GRADUATE LEVEL: AUDITORS AND CROSS REGISTRANTS

SECOND SEMESTER SY 2018-2019

1 ID NUMBER, AISIS ACCOUNT AND REGFORM DISTRIBUTION

Jan 15-17 (Tuesday-Thursday) |
8AM-12NN; 1-4PM (Tuesday and Wednesday)
8AM-12NN (Thursday)

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)

REMINDERS

- **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.

2 ONLINE ADVISEMENT OF SUBJECTS

Jan 15-17 (Tuesday-Thursday) |
8AM-12NN; 1-4PM (Tuesday and Wednesday)
8AM-12NN (Thursday)

Venue:
Department/s concerned

- **No ID, no entry.** Any valid ID with picture and signature will suffice.
- Advisement is NOT the same as enlistment

3 MANUAL REGISTRATION

Jan 15-17 (Tuesday-Thursday) |
8AM-12NN; 1-4PM (Tuesday and Wednesday)
8AM-12NN (Thursday)

WAITING AREA
Case Study Room (Social Sciences Bldg., 1st Floor)

ENLISTMENT AND ASSESSMENT
SS 284

- 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).

4 PAYMENT

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 the Tuition Receipt. Tuition Receipt is downloadable from the AISIS at least two banking days after 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.

5 ID APPLICATION/VALIDATION

Jan 15-18; 25 (Weekdays) |
9AM-12NN; 1-4PM

Jan 19 & 26 (Saturday) |
8AM-12NN

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

- Those enrolled during the Intersession and/or First Semester 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 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.**