



# Undergraduate Level Registration

## Second Semester SY 2022 - 2023

# 1 ONLINE ENLISTMENT

## SCHEDULE

### January 9-13

#### Round 1:

January 9 - **4th Year & 5th Year Students**

- Batch 1: 8:00AM-9:45AM
- Batch 2: 10:15AM-12:00NN
- FFA: 6:00PM-8:00PM

January 9 – **3rd Year & International Exchange Students**

- Batch 1: 1:00PM-2:45PM
- Batch 2: 3:15PM-5:00PM
- FFA: 6:00PM-8:00PM

January 10 – **2nd Year Students**

- Batch 1: 8:00AM-9:45AM
- Batch 2: 10:15AM-12:00NN
- FFA: 6:00PM-8:00PM

January 10 – **1st Year & Transfer Students**

- Batch 1: 1:00PM-2:45PM
- Batch 2: 3:15PM-5:00PM
- FFA: 6:00PM-8:00PM

#### Round 2:

January 11 - **4th Year & 5th Year Students**

- Batch 1: 8:00AM-9:45AM
- Batch 2: 10:15AM-12:00NN
- FFA: 6:00PM-8:00PM

January 11 – **3rd Year & International Exchange Students**

- Batch 1: 1:00PM-2:45PM
- Batch 2: 3:15PM-5:00PM
- FFA: 6:00PM-8:00PM

January 12 – **2nd Year Students**

- Batch 1: 8:00AM-9:45AM
- Batch 2: 10:15AM-12:00NN
- FFA: 6:00PM-8:00PM

January 12 – **1st Year & Transfer Students**

- Batch 1: 1:00PM-2:45PM
- Batch 2: 3:15PM-5:00PM
- FFA: 6:00PM-8:00PM

#### Free-for-All:

January 13 – **All Year Levels, Cross-Registrants, Non-Degree, Auditor**  
9:00AM-12:00NN

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](mailto:registrar.soh@ateneo.edu), [registrar.jgsom@ateneo.edu](mailto:registrar.jgsom@ateneo.edu), [registrar.sose@ateneo.edu](mailto:registrar.sose@ateneo.edu), [registrar.soss@ateneo.edu](mailto:registrar.soss@ateneo.edu), [registrar1.ls@ateneo.edu](mailto:registrar1.ls@ateneo.edu), [registrar2.ls@ateneo.edu](mailto:registrar2.ls@ateneo.edu), or [askregistrar.ls@ateneo.edu](mailto:askregistrar.ls@ateneo.edu). You may also visit <http://ateneo.edu/ls/registrar> or <http://aisisonline.ateneo.edu> for announcements.



## REMINDERS

- ❑ 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](http://aisisonline.ateneo.edu).
- ❑ **Take note of your batch schedule.** Batch numbers for undergraduates can be viewed through your AISIS account. If you have not received them, fill up the [batch number request form](#) so that RegCom may contact the Office of the Registrar for your batch numbers.
- ❑ **For batch number concerns,** please contact the Office of the Registrar via email or GChat:  
[registrar.soh@ateneo.edu](mailto:registrar.soh@ateneo.edu)  
[registrar.jgsom@ateneo.edu](mailto:registrar.jgsom@ateneo.edu)  
[registrar.sose@ateneo.edu](mailto:registrar.sose@ateneo.edu)  
[registrar.soss@ateneo.edu](mailto:registrar.soss@ateneo.edu)
- ❑ **Settle your Hold Orders** if you have any.
- ❑ **Know your advised subjects** and prepare your preferred schedule beforehand. Be ready to take alternative classes in case your preferred schedules are no longer available.

## ENROLLMENT PROCEDURE

### 1 ENLISTMENT

- ❑ Set your Internet browser settings to allow for pop-ups.
- ❑ Log in to [aisis.ateneo.edu](http://aisis.ateneo.edu).
- ❑ Click on the **Enlist in Class** link. Update your personal information if necessary
- ❑ Click on the **Enlist/Delist** button. Choose a class. Chosen class must be displayed in the main window unless a message appears.
- ❑ Click on the **Submit Enlistment** button. A confirmation page will appear.
- ❑ Click on the **Confirm Enlistment** button. Check if all the valid subjects you enlisted to are in the Enlistment Summary.

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](mailto:registrar.soh@ateneo.edu), [registrar.jgsom@ateneo.edu](mailto:registrar.jgsom@ateneo.edu), [registrar.sose@ateneo.edu](mailto:registrar.sose@ateneo.edu), [registrar.soss@ateneo.edu](mailto:registrar.soss@ateneo.edu), [registrar1.ls@ateneo.edu](mailto:registrar1.ls@ateneo.edu), [registrar2.ls@ateneo.edu](mailto:registrar2.ls@ateneo.edu), or [askregistrar.ls@ateneo.edu](mailto:askregistrar.ls@ateneo.edu). You may also visit <http://ateneo.edu/ls/registrar> or <http://aisisonline.ateneo.edu> for announcements.



## 2 ASSESSMENT

- ❑ Click on the **Proceed to Assessment** button. Provide the necessary information.
- ❑ Click on the **Submit** button. Tuition assessment form will be displayed.
- ❑ Click on the **Print** button for a printer-friendly version of the tuition assessment form.
- ❑ If you would like to make modifications to your enlistments, make sure to go through the assessment process once more.
- ❑ Take note that the last assessment done will be the one recorded on AISIS and on your assessment form.
- ❑ Make sure to double-check that your final assessment form reflects your preferred mode of payment and number of installments.
- ❑ **For OAA scholars**, please check [facebook.com/ADMUScholarsReg](https://www.facebook.com/ADMUScholarsReg) for instructions and announcements.
- ❑ For inquiries pertaining to assessment, please contact the Central Accounting Office through [stud.accts.cao@ateneo.edu](mailto:stud.accts.cao@ateneo.edu)

## 3 PAYMENT

Pay online via the internet banking facilities or through over-the-counter payments of the following: BPI, BDO, Metrobank, and Unionbank. You may click here for [Tuition Payment Options](#).

- ❑ **You have completed your online registration after your tuition payment has been recognized and validated by the Cashier.**
- ❑ Tuition Receipt is downloadable from AISIS **1-2 banking days** after payment was made.
- ❑ Off-campus payments that are made after **Friday, 13 January 2023** will be subject to a late registration fee of Php 250.
- ❑ For payment concerns, please contact Cashiers through [mdelpilar@ateneo.edu](mailto:mdelpilar@ateneo.edu) and [mhcelestino@ateneo.edu](mailto:mhcelestino@ateneo.edu)
- ❑ **Students will not be able to join classes unless they are officially enrolled.**
- ❑ Second semester classes start on **Monday, 16 January 2023.**

## 4 ID Validation

- ❑ ID Validation will be handled by the Student Concerns and Compliance section of the Office of the Associate Dean for Student Affairs (OADSA).
- ❑ Students may get their IDs validated at the **Rizal Mini Theater** at the Ground Floor of Faber Hall. ID validation will last from **January 16 to February 4, 2023.**

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