

Online pre-registration for courses to be taken for Second Semester 2018-2019 will be from November 12, 2018 (M) to November 16 (Fri), from 8:30am to 9:00pm.

Enlistment in courses during the pre-registration is crucial for the department/unit offering the courses to be informed of the required number of slots and sections to open and accommodate students who will 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 Second Semester, 2018-2019 enrollment.
- 3) Appointment Dates for Pre-registration:
  - Day 1 (November 12, 2018-M)
    - Graduating students of Second Semester, 2018-2019
    - Graduate students
  - Day 2 (November 13, 2018-T)
    - Batch 2014 and earlier (student numbers beginning with 2014 and earlier)
    - Graduate students
  - Day 3 (November 14, 2018-W)
    - Batch 2015 and Batch 2016
    - Graduate students
  - Day 4 (November 15, 2018-Th)
    - Batch 2017 and Batch 2018
    - Graduate students
  - Day 5 (November 16, 2018-F)
    - Batch 2018
    - Graduate students
- 4) If a student fails the prerequisite course in the First Semester 2018-2019, the pre-registered higher course should be deleted and the prerequisite course could be re-enlisted for Second Semester, 2018-2019.
- 5) For courses with COI/Waiver as prerequisite, please submit accomplished COI/Waiver at your respective OCS not later than November 05, 2018 (M).
- 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), please settle your accounts or accomplish promissory note. The deadline for filing promissory note is on **January 22, 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 Second Semester, 2018-2019, are advised to file a promissory note not later than the **last day of late registration, January 22, 2019(Tue)**.
  
- 9) Students with scholastic delinquency:
  - Students with status of Double Probation/Dismissed or Permanently Disqualified should **apply for readmission not later than January 8, 2019 (T)**. Failure to do so will result to the removal of pre-registered subjects from their account.
  
- 10) Final online registration will be on January 08- January 12, 2019.