






## GRADUATE LEVEL: AUDITORS AND CROSS REGISTRANTS

### FIRST SEMESTER SY 2017-2018

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| <h3>ID NUMBER, AISIS ACCOUNT AND REGFORM DISTRIBUTION</h3> <p><b>1</b></p> <p><b>Aug 4, 7 (Friday and Monday)</b><br/>8AM-12NN; 1-4PM</p> <p><b>Aug 5, 8 (Saturday and Tuesday)  </b><br/>8AM-12NN</p> <p><b>Venue:</b><br/>Case Study Room<br/>(Social Sciences Bldg., 1<sup>st</sup> Floor)</p>    | <h3>REMINDERS</h3> <ul style="list-style-type: none"> <li>• <b>No ID, no entry.</b> Any valid ID with picture and signature will suffice.</li> <li>• Bring your permit to cross register (for cross-registrants).</li> <li>• Fill up Student's Personal Information Data Sheet (PIDS).</li> </ul>  |
| <h3>ONLINE ADVISEMENT OF SUBJECTS</h3> <p><b>2</b></p> <p><b>Aug 4, 7 (Friday and Monday)  </b><br/>8AM-12NN; 1-4PM</p> <p><b>Aug 5, 8 (Saturday and Tuesday)  </b><br/>8AM-12NN</p> <p><b>Venue:</b><br/>Department/s concerned</p>   | <ul style="list-style-type: none"> <li>• <b>No ID, no entry.</b> Any valid ID with picture and signature will suffice.</li> <li>• Bring your Regforms and secure approval of the department/s concerned.</li> </ul>  |
| <h3>MANUAL REGISTRATION</h3> <p><b>3</b></p> <p><b>Aug 4, 7 (Friday and Monday)  </b><br/>8AM-12NN; 1-4PM</p> <p><b>Aug 5, 8 (Saturday and Tuesday)  </b><br/>8AM-12NN</p> <p><b>WAITING AREA</b><br/>Case Study Room<br/>(Social Sciences Bldg., 1<sup>st</sup> Floor)</p> <p><b>ENLISTMENT AND ASSESSMENT</b><br/>SS 284</p>   | <ul style="list-style-type: none"> <li>• <b>No ID, no entry.</b> Any valid ID with picture and signature will suffice.</li> <li>• Submit your Regform, and PIDS at the enlistment venue (SS 284).</li> <li>• Make sure you have your assessment form printed before you leave the venue.</li> </ul>  |
| <h3>PAYMENT</h3> <p><b>4</b></p> <p><b>July 28-29; Aug 1-3 (Fri-Sat; Tue-Thurs)  </b><br/>8AM-12NN; 1-4PM (Weekdays)<br/>8AM-12NN (Sat)<br/><b>Venue:</b> Xavier Hall</p> <p><b>Aug 4-5; Aug 7-8 (Fri-Sat; Mon-Tues)  </b><br/>8AM-4PM (Fri and Mon)<br/>8AM-12NN (Sat and Tues)</p> <p><b>Venue:</b><br/>Xavier Hall, 1<sup>st</sup> Floor<br/>Cash and Cash/Check Combinations</p> <p><b>Berchmans Hall, Room 106</b><br/>Check, Credit Card, Debit Card, Zero-Payment Scholars</p> <p>* 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 &amp; Unionbank.</p>  | <ul style="list-style-type: none"> <li>• <b>Bring your printed assessment form.</b></li> <li>• Checks must have the following information listed at the back: <b>Name, Year and Course, ID Number, and Contact Details</b></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>• <b>For those who paid off-campus,</b> Cashier will not print your 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>• <b>Only if you paid on-campus</b> will Cashier print your Tuition Receipt.</li> <li>• Off-campus payments that are not recognized by <b>August 8, 2017</b> are subject to the late registration fee.</li> </ul> |
| <h3>ID APPLICATION/VALIDATION</h3> <p><b>5</b></p> <p><b>Aug 4, 7-11 (Weekdays)  </b><br/>9AM-12NN; 1-4PM</p> <p><b>Aug 5, 12 (Saturdays)  </b><br/>9AM-12NN</p> <p><b>Venue:</b><br/>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>• <b>NO PROXIES ALLOWED</b> for ANY ID related matters.</li> <li>• Strict ID wearing starts on <b>August 22, 2017.</b></li> </ul>   |