

Graduate Level: Old Students Registration

First Semester SY 2019 – 2020

ONLINE ENLISTMENT

1 **August 6-8 2019 (Tuesday-Thursday)**
10:00 AM-12:00 NN
2:00-4:00 PM
4:15 - 11:59 PM

REMINDERS

- Settle hold orders before online registration period.
- Update personal contact information 1 week before online registration period.
- Proceed to manual registration **ONLY** if you encounter problems (e.g. conflict of schedule, etc.).

Note:

- (1) For printing of assessment forms on campus, you may proceed to Social Sciences Room 284.
- (2) Once assessment forms are printed, you may proceed to pay at the cashier.
- (3) You may opt to pay online. View the Tuition Payment Options document for more details.
- (4) OAA scholars must have their assessment forms stamped by the OAA before proceeding for payment.

MANUAL REGISTRATION

2 **August 9, 12 2019 (Friday, Monday)**
8:00 AM-12:00 NN
1:00-4:00 PM
August 13, 2019 (Tuesday)
8 AM - 12 NN
WAITING AREA/AISIS PASSWORD CONCERNS
Case Study Room
(1st Floor, Social Sciences Bldg.)
ENLISTMENT AND ASSESSMENT VENUE
SS 284

- **No ID, no entry.** Any valid ID with picture and signature will suffice.
- Make sure your classes are advised before proceeding to manual registration.
- Proxies must come with required documents. See Proxy Guidelines Document for more details.
- Re-instated/LOA students must fill out a new Personal Information Data Sheet and submit it at the enlistment venue (SS 284).
- Make sure you have your assessment form printed before you leave the venue.

PAYMENT

3 **Aug 5-9, 12-13 (Mon-Fri, Mon-Tue)**
8AM-4PM (Weekdays)
Aug 3, 10 (Sat)
8AM-12NN
VENUE:
Xavier Hall, 1st Floor
• Cash and Cash/Check Combinations
Berchmans Hall, Room 106
• Check, Credit Card, Debit Card, Zero-Payment
Scholars
* 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.

- **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 after 1 banking day 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 **August 13, 2019** are subject to the late registration fee.

ID APPLICATION/VALIDATION

4 **Aug 8-9, 12-16, 20, 22-23 (Weekdays)**
9AM-12NN, 1-4PM
Aug 10, 17, 24 (Saturdays)
9AM-12NN
VENUE:
Aug 8-17 - 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 or 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.**