General Reminders
First Semester SY 2019 – 2020

AISIS Online Enlistment

1) **Clear your Hold Orders AS SOON AS POSSIBLE**. Students with Hold Orders cannot enlist online. You need to clear and lift your Hold Order with the concerned office/s before you can avail of Internet enlistment and regular registration. Do this one week before online registration.

2) **Make sure you remember your AISIS username and password**. In case you forgot your password, you may request for a new one on aisisonline.ateneo.edu.

3) **Graduate students coming back from LOA** should request the Office of the Registrar (Social Sciences Bldg., 1st Floor) to have their AISIS account activated, one week before online registration.

4) **Plan your schedules and make sure to have back-up schedules**. This will help you enlist faster, in case the classes you have chosen are already closed.

5) Immediately click the **"Confirm Enlistment" button** every time you enlist in a class. Then go back to enlist for your other classes. Repeat until you have enlisted in all your classes.

6) After enlisting your classes online and printing your Assessment Form, you may proceed directly to tuition payment. (See the Tuition Payment Options document for more details) **Remember to check your enlisted subjects at the bottom of the form**. (See the Sample Assessment Form)

7) **Printing of Assessment Forms** can only be done during your scheduled online enlistment time-slot, during the online Free-For-All schedule, or during the manual registration dates. Students can still print their assessment forms outside the campus as long as it is NOT the scheduled Manual Registration date for their year level.

8) To avoid long lines in the Cashier, pay online through the Electronic Payment System of:

   a. **BPI** [www.bpiexpressonline.com]   c. **Metrobank** [https://personal.metrobankdirect.com]
   b. **BDO** [www.bdo.com.ph]   d. **Unionbank** [www.unionbankph.com]

   Off-campus payments that are not posted by August 13, 2019 are subject to the late registration fee. Make sure that you have paid online at least one banking day before applying/validating your ID.

   Tuition Receipt is downloadable from AISIS after 1 banking day from the time payment is made following these steps:

   1) Log in to AISIS
   2) Click 'PRINT TUITION RECEIPT' link
   3) Choose school year and semester
   4) Receipt may be viewed, printed or saved as PDF by clicking the corresponding links

   For off-campus payments, Cashier will not print the Tuition Receipt.
   Only for those who paid on-campus will Cashier print the Tuition Receipt.

9) If you opt to pay through check, checks should be addressed to **Ateneo de Manila University** and should specify the amount you are going to pay. Also, write the following at the back of the check before proceeding to the cashier stop.

   - Name
   - ID Number
   - Year and Course
   - Contact Information

10) You may also opt to pay over-the-counter or through other channels. See Tuition Payments documents for a more comprehensive list.

11) After paying, **check your enlisted subjects at the bottom of the receipt**. This is to ensure that you are officially enrolled in the correct subjects. (See the Sample Tuition Fee Receipt)

12) Remember to enlist in **ALL advised subjects** before proceeding to payment.

Manual Registration

1) **No ID, No REG**. ID is strictly Ateneo ID or any ID with picture and signature (e.g. Driver's License, Voter's ID, Passport, etc.)

2) For Undergraduates, the batch number for manual registration is different from the batch number for online enlistment.

3) Come at your assigned manual registration enlistment schedule and proceed to your school's assigned waiting area. All students must go through this. See Registration Procedures and Enlistment Schedule documents for this.

4) Students from the **John Gokongwei School of Management** must observe the proper **JGSOM Dress Code.** Those proxying for JGSOM students must also observe the proper JGSOM Dress Code.

FOR FEMALES

- No slippers. No open-toed footwear without back straps or heels.

- No strapless, backless, belly-baring or spaghetti strapped blouses with plunging necklines, micro miniskirts, short shorts, low-slung pants, and skirts with very high slits.

FOR MALES

- No muscle shirts, sandos, and half shirts.
- No athletic shorts.
- No slippers.

5) Proxying is done on a 1 is to 1 ratio. Proxies must have their required documents in order to proxy. (See section on Proxying Guidelines for instructions.

6) Special (non-degree, cross registrants and auditors) undergraduate students must submit their required documents within the period designated by the Associate Dean of Academic Affairs.

7) Printing of Assessment Forms can only be done during your scheduled online enlistment time-slot, during the online Free-For-All schedule, or during your batch's scheduled manual registration. **Remember to manually check your enlisted subjects at the bottom of the Assessment Form.** (See the Sample Assessment Form)

> Students can still print their assessment forms outside the campus as long as it is **NOT** their manual registration schedule or the online enlistment schedule of other year levels.

