







## GRADUATE LEVEL: LATE REGISTRATION (with fine)

College Schools

INTERSESSION SY 2019-2020

<h3>1 ID NUMBER, AISIS ACCOUNT &amp; REGFORM DISTRIBUTION</h3> <p>June 13-14 (Thursday to Friday)   8AM-12NN; 1-4PM June 15 (Saturday)   8AM-12NN</p> <p><b>Venue:</b> <b>New Students:</b> Office of the Associate Dean for Graduate Programs (OADGP, Kostka Hall, 1<sup>st</sup> floor) <b>Old Students, Cross Registrants, Auditors and Old and New International (Foreign) students:</b> Registrar's Office (Social Sciences Bldg, 1<sup>st</sup> floor)</p> 	<ul style="list-style-type: none"> <li>• <b>No ID, no entry.</b> Bring any valid ID with picture and signature.</li> <li>• Fill-up Student's Personal Information Data Sheet (PIDS)</li> <li>• <b>For Cross- Registrants:</b> Bring Permit to Cross-Register</li> </ul>
<h3>2 SIGN UPS FOR SUBJECTS</h3> <p>June 13-14 (Thursday to Friday)   8AM-12NN; 1-4PM June 15 (Saturday)   8AM-12NN</p> <p><b>Venue:</b> Department/s concerned</p> 	<ul style="list-style-type: none"> <li>• <b>No ID, no entry.</b> Any valid ID with picture and signature will suffice</li> <li>• Bring RegForm and secure the approval of the department/s concerned.</li> </ul>
<h3>3 ENLISTMENT AND REGISTRARS' SIGNATURE</h3> <p>June 13-14 (Thursday to Friday)   8AM-12NN; 1-4PM June 15 (Saturday)   8AM-12NN</p> <p><b>Venue:</b> Registrar's Office (Social Sciences Bldg, 1<sup>st</sup> Floor)</p> 	<ul style="list-style-type: none"> <li>• <b>No ID, no entry.</b> Any valid ID with picture and signature will suffice</li> <li>• Bring RegForm</li> <li>• Submit your PIDS</li> </ul>
<h3>4 ASSESSMENT</h3> <p>June 13-14 (Thursday to Friday)   8AM-12NN; 1-4PM June 15 (Saturday)   8AM-12NN</p> <p><b>Venue:</b> Central Accounting Office (Faber Hall, 2<sup>nd</sup> Flr.)</p> 	<ul style="list-style-type: none"> <li>• <b>No ID, no entry.</b> Any valid ID with picture and signature will suffice</li> </ul>
<h3>5 PAYMENT</h3> <p>June 13-14 (Thursday to Friday)   8AM-12NN; 1-4PM June 15 (Saturday)   8AM-12NN</p> <p><b>Venue:</b> Xavier Hall, 1<sup>st</sup> 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 &amp; Unionbank.</p>	<ul style="list-style-type: none"> <li>• <b>Bring your printed assessment form</b></li> <li>• Checks must have the following information listed at the back: <b>Name, Year and Course, ID Number and Contact Details.</b></li> <li>• 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.</li> <li>• <b>For those who paid off-campus,</b> 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</li> <li>• <b>ONLY if you paid on-campus</b> will Cashier print your Tuition Receipt.</li> </ul>
<h3>6 ID APPLICATION</h3> <p>June 13-14; 17-18 (Weekdays)   8AM-12NN; 1-4PM June 15 &amp; 22 (Saturday)   8AM-12NN</p> <p><b>Venue:</b> Exhibit Hall (G310, Gonzaga Hall, 3<sup>rd</sup> Floor)</p> 	<ul style="list-style-type: none"> <li>• All students are required to apply for a new ID for SY 2019-2020</li> <li>• Students who will have their new ID picture taken will have to comply with the Dress Code</li> <li>• Persons with disability may directly proceed to the Office for Student Services (Xavier Hall, 1<sup>st</sup>. floor) for their ID application</li> <li>• Tuition Receipt is NOT needed for ID application</li> <li>• Make sure you paid online at least 2 banking days before you apply for your ID</li> <li>• <b>NO PROXIES ALLOWED</b> for ANY ID related matters.</li> <li>• Strict ID implementation begins <b>June 19, 2019.</b></li> </ul>