

GRADUATE LEVEL: OLD STUDENTS REGISTRATION

SECOND SEMESTER SY 2018-2019

<h2>AISIS ONLINE ENLISTMENT</h2> <div>1</div> <p>January 9-11, 14 (Wednesday-Friday; Monday) 10AM-12NN; 2PM-4PM; 4:15-11:59PM</p> <div> </div> <div> <p>Note:</p> <p>(1) Once assessment forms are printed, you may proceed to pay at the cashier.</p> <p>(2) You may opt to pay online. View the Tuition Payment Options document for more details.</p> <p>(3) Scholars should proceed to manual registration.</p> </div>	<h2>REMINDERS</h2> <ul style="list-style-type: none"> • Settle hold orders before online registration period. • Update personal contact information 1 week before online registration period. • Proceed to manual registration ONLY if you encounter problems (e.g. conflict of schedule, etc.).
<h2>MANUAL REGISTRATION</h2> <div>2</div> <p>Jan 15-17 (Tuesday-Thursday) 8AM-12NN; 1-4PM (Tuesday and Wednesday) 8AM-12NN (Thursday)</p> <p>WAITING AREA/AISIS PASSWORD CONCERNS Case Study Room (1st Floor, Social Sciences Bldg.)</p> <div> </div> <p>ENLISTMENT SS 284</p>	<ul style="list-style-type: none"> • No ID, no entry. Any valid ID with picture and signature will suffice. • Make sure your classes are advised before proceeding to manual registration. • Proxies must come with required documents. See Proxy Guidelines Document for more details. • Re-instated/LOA students must fill out a new Personal Information Data Sheet and submit it at the enlistment venue (SS 284). • Make sure you have your assessment form printed before you leave the venue.
<h2>PAYMENT</h2> <div>3</div> <p>Jan 9-12; 14 (Tue-Sat; Mon) 8AM-12NN; 1-4PM (Weekdays) 8AM-12NN (Sat) Venue: Xavier Hall</p> <p>Jan 15-17; (Tue-Thu) 8AM-12NN; 1-4PM (Tue-Thu)</p> <p>Venue: Xavier Hall, 1st Floor Cash and Cash/Check Combinations</p> <div> </div> <p>Berchmans Hall, Room 106 Check, Credit Card, Debit Card, Zero-Payment Scholars</p> <p><small>* 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.</small></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 your Tuition Receipt. Tuition Receipt is downloadable from the AISIS at least two banking days from the time payment is made following these steps: <ol style="list-style-type: none"> 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 January 17, 2019 are subject to the late registration fee.
<h2>ID APPLICATION/VALIDATION</h2> <div>4</div> <p>Jan 15-18; 25 (Weekdays) 9AM-12NN; 1-4PM</p> <p>Jan 19 & 26 (Saturday) 8AM-12NN</p> <p>Venue: Exhibit Hall (G310, Gonzaga Hall, 3rd Floor)</p> <div> </div>	<ul style="list-style-type: none"> • All students are required to apply for a new ID for SY 2018-2019. Those enrolled during the Intersession 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.