8) Students may opt to pay online and over the counter at various channels in order to avoid long lines. (See section on Tuition Payments Options for a more comprehensive list.)

9) After paying, **check your officially enrolled subjects at the bottom of the receipt**. This is to ensure that you are officially enrolled in the correct subjects. (See the Sample Tuition Fee Receipt)

10) No proxies are allowed during ID application/validation.

11) No Temporary IDs will be issued during Regular Registration on August 5, 9, 12-13, 2019. All students are advised to bring their old school IDs or any valid government-issued ID for registration.

For inquiries, visit **http://regcom.ateneo.edu** or drop us a line on our Facebook page, **Regcom's Helpdesk**. You may also visit the RegCom promo board 2 along EDSA Walk and **http://aisisonline.ateneo.edu** for announcements.

12) Students of the Loyola School of Theology will have a delayed ID application or validation schedule which will be announced by the Associate Dean for Graduate Programs.

13) Students should update their AISIS Contact information before enlistment to avoid any inconvenience. Important fields are current Mobile No., Parents contact information and Emergency contact information.
    a. Students may opt to update their student information after the release of their grades for the previous semester.
    b. Students must update their information at least 1 week before the online registration.

14) Schedule for ID releasing for Upperclassmen and Graduate Students will be posted at the OSS Bulletin Board at Xavier Hall and on the Ateneo Student Blue Board on Facebook (www.facebook.com/AteneoSBB).

15) Students who **have already paid** their tuition fee for the semester to be enrolled in **CAN NO LONGER PROCEED GO THROUGH MANUAL REGISTRATION.**

16) Strict ID-wearing Rule for First Semester 2019-2020 will be implemented on August 27, 2019.

Sample Assessment Form

Ateneo de Manila University
Loyola Schools
Tuition Assessment Form

Assessed on: Friday June 7 2013 1:2 PM   m.orencio

ID No	Student's Name (Last, First, Middle)	Sem and Year	Year Level and Course
		1 2013	4 AB DS

	Assessment	Payment
Tuition:		
LS Overload Tuition Fee - 1st Sem	9,273.30	9,273.30
LS Tuition Fee - 1st Sem (Full)	57,273.10	57,273.10
Basic Fees:		
LS Library Fee - 1st Sem	5,291.15	5,291.15
LS Library Energy Fee - 1st Sem	1,548.40	1,548.40
Student Activities Fee - 1st Sem	485.55	485.55
LS Registration Fee - 1st Sem	1,145.45	1,145.45
LS Medical Fee - 1st Sem	384.90	384.90
LS Guidance Fee - 1st Sem	1,103.45	1,103.45
LS Athletics Fee - 1st Sem	779.40	779.40
LS Career Development Fee - 1st Sem	792.05	792.05
Publication Fund	241.60	241.60
Other Fees:		
ASPAC Fee	250.00	250.00
Facilities Maintenance Fee - 1st Sem	752.60	752.60
Annual Accident Insurance Fee	50.00	50.00
Student Information System Fee - 1st Sem	238.10	238.10
Comprehensive Drug Program Fee	75.00	75.00
Integrated Non-Academic Formation Fee for 4th Year	.00	.00
Integrated Non-Academic Formation Fee - 1st Sem	600.00	600.00
Development Fee - 4th Year	347.25	347.25
LS Internet Fee - 1st Sem	703.35	703.35
LS I.D. Fee	100.00	100.00
TOTAL:	81,434.65	81,434.65

LESS:

Mode of Payment	This Payment	81,434.65	81,434.65
CH	Balance Due		

Remember to check your enlisted subjects

IMPORTANT: * This is not valid as a receipt.
* Payments after registration period must be made through the Ateneo de Manila Cashier.
* Students should complete the registration process in order to be considered officially enrolled. The complete registration process involves: a. Enlistment in advised classes; b. Assessment of fees; c. Payment; d. ID validation. Kindly observe the deadline for completion of registered process set by the Office of the Registrar

Cat. No.	Units	Section	Teacher	Schedule/Room
DS 102	3	A	TRINIDAD, GINO ANTONIO P.	T-TH 1500-1630/B-104
DS 112	3	A	DE LA CRUZ, LELAND JOSEPH R., DELA CRUZ	T-TH 1200-1330/CTC 102
DS 130	3	A	BANZUELA, RAUL SOCRATES C.	T 1800-2100/CTC 205
DS 135.13	3	A	TBA	TH 1630-1930/SEC-A209A
DS 140	3	A	DE LA CRUZ, LELAND JOSEPH R.	SAT 1600-1900/DS DEPT
PH 103	3	AA	CALANO, MARK JOSEPH T.	M-W-F 1230-1330/BEL-208

