

HOW TO REGISTER USING THE ONLINE REGISTRATION

1. Type <http://register.tsu.edu.ph> in the address bar of your browser (Figure 1)

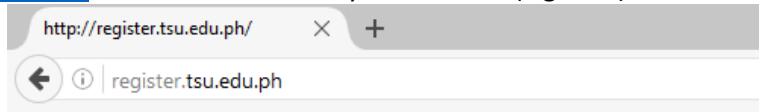


Figure 1

2. Use your student portal account to sign in (Figure 2)

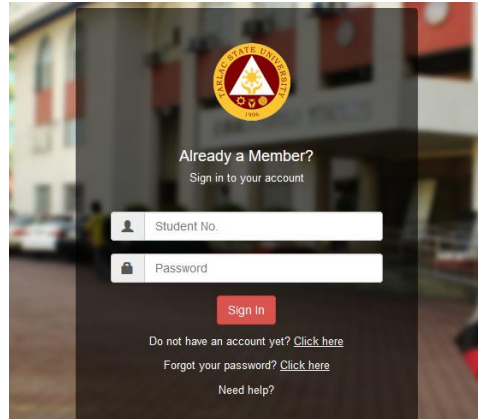


Figure 2

3. You will be redirected to your dashboard (Figure 3)

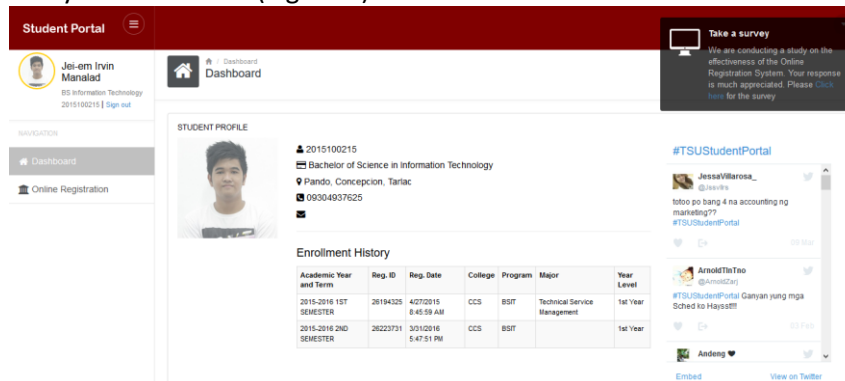


Figure 3

4. From your dashboard click **Online Registration**. You will be redirected to the Online Registration Page. A dialog box will appear (Figure 4). Select an Academic Year. Trimester for graduate students and Semester for undergraduate students. Your information will be shown. Please take note of your Program, curriculum, year level, maximum units, table of fees and outstanding balance. If you are a graduate student your year level should be **Graduates**.

Click continue to Proceed.

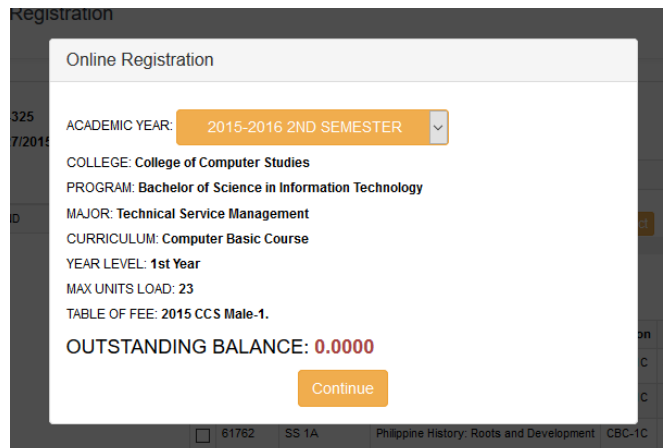


Figure 4

5. A dialog box will appear (Figure 5) confirming the selected academic year. If you have selected a wrong academic year level click **NO**, if not click **YES** to continue.

