Graduate Level: Auditors and Cross Registrants
First Semester SY 2019 – 2020

1 ID NUMBER, AISIS ACCOUNT AND REGFORM DISTRIBUTION

August 9, 12 2019 (Friday, Monday)
8:00 AM-12:00 NN; 1:00-4:00 PM
August 13, 2019 (Tuesday)
8:00 AM - 12 NN

REMINDERS
- **No ID, no entry**. Any valid ID with picture and signature will suffice.
- Bring your permit to cross register (for cross-registrants).
- Fill up Student's Personal Information Data Sheet (PIDS).

2 ONLINE ADVISEMENT OF SUBJECTS

August 9, 12 2019 (Friday, Monday)
8:00 AM-12:00 NN; 1:00-4:00 PM
August 13, 2019 (Tuesday)
8:00 AM - 12 NN
VENUE
Department/s concerned

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

3 MANUAL REGISTRATION

August 9, 12 2019 (Friday, Monday)
8:00 AM-12:00 NN; 1:00-4:00 PM
August 13, 2019 (Tuesday)
8:00 AM - 12 NN
WAITING AREA/AISIS PASSWORD CONCERNS
Case Study Room
(1st Floor, Social Sciences Bldg.)

ENLISTMENT AND ASSESSMENT VENUE
SS 284

- **No ID, no entry.** Any valid ID with picture and signature will suffice.
- Submit your Regform, and PIDS at the enlistment venue (SS 284).
- Make sure you have your assessment form printed before you leave the venue.

4 PAYMENT

Aug 9, 12-13 (Fri, Mon-Tues)
8AM-4PM (Weekdays)
Aug 10 (Sat)
8AM-12NN (Sat)
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 after 1 banking day from the time payment is made following these steps:
- **Only if you paid on-campus** will Cashier print your Tuition Receipt.
- Off-campus payments that are not recognized by **August 13, 2019** are subject to the late registration fee.

5 ID APPLICATION/VALIDATION

Aug 8-9, 12-16, 20, 22-23 (Weekdays)
9AM-12NN, 1-4PM
Aug 10, 17, 24 (Saturdays)
9AM-12NN
VENUE:
Aug 8-17 - 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. Those enrolled during the Intersession 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/validation.
- Make sure you paid online at least 1 banking day before you apply for or validate your ID.
- NO PROXIES ALLOWED for ANY ID related matters.
- Strict ID wearing starts on **August 27, 2019.**