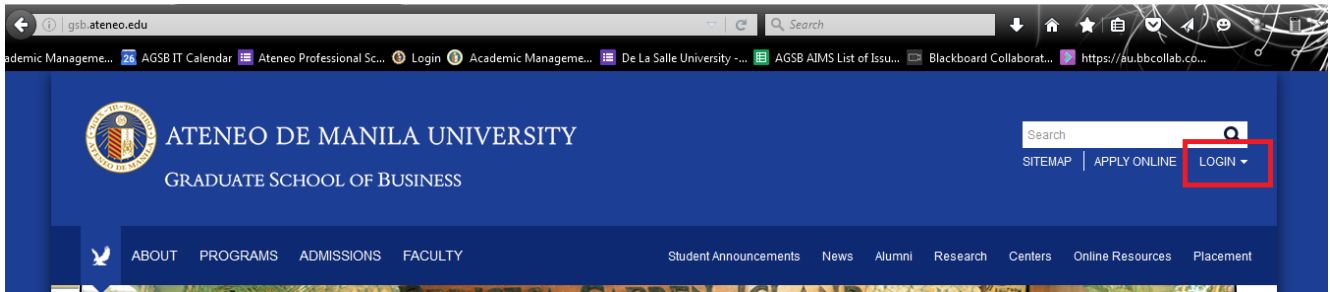
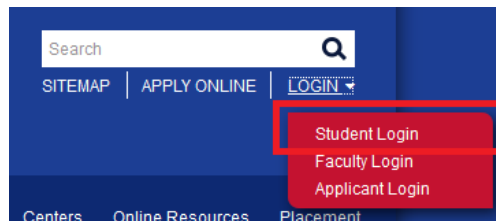


AGSB ONLINE REGISTRATION AND ENROLLMENT SYSTEM PROCEDURE

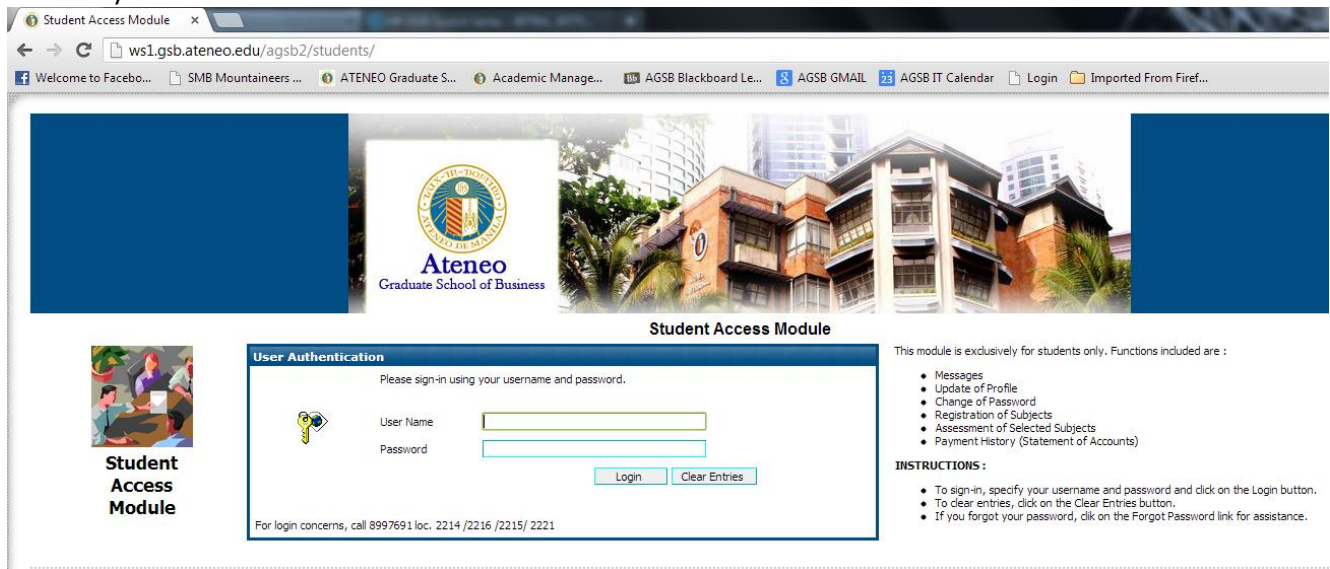
1. Go to the Ateneo Graduate School of Business website at <http://gsb.ateneo.edu>. At the right side of the page just below the search box, click the **LOGIN** link.



