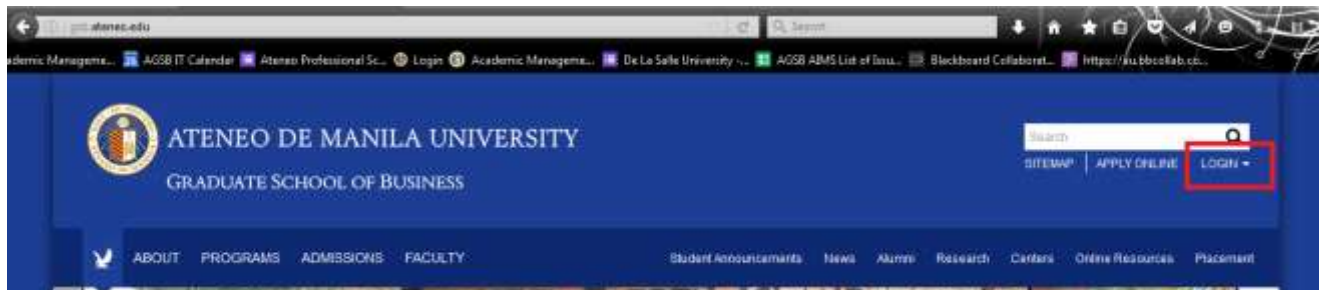
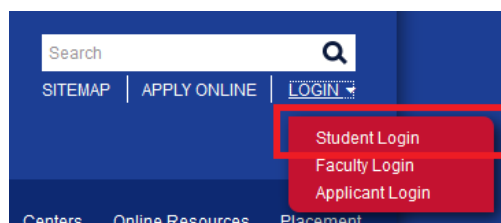


# AGSB ONLINE REGISTRATION AND ENROLLMENT SYSTEM PROCEDURE

1. Go to the Ateneo Graduate School of Business website at <http://gsb.ateneo.edu>. At the right side of the page just below the search box, click the **LOGIN** link.



2. For existing students and first time registrants, click the **STUDENT LOGIN** link. This will redirect you to the Login page of the Student Access Module (<http://ws1.gsb.ateneo.edu/agsb2/students>).



3. Enter your Username and Password in the Student Access Module.



Student login details by default are as follows:

**Username = Student ID Number**  
**Password = Birthdate (MMDDYY format)**

The first letter of the student number should be entered in uppercase. For first time registrant/ enrollee:

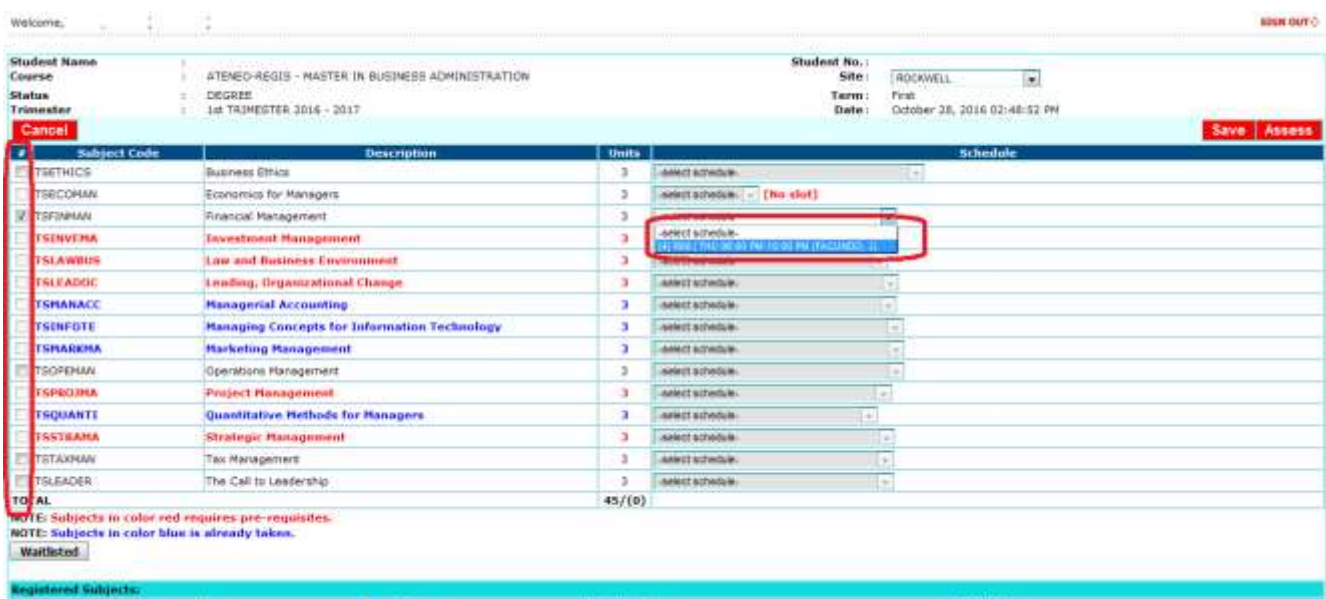
**Username = Temporary Applicant Number**  
**Password = Birthdate (MMDDYY format)**

