

Online pre-registration for courses to be taken for Second Semester 2019-2020 will be from Nov. 19, 2019(Tues) to Nov. 22, 2019 (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 Second Semester, 2019-2020 enrollment.
- 3) Appointment Dates for Pre-registration:
 - Day 1 (Nov. 19, 2019-Tues)
 - Graduating students of Second Semester, 2019-2020
 - Graduate students
 - Day 2 (Nov. 20, 2019-Wed)
 - Batch 2016 and earlier
 - Graduate students
 - Day 3 (Nov. 21, 2019-Th)
 - Batch 2017 and Batch 2018
 - Graduate students
 - Day 4 (Nov. 22, 2019-Fri)
 - Batch 2019
 - Graduate students
- 4) If a student fails the prerequisite course in the First Semester 2019-2020, the pre-registered higher course should be deleted and the prerequisite course could be re-enlisted for Second Semester, 2019-2020.
- 5) For courses with COI/Waiver as prerequisite, please submit accomplished COI/Waiver at your respective OCS not later than Nov. 11, 2019(Mon).
- 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 January 13,2020(Mon)..**

- 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, 2019-2020, are advised to file a promissory note not later than **Jan. 13, 2020(Mon)**.
- 9) Students with scholastic delinquency:
 - Students with status of Double Probation/Dismissed or Permanently Disqualified should **apply for readmission not later than Jan 3, 2020 (F)**. Failure to do so will result to the removal of pre-registered subjects from their account.
- 10) Online Pre-registration Part 2 will be on Jan. 3,4, and 6, 2020.