



GENERAL REMINDERS:

First Year Students

1) Clear your HOLD ORDERS as soon as possible.

Students with HOLD ORDERS cannot enlist online. You need to clear and lift your Hold Order with the concerned office/s before you can avail of enlistment.

2) Make sure you remember your AISIS username and password.

In case you forgot your password, you may request for a new one on aisisonline.ateneo.edu.

3) Take the time to completely and accurately accomplish the Student Information form on your AISIS accounts.

You may experience some delays in enlisting if you do not fill in all of the required fields for your student information. It is also important that we have current and accurate contact information of your parents or, in their absence, your guardians. Their contact information should be distinct from your own contact information. This is to enable the school to access your Emergency Contacts to ensure your safety and welfare.

4) Most of the First Year classes are pre-enlisted.

However, you will also have to enlist in certain classes like PHYED, FLC, and NatSci. Take note that each block is assigned to a NatSci cluster, and each NatSci cluster differs in schedule.

Clustered subjects for First Year and Second Years:

- Theo 12
- NatSci
- IE-English

5) Make sure to have back-up schedules.

This will help you enlist faster, in case the classes you have chosen are already closed.

For inquiries, visit <http://regcom.ateneo.edu> or drop us a line on our Facebook page, **Regcom's Helpdesk**. The Office of the Registrar may also be reached via email or Google Chat using your OBF account at registrar.soh@ateneo.edu, registrar.jgsom@ateneo.edu, registrar.sose@ateneo.edu, registrar.soss@ateneo.edu, registrar1.ls@ateneo.edu, registrar2.ls@ateneo.edu, or askregistrar.ls@ateneo.edu. You may also visit <http://ateneo.edu/ls/registrar> or <http://aisisonline.ateneo.edu> for announcements.



6) Immediately click the “confirm enlistment” button every time you enlist in a class.

Enlistment cannot be completed without confirmation. If you do not confirm, your slots will not be registered and you will not be officially enrolled in the classes you chose. **To avoid losing your slots, click the “confirm enlistment” button** after choosing your classes. Then go back to enlist for your other classes. Repeat until you have enlisted in all advised subjects.

7) Remember to check if you have enlisted in ALL ADVISED SUBJECTS before proceeding to payment.

Students who have paid their tuition CANNOT go through online enlistment anymore. To add, change, or withdraw from sections, you will have to undergo the load revision process. To avoid this, please download/print your assessment form during your assigned online enlistment schedule, and double-check if the subjects you enlisted for are the correct number (See Sample Assessment form below)

8) After enlisting and printing your Assessment Form, you may proceed directly to tuition payment.

Do not proceed to tuition payment unless you have gone through assessment and have downloaded/printed your Assessment Form. Remember to check your enlisted subjects at the bottom of the form (See Sample Assessment form below).

Printing of Assessment Forms can only be done during your scheduled online enlistment time-slot. Make sure to download/print your assessment forms to avoid the inconvenience of waiting until the Free-for-All schedule to view and download it.

9) Payment

Payments that are not posted by January 13, 2023 (Friday) will be subject to the late registration fee of Php 250. Please note that all Tuition payments made through online facilities are posted on the 2nd banking day from the date payment was made (See [Online Tuition Payment Options](#)).

The Tuition Receipt is downloadable from AISIS 1-2 banking days after payment was made, following these steps:

1. Log in to AISIS
2. Click ‘PRINT TUITION RECEIPT’ link

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3. Choose school year & semester

4. Receipts may be viewed, printed or saved as PDF by clicking the corresponding links for the semester.

For payment concerns, please contact Cashiers through mdelpilar@ateneo.edu and mhcelestino@ateneo.edu.

Students will not be able to join classes unless they are officially enrolled.

10) AISIS vs Canvas

Once officially enrolled, students should ensure that enlisted classes/sections on AISIS are the same classes/sections appearing on their Canvas LMS.

Inconsistencies should be brought to the attention of Canvas team through canvas.ls@ateneo.edu

11) Load Revision

Students can only start the load revision request once they are officially enrolled.

Load revision requests can be tracked on AISIS. Students will only be able to join online classes once the load revision process is completed or once the changes have been reflected on AISIS.

For additional details on load revision, please refer to the [Load Revision Process & Schedule](#) document.

