

# Undergraduate Level Registration

First Semester SY 2019 – 2020

## ONLINE ENLISTMENT

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### SENIORS AND SUPERSENIORS

August 6 (Tuesday)

### JUNIORS AND INTERNATIONAL EXCHANGE STUDENTS

August 7 (Wednesday)

### SOPHOMORES

August 8 (Thursday)

## REMINDERS

- Have a back-up schedule.
  - Settle hold orders before online registration period.
  - Update Student Information 1 week before online registration period.
- Proceed to Manual Registration ONLY if you encounter problems (e.g. conflict of schedule, etc.).

Note:

- (1) For printing of assessment forms on campus, you may proceed to SS Building Rooms 108 & 109.
- (2) Once assessment forms are printed, you may proceed to pay at the cashier.
- (3) You may opt to pay online. View the Tuition Payment Options document for more details.
- (4) OAA scholars must have their assessment forms stamped by the OAA before proceeding for payment.

## MANUAL REGISTRATION

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### SENIORS, SUPERSENIORS AND SOPHOMORES

August 9 (Friday) (8AM-12NN; 1PM-4PM)

### JUNIORS AND INTERNATIONAL EXCHANGE STUDENTS

August 12 (Monday) (8AM-12NN; 1PM-4PM)

### ALL YEAR LEVELS, READMITTED AND SPECIAL STUDENTS

August 13 (Tuesday) (8AM-12NN)

- No ID, no entry. Any valid ID with picture and signature will suffice.
- Special students (cross-registrants, auditors, non-degree) should proceed to ADAA.
- Proxies must come with the required documents. See Proxy Guidelines Document for more details.
- Come during your scheduled batch. Manual Registration batching differs from the Online Registration batching. See Enlistment Schedules.
- Make sure you have your assessment form printed before you leave the venue.
- Printing of assessment forms inside the campus can only be done at SS Building Rooms 108-109.
- Students can still print their assessment form outside the campus as long as it is NOT their manual registration schedule or the online enlistment schedule of other year levels.

### WAITING AREA

SOH/SOSS – Faura AVR  
SOSE – Matteo Hall B  
SOM – CTC 105

### ENLISTMENT VENUE

SOH/SOSS – Faura 227-228  
SOSE – Matteo Hall A  
SOM – CTC 114

### ASSESSMENT

SS Building Rooms  
108 & 109

## PAYMENT

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### Aug 6-9, 12-13 (Tues-Fri, Mon-Tues)

8AM-4PM (Weekdays)

### Aug 10 (Sat)

8AM-12NN

### VENUE:

Xavier Hall, 1<sup>st</sup> Floor

- Cash and Cash/Check Combinations

Berchmans Hall, Room 106

- Check, Credit Card, Debit Card, Zero-Payment Scholars

\* To avoid long lines, you may opt to pay online via the Internet banking facility or through Over-the-Counter payments of the following: BPI, BDO, Metrobank & Unionbank.

- **Bring your printed assessment form.**
- Checks must have the following information listed at the back: **Name, Year and Course, ID Number, and Contact Details**
- Checks with erasure/alteration in date, payee's name and amount in words and in figures will not be accepted even if countersigned by the issuer.
- **For those who paid off-campus**, Cashier will not print the Tuition Receipt. Tuition Receipt is downloadable from the AISIS after 1 banking day from the time payment is made following these steps:
- **OAA scholars** must have their forms stamped by the OAA before proceeding for payment
- **Only if you paid on-campus** will Cashier print your Tuition Receipt.
- Off-campus payments that are not recognized by August 13, 2019 are subject to the late registration fee.

## ID APPLICATION/VALIDATION

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### Aug 8-9, 12-16, 20, 22-23 (Weekdays)

9AM-12NN, 1-4PM

### Aug 10, 17, 24 (Saturdays)

9AM-12NN

### VENUE:

**Aug 8-17** - Rizal Mini Theater, Faber Hall

**Aug 20-24** - G310, Gonzaga Hall, 3<sup>rd</sup> Floor)

- All students are required to apply for a new ID for SY 2019-2020. Those enrolled during the Intersession need only to validate their ID.
- Students who will have their new ID picture taken will have to comply with the Dress Code.
- Persons with disability may directly proceed to the Office for Student Services (Xavier Hall, 1<sup>st</sup> floor) for their ID application/validation.
- Tuition Receipt is NOT needed for ID application/validation.
- Make sure you paid online at least 1 banking day before you apply for / validate your ID.
- NO PROXIES ALLOWED for ANY ID related matters.
- Strict ID wearing starts on **August 27, 2019**.

For problems and questions, please proceed to the SOPHOMORES ASSISTANCE DESK, Case Study Room (Social Sciences Bldg., 1<sup>st</sup> floor) from 8AM-12NN and 1PM-4PM on Aug 9, 2019.

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.