



Graduate Level Registration: Old Students

First Semester SY 2022 - 2023

1 ONLINE

ENLISTMENT

August 3 and 4

Round 1:

8:00AM - 9:45AM
10:15AM - 12:00NN
1:00PM - 2:45PM
3:15PM - 5:00PM
6:00PM - 8:00PM

August 5 and 8

Round 2:

8:00AM - 9:45AM
10:15AM - 12:00NN
1:00PM - 2:45PM
3:15PM - 5:00PM
6:00PM - 8:00PM

August 9

9:00AM - 12:00NN

REMINDERS

- ❑ 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/OADGComPlan>

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.rose@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.



ENLISTMENT PROCEDURE

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

2 ASSESSMENT

- ❑ 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 and save 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.
- ❑ For inquiries pertaining to assessment, please contact the Central Accounting Office through stud.accts.cao@ateneo.edu

3 PAYMENT

Pay online via the internet banking facilities or through over-the-counter payments of the following: BPI, BDO, Metrobank and Unionbank. You may 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 AISIS **after 1-2 banking days** from the time payment is made.
- ❑ Off-campus payments that are made after **August 9, 2022** will be subject to a late registration fee.
- ❑ For payment concerns, please contact Cashiers through mdelpilar@ateneo.edu and mhcelestino@ateneo.edu

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- ❑ **Students will not be able to join classes unless they are officially enrolled.**
- First semester classes start on **August 10, 2022 (Wednesday).**

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