

GRADUATE STUDENTS LATE REGISTRATION (with fine)

SECOND SEMESTER SY 2018-2019

<h3>ID NUMBER, AISIS ACCOUNT AND REGFORM DISTRIBUTION</h3> <div>1</div> <p>January 24-26 (Thursday-Saturday) 8AM-12NN; 1-4PM</p> <p>Venue: New Students: Office of the Associate Dean for Graduate Programs (OADGP, Kostka Hall, 1st floor) Old Students, Cross Registrants, Auditors and Old and New International (Foreign) students: 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. • Fill-up Student's Personal Information Data Sheet (PIDS) • For Cross-Registrants: Bring Permit to Cross-Register.
<h3>SIGN UPS FOR SUBJECTS</h3> <div>2</div> <p>January 24-26 (Thursday-Saturday) 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 and secure the approval of the department/s concerned.
<h3>ENLISTMENT AND REGISTRARS' SIGNATURE</h3> <div>3</div> <p>January 24-26 (Thursday-Saturday) 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 • Submit your PIDS
<h3>ASSESSMENT</h3> <div>4</div> <p>January 24-26 (Thursday-Saturday) 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> <div>5</div> <p>January 24-26 (Thursday-Saturday) 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 baking days from the time payment is made. • Only if you paid on-campus will Cashier print your Tuition Receipt.
<h3>ID APPLICATION/VALIDATION</h3> <div>6</div> <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"> • All students are required to apply for a new ID for SY 2018-2019. Those enrolled during the Intercession and/or First Semester 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 or validation. • Make sure you paid online at least one banking day before you apply for or validate your ID. • NO PROXIES ALLOWED for ANY ID related matters. • Strict ID wearing starts on January 28, 2018.