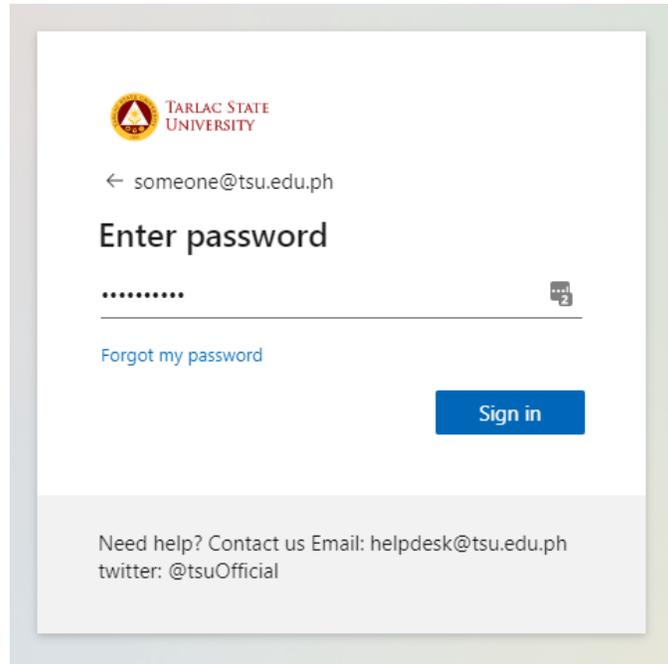


# HOW TO REGISTER USING THE ONLINE REGISTRATION SYSTEM

## STEP 1:

Go to <https://register.tsu.edu.ph> and sign in using your student portal account.



TARLAC STATE UNIVERSITY

← someone@tsu.edu.ph

### Enter password

..... 

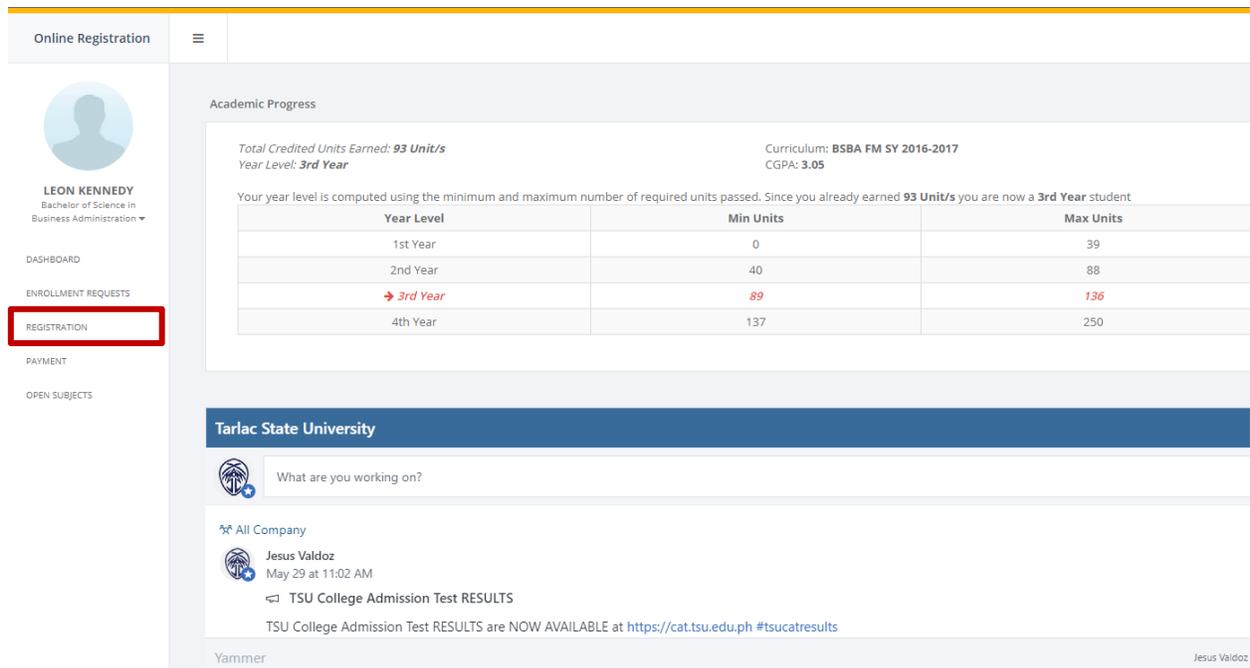
[Forgot my password](#)

**Sign in**

Need help? Contact us Email: helpdesk@tsu.edu.ph  
twitter: @tsuOfficial

## STEP 2:

After you sign in, on the navigation bar click Registration.



