

Undergraduate Level: Late Registration (with fine)

First Semester SY 2019 – 2020

REGFORM DISTRIBUTION

1

Aug 14-17 (Wednesday-Saturday)

8AM-12NN, 1-4PM (Weekdays)

8AM-12NN (Saturday)

VENUE

Registrar's Office (Social Sciences Bldg. 1st Floor)

- All Year Levels, Foreign and Special Students (Cross-registrants, Non-degree, Auditors)

REMINDERS

- No ID, no entry. Bring any valid ID with picture and signature.

SIGN UPS FOR SUBJECTS

2

Aug 14-17 (Wednesday-Saturday)

8AM-12NN, 1-4PM (Weekdays)

8AM-12NN (Saturday)

VENUE

Department/s concerned

- No ID, no entry. Any valid ID with picture and signature will suffice.
- Bring RegForm.

ENLISTMENT AND REGISTRAR'S SIGNATURE

3

Aug 14-17 (Wednesday-Saturday)

8AM-12NN, 1-4PM (Weekdays)

8AM-12NN (Saturday)

VENUE

Registrar's Office (Social Sciences Bldg, 1st Floor)

- No ID, no entry. Any valid ID with picture and signature will suffice.
- Bring RegForm with approval of the concerned department/s.

ASSESSMENT

4

Aug 14-17 Wednesday-Saturday

8AM-12NN, 1-4PM (Weekdays)

8AM-12NN (Saturday)

VENUE

Central Accounting Office (Faber Hall, 2nd Floor)

- No ID, no entry. Any valid ID with picture and signature will suffice.

PAYMENT

5

Aug 14-16 (Wednesday-Friday)

8AM-4PM (Weekdays)

Aug 17 (Saturday)

8AM-12NN

VENUE

Xavier Hall, 1st Floor

- **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 after 1 banking day from the time payment is made.
ONLY if you paid on-campus will Cashier print your Tuition Receipt.

ID APPLICATION/VALIDATION

6

Aug 14-16, 20, 22-23 (Weekdays)

9AM-12NN, 1-4PM

Aug 17, 24 (Saturdays)

9AM-12NN

VENUE:

Aug 14-17 - Rizal Mini Theater, Faber Hall

Aug 20-24 - 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 or validation.
- Tuition Receipt is NOT needed for ID application or validation.
- NO PROXIES ALLOWED for ANY ID related matters.
- Strict ID wearing starts on **August 27, 2019.**