

## **UNDERGRADUATES**

### **FREQUENTLY MADE MISTAKES**

#### **I ENLISTED BUT DID NOT CONFIRM.**

Enlistment cannot be completed without confirmation. If you do not confirm, your slots will not be registered and you will not be officially enrolled in the classes you chose. People often lose their slots because they do not confirm and wrongly believe that they have completed the online enlistment process. If this happens to you, it may cause you to have to go to manual registration and enlist again. To avoid losing your slots, and losing the classes you want, click the confirm button after choosing your classes. You may print your assessment form afterwards.

#### **I AM A NON-DEGREE STUDENT AND I NEED TO GET MY UNDERGRAD FORMS. I AM LOST AND DO NOT KNOW WHERE TO GO.**

Students that require special assistance are to go to the venue for SOSE Enlistment. Non-degree, cross registrants, and audit students may go to the SOSE Enlistment venue during manual registration to enlist. The people inside that venue will know how to direct you through the steps of enlistment.

#### **I WENT TO PRINT MY ASSESSMENT FORM IN THE ACCOUNTING OFFICE.**

Printing of assessment forms is not done in the Accounting Office. You should go to the assessment venue, instead. **You may print your assessment form at SS Conference Rooms 3 and 4.** Make sure that you have already completed the enlistment process and only require the printed version of the assessment form. You can also print your assessment forms outside the campus if it is NOT the day of your scheduled manual registration or the enlistment schedule of other year levels.

#### **I AM NOT PART OF THE VARSITY TEAM OF ANY SPORT YET I ENLISTED IN A VARSITY SUBJECT.**

Students who are part of the varsity of any sport are entitled to a special Physical Education subject wherein only varsity players can enter and enlist in (PE261, PE262, PE263, and PE264). Only the regular PE subjects are available to those who are not part of any varsity team and they should get that PE. If it turns out that they were not able to enlist in a regular PE and mistakenly enlisted in a varsity class PE, then the problem can be fixed during the start of manual enlistment.

#### **I BELONG TO THE 1<sup>ST</sup> BATCH. I WENT TO SCHOOL FOR MANUAL REGISTRATION AT 8:00 IN THE MORNING BUT THEY TOLD ME I COULD NOT ENLIST YET.**

The batching system during the manual registration period is different from that of the online enlistment process. To avoid confusion, please check your batch number and the corresponding batch schedule for manual registration at <http://regcom.ateneo.edu> or <http://aisisonline.ateneo.edu>.

**I DO NOT KNOW WHAT PAIRED SUBJECTS MEAN. I ENLISTED IN DIFFERENT SECTIONS FOR EN11 AND LIT13.**

Subjects such as English and Literature, and Science subjects with both Lecture and Laboratory, are considered paired subjects. Students are required to be a part of only one section for paired subjects so they must make sure that they do not enlist in different sections.

**I THINK I MIGHT HAVE MORE UNITS THAN I NEED. I WILL HAVE TO ENLIST MANUALLY TO TAKE SOME SUBJECTS OUT.**

For freshmen and sophomores, NSTP, PE and INTAC are non-academic courses and as such, they are not included in the academic load. Even if you enlist for these classes, you will not be overloaded and you will be able to complete the enlistment process.

On the other hand, juniors, seniors, and superseniors who still have to enlist in NSTP, PE, or INTAC will have these courses added to their academic load.

**I WANTED TO CHANGE MY SECTION THROUGH LOAD REVISION BUT I DON'T KNOW WHICH OF THE TWO FORMS I SHOULD DOWNLOAD**

Load revision forms can now be downloaded through your AISIS Account. There are two downloadable forms available, one is the standard load revision form (for adding/withdrawing classes, changing of sections and changing status from Audit-to-Credit and Credit-to-Audit) while the other is for students who want to change their degree program or apply for Minor/Specialization. After downloading and printing, fill up the form and secure the necessary signatures from offices concerned. See Revised Load Revision Procedure & Schedule document for more information.

**I DO NOT KNOW WHEN I AM CONSIDERED OFFICIALLY ENROLLED; I WENT HOME AFTER PAYING MY TUITION FEE.**

Students are not yet considered officially enrolled if they were not able to apply/validate their ID. The registration process begins with students' online enlistment, followed by assessment, payment, and then ID application/validation. Students who are officially enrolled can view their currently enrolled classes in AISIS.