Graduate Level Registration: Old Students
Second Semester SY 2022 - 2023

1 ONLINE ENLISTMENT

January 9 and 10

8:00AM - 9:45AM
10:15AM - 12:00NN
1:00PM - 2:45PM
3:15PM - 5:00PM
6:00PM - 8:00PM

January 11 and 12

8:00AM - 9:45AM
10:15AM - 12:00NN
1:00PM - 2:45PM
3:15PM - 5:00PM
6:00PM - 8:00PM

January 13

9:00AM - 12:00NN

REMINDERS

❏ Make sure to remember your AISIS username and password. In case you forgot your password, please request a new one on aisisonline.ateneo.edu.

❏ **Settle your Hold Orders** if you have any.

❏ Graduate students do not have batch numbers.

❏ Know your advised subjects and prepare a preferred schedule beforehand. Be ready to take alternative classes in case your preferred schedules are no longer available.

❏ The OADGP's communication guidelines may be viewed at this link: http://bit.ly/OADGPComPlan

ENLISTMENT PROCEDURE

1 ENLISTMENT

❏ Set your Internet browser settings to allow for pop-ups.
❏ Log in to aisis.ateneo.edu.

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, 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.

- ❏ 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.

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 and save 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 inquiries pertaining to assessment, please contact the Central Accounting Office through 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 **January 13, 2023 (Friday)** will be subject to a late registration fee of Php 250.

- ❏ 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.**

- ● Second semester classes start on **January 16, 2023 (Monday).**

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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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