Online Registration

LEON KENNEDY  
Bachelor of Science in Business Administration

DASHBOARD

ENROLLMENT REQUESTS

**REGISTRATION**

PAYMENT

OPEN SUBJECTS

Academic Progress

Total Credited Units Earned: **93 Unit/s**  
Year Level: **3rd Year**

Curriculum: **BSBA FM SY 2016-2017**  
CGPA: **3.05**

Your year level is computed using the minimum and maximum number of required units passed. Since you already earned **93 Unit/s** you are now a **3rd Year** student

Year Level	Min Units	Max Units
1st Year	0	39
2nd Year	40	88
<b>→ 3rd Year</b>	<b>89</b>	<b>136</b>
4th Year	137	250

Tarlac State University

What are you working on?

All Company

Jesus Valdoz  
May 29 at 11:02 AM

TSU College Admission Test RESULTS

TSU College Admission Test RESULTS are NOW AVAILABLE at <https://cat.tsu.edu.ph/#tsucateresults>

Yammer

Jesus Valdoz

### STEP 3.1 Create a registration record:

First, you need to create a registration record. Select an Academic Year to Continue

REGISTRATION  
Create Registration Record

Registration / Create Registration Record

Step 1 - Create Registration | Step 2 - Select Subjects | Step 3 - Print Assessment | Step 4 - Tagging of FT

ACADEMIC YEAR  
(click to select an academic year)

2019-2020 2ND SEMESTER

Please make sure that you are ready to register online before pressing the create button. The registration record that will be created here will appear on your student records.

Hi, welcome to the online registration system. You must first create a registration record. To begin, select an academic year from the list above.

Your current academic standing will be shown. Please take note of your Year Level, Curriculum and Maximum Load Units. Click Create Registration to Continue

College	College of Business and Accountancy	Program	Bachelor of Science in Business Administration
Major	Financial Management	Curriculum	Effective 2016-2017
Year Level	3rd Year	Maximum Load Units	15 Probation
Table of Fees	2017 transferee CBA Male-1	Outstanding Balance:	0.00

Create Registration

### STEP 3.2 Selecting a subject to register:

You can now select a subject to register. To select a subject, click a section from the list. Click the button to select a section.

REGISTRATION  
Select Your Subjects

Registration / Select your subjects

Step 1 - Create Registration | Step 2 - Select Subjects | Step 3 - Print Assessment | Step 4 - Tagging of FT

Student No	2017100251	Table of Fees	2017 transferee CBA Male-1
Registration Date	06/11/2020	Maximum Load Units	15

SECTIONS  
(click to select a section)

- CBA BA 1-1
- CBA BA 1-2
- CBA FM 1-1
- CBA FM 1-2
- CBA FM 1B
- CBA FM 2-1
- CBA FM 3-1
- CBA FM 3A
- CBA FM 3B

No section selected, please select a section to view the list of subjects

No registered subject, please select a subject to register

The list of subjects available from the selected section will be shown.

SUBJECTS (Click to select a subject)				
SUBJECT		UNITS	SLOT	SCHEDULE
FM 1-1	BUS. MKTG Principles of Marketing	0 units	1	WF 02:30 PM - 04:00 PM R 123
FM 1-1	FAR 0 Financial Accounting and Reporting Conceptual Framework and Accounting Standards	6 units	1	WF 08:30 AM - 11:30 AM R 120

To select a subject, click the  button.

The schedule of the subject and the available slots can also be viewed on the list.

The list of Added subjects will be shown on the right side of the screen.

YOUR REGISTERED SUBJECTS (click to remove a subject)		
SUBJECT	UNITS	SCHEDULE
FM 3A MGT 6 Total Quality Management	3 units	TTh 07:00 AM - 08:30 AM R 118
FM 3A SS 4 General Sociology	3 units	WF 01:00 PM - 02:30 PM WR 1
FM 3A TAX 1 Income Taxation	3 units	WF 11:30 AM - 01:00 PM R 120

To remove a subject from the list, click the  button.

