

Undergraduate Level Registration: Freshmen and Transferees

First Semester SY 2019 – 2020

ONLINE ENLISTMENT

1

August 2, 2019 (Friday)

Batch 1: 9:00 AM-12:00 NN

Batch 2: 1:00-4:00 PM

Free-for-All: 4:15-11:59 PM

REMINDERS

- Check your AISIS account daily for any hold orders that may block you from enlisting during your assigned time.
- Have a back-up schedule.
- After confirming your enlistment, make sure to **PRINT** your assessment form. Once printed, proceed to STEP 3. If you have encountered problems during enlistment, proceed with STEP 2 onwards.

MANUAL REGISTRATION

2

August 5, 2019 (Monday)

8 AM - 12NN; 1-4PM

August 13, 2019 (Tuesday)

8 AM - 12 NN

WAITING AREA

Social Sciences Building Room 280

ENLISTMENT VENUE

Social Sciences Building Room 284

ASSESSMENT

Social Sciences Building Rooms 108 & 109

- **Bring your ID and your Confirmation Slip.** Any valid ID with picture and signature will suffice.
- Be at your designated waiting areas at your ETA
- Proxies must come with the required documents. Check Proxy Guidelines document for more details.
- Come during your scheduled batch.
- Manual registration batching differs from the online registration batching. Check Enlistment Schedules.
- Make sure you have contingency schedules in case the classes you would like to enroll in have already closed.
- 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 **Social Sciences 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.

PAYMENT

3

Aug 2, 5-9, 12-13 (Fri, Mon-Fri, Mon-Tue)

8AM-4PM (Weekdays)

Aug 3, 10 (Sat)

8AM-12NN

VENUE:

Xavier Hall, 1st 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.
- **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

4

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, 3rd Floor)

*Releasing of IDs for Freshmen will be from August 8-14, 2019

- **For ID Claiming, bring the claim stub given to you during application.**
- Persons with disability may directly proceed to the Office for Student Services (Xavier Hall, 1st floor) to claim their ID.
- Tuition Receipt is NOT needed for ID claiming.
- Make sure you paid online at least 1 banking day before you claim your ID.
- NO PROXIES ALLOWED for ANY ID related matters.
- **Ateneo IDs are not required during OrSem.** Any valid ID will do (Old High School ID, Photocopy of Passport).
- Strict ID wearing starts on **August 27, 2019.**

For problems and questions, please proceed to the **FRESHMAN ASSISTANCE DESK, SS 284 (Social Sciences Bldg., 2nd floor)** from 8AM-12NN and 1PM-4PM on Aug 5, 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.