



# Graduate Level Registration: Cross-Registrants & Auditors

First Semester SY 2022 - 2023

## ONLINE ADVISEMENT OF SUBJECTS

- AISIS account log-in credentials and access to OBF email will be sent via email.
- For inquiries, OADGP's communication guidelines may be viewed at this link: <a href="http://bit.ly/OADGPComPlan">http://bit.ly/OADGPComPlan</a>
- ☐ Make sure to remember your AISIS username and password. In case you forgot your password, please request a new one on <u>aisisonline.ateneo.edu</u>.
- Ensure that you have been advised by the Office of the Registrar.
- For inquiries, you may email or message us via Google Chat 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 askregistrar.ls@ateneo.edu

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.

### 2 ONLINE ENLISTMENT

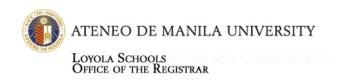
#### **TUESDAY, August 9**

9:00AM - 12:00NN

Ш	Set your	Internet browse	settings to	allow for	pop-ups.
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- □ 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.

For inquiries, visit <a href="http://regcom.ateneo.edu">http://regcom.ateneo.edu</a> or drop us a line on our Facebook page, <a href="https://regcom.ateneo.edu">Regcom's Helpdesk</a>. The Office of the Registrar may also be reached via email or Google Chat using your OBF account at <a href="registrar.gbseald@ateneo.edu">registrar.gbseald@ateneo.edu</a>, <a href="registrar.gbseald@ateneo.edu">registrar.gbseald@ateneo.edu</a>, <a href="registrar.sose@ateneo.edu">registrar.gbseald@ateneo.edu</a>, <a href="registrar.sose@ateneo.edu">registrar.sose@ateneo.edu</a>, <a href="registrar.sose@ateneo.edu">registrar.sose@ateneo.edu</a>. <a hre





☐ Click on the Confirm Enlistment button. Check if all the valid subjects you enlisted to are in the Enlistment Summary.

### 3 ASSESSMENT

### **TUESDAY, August 9**

Click on the <b>Proceed to Assessment</b> button. Provide the necessary information.
Click on the <b>Submit</b> button. Tuition assessment form will be displayed.
Click on the <b>Print</b> 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 <a href="mailto:stud.accts.cao@ateneo.edu">stud.accts.cao@ateneo.edu</a> .

## 4 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>.

You have completed your online registration after your tuition payment has been recognized and validated by the Cashier.
Tuition Receipt is downloadable from AISIS <b>after 1-2 banking days</b> 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 the Cashier's Office through <a href="mailto:mdelpilar@ateneo.edu">mdelpilar@ateneo.edu</a> and <a href="mailto:mhcelestino@ateneo.edu">mhcelestino@ateneo.edu</a>
Students will not be able to join classes unless they are officially enrolled.
First semester classes start on August 10, 2022 (Wednesday).

For inquiries, visit <a href="http://regcom.ateneo.edu">http://regcom.ateneo.edu</a> or drop us a line on our Facebook page, <a href="https://regcom.ateneo.edu">Regcom's Helpdesk</a>. The Office of the Registrar may also be reached via email or Google Chat using your OBF account at <a href="registrar.gbseald@ateneo.edu">registrar.gbseald@ateneo.edu</a>, <a href="registrar.gbseald@ateneo.edu">registrar.gbseald@ateneo.edu</a>, <a href="registrar.sose@ateneo.edu">registrar.gbseald@ateneo.edu</a>, <a href="registrar.sose@ateneo.edu">registrar.sose@ateneo.edu</a>, <a href="registrar.sose@ateneo.edu">registrar.sose@ateneo.edu</a>. <a hre