



Graduate Level Registration: Cross-Registrants & Auditors

Second Semester SY 2021-2022

1 ONLINE ADVISEMENT OF SUBJECTS

REMINDERS:

- ❑ AISIS account log-in credentials and access to OBF email will be sent via email.
- ❑ For inquiries, OADGP may be reached through this link:
<http://bit.ly/OADGPComPlan>
- ❑ Make sure to remember your AISIS username and password. In case you forgot your password, please request a new one on aisisonline.ateneo.edu.
- ❑ Ensure that you have been advised by the Office of the Registrar.
- ❑ For inquiries, you may email or chat us via Google Chats at askregistrar.ls@ateneo.edu, registrar1.ls@ateneo.edu, registrar2.ls@ateneo.edu
- ❑ Advisement is NOT the same as enlistment. It is the process of fixing a student's IPS and assigning the subjects a student will take.

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 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://ateneo.edu/ls/registrar> or <http://aisisonline.ateneo.edu> for announcements.



2 ONLINE ENLISTMENT

FRIDAY, January 28

9:00AM - 12:00NN

- ❑ Set your Internet browser settings to allow for pop-ups.
- ❑ Login 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.

REMINDERS:

- ❑ Make sure to remember your AISIS username and password. In case you forgot your password, please request a new one on aisisonline.ateneo.edu.
- ❑ **Settle your Hold Orders** before the enlistment period.
- ❑ 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.

3 ASSESSMENT

FRIDAY, January 28

- ❑ 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.
- ❑ Take note that the last assessment done will be the one recorded on AISIS and on your assessment form.

REMINDERS:

- ❑ Make sure to double-check that your final assessment form reflects your preferred mode of payment and number of installments
- ❑ For inquiries pertaining to assessment, please contact the Central Accounting Office through stud.accts.cao@ateneo.edu.



4 PAYMENT

Pay online via the internet banking facilities or through over-the-counter payments of the following: BPI, BDO, Metrobank, and Unionbank, or click here for [Tuition Payment Options](#).

REMINDERS:

- ❑ You have completed your online registration after your tuition payment has been recognized and validated by the Cashier.
- ❑ Tuition Receipt is downloadable from AISIS after 1-2 banking days from the time payment was made.
- ❑ Off-campus payments that are not recognized by **January 28, 2022** are subject to the 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.
- ❑ Second Semester classes start on **January 31, 2022 (Monday)**.