



Load Revision Schedule

First Semester SY 2020 – 2021

For *both* quarters

TYPES OF REQUESTS

- Add course
- Withdraw from course
- Change Section
- Change from Credit to Audit
- Change from Audit to Credit

SET	REQUEST	PERIOD	
1st	ADD	September 3 - September 10	
	WITHDRAW		
	CHANGE OF SECTION		
	CHANGE OF STATUS (Audit to Credit)		
2nd	Change of Status (Credit to Audit)	1st Quarter	September 3 - October 17
		2nd Quarter	September 3 - December 5
		Courses following a semestral schedule	September 3 - November 21

REMINDERS

- Processing of the load revision requests will begin on September 3, 2020.
- Students are reminded to track their requests via email.
- Students will only be able to join classes once the load revision process is completed. Completed means changes have been effected on AISIS.
- For any questions about the process or your application, you may contact the following:
 - Office of the Associate Dean for Academic Affairs <adaa.ls@ateneo.edu>
 - Office of the Associate Dean for Graduate Programs <adgp.ls@ateneo.edu>
 - Office of the Registrar <registrar2.ls@ateneo.edu>
- For concerns regarding your OBF account, please contact:
 - LS Office of Management Information Systems <omis-reg.ls@obf.ateneo.edu>
 - IT Resource Management Office <itrmo@ateneo.edu>

For inquiries, visit <http://regcom.ateneo.edu> or drop us a line on our Facebook page, **Regcom's Helpdesk**. You may also send an email or chat us via Hangouts using your OBF account at askregistrar.ls@ateneo.edu, registrar1.ls@ateneo.edu, and registrar2.ls@ateneo.edu. You may also visit <http://aisisonline.ateneo.edu> for announcements.