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:

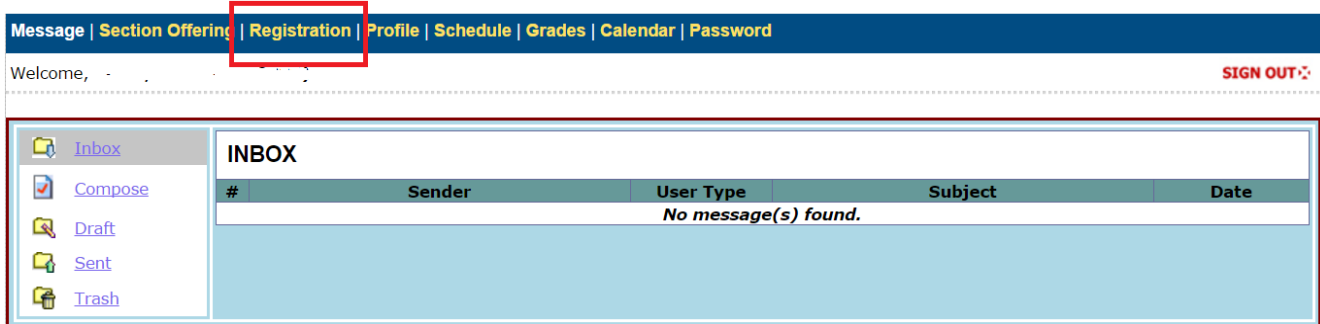
Username = Student ID Number
Password = Birthdate (MMDDYY format)

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

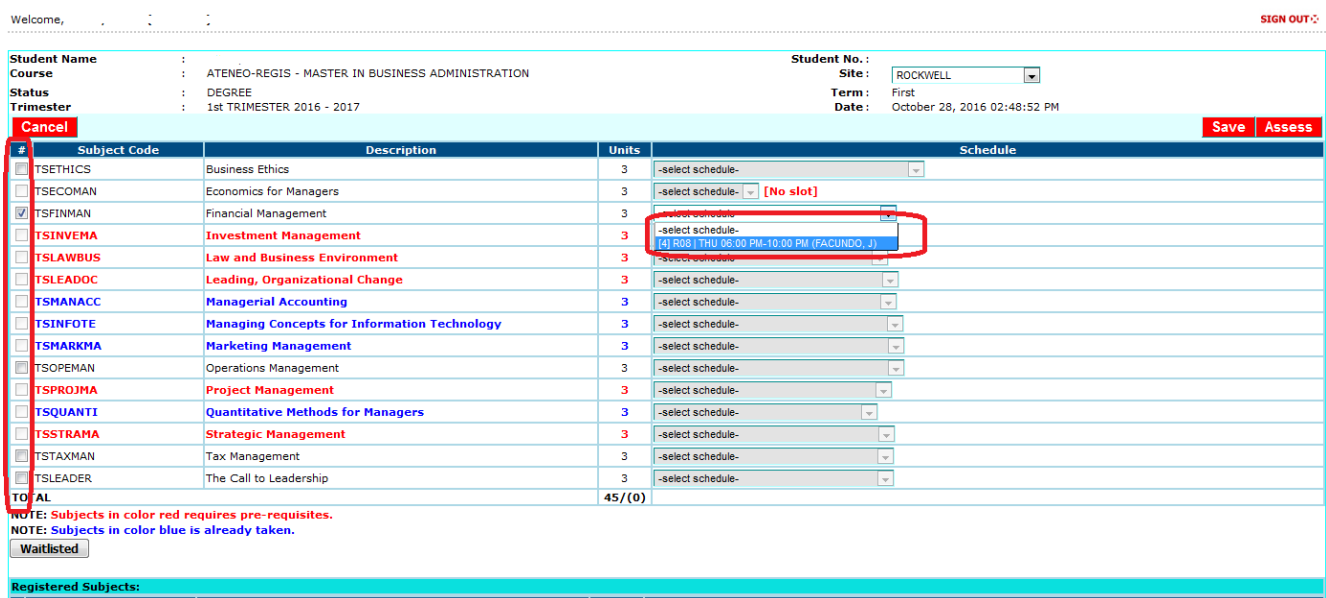
Username = Temporary Applicant Number
Password = Birthdate (MMDDYY format)

