REGCOM
SERVICE VOLUNTEERISM DISCIPLINE COMMITMENT

GRADUATE LEVEL: OLD STUDENTS REGISTRATION
INTERSESSION SY 2019-2020

1 AISIS ONLINE ENLISTMENT
June 6 – June 7
(Thursday to Friday)
10:00AM-4:00PM; 4:15PM-11:59PM

REMINDER
- 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.)

Note:
(1) Once assessment forms are printed, you may proceed to pay at the cashier.
(2) You may opt to pay online. View the Tuition Payment Options document for more details.
(3) OAA scholars must have their assessment forms stamped by the OAA before proceeding for payment.

2 MANUAL REGISTRATION
June 10 (Monday) | 8AM-12NN; 1-4PM
All year levels (Batching applies)

June 11 (Tuesday) | 8AM-12NN; 1-4PM
All year levels (Free for all)

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

ENLISTMENT AND ASSESSMENT
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 the required documents. See Proxy Guidelines Document for 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

3 PAYMENT
June 6 – June 7 (Thurs-Fri); June 8 (Sat)|
8AM-12NN; 1-4PM (Thurs-Fri)
8AM-12NN (Sat)
Venue: Xavier Hall 1st flr (All On-Campus Payments)
June 10-11 (Mon-Tue)| 8AM-4PM

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 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.

4 ID APPLICATION
June 10-11; 13-14; 17-18 (Weekdays)
9AM-12NN; 1-4PM

June 15 & 22 (Saturday)
9AM-12NN

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

- 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.**