Online pre-registration part 2 for courses to be taken for Second Semester 2019-2020 will be on **January 3 (Friday), 4 (Saturday),** and **6 (Monday), 2020**, from 8:00 am to 9:00 pm.

Students can view their grades for First Semester, 2019-2020 once the instructors post the grades. Changes can be made in the pre-registered courses (add, cancel and change).

For students who failed to pre-register on November 19 to 22, 2019 and for those students who want to make changes in their enlisted courses, pre-registration can be done according to the following appointments:

      <u>**Appointment Dates for Pre-registration (Part 2)**</u>
         Day 1 (January 3, 2020 - Friday)
- Graduating students of Second Semester 2019-2020
- Batch 2016 and earlier
- Graduate students

         Day 2 (January 4, 2020 - Saturday)
- Batch 2017 and Batch 2018
- Graduate students

         Day 3 (January 6, 2020 - Monday)
- Batch 2019
- Graduate students

<u>**Reminders**</u>:

1) Consult with your adviser if you have plans to change your plan of course work before encoding courses on the Shopping Cart.

2) Slots enlisted in during pre-registration will be the confirmed slots for Second Semester, 2019-2020 enrollment.

3) If a failing grade is incurred in the prerequisite course taken during the First Semester 2019-2020, delete the pre-registered higher course and re-enlist the prerequisite course for Second Semester, 2019-2020.

4) Students with unsettled accountabilities from the previous semesters (SLB outstanding loans), should settle their accounts or accomplish a promissory note, **not later than January 13, 2020 (Monday).**

5) Students not eligible for the free tuition and other school fees program with no outstanding accountabilities but will not be able to pay the matriculation fee for Second Semester 2019-2020 due to financial problems, are advised to avail of the student loan (SLB) or file a promissory note not later than **January 13, 2020 (Monday).**

6) Students with scholastic delinquency:
- Students with status of Double Probation/Dismissed or Permanently Disqualified should **apply for readmission not later than January 3, 2020 (Friday)**. Failure to do so will result to the removal of pre-registered subjects from their account.