

GRADUATE LEVEL: OLD STUDENTS REGISTRATION

FIRST SEMESTER SY 2017-2018

1 AISIS ONLINE ENLISTMENT

1

July 26; August 1-3
(Wednesday; Tuesday to Thursday) |
10AM-12NN; 2PM-4PM; 4:15-11:59PM



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) Scholars should proceed to manual registration.

REMINDERS

- 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.).

2 MANUAL REGISTRATION

2

Aug 4, 7 (Friday, Monday)
8AM-12NN; 1-4PM

Aug 5, 8 (Saturday, Tuesday) |
8AM-12NN

WAITING AREA/AISIS PASSWORD CONCERNS

Case Study Room
(1st Floor, Social Sciences Bldg.)



ENLISTMENT SS 284

- **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.

3 PAYMENT

3

July 26, 28-29; Aug 1-3 (Wed; Fri-Sat; Tue-Thurs) |
8AM-12NN; 1-4PM (Weekdays)
8AM-12NN (Sat)
Venue: Xavier Hall

Jul 27, Aug 4-5; Aug 7-8 (Thurs; Fri-Sat; Mon-Tues) |
8AM-4PM (Thurs, Fri and Mon)
8AM-12NN (Sat and Tues)



Venue:
Xavier Hall, 1st 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 the 2nd 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 **August 8, 2017** are subject to the late registration fee.

4 ID APPLICATION/VALIDATION

4

Aug 4, 7-11 (Weekdays) |
9AM-12NN; 1-4PM

Aug 5, 12 (Saturdays) |
9AM-12NN



Venue:
Exhibit Hall (G310, Gonzaga Hall, 3rd Floor)

- 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 or validation.
- Tuition Receipt is **NOT** needed for ID application or validation.
- Make sure you paid online at least 2 banking days before you apply for or validate your ID.
- **NO PROXIES ALLOWED** for ANY ID related matters.
- Strict ID wearing starts on **August 22, 2017.**