



FREQUENTLY MADE MISTAKES

First Semester SY 2022 - 2023

I ENLISTED BUT DID NOT CONFIRM.

Enlistment cannot be completed without confirmation. If you do not confirm, your slots will not be registered and you will not be officially enrolled in the classes you chose. **To avoid losing your slots, click the CONFIRM button** after choosing your classes. You may print your assessment form afterward.

I THINK I MAY HAVE MORE UNITS THAN I NEED.

For First Years and Second Years, **NSTP, PHYED, and INTACT are non-academic courses** and as such, they are not included in the academic load. Even if you enlist for these classes, you will not be overloaded and you will be able to complete the enlistment process.

I DO NOT KNOW WHEN I AM CONSIDERED OFFICIALLY ENROLLED; I PAID MY TUITION FEE ONLINE.

Paying for your tuition is the last condition in order to be considered officially enrolled. Students who are officially enrolled can view their **CURRENTLY ENROLLED CLASSES** in AISIS.

I TRIED TO ENLIST OUTSIDE MY BATCH SCHEDULE.

Please follow the batching system during the Round 1 and Round 2 online enlistment.

I DO NOT KNOW WHAT PAIRED SUBJECTS MEAN. I ENLISTED IN DIFFERENT SECTIONS FOR MY NATSCI LECTURE AND LAB.

Subjects such as Science subjects with both Lecture and Laboratory are considered paired subjects. Students are required to be a part of only one section for paired subjects so they must make sure that **they do not enlist in different sections.**

I PAID MY TUITION WITHOUT FIRST GOING THROUGH ASSESSMENT.

Payments that were made without going through enlistment or assessment will not be recognized. Students must undergo the proper registration procedures. In assessment, 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, 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 AM A SCHOLAR WHO DID NOT FINISH ENROLLMENT. I THOUGHT THE SCHOLARSHIP PROVIDER TOOK CARE OF MY ENROLLMENT.

Students are reminded to see to it that they complete the entire process*. To confirm official enrollment, please check AISIS.

*For **OAA scholars**, please check [facebook.com/ADMUScholarsReg](https://www.facebook.com/ADMUScholarsReg) for instructions and announcements.

I PAID MY TUITION BUT I REALIZED I HAVE NOT ENLISTED IN ALL MY REQUIRED SUBJECTS.

Students who have paid their tuition CANNOT go through online enlistment anymore. To add, change, or withdraw from sections, you will have to undergo the load revision process. To avoid this, before paying, please download/print your assessment form during your assigned online enlistment schedule, and double-check if the subjects you enlisted for are the correct number.

I POSTED PAYMENT, BUT IT WAS WAY BEYOND THE DEADLINE FOR REGISTRATION AND/OR LOAD REVISION.

Even if a student pays online, **the Cashier will not recognize or validate payment beyond the deadline** set for registration or load revision.

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.