



Load Revision Process & Schedule

Second Semester SY 2022 - 2023

TYPES OF REQUESTS

- Add course
- Withdraw from course
- Change Section
- Change from Credit to Audit
- Change from Audit to Credit

SET	REQUEST	PERIOD
1	Add	January 14 to 20, 2023 Saturday to Friday
	Withdraw	
	Change of Section	
	Change of Status (Audit to Credit and Credit to Audit)	
2	Withdraw with Permission	January 14 to March 29, 2023 Saturday to Wednesday
	Change of Status (Credit to Audit)	

REMINDERS

- Processing of the load revision requests will begin on **January 14, 2023, Sundays not included.**
- The deadlines only cover the submission of load revision requests. The processing of requests may extend past the listed deadlines.
- Students are reminded to **track their requests via AISIS.**
- Students will only be able to join classes once the load revision process is completed. Completed means changes have been effected on AISIS.
- Students are **allowed** to file multiple requests per load revision request.
- For any questions about the process or your application, you may contact the following:

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.gbseald@ateneo.edu, registrar.soh@ateneo.edu, registrar.jgsom@ateneo.edu, registrar.rose@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.



- ❑ Office of the Associate Dean for Academic Affairs <adaa.ls@ateneo.edu>
- ❑ Office of the Associate Dean for Graduate Programs <adgp.ls@ateneo.edu>
- ❑ Office of the Registrar <acadsupport.registrar.ls@ateneo.edu>

- ❑ For concerns regarding your OBF account, please contact:
 - ❑ VP for Digital Information and Technology Services <vp-dits@ateneo.edu>

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