



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.geom.ateneo.edu, registrar.g





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

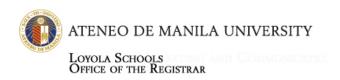
REMINDERS

- ☐ 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

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Set your Internet browser settings to allow for pop-ups.
Log in to <u>aisis.ateneo.edu</u> .
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.

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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 <u>Tuition Payment Options</u>

- ☐ 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).

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