Step 1 - Create Registration		Step 2 - Select Subjects	Step 3 - Print Assessment	Step 4 - Tagging of FT
Student No	2017100251	Table of Fees	2017 transferee CBA Male-1	
Registration Date	06/11/2020	Maximum Load Units	15	

**SECTIONS**  
(click to select a section)

- CBA BA 1-1
- CBA BA 1-2
- CBA FM 1-1
- CBA FM 1-2
- CBA FM 1B
- CBA FM 2-1
- CBA FM 3-1
- CBA FM 3A
- CBA FM 3B
- CBA FM 3C
- CBA FM 3D
- CBA FM 4-1
- CBA HRM 3A
- CBA HRM 3B

**SUBJECTS**  
(Click to select a subject)

SUBJECT	UNITS	SLOT	SCHEDULE
FM 3A MGT 6 Total Quality Management	3 units	11	TTh 07:00 AM - 08:30 AM R 118
FM 3A FM 2 Banking and Finance Inst./ Monetary Policy	6 units	21	TTh 10:00 AM - 01:00 PM R 123
FM 3A FME 2 Professional Elective	3 units	13	WF 02:30 PM - 04:00 PM R 115
FM 3A FME 3 Professional Elective	3 units	13	TTh 02:30 PM - 04:00 PM R 123
FM 3A BUS LAW 2 Law on Business Organization	3 units	25	Th 06:00 PM - 09:00 PM R 115
FM 3A TAX 1 Income Taxation	3 units	6	WF 11:30 AM - 01:00 PM R 120
FM 3A SS 4 General Sociology	3 units	2	WF 01:00 PM - 02:30 PM WR 1

**YOUR REGISTERED SUBJECTS**  
(click to remove a subject)

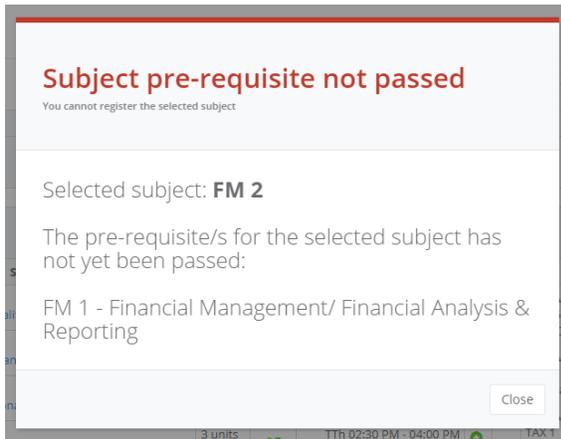
SUBJECT	UNITS	SCHEDULE
FM 3A MGT 6 Total Quality Management	3 units	TTh 07:00 AM - 08:30 AM R 118
FM 3A SS 4 General Sociology	3 units	WF 01:00 PM - 02:30 PM WR 1
FM 3A TAX 1 Income Taxation	3 units	WF 11:30 AM - 01:00 PM R 120

List of Sections

List of Subjects

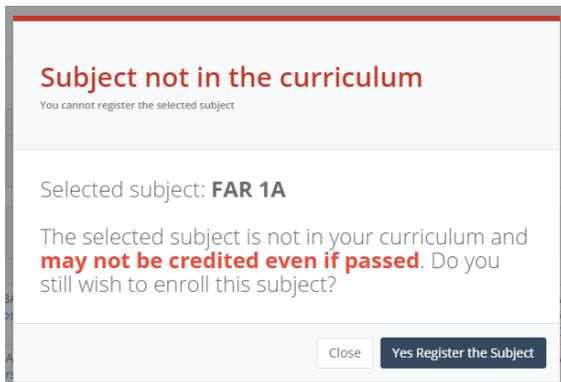
List of Registered Subjects

## List of messages that can be encountered during the registration

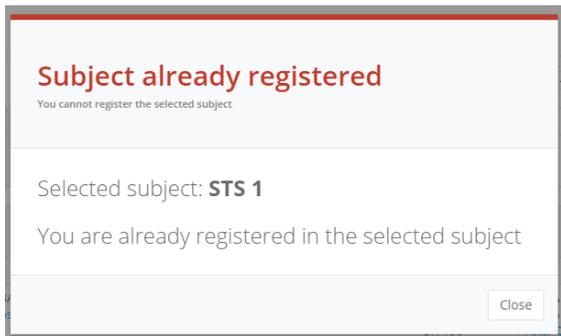


This message will be shown if you tried to add a subject that has pre-requisites which is still not passed.

