







## UNDERGRADUATE LEVEL: LATE REGISTRATION (with fine)

FIRST SEMESTER SY 2017-2018

<h3>REGFORM DISTRIBUTION</h3> <p><b>1</b></p>  <p>Aug 9-11 (Wednesday-Friday)   8AM-12NN; 1-4PM Aug 12 (Saturday)   8AM-12NN</p> <p><b>Venue:</b> All Year Levels, Foreign and Special Students (Cross-registrants, Non-degree, Auditors) Registrar's Office (Social Sciences Bldg, 1st Floor)</p>	<h3>REMINDERS</h3> <ul style="list-style-type: none"> <li>No ID, no entry. Bring any valid ID with picture and signature.</li> </ul>
<h3>SIGN UPS FOR SUBJECTS</h3> <p><b>2</b></p>  <p>Aug 9-11 (Wednesday-Friday)   8AM-12NN; 1-4PM Aug 12 (Saturday)   8AM-12NN</p> <p><b>Venue:</b> Department/s concerned</p>	<ul style="list-style-type: none"> <li>No ID, no entry. Any valid ID with picture and signature will suffice.</li> <li>Bring RegForm.</li> </ul>
<h3>ENLISTMENT AND REGISTRARS' SIGNATURE</h3> <p><b>3</b></p>  <p>Aug 9-11 (Wednesday-Friday)   8AM-12NN; 1-4PM Aug 12 (Saturday)   8AM-12NN</p> <p><b>Venue:</b> Registrar's Office (Social Sciences Bldg, 1st Floor)</p>	<ul style="list-style-type: none"> <li>No ID, no entry. Any valid ID with picture and signature will suffice.</li> <li>Bring RegForm with approval of the concerned department/s.</li> </ul>
<h3>ASSESSMENT</h3> <p><b>4</b></p>  <p>Aug 9-11 (Wednesday-Friday)   8AM-12NN; 1-4PM Aug 12 (Saturday)   8AM-12NN</p> <p><b>Venue:</b> Central Accounting Office (Faber Hall, 2<sup>nd</sup> Floor)</p>	<ul style="list-style-type: none"> <li>No ID, no entry. Any valid ID with picture and signature will suffice.</li> </ul>
<h3>PAYMENT</h3> <p><b>5</b></p>  <p>Aug 9-11 (Wednesday-Friday)   8AM-12NN; 1-4PM Aug 12 (Saturday)   8AM-12NN</p> <p><b>Venue:</b> Xavier Hall, 1<sup>st</sup> 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 &amp; Unionbank.</p>	<ul style="list-style-type: none"> <li>Bring your printed assessment form.</li> <li>Checks must have the following information listed at the back: Name, Year and Course, ID Number, and Contact Details.</li> <li>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.</li> <li>For those who paid off-campus, Cashier will not print the Tuition Receipt. Tuition Receipt is downloadable from the AISIS on the 2<sup>nd</sup> banking day from the time payment is made.</li> <li>ONLY if you paid on-campus will Cashier print your Tuition Receipt.</li> </ul>
<h3>ID APPLICATION/VALIDATION</h3> <p><b>6</b></p>  <p>Aug 9-11 (Wednesday-Friday)   9AM-12NN; 1-4PM Aug 12 (Saturday)   9AM-12NN</p> <p><b>Venue:</b> Exhibit Hall (G310, Gonzaga Hall, 3<sup>rd</sup> Floor)</p>	<ul style="list-style-type: none"> <li>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.</li> <li>Students who will have their new ID picture taken will have to comply with the Dress Code.</li> <li>Persons with disability may directly proceed to the Office for Student Services (Xavier Hall, 1<sup>st</sup> floor) for their ID application/validation.</li> <li>Tuition Receipt is NOT needed for ID application/validation.</li> <li>Make sure you paid online at least 2 banking days before you apply for/validate for your ID.</li> <li>NO PROXIES ALLOWED for ANY ID related matters.</li> <li>Strict ID wearing starts on August 22, 2017.</li> </ul>