The **Temporary Applicant Number** is provided after the applicant finishes the online application form. Both old students and first time registrants will login in the Student Access Module (<http://ws1.gsb.ateneo.edu/agsb2/students>)

- Upon successful login, the student will enter his/her own student page. Click **REGISTRATION** located on the menu bar.



- Inside the Registration page, you will see the courses being offered. On the left side of the course are checkboxes. To select, **click the checkbox beside the course that you want to register**. Once clicked, you will notice that the pull down menu on the right side of the selected course will be enabled. **Click the pull down menu** and a list of available schedules will be displayed depending on the number of offerings for that course. Click the desired schedule on the list. **Repeat the procedure if you want to add course**. Once done, click **SAVE**.



**Note:** You cannot select courses in color red (requires pre-requisites) and in blue (course is already taken). You cannot add courses beyond what is allowed in your program. You will not be able to select courses whose schedule conflicts with a previously selected course schedule.

- After you click the SAVE button in Step 5, your selected course/s will be displayed under the **Registered Subjects** table. The system will also plot your time schedule below. If you want to remove a course from the Registered Subjects list, uncheck the checkbox beside the course you want to remove, then click Save. If all is final, click **ASSESS** to proceed to the Assessment page.

Message | Section Offering | Registration | Profile | Schedule | Grades | Records

Welcome, [Name]

Student Name: ATENEO-REGES - MASTER IN BUSINESS ADMINISTRATION  
 Course: DEGREE  
 Status: Ltr TRIMESTER 2016 - 2017  
 Student No.: [ID]  
 Site: RISE  
 Term: Fall  
 Date: October 27, 2016 07:41:26 PM

**Save Assess**

#	Subject Code	Description	Units	Schedule
<input type="checkbox"/>	TSETHICS	Business Ethics	3	-select schedule-
<input type="checkbox"/>	TSECORAN	Economics for Managers	3	-select schedule- [No slot]
<input type="checkbox"/>	TSEFINAN	Financial Management	3	[[1] MON   THU 08:00 PM-10:00 PM (AGUINCO, J.)
<input type="checkbox"/>	TSEFINVNA	Investment Management	3	-select schedule-
<input type="checkbox"/>	TSELAWBUS	Law and Business Environment	3	-select schedule-
<input type="checkbox"/>	TSELEADRC	Leading, Organizational Change	3	-select schedule-
<input type="checkbox"/>	TSEMANACC	Managerial Accounting	3	-select schedule-
<input type="checkbox"/>	TSEINFOTE	Managing Concepts for Information Technology	3	-select schedule-
<input type="checkbox"/>	TSEMARKNA	Marketing Management	3	-select schedule-
<input type="checkbox"/>	TSEOPMAN	Operations Management	3	-select schedule-
<input type="checkbox"/>	TSEPROJMA	Project Management	3	-select schedule-
<input type="checkbox"/>	TSEQUANTI	Quantitative Methods for Managers	3	-select schedule-
<input type="checkbox"/>	TSESTRAMA	Strategic Management	3	-select schedule-
<input type="checkbox"/>	TSETAXMAN	Tax Management	3	-select schedule-
<input type="checkbox"/>	TSELEADER	The Call to Leadership	3	-select schedule-
TOTAL			45/(0)	