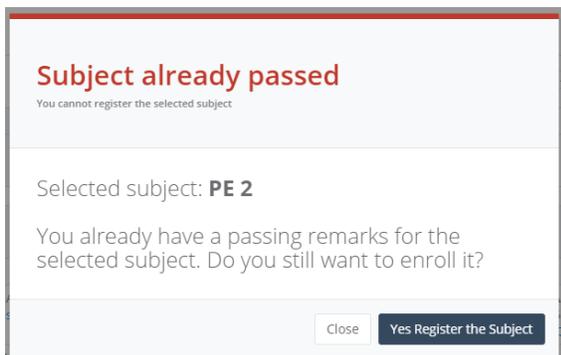
You cannot add this subject. Unless you requested to waive the pre-requisite.



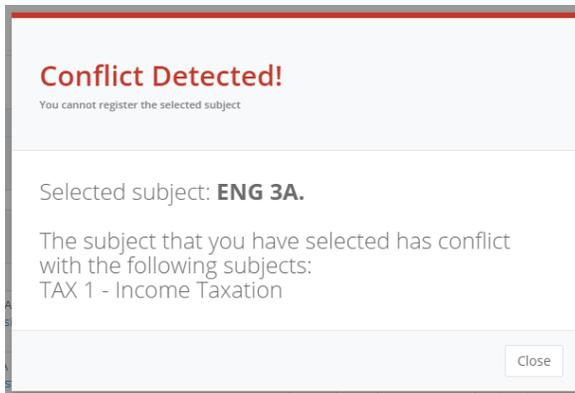
This message will be shown if the subject you wish to add is not included in your curriculum. You may still add this subject but there is no guarantee that it will be credited even if passed. Please be careful in adding subjects that are not in your curriculum. Consult your college Dean or the Registrar before you continue.



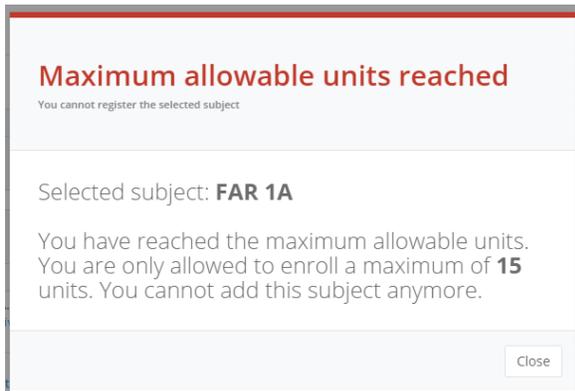
This message will be shown if the subject you want to add is already added in the list. You do not need to add the subject again.



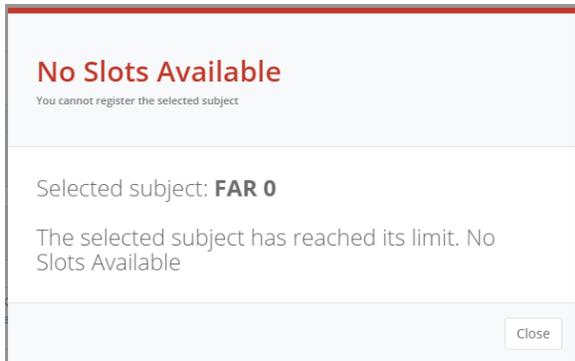
This message will be shown if you already have a passing remark for the selected subject. If your college or the registrar instructed you to re-enroll the subject you may do so.



This message will be shown if the selected subject has conflict of schedule with other subjects that are already registered. Find another schedule for the subject.



This will be shown if adding another subject will exceed the maximum allowable units for the semester. You cannot add anymore subjects. If you want to enroll the selected subject, you should remove a subject from the list.



This will be shown if the selected subject has reached its limit for the number of students allowed to register the subject. You cannot register the subject. You may search other sections to enroll the subject.

