ATENEO DE MANILA UNIVERSITY
LOYOLA SCHOOLS
OFFICE OF THE REGISTRAR

REGCOM
SERVICE VOLUNTEERISM DISCIPLINE COMMITMENT

Graduate 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.

❏ The OADGP's communication guidelines may be viewed at this link: **http://bit.ly/OADGPComPlan**

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.

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 inquiries pertaining to assessment, please contact the Central Accounting Office through stud.accts.cao@ateneo.edu.

❏ Approved scholarships/discounts will be **automatically reflected** in the assessment of fees.

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).**