







UNDERGRADUATE LEVEL: LATE REGISTRATION (with fine)

SECOND SEMESTER SY 2018-2019

<h3>REGFORM DISTRIBUTION</h3> <p>1</p> <p>January 21-24 (Monday- Thursday) 8AM-12NN; 1-4PM</p> <p>Venue: All Year Levels, Foreign and Special Students (Cross-registrants, Non-degree, Auditors) Registrar's Office (Social Sciences Bldg. 1st Floor)</p> 	<h3>REMINDERS</h3> <ul style="list-style-type: none"> • No ID, no entry. Bring any valid ID with picture and signature.
<h3>SIGN UPS FOR SUBJECTS</h3> <p>2</p> <p>January 21-24 (Monday -Thursday) 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. • Bring RegForm.
<h3>ENLISTMENT AND REGISTRARS' SIGNATURE</h3> <p>3</p> <p>January 21-24 (Monday- Thursday) 8AM-12NN; 1-4PM</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>ASSESSMENT</h3> <p>4</p> <p>January 21-24 (Monday- Thursday) 8AM-12NN; 1-4PM</p> <p>Venue: Central Accounting Office (Faber Hall, 2nd Floor)</p> 	<ul style="list-style-type: none"> • No ID, no entry. Any valid ID with picture and signature will suffice.
<h3>PAYMENT</h3> <p>5</p> <p>January 21-24 (Monday- Thursday) 8AM-12NN; 1-4PM</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 the Tuition Receipt. Tuition Receipt is downloadable from the AISIS at least two banking days from the time payment is made. • ONLY if you paid on-campus will Cashier print your Tuition Receipt.
<h3>ID APPLICATION/VALIDATION</h3> <p>6</p> <p>Jan 25 (Weekday) 9AM-12NN; 1-4PM</p> <p>Jan 26 (Saturday) 8AM-12NN</p> <p>Venue: Exhibit Hall (G310, Gonzaga Hall, 3rd Floor)</p> 	<ul style="list-style-type: none"> • 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 for your ID. • NO PROXIES ALLOWED for ANY ID related matters. • Strict ID wearing starts on January 28, 2018.