The **Temporary Applicant Number** is provided after the applicant finishes the online application form. Both old students and first time registrants will login to 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 more courses**. 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 (maximum load).
 You will not be able to select courses whose schedule conflicts with a previously selected course.

- 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 | Calendar | Password

Welcome, [User Name] SIGN OUT

Student Name : ATENEO-REGIS - MASTER IN BUSINESS ADMINISTRATION Student No.: ROCKWELL
 Course : DEGREE Site: First
 Status : 1st TRIMESTER 2016 - 2017 Term: October 27, 2016 07:41:26 PM

#	Subject Code	Description	Units	Schedule
<input type="checkbox"/>	TSETHICS	Business Ethics	3	-select schedule-
<input type="checkbox"/>	TSECOMAN	Economics for Managers	3	-select schedule- [No slot]
<input type="checkbox"/>	TSEFINMAN	Financial Management	3	[3] R03 THU 06:00 PM-10:00 PM (FACUNDO, J)
<input type="checkbox"/>	TSTINVEMA	Investment Management	3	-select schedule-
<input type="checkbox"/>	TSLAWBUS	Law and Business Environment	3	-select schedule-
<input type="checkbox"/>	TSELEADOC	Leading, Organizational Change	3	-select schedule-
<input type="checkbox"/>	TSMANACC	Managerial Accounting	3	-select schedule-
<input type="checkbox"/>	TSTINFOTE	Managing Concepts for Information Technology	3	-select schedule-
<input type="checkbox"/>	TSMARKMA	Marketing Management	3	-select schedule-
<input type="checkbox"/>	TSCOPEMAN	Operations Management	3	-select schedule-
<input type="checkbox"/>	TSPROJMA	Project Management	3	-select schedule-
<input type="checkbox"/>	TSQUANTI	Quantitative Methods for Managers	3	-select schedule-
<input type="checkbox"/>	TSTRAMA	Strategic Management	3	-select schedule-
<input type="checkbox"/>	TSTAXMAN	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.

Registered Subjects:

#	Subject Code	Description	Units	Schedule
<input checked="" type="checkbox"/>	TSEFINMAN	Financial Management	3	[3] R03 THU 06:00 PM-10:00 PM (FACUNDO, J)
TOTAL			3/(0)	

Printable 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"/>	TSQUANTI	Quantitative Methods for Managers	3	-select schedule-
<input type="checkbox"/>	TSTRAMA	Strategic Management	3	-select schedule-
<input type="checkbox"/>	TSTAXMAN	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.

Registered Subjects:

#	Subject Code	Description	Units	Schedule
TOTAL			0	

Message | Section Offering | Registration | Profile | Schedule | Grade

Welcome, [User Name] SIGN OUT

Student Name : [User Name]
 Course : ATENEO-REGIS - MASTER IN B
 Status : DEGREE
 Trimester : 1st TRIMESTER 2016 - 2017

Waitlisted

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

TSECOMAN - Economics for Managers - R03 | WED 06:00 PM-10:00 PM (BULAN, MILA)

There is no subject enrolled

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

Graduate School of Business

Message | Section Offering | Reg

Welcome, [User Name] SIGN OUT

Student Name : [User Name]
 Course : [User Name]
 Status : [User Name]
 Trimester : [User Name]

Waitlisted

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

Code	Title	Section	Schedule	Date
TSECOMAN	Economics for Managers	R03	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"/>	TSECOMAN	Economics for Managers	3	-select schedule- [No slot]
<input checked="" type="checkbox"/>	TSEFINMAN	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.

