

### 1 AISIS ONLINE ENLISTMENT

June 6 - June 7  
(Thursday to Friday)

\*See random number and Enlistment Schedule



**Note:**

- (1) Once assessment forms are printed, you may proceed to pay at the cashier. For printing of assessment forms on campus, you may proceed to SS 108-109
- (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.

### REMINDER

- Have a back-up schedule
- 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.)

### 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**

SOH/SOSS - Faura AVR

SOSE/Special Students - Matteo Ricci Hall Room B

SOM - CTC 105

**ENLISTMENT**

SOH/SOSS - Faura 227-228

SOSE/Special Students - Matteo Ricci Hall Room A

SOM - CTC 114



**ASSESSMENT**

SS 108 - 109

- Before proceeding to manual registration, indicate all your problems in the Manual Registration System: [bit.ly/ManualRegSystem](http://bit.ly/ManualRegSystem)
- **No ID, no entry.** Any valid ID with picture and signature will suffice
- Special students (cross-registrants, auditors, non-degree, etc.) should proceed to the SOSE waiting area
- Proxies must come with the required documents. See Proxy Guidelines Document for details
- Manual Registration batching differs from the Online Registration batching. See Enlistment Schedules
- Come during your scheduled batch
- Make sure you have your assessment form printed before you leave the venue
- Printing of assessment forms inside the campus can only be done at SS 108-109
- Students can still print their assessment form outside the campus as long as it is NOT the schedule of their manual enlistment schedule of other year levels.

### 3 PAYMENT

June 6 - June 7 (Thurs-Fri); June 8 (Sat) |  
8AM-12NN; 1-4PM (Thurs-Fri)

8AM-12NN (Sat)

Venue: Xavier Hall 1<sup>st</sup> flr (All On-Campus Payments)

June 10-11 (Mon-Tue) | 8AM-4PM

**Venue:**

Xavier Hall, 1<sup>st</sup> 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 following these steps:
  - 1) Log in to AISIS
  - 2) Click 'PRINT TUITION RECEIPT' link
  - 3) Choose school year and semester
  - 4) Receipt may be viewed, printed or saved as PDF
- **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, 3<sup>rd</sup> 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, 1<sup>st</sup>. 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.**