



Graduate Level Registration: New Students

Second Semester SY 2022 - 2023

1 ACCEPTANCE LETTER, ID NUMBER, & AISIS ACCOUNT

Prior to enlistment, the Office of the Associate Dean for Graduate Programs (OADGP) will issue the following through your registered email address:

1. Acceptance Letter
2. Checklist of Academic & Admission Requirements
3. AISIS and OBF account login credentials
4. Graduate Student Health Record link
5. Graduate Student Personal Data Form link
6. Online Graduate Student Orientation registration link
7. Graduate Student Handbook link
8. Code of Academic Integrity and Code of Conduct link

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

2 ONLINE ADVISEMENT OF SUBJECTS

- Ensure that your Individual Program of Study (IPS) has been updated/advised by your home department.
- Advisement is NOT the same as enlistment.** The former is the process of fixing a student's IPS and assigning the subjects a student will take.

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.



3 ONLINE

ENLISTMENT

January 9 - 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.
- ❑ 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.

ENLISTMENT PROCEDURE

- ❑ Set your Internet browser settings to allow for pop-ups.
- ❑ Log in to 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.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.



4 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

5 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](#)

- ❑ 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.**
- ❑ **You have completed your online registration after your tuition payment has been recognized and validated by the Cashier.**
- ❑ 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.