

First Semester 2021-2022 PRE-REGISTRATION GUIDELINES

Online pre-registration for courses to be taken for First Semester 2021-2022 will be from August 24, 2021 (Tuesday) to August 27, 2021 (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 First Semester 2021-2022, 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 September 7, 2021 (Thursday).

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 First Semester 2021-2022 enrollment.
- 3) Appointment Dates for Pre-registration:

Day 1: August 24, 2021 (Tuesday)

- Graduating students of First Semester, 2021-2022
- Graduate students
- Batch 2017 and earlier

Day 2: August 25, 2021 (Wednesday)

- Batch 2018
- Graduate students

Day 3: August 26, 2021 (Thursday)

- Batch 2019
- Graduate students

Day 4: August 27, 2021 (Friday)

- Batch 2020
- 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 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 September 1, 2021 (Wednesday)**.
- 6) 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 September 1, 2021 **(Wednesday)**.