



Undergraduate Level Late Registration (with fine)

First Semester SY 2022 - 2023

1 ONLINE ENLISTMENT

August 10 - August 13

**Wednesday - Friday (9:00AM - 12:00NN;
1:00PM - 4:00PM; 4:30PM - 8:00PM)**
Saturday (8:00AM - 12:00NN)

There will be NO BATCHING for late registrants.

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

- ❑ Set your Internet browser settings to allow for pop-ups.
- ❑ Login to 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.

REMINDERS

- ❑ Only students **who have not yet paid tuition** online will go through late registration.
- ❑ Ensure that your **IPS has been updated** by your home department.
- ❑ 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.

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, 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.



2 ASSESSMENT

August 10 - August 13

**Wednesday - Friday (9:00AM - 12:00NN;
1:00PM - 4:00PM; 4:30PM - 8:00PM)
Saturday (8:00AM - 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 for 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.
- ❑ Approved scholarships/discounts will be **automatically reflected** in the assessment of fees.
- ❑ **For OAA scholars**, please check [facebook.com/ADMUScholarsReg](https://www.facebook.com/ADMUScholarsReg) for instructions and announcements.
- ❑ For inquiries pertaining to assessment, please contact the Central Accounting Office through stud.accts.cao@ateneo.edu.

3 PAYMENT

August 10 - August 13

**Wednesday - Friday (9:00AM - 12:00NN;
1:00PM - 4:00PM; 4:30PM - 8:00PM)
Saturday (8:00AM - 12:00NN)**

Pay online via the internet banking facilities or through over-the-counter payments of the following: BPI, BDO, Metrobank, and Unionbank, or 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 the AISIS **after 1-2 banking days** from the time payment was made.
- ❑ Late registrants are subject to the **late registration fee**.
- ❑ **Students will not be able to join online classes unless they are officially enrolled.**
- ❑ For payment concerns, please contact Cashier's through mdelpilar@ateneo.edu and mhcelestino@ateneo.edu
- ❑ First semester classes start on **August 10, 2022 (Wednesday)**.

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, 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.