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ATENELO DE MANILA UNIVERSITY

LOYOLA SCHOOLS OFFICE OF THE REGISTRAR

REGCOM SERVICE VOLUNTEERISM DISCIPLINE COMMITMENT

Sample Tuition Receipt

Ateneo de Manila University
Katipunan Road, Loyola Heights, Q.C.
Loyola Schools
TIN: 000-707-229-000 NV
Tuition Receipt Form

Serial No. 316469
Received on: 10/20/2012 01:18:50 PM-104192

ID No. _____ Student's Name (Last, First, Middle) _____ Sem and Year 2nd 2012 2 AB DS Year, Level and Course _____

	Assessment	Payment
Tuition:	54,545.05	54,545.05
Basic Fees:		
LS Library Fee - 2nd Sem	5,029.20	5,029.20
LS Library Energy Fee - 2nd Sem	1,474.70	1,474.70
Student Activities Fee - 2nd Sem	482.45	482.45
LS Registration Fee - 2nd Sem	1,390.25	1,390.25
LS Medical Fee - 2nd Sem	366.00	366.00
LS Guidance Fee - 2nd Sem	1,050.90	1,050.90
LS Athletics Fee - 2nd Sem	742.30	742.30
Publication Fund	345.20	345.20
Other Fees:		
ASPM Fee	250.00	250.00
Facilities Maintenance Fee - 2nd Sem	716.80	716.80
Student Information System Fee - 2nd Sem	238.10	238.10
Comprehensive Drug Program Fee	75.00	75.00
Development Fee - 3rd Year	771.75	771.75
LS Internat Fee - 2nd Sem	369.90	369.90
TOTAL:	67,839.70	67,839.70
LESS:		
Mode of Payment: CA	This Payment: 67,839.70	Balance Due: Received: 67,839.70

BS 101-A BS 120-A BS 122-A
 NI 166-L SH 102-L-CC TH 141-F

ADSA OFFICE
REMEMBER TO CHECK YOUR OFFICIALLY ENROLLED CLASSES
N/A N/A

IMPORTANT:
*Not Valid as a receipt:
024 AS 29-OCT-12 22 67,839.70 67839.7 CA 316469
Validation: _____
68.12/16.20

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Sample Assessment Form

Ateneo de Manila University
Loyola Schools
Tuition Assessment Form

Assessed on: Friday June 7 2013 1:2 PM morencio

ID No	Student's Name (Last, First, Middle)	Sem and Year	Year Level and Course	
		1 2013	4	AB DS
			Assessment	Payment
Tuition:				
	LS Overload Tuition Fee - 1st Sem		9,273.30	9,273.30
	LS Tuition Fee - 1st Sem (Full)		57,273.10	57,273.10
Basic Fees:				
	LS Library Fee - 1st Sem		5,291.15	5,291.15
	LS Library Energy Fee - 1st Sem		1,548.40	1,548.40
	Student Activities Fee - 1st Sem		485.55	485.55
	LS Registration Fee - 1st Sem		1,145.45	1,145.45
	LS Medical Fee - 1st Sem		384.90	384.90
	LS Guidance Fee - 1st Sem		1,103.45	1,103.45
	LS Athletics Fee - 1st Sem		779.40	779.40
	LS Career Development Fee - 1st Sem		792.05	792.05
	Publication Fund		241.60	241.60
Other Fees:				
	ASPAC Fee		250.00	250.00
	Facilities Maintenance Fee - 1st Sem		752.60	752.60
	Annual Accident Insurance Fee		50.00	50.00
	Student Information System Fee - 1st Sem		238.10	238.10
	Comprehensive Drug Program Fee		75.00	75.00
	Integrated Non-Academic Formation Fee for 4th Year		.00	.00
	Integrated Non-Academic Formation Fee - 1st Sem		600.00	600.00
	Development Fee - 4th Year		347.25	347.25
	LS Internet Fee - 1st Sem		703.35	703.35
	LS I.D. Fee		100.00	100.00
TOTAL:			81,434.65	81,434.65
REMEMBER TO CHECK YOUR ENLISTED CLASSES.				
LESS:				
Mode of Payment		This Payment Balance Due	81,434.65	81,434.65 <i>MS</i>
CH				
IMPORTANT: * This is not valid as a receipt.				

Cat. No.	Units	Section	Teacher	Schedule/Room
DS 102	3	A	TRINIDAD, GINO ANTONIO P.	T-TH 1500-1630/B-104
DS 112	3	A	DE LA CRUZ, LELAND JOSEPH R., DELA CRUZ	T-TH 1200-1330/CTC 102
DS 130	3	A	BANZUELA, RAUL SOCRATES C.	T 1800-2100/CTC 205
DS 135.13	3	A	TBA	TH 1630-1930/SEC-A209A
DS 140	3	A	DE LA CRUZ, LELAND JOSEPH R.	SAT 1600-1900/DS DEPT
PH-103	3	AA	CALANO, MARK JOSEPH T.	M-W-F 1230-1330/BEL-206

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