



# Registration Schedule

First Semester SY 2022 – 2023

	Round 1 Online Enlistment	Round 2 Online Enlistment
<b>Fourth Year/Fifth Year/New Graduate Students</b>	<b>Wednesday, August 03</b> Batch 1 - 8:00am-9:45am Batch 2 - 10:15am-12:00nn Free-for-All - 6:00pm-8:00pm	<b>Friday, August 05</b> Batch 1 - 8:00am-9:45am Batch 2 - 10:15am-12:00nn Free-for-All - 6:00pm-8:00pm
<b>Third Year/Graduate Students/International Exchange Students</b>	<b>Wednesday, August 03</b> Batch 1 - 1:00pm-2:45pm Batch 2 - 3:15pm-5:00pm Free-for-All - 6:00pm-8:00pm	<b>Friday, August 05</b> Batch 1 - 1:00pm-2:45pm Batch 2 - 3:15pm-5:00pm Free-for-All - 6:00pm-8:00pm
<b>Second Year/Graduate Students</b>	<b>Thursday, August 04</b> Batch 1 - 8:00am-9:45am Batch 2 - 10:15am-12:00nn Free-for-All - 6:00pm-8:00pm	<b>Monday, August 08</b> Batch 1 - 8:00am-9:45am Batch 2 - 10:15am-12:00nn Free-for-All - 6:00pm-8:00pm
<b>First Year/Transfer Students/All Graduate Students</b>	<b>Thursday, August 04</b> Batch 1 - 1:00pm-2:45pm Batch 2 - 3:15pm-5:00pm Free-for-All - 6:00pm-8:00pm	<b>Monday, August 08</b> Batch 1 - 1:00pm-2:45pm Batch 2 - 3:15pm-5:00pm Free-for-All - 6:00pm-8:00pm

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](mailto:registrar.gbseald@ateneo.edu), [registrar.soh@ateneo.edu](mailto:registrar.soh@ateneo.edu), [registrar.jgsom@ateneo.edu](mailto:registrar.jgsom@ateneo.edu), [registrar.sose@ateneo.edu](mailto:registrar.sose@ateneo.edu), [registrar.soss@ateneo.edu](mailto:registrar.soss@ateneo.edu), [registrar1.ls@ateneo.edu](mailto:registrar1.ls@ateneo.edu), [registrar2.ls@ateneo.edu](mailto:registrar2.ls@ateneo.edu), or [askregistrar.ls@ateneo.edu](mailto:askregistrar.ls@ateneo.edu). You may also visit <http://ateneo.edu/ls/registrar> or <http://aisisonline.ateneo.edu> for announcements.



<p><b>All Year Levels/Cross-Registrants /Non-Degree/Auditor</b></p>	<p><b>Tuesday, August 09 (9:00am-12:00nn)</b></p>
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## REMINDERS

- Clear your **Hold Orders** as soon as possible. Students with hold orders cannot enlist.
- 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](http://aisisonline.ateneo.edu).
- **Take note of your batch schedule.** Batch numbers for undergraduates have been sent through the OBF email. If you have not received them, please fill up the [batch number request form](#) so that RegCom may contact the Office of the Registrar for your batch numbers.
  - If you are returning from an LOA, **kindly have your return from LOA approved by the ADAA** in order to generate your batch number.
  - Registration for **graduate students does not have batching.**
- For other registration-related concerns, the Office of the Registrar may be reached via email or Google Chat at:
  - [registrar.gbseald@ateneo.edu](mailto:registrar.gbseald@ateneo.edu), [registrar.soh@ateneo.edu](mailto:registrar.soh@ateneo.edu), [registrar.jgsom@ateneo.edu](mailto:registrar.jgsom@ateneo.edu), [registrar.sose@ateneo.edu](mailto:registrar.sose@ateneo.edu), [registrar.soss@ateneo.edu](mailto:registrar.soss@ateneo.edu).
  - [registrar1.ls@ateneo.edu](mailto:registrar1.ls@ateneo.edu),
  - [registrar2.ls@ateneo.edu](mailto:registrar2.ls@ateneo.edu)
  - [askregistrar.ls@ateneo.edu](mailto:askregistrar.ls@ateneo.edu),
- Departments and offices will be available from **8:00 AM – 6:00 PM** on registration dates.
- Payments that are made after **August 9, 2022** are subject to a late registration fee.
- First semester classes start on **August 10, 2022 (Wednesday).**

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