Pre-Registration FAQs

1st Semester SY 2013-2014

*Up to when can I pre-register?* - You can pre-register and/or change your courses/sections up to May 25, 2013. After May 25, your pre-registered courses can be viewed but not changed.

*Up to when can I pay?* - You can pay up to May 31, 2013, the last day of payment to avail of your pre-registered courses. If you do not settle your payments on or before May 31, 2013, your pre-registered courses and schedules will be cancelled.

*If I have paid my previous balance and minimum down payment, how will I be enrolled?* - Students who have paid as of May 26, 2013 will automatically be enrolled during the same day. You can check your enrollment by viewing My Schedule on May 27, 2013. If your selected courses are not shown, call or visit ITS at Room 110, Admin Building (call +63 2 736 0007 during office hours and look for Elen, or e-mail helpdesk@feu.edu.ph.)

*If I pay during the enrollment period, when will I be enrolled?* – If you pay between May 27 and 31, 2013, enrollment will automatically be done on the same day you paid but after office hours. This is to keep the enrollment processes on campus from interfering with auto-enrollment of pre-registered courses. So if you pay on any of these days, verify your enrolment by viewing My Schedule on the succeeding day. Note that after May 31, pre-registration will be cancelled for students who have not confirmed their intent to enroll by paying their previous balance and minimum down payment.

*How do I avail of the 5% cash discount for full payment?* – The 5% discount will apply to payments made up to 10 calendar days after start of classes. Classes will begin on June 10, 2013, so if your payment(s) amount to 95% of total fees by June 20, the 5% discount will be applied. Irregular students can view their total fees in My Account upon enrolment.
Can I avail of a PN to enroll my pre-registered courses? – The Treasurer’s office is allowing applications for PN as early as May 20, 2013, a week before start of enrolment. Apply early to avoid queuing during enrollment.

I took summer courses. What if I fail one of them? – After grade encoding (May 20 to 22, 2013), you will see the effect of failed courses on your pre-registered courses. If the course you failed is a pre-requisite of a pre-registered course, the latter will automatically be removed from the pre-registered courses. You have up to May 25, 2013 to replace this with another course if you have remaining units allowed to enroll.

If I shifted after pre-registering, what will happen to my pre-registration? – Pre-registered courses will be deleted once you shift. You need to pre-register courses again under your new program.

What if I need to change a pre-registered course after May 25, 2013? – Apply for change of section during the adjustment period (June 10 to 14, 2013). The same goes for additional subjects, changing, dropping, etc.

Your comments and suggestions will help us improve future Pre-Registration processes. Give us your feedback at the Pre-Registration window, in your My Page or through your student council.