Registration Schedule

Second Semester SY 2022 – 2023

	Round 1 Online Enlistment	Round 2 Online Enlistment
Fourth Year/Fifth Year/New Graduate Students	**Monday, January 09** Batch 1 - 8:00am-9:45am Batch 2 - 10:15am-12:00nn Free-for-All - 6:00pm-8:00pm	**Wednesday, January 11** Batch 1 - 8:00am-9:45am Batch 2 - 10:15am-12:00nn Free-for-All - 6:00pm-8:00pm
Third Year/Graduate Students/International Exchange Students	**Monday, January 09** Batch 1 - 1:00pm-2:45pm Batch 2 - 3:15pm-5:00pm Free-for-All - 6:00pm-8:00pm	**Wednesday, January 11** Batch 1 - 1:00pm-2:45pm Batch 2 - 3:15pm-5:00pm Free-for-All - 6:00pm-8:00pm
Second Year/Graduate Students	**Tuesday, January 10** Batch 1 - 8:00am-9:45am Batch 2 - 10:15am-12:00nn Free-for-All - 6:00pm-8:00pm	**Thursday, January 12** Batch 1 - 8:00am-9:45am Batch 2 - 10:15am-12:00nn Free-for-All - 6:00pm-8:00pm
First Year/Transfer Students/All Graduate Students	**Tuesday, January 10** Batch 1 - 1:00pm-2:45pm Batch 2 - 3:15pm-5:00pm Free-for-All - 6:00pm-8:00pm	**Thursday, January 12** Batch 1 - 1:00pm-2:45pm Batch 2 - 3:15pm-5:00pm Free-for-All - 6:00pm-8:00pm

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.sose@ateneo.edu, registrar.soss@ateneo.edu, registrar1.ls@ateneo.edu, or askregistrar.ls@ateneo.edu. You may also visit http://ateneo.edu/ls/registrar or http://aisisonline.ateneo.edu for announcements.

All Year Levels/Cross-Registrants /Non-Degree/Auditor	**Friday, January 13** (9:00am-12:00nn)

REMINDERS

- Clear your **Hold Orders** as soon as possible. Students with hold orders cannot enlist.
- Ensure that your IPS has been updated by your home department (for juniors and seniors) or by the Registrar's Office (for freshmen and sophomores).
- Make sure to remember your AISIS username and password. In case you forgot your password, please request a new one on aisisonline.ateneo.edu.

- **Take note of your batch schedule.** Batch numbers can now be viewed on AISIS. If you have not received them, please fill up the batch number request form so that RegCom may contact the Office of the Registrar for your batch numbers.
   - o If you are returning from an LOA, **kindly have your return from LOA approved by the ADAA** in order to generate your batch number.
   - o Registration for **graduate students does not have batching.**

- For other registration-related concerns, the Office of the Registrar may be reached via email or Google Chat at
   - o **registrar.gbseald@ateneo.edu, registrar.soh@ateneo.edu, registrar.jgsom@ateneo.edu, registrar.sose@ateneo.edu, registrar.soss@ateneo.edu.**
   - o **registrar1.ls@ateneo.edu,**
   - o **registrar2.ls@ateneo.edu**
   - o **askregistrar.ls@ateneo.edu,**

- Departments and offices will be available from **8:00 AM – 6:00 PM** on registration dates.
- Payments that are made **after January 13, 2023 (Friday)** are subject to a late registration fee of Php 250.
- Second semester classes start on **January 16, 2023 (Monday).**

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.sose@ateneo.edu, registrar.soss@ateneo.edu, registrar1.ls@ateneo.edu, or askregistrar.ls@ateneo.edu. You may also visit http://ateneo.edu/ls/registrar or http://aisisonline.ateneo.edu for announcements.