



Undergraduate Level Registration

First Semester SY 2020 - 2021

1 ONLINE ENLISTMENT

August 25 - August 29
September 1 - September 2

Round 1:

August 25 - 4th Year, 5th Year, New Graduate Students
August 26 - 3rd Year, Graduate Students
August 27 - 2nd Year, Graduate Students
September 1 - 1st Year, Transfer Students

Batch 1: 9:00AM-12:00NN
Batch 2: 1:00PM-4:00PM
FFA: 4:15PM-11:59PM

Round 2*:

August 28, 2020
 9:00AM - 12:00NN - 4th Year, 5th Year, Graduate Students
 1:00PM - 4:00PM - 3rd Year, Graduate Students
August 29, 2020
 9:00AM - 12:00NN - 2nd Year, Graduate Students
September 2
 9:00AM - 12:00NN - 1st Year/Transfer Students
*Note that there is no batching for Round 2

Free-for-all:

August 29, 2020
 1:00PM - 4:00PM - 2nd Year, 3rd Year, 4th Year, 5th Year, Graduate students
September 2, 2020
 1:00PM - 4:00PM and 4:15PM - 11:59PM - All year levels, Non-degree, Cross-registrants, 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 the OBF email. If you have not received them, please contact Regcom's Helpdesk or email/chat us at askregistrar.ls@ateneo.edu, registrar1.ls@ateneo.edu, registrar2.ls@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.
- Follow your line up of courses per quarter as indicated in the **ADCC Course Schedule Template**.
- You are reminded to **balance your load between Quarter 1 and Quarter 2**.



- ❑ Set your Internet browser settings to allow for pop-ups.
- ❑ Login to aisis.ateneo.edu.
- ❑ Click on **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.

*For OAA scholars, please check facebook.com/ADMUScholarsReg for instructions and announcements.

2 ASSESSMENT

- ❑ Click on **Proceed to Assessment** button. Provide the necessary information.
- ❑ Click on **Submit** button. Tuition assessment form will be displayed.
- ❑ Click on **Print** button and save a printer-friendly version of the tuition assessment form.
- ❑ If you would like to make modifications in your enlistments, make sure to go through the assessment process once more.



3 PAYMENT

Pay online via the Internet banking facility or through Over-the-Counter payments of the following: BPI, BDO, Metrobank & Unionbank or 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 one (1) banking day from the time payment is made.
- ❑ Off-campus payments that are not recognized by **September 8, 2020** are subject to late registration fee.
- ❑ Students will not be able to join online classes unless they are officially enrolled.
- ❑ First Semester classes start on **September 9, 2020.**