Enlistment FAQs

How do I enlist online?

❏ To enlist online, you must have an AISIS account. Log on to AISIS then click the **Enlist in Class** link to proceed with your enlistment.

❏ Enlistment is done by batching. Undergraduate students can only enlist on their designated batch schedule and free-for-all while graduate students can enlist during the entire online registration period.

Why can't I access or log on to AISIS?

❏ You must first have an active account. During enlistment dates, you must be logged on during the time specified for your year level and batch.

❏ Students on a **Leave of Absence (LOA) or those Honorably Dismissed (HD)** don't have access to Aisisonline.

Why can't I enlist in a class?

❏ **Students with Hold Orders** are prevented from completing their enlistment, making changes in their enlistment, and proceeding to assessment.

❏ AISIS will only be available during your scheduled online enlistment period.

❏ Subjects with the status **TEMPORARILY_ENLISTED** means that you are currently taking the prerequisite of that subject. You will only be enlisted in your chosen class once you have passed the prerequisite. This will be done automatically when your professor has submitted your grade at the end of the current semester.

What subjects should I see on my Enlistment page?

❏ Subjects advised to be taken for the semester are indicated on your **Individual Program of Study (IPS)**.

Why isn't a class reflected on my Enlistment page? What do I do if this happens?

The following cases will result in subjects **NOT** being reflected on the Enlistment page:

A. A prerequisite subject has not yet been taken or passed. For example, you may have enlisted in PHILO 12 but if you failed PHILO 11, your temporary enlistment in PHILO 12 will automatically be deleted even if Ph102 is advised.
   a. You may check a class' prerequisite by checking your degree's official curriculum in the Official Curriculum page.

B. The subject has already been taken. Major and Free electives must be subjects other than those already taken and must have the same units as advised.

C. The class is tagged. Students can only enter a tagged class if they are qualified to take the class.

D. The class is Restricted. Only pre-enlisted students are in Restricted Classes.

E. The class is not offered for the semester even if the student has been advised.

F. The number of units is beyond the maximum load prescribed in your curriculum.

NOTE: For A, B, and E, please contact your home department.

Why can't I modify some of my classes?

❏ You can't modify your enlistment in a pre-enlisted class.

What are paired classes? How do I enlist in them?

❏ Paired classes are two subjects that must be taken together. Students will be automatically enlisted/delisted for both classes.

I have a NATSCI back subject. When can I enlist for it?

❏ You can enlist for NATSCI back subjects during your respective enlistment batch schedule.

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.

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I can't enlist in my desired Major Elective. What does this mean?

- ❏ **Major Electives are defined for each curriculum.** Only major electives that are offered will be reflected in online enlistment.

Until when can I change my enlisted classes online?

- ❏ If you haven't paid for your tuition nor have been assessed, you can still change your enlisted classes on your respective registration dates and during the **FREE-FOR-ALL REGISTRATION.** After payment, all further changes must be done through load revision.

Are the class schedules in AISIS final?

- ❏ **Unforeseen circumstances may necessitate changes in class schedules or dissolution of classes even during enlistment.** This may result in an unexpected change in your schedules, such as conflicts in classes or an underload.
- ❏ You are advised to log on to AISIS regularly to be aware of any changes in your enlisted classes. Kindly check class schedules on aisisonline.ateneo.edu/classschedule.php as well.

For administrative inquiries or academic inquiries please refer to the LS Online Directory **bit.ly/ADMULSdirectory** for a more comprehensive list of relevant contacts, memos, and registration FAQs.

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.

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