Office of the Registrar

PRE-REGISTRATION SCHEDULE

<table>
<thead>
<tr>
<th>Student ID Number</th>
<th>Date of Pre-registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Number starting with 2012</td>
<td>August 6, 7 and 8</td>
</tr>
<tr>
<td>Student Number starting with 2011</td>
<td>August 9, 10 and 11</td>
</tr>
<tr>
<td>Student Number starting with 2010</td>
<td>August 13, 14 and 15</td>
</tr>
<tr>
<td>Student Number starting with 2009 and below</td>
<td>August 16, 17 and 18</td>
</tr>
</tbody>
</table>

All currently enrolled INTERN2 students (for 1st Term) are REQUIRED to see Ms. Sharonne Orale at the Office of the Registrar for an EVALUATION FOR GRADUATION starting AUGUST 6 – 18, 2012. A penalty of Php500.00 will be imposed on those who will fail to comply.

POLICIES

1. Students can petition subjects during pre-registration (Petition forms are issued at the Office of the Registrar). A minimum of 10 students must be on the petition list for the subject to be offered as a regular subject.
2. A student may be allowed by Program Directors to take a maximum of 24 units of load inclusive of repeat subjects, Natser, PE and Approj.
3. A student is not allowed to alter their subject loading/schedule without PD's approval.
4. A student may not enroll a requisite subject without passing its hard prerequisite subjects.
5. A penalty of Php 500.00 will be imposed on those who will fail to register on the given dates. A penalty of Php 1000.00 will be given to those students who will transact after Enrollment.

PROCEDURES

   - Students who have NO problems with their auto-registered subjects need NOT go to their respective PD or Coordinator.
   - A student who wants to add/remove/change subjects may proceed to No. 2.
2. Get Pre-registration Form at the Registrar’s Office.
3. Fill up Pre-registration form with the additional subject and section to be enlisted (you can download subject offering through http://www.apc.edu.ph/regoline.
4. Submit your accomplished Pre-registration Form to your respective PD or Coordinator. (For the availability of the Advisers, please proceed to your PD/Coordinator)
5. Have the PD or Coordinator finalize and sign your Pre-registration form. Keep the signed Pre-registration Form. (This will be your proof that you have undergone the Registration process)
6. You may view your updated Pre-registration/assessment form viewer via http://www.apc.edu.ph/
7. End of Pre-Registration process. 😊