To continue with the registration, click the Proceed to next step button. It can be found at the bottom of the page



### STEP 3.3 Creating the Assessment:

After all the subjects has been added, it is important to create the assessment. If you are qualified for Free Tuition you still must create the assessment. It will be used for the creation of the billing statements submitted to CHED. Click Create Assessment to continue

Step 1 - Create Registration Step 2 - Select Subjects **Step 3 - Print Assessment** Step 4 - Tagging of FT



A change in your registration has been detected. Did you add or remove a subject?  
Your assessment should be re-created. Please click the **Create Assessment** button to continue

**Create Assessment**

Your assessment will be shown after clicking the Create Assessment button. If you find anything unusual or if you think there are some discrepancy you may click the Re Assess button. Click Proceed to the next step to continue

Here is the assessment for your registration, please check this carefully before proceeding to the next step. If you find some discrepancy with your assessment please click **Re Assess**. If the discrepancy is still not fixed after clicking re assess, please contact the accounting office.

Code	Account Name	Assessed Fee	1st Payment	2nd Payment	3rd Payment	Remarks	Discount
100101	Lecture (Day)	3000.0000	1500.0000	1500.0000	0.0000	15 @ 200	0.0000
303389	Development Fees	225.0000	225.0000	0.0000	0.0000		0.0000
303390	Athletics Fees	240.0000	240.0000	0.0000	0.0000		0.0000
303391	Computer Fees	400.0000	400.0000	0.0000	0.0000		0.0000
303392	Cultural Fees	120.0000	120.0000	0.0000	0.0000		0.0000
303393	Guidance fees	120.0000	120.0000	0.0000	0.0000		0.0000
101469	Laboratory fees	1160.0000	1160.0000	0.0000	0.0000		0.0000
101470	Library fees	120.0000	120.0000	0.0000	0.0000		0.0000
101471	Medical & Dental Fees	140.0000	140.0000	0.0000	0.0000		0.0000
101472	Registration fees	120.0000	120.0000	0.0000	0.0000		0.0000

**Re Assess**

Print Registration

**Go back**

**Proceed to the next step**

### STEP 3.4 Tagging of free tuition:

Your assessment will be shown for review. If you are qualified for free tuition you will be tagged accordingly, and your outstanding balance will be updated. Click Proceed to the next step to continue.

Step 1 - Create Registration | Step 2 - Select Subjects | Step 3 - Print Assessment | **Step 4 - Tagging of FT**

Here is the assessment for your registration, please check this carefully. All students who are qualified to receive **Free Tuition** will be tagged accordingly after the enrollment. Your outstanding balance will be updated and your registration will be validated after the tagging of free tuition.

Code	Account Name	Assessed Fee	1st Payment	2nd Payment	3rd Payment	Remarks	Discount
100101	Lecture (Day)	3000.0000	1500.0000	1500.0000	0.0000	15 @ 200	0.0000
303389	Development Fees	225.0000	225.0000	0.0000	0.0000		0.0000
303390	Athletics Fees	240.0000	240.0000	0.0000	0.0000		0.0000
303391	Computer Fees	400.0000	400.0000	0.0000	0.0000		0.0000
303392	Cultural Fees	120.0000	120.0000	0.0000	0.0000		0.0000
303393	Guidance fees	120.0000	120.0000	0.0000	0.0000		0.0000
101469	Laboratory fees	1160.0000	1160.0000	0.0000	0.0000		0.0000
101470	Library fees	120.0000	120.0000	0.0000	0.0000		0.0000
101471	Medical & Dental Fees	140.0000	140.0000	0.0000	0.0000		0.0000
101472	Registration fees	120.0000	120.0000	0.0000	0.0000		0.0000
	<b>TOTAL</b>		<b>4145.0000</b>	<b>1500.0000</b>			

[Go Back](#) [Proceed to the next step](#)

### STEP 4 Finished!:

You have successfully registered online! Click finish to continue



Congratulations! You have successfully registered online.

Your registration is still not validated, you can still make changes to your registration.

You may now print your pre-registration. Just go back to your dashboard and scroll down until you find the enrollment history.

Let us know that you successfully registered **#TSUStudentPortal #TSUOnlineRegistration**

[Finish](#)