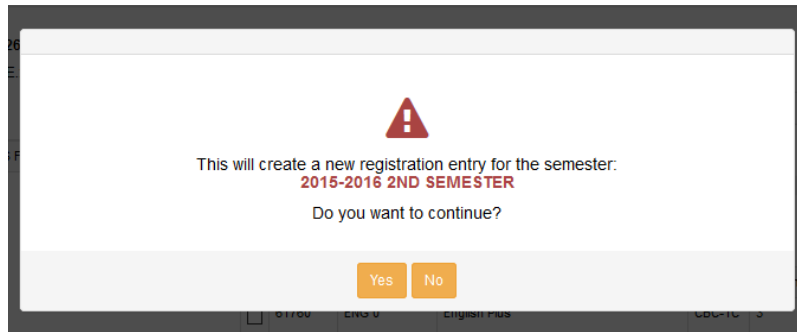


Figure 5

6. A list of the available section will be displayed (Figure 6). Click  to select a section

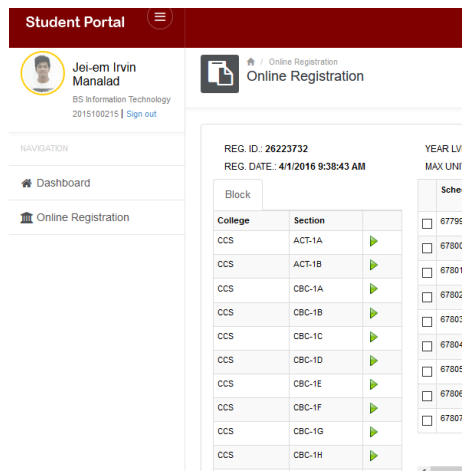




Figure 6

7. After clicking the  a list of available subjects will be displayed (Figure 7). Click on the checkbox  of the subject that you wished to register. Click **Add Subject** to add the subject to your registration.

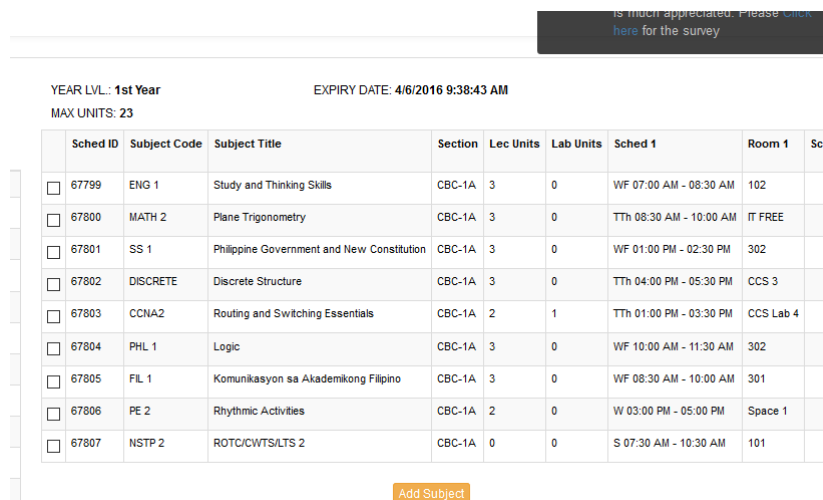


Figure 7

8. The list of the registered subjects going to be shown at the bottom of the page (Figure 8). If you wish to remove a subject click on the checkbox beside the subject and click **Remove**. If you wished to Remove All the registered subjects click **Remove All**. Clicking Remove All will delete the current registration. If you added all the subjects that you want to enroll just click **Next** to continue.

REGISTERED SUBJECTS

Sched ID	Subject Code	Subject Title	Section	Lec Units	Lab Units	Sched 1	Room 1	Sch
<input type="checkbox"/>	67801	SS 1	Philippine Government and New Constitution	CBC-1A	3	0	WF 01:00 PM - 02:30 PM	302

LEC Units: **3.0**
 LAB Units: **0.0**
 CREDIT Units: **3.0**

Figure 8

9. You will be redirected to the Assessment Page after clicking the Next button

Assessment

Assessment

Take a survey

We are conducting a study on the effectiveness of the Online Registration System. Your response is much appreciated. Please [Click here](#) for the survey.