NOTE: Subjects in color red requires pre-requisites.  
 NOTE: Subjects in color blue is already taken.  
 Waitlisted

Registered Subjects:

#	Subject Code	Description	Units	Schedule
<input type="checkbox"/>	TSEFINAN	Financial Management	3	[[1] MON   THU 08:00 PM-10:00 PM (AGUINCO, J.)
TOTAL			3/(0)	

Available Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Students may **WAITLIST** for closed courses by clicking the **WAITLISTED** button. Only closed courses whose font color is BLACK (meaning you are allowed to take this course) will appear in the Waitlist options.

<input type="checkbox"/>	TSEQUANTI	Quantitative Methods for Managers	3	-select schedule-
<input type="checkbox"/>	TSESTRAMA	Strategic Management	3	-select schedule-
<input type="checkbox"/>	TSETAXMAN	Tax Management	3	-select schedule-
<input type="checkbox"/>	TSELEADER	The Call to Leadership	3	-select schedule-
TOTAL			45/(0)	

NOTE: Subjects in color red requires pre-requisites.  
 NOTE: Subjects in color blue is already taken.  
 Waitlisted

Registered Subjects:

#	Subject Code	Description	Units	Schedule
TOTAL			0	

Message | Section Offering | Registration | Profile | Schedule | Grades | Records

Welcome, [Name]

Student Name: ATENEO-REGES - MASTER IN BUSINESS ADMINISTRATION  
 Course: DEGREE  
 Status: Ltr TRIMESTER 2016 - 2017  
 2016 03:05:05 PM

**Save Assess**

Waitlisted

Schedule: - select a subject that you want to register -

TSECORAN - Economics for Managers - R03 | WED 06:00 PM-10:00 PM (BULAN, MIA.)

There is no subject offering.

#	Subject Code	Description	Units	Schedule
<input type="checkbox"/>	TSETHICS	Business Ethics	3	-select schedule-
<input type="checkbox"/>	TSECORAN	Economics for Managers	3	-select schedule- [No slot]
<input type="checkbox"/>	TSEFINAN	Financial Management	3	-select schedule-
<input type="checkbox"/>	TSEFINVNA	Investment Management	3	-select schedule-

Students can add and remove courses in the waitlist. Only 5 students are allowed to be waitlisted in any closed course.

Message | Section Offering | Registration | Profile | Schedule | Grades | Records

Welcome, [Name]

Student Name: ATENEO-REGES - MASTER IN BUSINESS ADMINISTRATION  
 Course: DEGREE  
 Status: Ltr TRIMESTER 2016 - 2017  
 2016 03:05:05 PM

