



# Undergraduate Level Registration: Non-Degree, Cross-Registrants & Auditors

First Semester SY 2022 - 2023

## 1 ID NUMBER, AISIS ACCOUNT

**AISIS account log-in credentials and access to OBF email will be sent via email.**

- ❑ 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).
- ❑ For inquiries, you may email [adaa.ls@ateneo.edu](mailto:adaa.ls@ateneo.edu).

## 2 ONLINE ADVISEMENT OF SUBJECTS

- ❑ Ensure that you have been advised by the Office of the Associate Dean for Academic Affairs (OADAA).
- ❑ **Advisement is NOT the same as enlistment.** Advisement is the process of fixing a student's IPS and assigning the subjects a student will take. Enlistment is the process of signing up for classes.

## 3 ONLINE ENLISTMENT

**TUESDAY, August 9**

**9:00AM - 12:00NN**

- ❑ 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.



## REMINDERS

- ❑ **Settle your Hold Orders** before the enlistment period.
- ❑ 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.

## 4 ASSESSMENT

**TUESDAY, August 9**

**9:00AM - 12:00NN**

- ❑ 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.

## 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](#).

- ❑ **You have completed your online registration after your tuition payment has been recognized and validated by the Cashier.**
- ❑ Tuition Receipt is downloadable from AISIS **after 1-2 banking days** from the time payment is made.
- ❑ Off-campus payments that are made after **August 9, 2022** will be subject to a late registration fee.
- ❑ 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.**
- ❑ First semester classes start on **August 10, 2022 (Wednesday)**.

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