

Online pre-registration for courses to be taken for First Semester 2020-2021 will be from August 18, 2020 (Tue) to August 21, 2020 (Fri), from 8:00AM to 9:00PM.

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 course(s) in the coming semester.

For students who need Consent of Instructor (COI) and waiver of prerequisites for courses to be enrolled for First 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 August 10, 2020 (Mon).

**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 in during pre-registration will be the confirmed slots for First Semester 2020-2021 enrollment.
- 3) Appointment Dates for Pre-registration:
  - Day 1: Aug. 18, 2020 (Tue)
    - Graduating students of First Semester, 2020-2021
    - Graduate students
  - Day 2: Aug. 19, 2020 (Wed)
    - Batch 2017 and earlier
    - Graduate students
  - Day 3: Aug. 20, 2020 (Thu)
    - Batch 2018
    - Graduate students
  - Day 4: Aug. 21, 2020 (Fri)
    - Batch 2019
    - Graduate students
- 4) If a student fails the prerequisite course in the Second Semester 2019-2020, the pre-registered higher course should be deleted and the prerequisite course could be re-enlisted for First Semester 2020-2021.
- 5) Students who fail to complete the units to enroll during the pre-registration period may opt to enroll if the waitlist box of courses needed is available. The demand will be forwarded to the department concerned for appropriate action.
- 6) Students with unsettled accountabilities from the previous semesters (SLB outstanding loans), should settle their accounts or accomplish promissory note, **not later than September 10, 2020 (Thu)**.
- 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 for First Semester 2020-2021, are advised to file a promissory note not later than **September 10, 2020 (Thu)**.
- 8) Students with scholastic delinquency:
  - Students with status of Double Probation/Dismissed or Permanently Disqualified should **apply for readmission not later than September 4, 2020 (Fri)**. Failure to do so will result to the removal of pre-registered subjects from their account.