**Save Assess**

Waitlisted

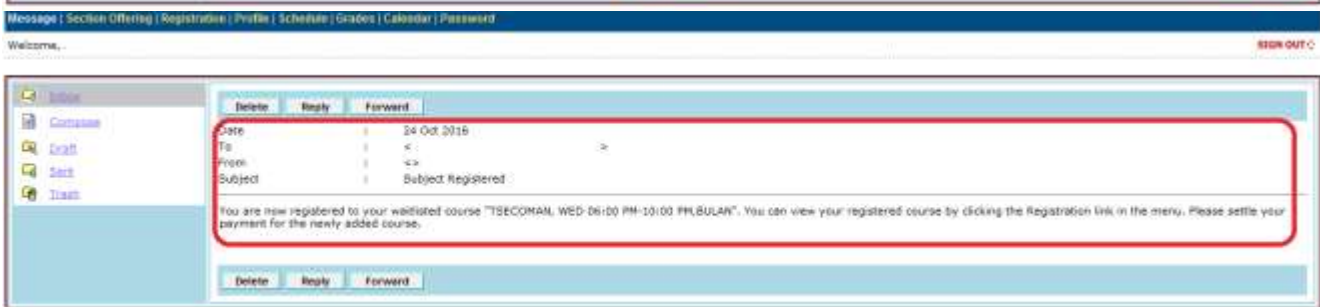
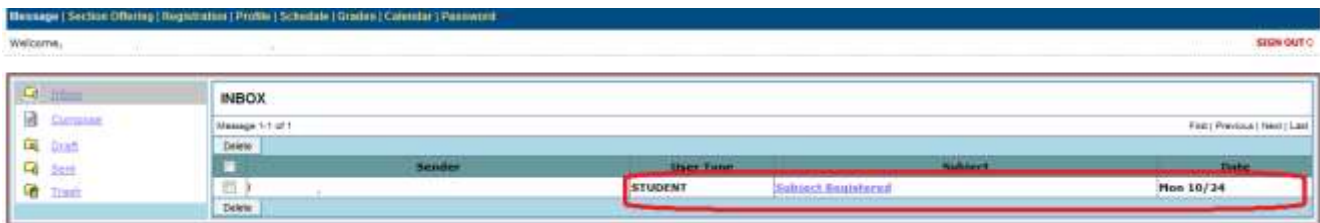
Schedule: - select a subject that you want to register -

Add Subject

Code	Title	Section	Schedule	Date
TSECORAN	Economics for Managers	RES	WED 06:00 PM-10:00 PM	October 28, 2016 03:07 PM

#	Subject Code	Description	Units	Schedule
<input type="checkbox"/>	TSETHICS	Business Ethics	3	-select schedule-
<input type="checkbox"/>	TSECORAN	Economics for Managers	3	-select schedule- [No slot]
<input type="checkbox"/>	TSEFINAN	Financial Management	3	-select schedule-

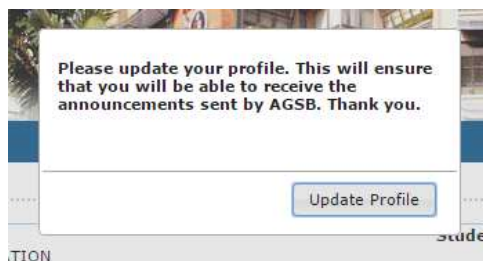
If a slot becomes available for a specific course, the student will be notified through their student portal that their waitlisted course is automatically registered and is advised to pay through available payment channels.



**Note:**

- You can only waitlist for the maximum allowable course that a student can register in their respective program
- Courses waitlisted by the students will be automatically registered after cut-off as long as slots becomes available for those courses.
- Students are given until Saturday, 2PM of the same registration week to wait if their waitlisted course has been registered. After 2 PM, the system will not entertain any waitlist and the waitlist will be purged.

7. After you click the Assess button, a message prompt will appear requiring the student to update his/her profile before redirecting to the Assessment Page. Click [Update Profile](#). The site will be redirected to the Students' Profile page.



8. In the Profile Page, the student must update all the necessary information needed. This will ensure that the student record with the AGSB is always updated. **The student must click the checkbox below whether there is an update or none in their profile.** Click [Update Info](#) and the site will be redirected to the Assessment Page.





9. Inside the Assessment page, click the **PAYMENT OPTION** pull down menu. Select the payment option from the list (Cashier, BPI Expressonline, Visa/Mastercard, BDO internet Banking/Metrobank). Once done, **click Save**.

