






UNDERGRADUATE LEVEL: FRESHMEN AND TRANSFEREES REGISTRATION PROCEDURES

FIRST SEMESTER SY 2017-2018

<h3>AISIS ONLINE ENLISTMENT</h3> <div style="text-align: center; font-size: 2em; font-weight: bold;">1</div> <p>July 26, 2017 Wednesday</p> <p>Batch 1: 9:00 AM-12:00 NN Batch 2: 1:00-4:00 PM Free-for-All: 4:15-11:59 PM</p> 	<h3>REMINDERS</h3> <ul style="list-style-type: none"> • Check your AISIS account daily for any hold orders that may block you from enlisting during your assigned time. • Have a back-up schedule. • After confirming your enlistment, make sure to PRINT your assessment form. Once printed, proceed to STEP 3. If you have encountered problems during enlistment, proceed with STEP 2 onwards.
<h3>MANUAL REGISTRATION</h3> <div style="text-align: center; font-size: 2em; font-weight: bold;">2</div> <p>July 27; Aug 5, 8 (Thurs; Sat; Tues) 8AM-12NN Please proceed first to the Waiting Area of your respective schools.</p> <div style="display: flex; align-items: center;">  <div> <p>WAITING AREA SOH/SOSS - Faura AVR SOSE/Special Students - SEC A 202 SOM - CTC 105</p> <p>ENLISTMENT SOH/SOSS - Faura 227-228 SOSE/Special Students - SEC A 302 SOM - CTC 114</p> <p>ASSESSMENT SS Conference Rooms 3 & 4</p> </div> </div>	<ul style="list-style-type: none"> • Bring your ID and your Confirmation Slip. Any valid ID with picture and signature will suffice. • Be at your designated waiting areas at your ETA • Proxies must come with the required documents. Check Proxy Guidelines document for more details. • Come during your scheduled batch. • Manual registration batching differs from the online registration batching. Check Enlistment Schedules. • Make sure you have contingency schedules in case the classes you would like to enroll in have already closed. • Make sure you have your assessment form printed before you leave the venue. • Printing of assessment forms inside the campus can only be done at SS Conference Rooms 3 & 4. • Students can still print their assessment form outside the campus as long as it is NOT their manual registration schedule or the online enlistment schedule of other year levels.
<h3>PAYMENT</h3> <div style="text-align: center; font-size: 2em; font-weight: bold;">3</div> <p>July 26, 28-29; Aug 1-3 (Wed; Fri-Sat; Tue-Thurs) 8AM-12NN; 1-4PM (Weekdays) 8AM-12NN (Sat) Venue: Xavier Hall</p> <div style="display: flex; align-items: center;">  <div> <p>Jul 27, Aug 4-5; Aug 7-8 (Thurs; Fri-Sat; Mon-Tues) 8AM-4PM (Fri and Mon) 8AM-12NN (Sat and Tues)</p> <p>Venue: Xavier Hall, 1st Floor Cash and Cash/Check Combinations</p> <p>Berchmans Hall, Room 106 Check, Credit Card, Debit Card, Zero-Payment Scholars</p> </div> </div> <p><small>*To avoid long lines, you may opt to pay online via the Internet banking facility or through Over-the-Counter payments of the following: BPI, BDO, Metrobank & Unionbank.</small></p>	<ul style="list-style-type: none"> • Bring your printed assessment form. • Checks must have the following information listed at the back: Name, Year and Course, ID Number, and Contact Details • Checks with erasure/alteration in date, payee's name and amount in words and in figures will not be accepted even if countersigned by the issuer. • For those who paid off-campus, Cashier will not print your Tuition Receipt. Tuition Receipt is downloadable from the AISIS on the 2nd banking day from the time payment is made following these steps: <ol style="list-style-type: none"> 1) Log in to AISIS 2) Click 'PRINT TUITION RECEIPT' link 3) Choose school year and semester 4) Receipt may be viewed, printed or saved as PDF • Only if you paid on-campus will Cashier print your Tuition Receipt. • Off-campus payments that are not recognized by August 8, 2017 are subject to the late registration fee.
<h3>ID CLAIMING</h3> <div style="text-align: center; font-size: 2em; font-weight: bold;">4</div> <p>ID Claiming July 26-28; Aug 9-16 (Wed-Fri; Wed-Sat) 9AM-12NN; 1-4PM (Weekdays) 9AM-12NN (Saturdays)</p> <p>Venue: Exhibit Hall (G310, Gonzaga Hall, 3rd floor)</p> 	<ul style="list-style-type: none"> • For ID Claiming, bring the claim stub given to you during application. • Persons with disability may directly proceed to the Office for Student Services (Xavier Hall, 1st floor) to claim their ID. • Tuition Receipt is NOT needed for ID claiming. • Make sure you paid online at least 2 banking days before you claim your ID. • NO PROXIES ALLOWED for ANY ID related matters. • Ateneo IDs are not required during OrSem. Any valid ID will do (Old High School ID, Photocopy of Passport). • Strict ID wearing starts on August 22, 2017.
<div style="display: flex; align-items: center; justify-content: center;">  <p>For problems and questions, please proceed to the FRESHMAN ASSISTANCE DESK, Case Study Room (Social Sciences Bldg., 1st floor) from 8AM-12NN on July 27, 2017 and Aug 5, 2017.</p> </div>	