Welcome,

SIGN OUT

The screenshot shows an email inbox with a table of messages. The message in question is from 'STUDENT' with the subject 'Subject Registered' and is dated 'Mon 10/24'. The table has columns for Sender, User Type, Subject, and Date.

Sender	User Type	Subject	Date
	STUDENT	Subject Registered	Mon 10/24

Welcome,

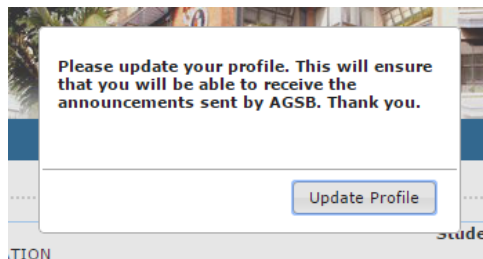
SIGN OUT

The screenshot shows the body of an email. The subject is 'Subject Registered'. The message text reads: 'You are now registered to your waitlisted course "TSECOMAN, WED 06:00 PM-10:00 PM,BULAN". You can view your registered course by clicking the Registration link in the menu. Please settle your payment for the newly added course.'

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 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.

The screenshot shows a student profile page for 'LEBRON, JAMES SANTOS (1-2014B07490)'. The page contains several fields for personal information, some with input boxes and others with dropdown menus. At the bottom, there is a checkbox and an 'Update Info' button.

Student Number	: 1-2014B07490		
Student Name	: LEBRON, JAMES SANTOS		
Mobile No.	: 09187652453	Email Address	: GFC@TAG.COM
Residential Address	: MANILA	Date of Birth	: November 05, 1980
Gender	:	Place of Birth	: Not set
Religion	: None	Latest Company	:
Country of Birth	: PHILIPPINES	Latest Position held	:
Residential Tel.No	: 9872635	Civil Status	: Single

Check the box whether the information in this page is updated or no update required, then click Update Info button below.

Update Info

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, **LEBRON, JAMES SANTOS (1-2014B07490)** SIGN OUT

Student Name : LEBRON, JAMES Student No. : 1-2014B07490
 Course : MBA-STANDARD - MASTER IN BUSINESS ADMINISTRATION Site :
 Status : NEW STUDENT Term : First
 Trimester : 3rd TRIMESTER 2013 - 2014

Cancel **Save**

Schedule of subjects: [Back to Registration](#)

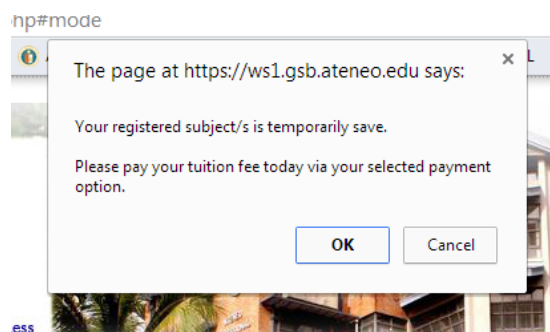
#	Subject Code	Description	Units	Time	Day	Room
1	SPAPMATH	Applied Mathematics	2	08:00AM - 10:00AM	S	201
TOTAL			2			

Tuition Fee : 10,000.300

INTERNET FEE	: 135.75	TOTAL TUITION & FEES	:	Php14,049.90
REGISTRATION FEE	: 556.45	Payment Option	:	CASHIER
STUDENT ACTIVITY FEE	: 252.75	TOTAL AMOUNT PAID	:	Php
LATE REGISTRATION FEE	: 556.50	AMOUNT DUE	:	
EQUIPMENT	: 574.55	View this page in a printer-friendly version . Clicking this link will open a new page in the web browser.		
LIBRARY FEE	: 1,035.00			
MATERIALS	: 559.45			
STUDENT GUIDEBOOK	: 126.45			
ID FEE	: 252.70			

Cancel **Save**

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 **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 [Off-Campus Tuition Payment Options and Procedures](#)

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 using 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.