Message | Section Offering | Registration | Profile | Schedule | Grades | Calendar | Password

Welcome, LEDRON, JAMES SANTOS (1-2014807480)

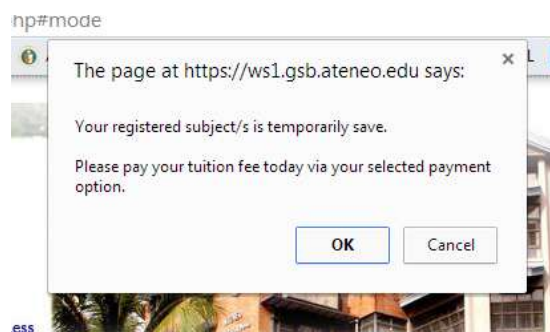
Student Name : LEDRON, JAMES Student No. : 1-2014807480  
 Course : MBA-STANDARD - MASTER IN BUSINESS ADMINISTRATION Site :  
 Status : NEW STUDENT Term : First  
 Trimester : 3rd TRIMESTER 2013 - 2014

Schedule of subjects:

#	Subject Code	Description	Units	Time	Day	Room
1	SPH311ATH	Applied Mathematics	3	08:00AM - 10:00AM	S	203
<b>TOTAL</b>						
Tuition Fee						10,000.000
INTERNET FEE						135.75
REGISTRATION FEE						356.45
STUDENT ACTIVITY FEE						252.75
LATE REGISTRATION FEE						356.50
EQUIPMENT						574.55
LIBRARY FEE						1,205.00
MATERIALS						359.45
STUDENT GUIDEBOOK						129.45
IDI FEE						252.70
<b>TOTAL TUITION &amp; FEES</b>						
Payment Option						
<b>TOTAL AMOUNT PAID</b>						
<b>AMOUNT DUE</b>						

View this page in a <https://www.browser.com/> browser. Clicking this link will open a new page in the web browser.

10. After you click Save, a confirmation window will appear, Click OK to finish registration and proceed with the payment. Please take note of the following:



- If the student selects **Cashier** as their Payment Option, payment can only be made through the Cashier's Office at the Ateneo Professionals School in Rockwell, Makati from 12nn- 7pm(M-F) and 10am-2PM (Sat).
- If the student selects **BPIExpressOnline** as his/her Payment Option, another message prompt will appear reminding the student to take note of the tuition amount. Once the student clicks the OK button, the site will be redirected to <https://www.BPIExpressOnline.com>. The student must enroll his/her BPI ATM Account and select ADMBUS as the merchant. Use your Student ID number as your reference number. Confirmation of your payment will be received by ADMU the following day.
- If the student selects **BDO Internet Banking/Metrobank** as his/her Payment Option, another message prompt will appear reminding the student to take note of the tuition amount. Once the student click ok, the site will be redirected to either <https://online.bdo.com.ph> or <https://personal.metrobankdirect.com>. The student must enroll his/her BDO/Metrobank ATM Account and use his/her Student ID number as your reference number. Confirmation of payment will be received by ADMU the following day.
- If the student selects **Visa/Mastercard** as his/her Payment Option, another message prompt will appear that an additional Php 250.00 will be charge as Bank Transaction Fee. If you confirm, the site will be redirected to the Mastercard site where the student will need to input his/her credit card details. Once Mastercard approves the payment, the student will be enrolled in real-time.

For a complete guide in using different payment facilities, please refer to this link <http://gsb.ateneo.edu/wp-content/uploads/2016/08/PAYMENT-FACILITIES-FOR-APS.doc>

**Note:**

- Registration Cut-off will be at 7PM. Registration will resume 8PM of the same day.

- Registered course will be valid until 7PM of the same day. Please pay your tuition on your preferred payment option of that same day. Unpaid registered courses after 7PM will be automatically removed from your registration page and the registration slot will be returned to the system.
- If the student is already enrolled, additional course enrollment must be done through the Registrar's Office.