

PRE-REGISTRATION GUIDELINES

Online pre-registration for courses to be taken for Second Semester 2020-2021 will be from December 1, 2020 (Tuesday) to December 4, 2020 (Friday), from 8:00AM to 10:00PM.

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

For students who need Consent of Instructor (COI)/ waiver of prerequisites for courses to be enrolled for Second Semester 2020-2021, please request online (thru email) from your respective Office of the College Secretary (OCS) for the form and instructions on how to process. Deadline for the online submission of COI and waiver of prerequisites will be on January 8, 2021 (Friday).

Reminders:

- 1) Consult with your adviser if you have to change your plan of course work before encoding your courses on your Shopping Cart.
- 2) Slots enlisted during pre-registration will be the confirmed slots for Second Semester 2020-2021 enrollment.
- 3) Appointment Dates for Pre-registration:
 - Day 1: December 1, 2020 (Tue)
 - Graduating students of Second Semester, 2020-2021
 - Graduate students
 - Batch 2017 and earlier
 - Day 2: December 2, 2020 (Wed)
 - Batch 2018
 - Graduate students
 - Day 3: December 3, 2020 (Thu)
 - Batch 2019
 - Graduate students
 - Day 4: December 4, 2020 (Fri)
 - Batch 2020
 - Graduate students
- 4) If a student fails the prerequisite course in the First Semester 2020-2021, the pre-registered higher course will be deleted. The prerequisite course could be re-enlisted for Second Semester 2020-2021, if offered.

- 5) Students who fail to complete the units to enroll during the pre-registration period are requested to use the waitlist box of courses needed, if available. The demand will be forwarded to the department concerned for appropriate action.
- 6) Students with unsettled accountabilities (e.g. outstanding loans, unreturned books, dorm fees) from the previous semesters should settle their accounts or accomplish a promissory note, **not later than February 5, 2021 (Friday)**.
- 7) 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 are advised to file a promissory note not later than **February 5, 2021 (Friday)**.