Code	Account Name	Assess Fee	1st Payment	2nd Payment	3rd Payment	Remarks
100101	Lecture (Day)	600.0000	300.0000	300.0000	0.0000	0
100602	Registration Fee	120.0000	60.0000	60.0000	0.0000	
100604	Medical & Dental	120.0000	60.0000	60.0000	0.0000	
100605	Library	120.0000	60.0000	60.0000	0.0000	
100609	Energy Fee (CCS)	100.0000	100.0000	0.0000	0.0000	
102001	Physical Fee	900.0000	450.0000	450.0000	0.0000	
102002	Maintenance Fee	100.0000	50.0000	50.0000	0.0000	
102003	Equipment Fee	160.0000	80.0000	80.0000	0.0000	
102101	Internet Service Fee	300.0000	300.0000	0.0000	0.0000	
300301	SCUAA	120.0000	120.0000	0.0000	0.0000	
300302	School Organ	50.0000	50.0000	0.0000	0.0000	
300303	College Publication	40.0000	40.0000	0.0000	0.0000	
300304	Supreme Student Council	50.0000	50.0000	0.0000	0.0000	
300305	Sub-Supreme Student Council	85.0000	85.0000	0.0000	0.0000	
300311	Athletics	120.0000	120.0000	0.0000	0.0000	

Figure 9

10. At the bottom of the assessment page (Figure 10) you will see the total assessment, 1st payment and the 2nd payment. To print your pre-registration form click **Print Assessment**. If you want to proceed with the online Payment Click **Proceed to Online Payment**. You can click **Back to Home** to go back to your dashboard.

300303	College Publication	40.0000	40.0000	0.0000	0.0000
300304	Supreme Student Council	50.0000	50.0000	0.0000	0.0000
300305	Sub-Supreme Student Council	85.0000	85.0000	0.0000	0.0000
300311	Athletics	120.0000	120.0000	0.0000	0.0000
300312	Socio-Cultural	120.0000	120.0000	0.0000	0.0000
300313	Guidance	120.0000	120.0000	0.0000	0.0000
303304	Information Communication Technology Dev't. Fee	100.0000	100.0000	0.0000	0.0000

1st Payment: **2,290.00**

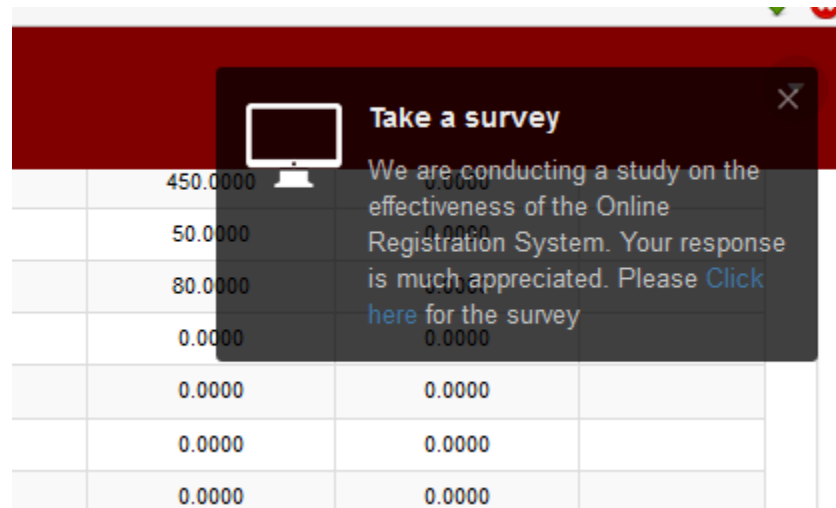
2nd Payment: **1,060.00**

NOTE: An additional P25 (Service Fee) will be added to your assessment if you paid in partial

TOTAL ASSESSMENT: 3,325.00

Figure 10

TAKE A SURVEY! Your response is highly appreciated click on **click here** on the alert box located at the right side of the screen. Your answers will be used to improve the system.



The image shows a dark grey alert box titled "Take a survey" with a close button (X) in the top right corner. The alert box contains a computer icon and the text: "We are conducting a study on the effectiveness of the Online Registration System. Your response is much appreciated. Please [Click here](#) for the survey". The alert box is overlaid on a table with a red header bar. The table has several rows with numerical values, including 450.0000, 50.0000, 80.0000, and 0.0000.

[Red Header Bar]			
	450.0000		
	50.0000		
	80.0000		
	0.0000		
	0.0000	0.0000	
	0.0000	0.0000	
	0.0000	0.0000	