






GRADUATE LEVEL: AUDITORS AND CROSS REGISTRANTS

INTERSESSION SY 2019-2020

<h3>1</h3> <h4>ADMISSION SLIP, ID NUMBER, AISIS ACCOUNT & REGFORM DISTRIBUTION</h4> <p>June 10 (Monday) 8AM-12NN; 1-4PM June 11 (Tuesday) 8AM-12NN; 1-4PM</p>  <p>Venue: Case Study Room (1st Floor, Social Sciences Bldg.)</p>	<h4>REMINDER</h4> <ul style="list-style-type: none"> • No ID, no entry. Any valid ID with picture and signature will suffice • Bring your permit to cross register (for cross registrants). • Fill up Student's Personal Information Data Sheet (PIDS)
<h3>2</h3> <h4>ONLINE ADVISEMENT OF SUBJECTS</h4> <p>June 10 (Monday) 8AM-12NN; 1-4PM June 11 (Tuesday) 8AM-12NN; 1-4PM</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>3</h3> <h4>MANUAL REGISTRATION</h4> <p>June 10 (Monday) 8AM-12NN; 1-4PM June 11 (Tuesday) 8AM-12NN; 1-4PM</p>  <p>WAITING AREA Case Study Room (1st Floor, Social Sciences Bldg.)</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 printed before you leave the venue • Submit your PIDS and scholar's documents at the enlistment venue (SS284)
<h3>4</h3> <h4>PAYMENT</h4> <p>June 10-11 (Mon-Tue) 8AM-4PM</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>* 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.</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. • Off-campus payments that are not recognized by June 11, 2019 are subject to the late registration fee.
<h3>5</h3> <h4>ID APPLICATION</h4> <p>June 10-11; 13-14; 17-18 (Weekdays) 9AM-12NN; 1-4PM</p> <p>June 15 & 22 (Saturday) 9AM-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 anymore 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 wearing starts on June 19, 2019.