



Undergraduate Level Registration

Intersession SY 2021 - 2022

1 ONLINE ENLISTMENT

June 17 - June 18

June 21 - June 22

June 17:

Batch 1 - 9:00AM-12:00NN
Batch 2 - 1:00PM-4:00PM
Batch 1 & 2 - 4:30PM-8:00PM

June 18:

Batch 3 - 9:00AM-12:00NN
Batch 4 - 1:00PM-4:00PM
Batch 1, 2, 3 & 4 - 4:30PM-8:00PM

June 21:

Batch 3 & 4 - 9:00AM-12:00NN
Batch 1 & 2 - 1:00PM-4:00PM
Batch 1, 2, 3 & 4 - 4:30PM-8:00PM

Free-for-All:

June 22

- 9:00AM-12:00NN, 1:00PM-4:00PM, 4:30PM-8:00PM
- All Year Levels, Cross-Registrants, Non-Degree, Auditors

REMINDERS:

- 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.
- Take note of your batch schedule. Batch numbers for undergraduates have been sent through your OBF account. For batch number concerns, please contact the Office of the Registrar via email or Google Chat:
registrar.soh@ateneo.edu
registrar.jgsom@ateneo.edu
registrar.sose@ateneo.edu
registrar.soss@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.

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 message via Google Chat 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.



Steps

- ❑ 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.
 - ❑ Make sure to double-check that your final assessment form reflects your preferred mode of payment and number of installments.
- ❑ For OAA scholars, please check [facebook.com/ADMUScholarsReg](https://www.facebook.com/ADMUScholarsReg) for instructions and announcements.
 - ❑ 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 the AISIS after 1-2 banking days from the time payment was made.
- ❑ Off-campus payments that are not recognized by **June 26, 2021** are subject to a late registration fee.
- ❑ For payment concerns, please contact Cashiers through mdelpilar@ateneo.edu and mhcelestino@ateneo.edu
- ❑ Students will not be able to join online classes unless they are officially enrolled.
- ❑ Intersession classes start on **June 28, 2021**.

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 message via Google Chat 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.