & 26 (Saturday) 8AM-12NN</p> <p>Venue: Exhibit Hall (G310, Gonzaga Hall, 3rd Floor)</p>	<ul style="list-style-type: none"> • New and returning students for the 2nd Semester are required to apply for a new ID for SY 2018-2019. = • 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 or validation. • Make sure you paid online at least one banking day before you apply for or validate your ID. • NO PROXIES ALLOWED for ANY ID related matters. • Strict ID wearing starts on January 28, 2018.