






UNDERGRADUATE LEVEL: REGISTRATION

FIRST SEMESTER SY 2017-2018

<h3>AISIS ONLINE ENLISTMENT</h3> <h1>1</h1> <p>August 1 (Tuesday) - Seniors and Superseniors August 2 (Wednesday) - Juniors August 3 (Thursday) - Sophomores</p>  <div style="border: 1px solid black; padding: 5px;"> <p>Note: (1) Once assessment forms are printed, you may proceed to pay at the cashier. (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.</p> </div>	<h3>REMINDERS</h3> <ul style="list-style-type: none"> • 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.).
<h3>MANUAL REGISTRATION</h3> <h1>2</h1> <p>Aug 4 (Friday) 8AM-12NN; 1-4PM Seniors, Superseniors, and Sophomores</p> <p>Aug 5 (Saturday) 8AM-12NN Freshmen and transferees</p> <p>Aug 7 (Monday) 8AM-12NN; 1-4PM Juniors</p> <p>Aug 8 (Tuesday) 8AM-12NN All year levels</p>  <p>WAITING AREA SOH/SOSS - Faura AVR SOSE/Special Students - SEC A 202 SOM - CTC 105</p> <p>ENLISTMENT SOH/SOSS - Faura 227-228 SOSE/Special Students - SEC A 302 SOM - CTC 114</p> <p>ASSESSMENT SS Conference Rooms 3 & 4</p>	<ul style="list-style-type: none"> • No ID, no entry. Any valid ID with picture and signature will suffice. • Special students (cross-registrants, auditors, non-degree) should proceed to the SOSE waiting area. • Proxies must come with the required documents. See Proxy Guidelines Document for more 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 Conference Rooms 3 & 4. • Students can still print their assessment form outside the campus as long as it is NOT their manual registration schedule or the online enlistment schedule of other year levels.
<h3>PAYMENT</h3> <h1>3</h1> <p>July 28-29; Aug 1-3 (Fri-Sat; Tue-Thurs) 8AM-12NN; 1-4PM (Weekdays) 8AM-12NN (Sat) Venue: Xavier Hall</p> <p>Aug 4-5; Aug 7-8 (Fri-Sat; Mon-Tues) 8AM-4PM (Fri and Mon) 8AM-12NN (Sat and Tues)</p>  <p>Venue: Xavier Hall, 1st Floor Cash and Cash/Check Combinations</p> <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 on the 2nd banking day 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 August 8, 2017 are subject to the late registration fee.
<h3>ID APPLICATION/VALIDATION</h3> <h1>4</h1> <p>Aug 4, 7-11 (Weekdays) 9AM-12NN; 1-4PM</p> <p>Aug 5, 12 (Saturdays) 9AM-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 2017-2018. 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/validation. • Tuition Receipt is NOT needed for ID application/validation. • Make sure you paid online at least 2 banking days before you apply for / validate your ID. • NO PROXIES ALLOWED for ANY ID related matters. • Strict ID wearing starts on August 22, 2017.
<p> For problems and questions, please proceed to the SOPHOMORES ASSISTANCE DESK, Case Study Room (Social Sciences Bldg., 1st floor) from 8AM-12NN and 1PM-4PM on August 4, 2017.</p>	