

## PRE-REGISTRATION GUIDELINES

Courses to be taken for Second Semester 2021-2022 can be included in the shopping cart from **17 January 2022 (Monday) until 21 January 2022 (Friday)**.

Online pre-registration will be from **24 January 2022 (Monday) to 27 January 2022 (Thursday)**, 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 the Consent of Instructor (COI)/waiver of prerequisites for courses to be enrolled for Second Semester 2021-2022, please request for the form and processing instructions (thru email) from your respective Office of the College Secretary (OCS). Deadline for the online submission of COI and waiver of prerequisites will be on **26 January 2022 (Wednesday)**.

### Reminders:

- 1) Consult with your adviser if you have to change your plan of course work before encoding your courses in your Shopping Cart.
- 2) Slots enlisted during pre-registration will be the confirmed slots for Second Semester 2021-2022 enrollment.
- 3) Appointment Dates for Pre-registration:

#### **Day 1: 24 January 2022 (Monday)**

- **Graduating students of Second Semester, 2021-2022**
- **Graduate students**
- **Batch 2018 and earlier**

#### **Day 2: 25 January 2022 (Tuesday)**

- **Batch 2019**
- **Graduate students**

#### **Day 3: 26 January 2022 (Wednesday)**

- **Batch 2020**
- **Graduate students**

#### **Day 4: 27 January 2022 (Thursday)**

- **Batch 2021**
- **Graduate students**

- 4) 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 course demand will be forwarded to the department concerned for appropriate action.
- 5) 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 21 January 2022 (Friday)**.
- 6) Students with no outstanding accountabilities (but not eligible for the free tuition or with no scholarships) who will not be able to pay their matriculation due to financial problems are advised to file a promissory note not later than **21 January 2022 (Friday)**.