

HOW TO REGISTER USING THE ONLINE REGISTRATION

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

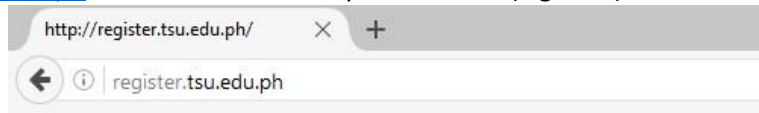


Figure 1

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

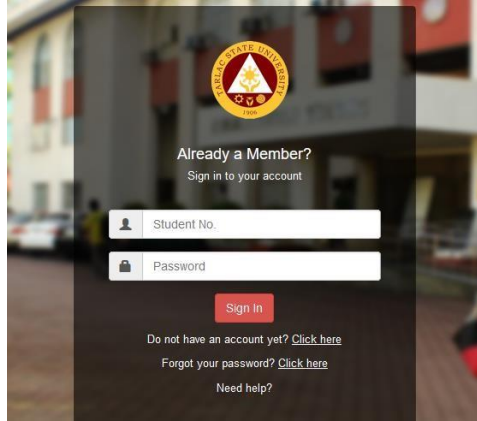


Figure 2

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

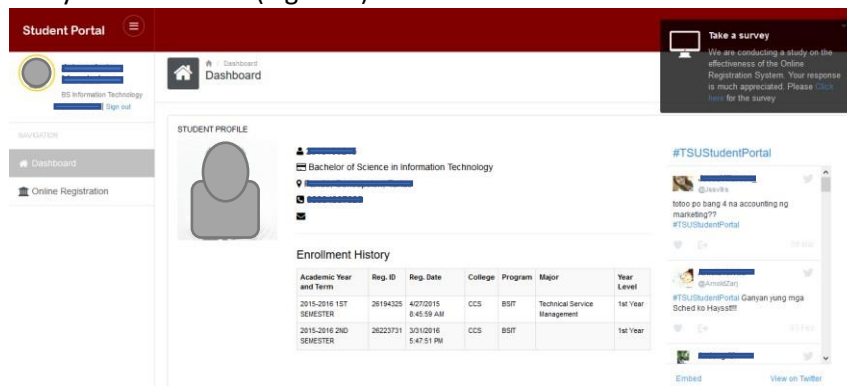


Figure 3

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.

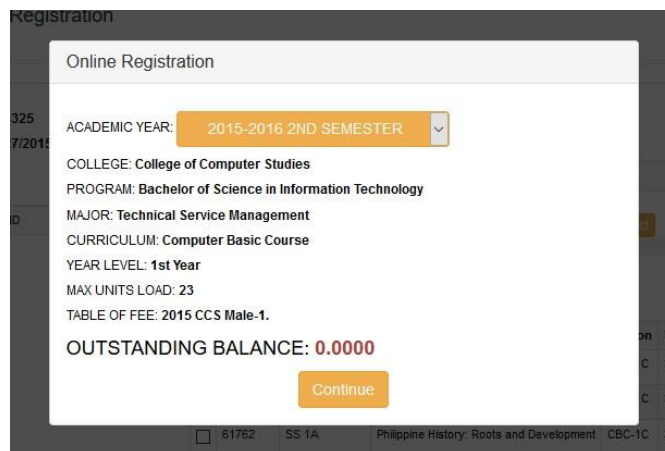


Figure 4

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.

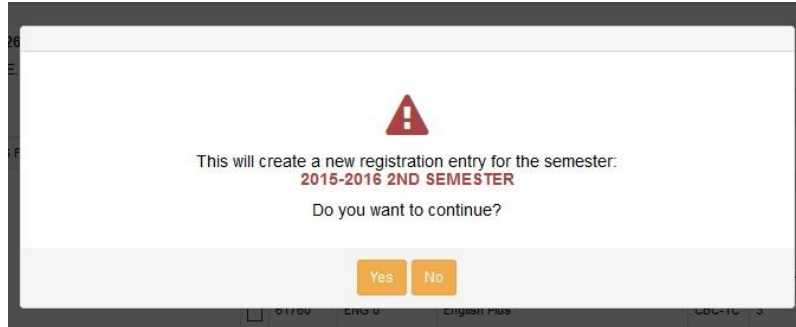


Figure 5

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

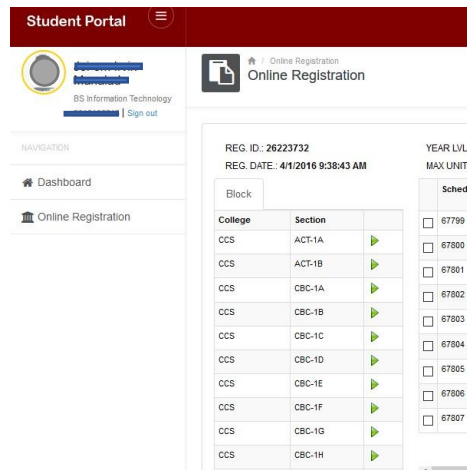



Figure 6

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.

Your response is much appreciated. Please [click here](#) for the survey

YEAR LVL: 1st Year EXPIRY DATE: 4/6/2016 9:38:43 AM
MAX UNITS: 23

| Sched ID | Subject Code | Subject Title | Section | Lec Units | Lab Units | Sched 1 | Room 1 | Sc |
|--------------------------------|--------------|--|---------|-----------|-----------|-------------------------|-----------|----|
| <input type="checkbox"/> 67799 | ENG 1 | Study and Thinking Skills | CBC-1A | 3 | 0 | WF 07:00 AM - 08:30 AM | 102 | |
| <input type="checkbox"/> 67800 | MATH 2 | Plane Trigonometry | CBC-1A | 3 | 0 | TTh 08:30 AM - 10:00 AM | IT FREE | |
| <input type="checkbox"/> 67801 | SS 1 | Philippine Government and New Constitution | CBC-1A | 3 | 0 | WF 01:00 PM - 02:30 PM | 302 | |
| <input type="checkbox"/> 67802 | DISCRETE | Discrete Structure | CBC-1A | 3 | 0 | TTh 04:00 PM - 05:30 PM | CCS 3 | |
| <input type="checkbox"/> 67803 | CCNA2 | Routing and Switching Essentials | CBC-1A | 2 | 1 | TTh 01:00 PM - 03:30 PM | CCS Lab 4 | |
| <input type="checkbox"/> 67804 | PHL 1 | Logic | CBC-1A | 3 | 0 | WF 10:00 AM - 11:30 AM | 302 | |
| <input type="checkbox"/> 67805 | FIL 1 | Komunikasyon sa Akademikong Filipino | CBC-1A | 3 | 0 | WF 08:30 AM - 10:00 AM | 301 | |
| <input type="checkbox"/> 67806 | PE 2 | Rhythmic Activities | CBC-1A | 2 | 0 | W 03:00 PM - 05:00 PM | Space 1 | |
| <input type="checkbox"/> 67807 | NSTP 2 | ROTC/CWTS/LTS 2 | CBC-1A | 0 | 0 | S 07:30 AM - 10:30 AM | 101 | |

[Add Subject](#)

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 | |

[Remove](#) [Remove All](#)

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

[Next](#)

Figure 8

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

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

Assessment

| 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

[Back to Home](#)
[Print Assessment](#)
[Proceed to Online Payment](#)

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.

