

Online pre-registration for courses to be taken for First Semester 2019-2020 will be from July 08, 2019(M) to July 12 (F), from 8:00am to 9:00pm.

Enlistment in courses during the pre-registration is crucial so the department/unit offering the course(s) will know the required number of slots and sections to open for students who need the course(s) in the coming semester.

Reminders:

- 1) Consult with your adviser if you have plans to change your plan of course work before encoding your courses on your Shopping Cart.
- 2) Slots enlisted in during pre-registration will be the confirmed slots for First Semester, 2019-2020 enrollment.
- 3) Appointment Dates for Pre-registration:
 - Day 1 (July 08, 2019-M)
 - Graduating students of First Semester, 2019-2020
 - Graduate students
 - Day 2 (July 09, 2019-T)
 - Batch 2015 and earlier
 - Graduate students
 - Day 3 (July 10, 2019-W)
 - Batch 2016 and Batch 2017
 - Graduate students
 - Day 4 (July 11, 2019-Th)
 - Batch 2018
 - Graduate students
 - Day 5(July 12, 2019-F)
 - Free for all
- 4) If a student fails the prerequisite course in the Second Semester 2018-2019, the pre-registered higher course should be deleted and the prerequisite course could be re-enlisted for First, 2019-2020.
- 5) For courses with COI/Waiver as prerequisite, please submit accomplished COI/Waiver at your respective OCS not later than June 26, 2019(Wed).
- 6) Students who fail to complete the units to enroll during the pre-registration period should tick the waitlist box of courses needed. The demand will be forwarded to the department concerned for appropriate action.

- 7) Students with unsettled accountabilities from the previous semesters (SLB outstanding loans), should settle their accounts or accomplish promissory note, **not later than August 06, 2019(Tues)**.
- 8) Students not eligible to the free tuition and other school fees program with no outstanding accountabilities but will not be able to pay their matriculation due to financial problems for First Semester, 2019-2020, are advised to file a promissory note not later than Aug. 06, 2019(Tues).
- 9) Students with scholastic delinquency:
 - Students with status of Double Probation/Dismissed or Permanently Disqualified should **apply for readmission not later than July 22, 2019 (M)**. Failure to do so will result to the removal of pre-registered subjects from their account.
- 10) Final online registration will be on July 30- August 3, 2019.