

UNDERGRADUATE LEVEL: REGISTRATON

SECOND SEMESTER SY 2018-2019

AISIS ONLINE ENLISTMENT

- 1** January 9 (Wednesday)- Seniors and Superseniors
January 10 (Thursday) - Juniors
January 11 (Friday) - Sophomores
January 14 (Monday) - Freshmen



Note:

- (1) For printing of assessment forms on campus, you may proceed to SS Conference Rooms 1 & 2.
- (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.

REMINDERS

- Have a back-up schedule.
- Settle hold orders before online registration period.
- Update Student Information 1 week before online registration period.
- Proceed to Manual Registration ONLY if you encounter problems (e.g. conflict of schedule, etc.).

MANUAL REGISTRATION

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Jan 15 (Tuesday) | 8AM-12NN; 1-4PM
Seniors, Superseniors, and Sophomores

Jan 16 (Wednesday) | 8AM-12NN; 1-4PM
Juniors and Freshmen

Jan 17 (Thursday) | 8AM-12NN
All year levels



WAITING AREA

SOH/SOSS - Faura AVR

SOSE - SEC A 202

SOM - CTC 105

SPECIAL STUDENTS- ADAA

ENLISTMENT

SOH/SOSS - Faura 227-228

SOSE - SEC A 302

SOM - CTC 114

SPECIAL STUDENTS - ADAA

ASSESSMENT

SS Conference Rooms 1 & 2

- **No ID, no entry.** Any valid ID with picture and signature will suffice.
- Special students (cross-registrants, auditors, non-degree) should proceed to the Associate Dean for Academic Affairs (ADAA).
- Proxies must come with the required documents. See Proxy Guidelines Document for more details.
- Manual Registration batching differs from the Online Registration batching. See Enlistment Schedules.
- Come during your scheduled batch.
- Make sure you have your assessment form printed before you leave the venue.
- Printing of assessment forms inside the campus can only be done at SS Conference Rooms 1 & 2.
- Students can still print their assessment form outside the campus as long as it is NOT their manual registration schedule or the online enlistment schedule of other year levels s.

PAYMENT

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Jan 9-12; 14 (Tue-Sat; Mon)
8AM-12NN; 1-4PM (Weekdays)
8AM-12NN (Sat)
Venue: Xavier Hall

Jan 15-17; (Tue-Thu) |
8AM-12NN; 1-4PM (Tue-Thu)

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 at least one banking day from the time payment is made following these steps:
 - 1) Log in to AISIS
 - 2) Click 'PRINT TUITION RECEIPT' link
 - 3) Choose school year and semester
 - 4) Receipt may be viewed, printed or saved as PDF
- **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.

ID APPLICATION/VALIDATION

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Free for all
Jan 15-18, 25; 19 & 26 (Weekdays) (Saturday) |
9AM-12NN; 1-4PM
8AM-12NN

For Seniors and Sophomores:
Jan 22 & 23 (Weekdays) |
9AM-12NN; 1-4PM

For Juniors and Freshmen:
Jan 21 & 24 (Weekdays) |
9AM-12NN; 1-4PM

Venue:
Exhibit Hall (G310, Gonzaga Hall, 3rd Floor)

- 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/validation.
- Tuition Receipt is NOT needed for ID application/validation.
- Make sure you paid online at least one banking day before you apply for / validate your ID.
- **NO PROXIES ALLOWED** for ANY ID related matters.
- Strict ID wearing starts on **January 28, 2018**.



For problems and questions, please proceed to the **FRESHMEN/SOPHOMORES ASSISTANCE DESK**, Case Study Room (Social Sciences Bldg., 1st floor) from 8AM-12NN and 1PM-4PM on January 14 (For freshmen) and January 15 (For sophomores)