







UNDERGRADUATE LEVEL: LATE REGISTRATION (with fine)

INTERSESSION SY 2019-2020

<h3>1 REGFORM DISTRIBUTION</h3> <p>June 13-14 (Thursday to Friday) 8AM-12NN; 1-4PM</p> <p>June 15 (Saturday) 8AM-12NN</p> <p>Venue: All Year Levels, Foreign and Special Students (coming from LOA or Leave of Absence, Re-admitted, Cross-registrants, Non-degree, Auditors) Registrar's Office (Social Sciences Bldg. 1st Flr.)</p> 	<h3>REMINDER</h3> <ul style="list-style-type: none"> • No ID, no entry. Bring any valid ID with picture and signature.
<h3>2 SIGN UPS FOR SUBJECTS</h3> <p>June 13-14 (Thursday to Friday) 8AM-12NN; 1-4PM</p> <p>June 15 (Saturday) 8AM-12NN</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 • Bring RegForm
<h3>3 ENLISTMENT AND REGISTRARS' SIGNATURE</h3> <p>June 13-14 (Thursday to Friday) 8AM-12NN; 1-4PM</p> <p>June 15 (Saturday) 8AM-12NN</p> <p>Venue: Registrar's Office (Social Sciences Bldg, 1st Floor)</p> 	<ul style="list-style-type: none"> • No ID, no entry. Any valid ID with picture and signature will suffice • Bring RegForm with approval of the concerned department/s
<h3>4 ASSESSMENT</h3> <p>June 13-14 (Thursday to Friday) 8AM-12NN; 1-4PM</p> <p>June 15 (Saturday) 8AM-12NN</p> <p>Venue: Central Accounting Office (Faber Hall, 2nd Flr.)</p> 	<ul style="list-style-type: none"> • No ID, no entry. Any valid ID with picture and signature will suffice
<h3>5 PAYMENT</h3> <p>June 13-14 (Thursday to Friday) 8AM-12NN; 1-4PM</p> <p>June 15 (Saturday) 8AM-12NN</p> <p>Venue: Xavier Hall, 1st Floor</p> <p> * To avoid long lines, you may opt to pay off-campus via the Internet banking facility or through Over-the-Counter payments of the following: BPI, BDO, Metrobank & Unionbank.</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 your Tuition Receipt. Tuition Receipt is downloadable from the AISIS on at least one banking day from the time payment is made • ONLY if you paid on-campus will Cashier print your Tuition Receipt.
<h3>6 ID APPLICATION</h3> <p>June 13-14; 17-18 (Weekdays) 8AM-12NN; 1-4PM</p> <p>June 15 & 22 (Saturday) 8AM-12NN</p> <p>Venue: Exhibit Hall (G310, Gonzaga Hall, 3rd Floor)</p> 	<ul style="list-style-type: none"> • All students are required to apply for a new ID for SY 2019-2020 • 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 • Tuition Receipt is NOT needed for ID application • Make sure you paid online at least 2 banking days before you apply for your ID • NO PROXIES ALLOWED for ANY ID related matters. • Strict ID implementation begins June 19, 2019.