Double check if all your classes are complete and correct before proceeding to payment. **ONCE YOU HAVE PAID, you can no longer go through manual registration.**

Sample Tuition Receipt

Ateneo de Manila University
Katipunan Road, Loyola Heights, Q.C.
Loyola Schools
TIN: 000-707-229-000 NV
Tuition Receipt Form

Serial No. 316469

Assessed on: 10/23/2012 01:18:50 PM-104192

ID No.	Student's Name (Last, First, Middle)		Sem and Year	Year Level and Course
			2nd 2012	3 AB DS

	Assessment	Payment
Tuition:	54,543.85	54,543.85
Basic Fees:		
LS Library Fee - 2nd Sem	5,039.20	5,039.20
LS Library Energy Fee - 2nd Sem	1,474.70	1,474.70
Student Activities Fee - 2nd Sem	462.45	462.45
LS Registration Fee - 2nd Sem	1,090.95	1,090.95
LS Medical Fee - 2nd Sem	366.60	366.60
LS Guidance Fee - 2nd Sem	1,050.90	1,050.90
LS Athletics Fee - 2nd Sem	742.30	742.30
Publication Fund	345.20	345.20
Other Fees:		
ASPAC Fee	250.00	250.00
Facilities Maintenance Fee - 2nd Sem	716.80	716.80
Student Information System Fee - 2nd Sem	238.10	238.10
Comprehensive Drug Program Fee	75.00	75.00
Development Fee - 3rd Year	771.75	771.75
LS Internet Fee - 2nd Sem	669.90	669.90
TOTAL:	67,839.70	67,839.70
LESS:		
This Payment:	67,839.70	67,839.70
Mode of Payment: CA Balance Due: Received:	67,839.70	

DS 101-A   DS 120-A   DS 155-A
HI 166-L   PH 102..-CC TH 141.-F

> Remember to check your officially enrolled subjects.

ADSA OFFICE

N/A N/A.

IMPORTANT:
*Not Valid as a receipt unless amount has been registered by validating machine of Ateneo de Manila in box below and receipt has been signed by Ateneo Cashier.
*Payments after registration period must be made through the Ateneo de Manila Cashier.

C24 A3 29-OCT-12 23   67,839.70 67839.7 CA 316469

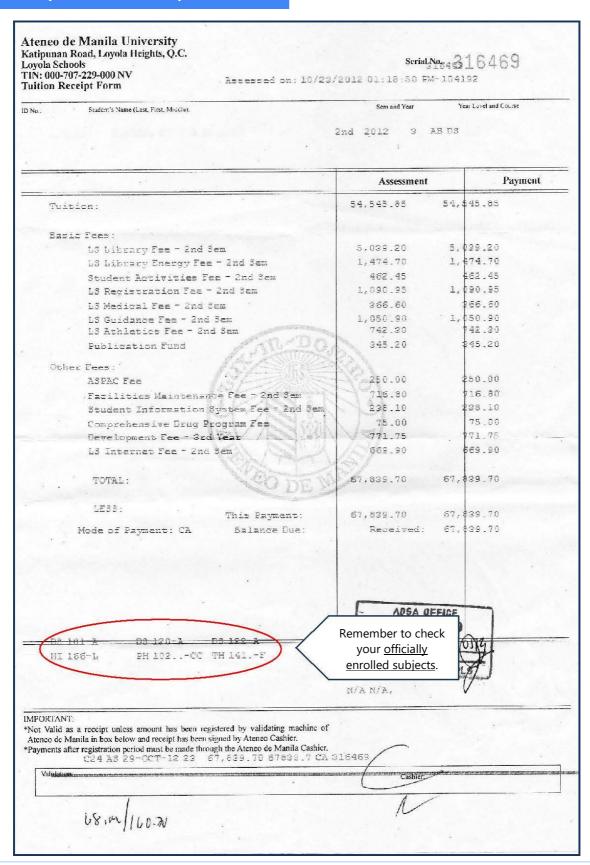Validation: Cashier

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Double check if all your classes are complete and correct before proceeding to payment. **ONCE YOU HAVE PAID, you can no longer go through manual registration.** Proceed to load revision if needed.