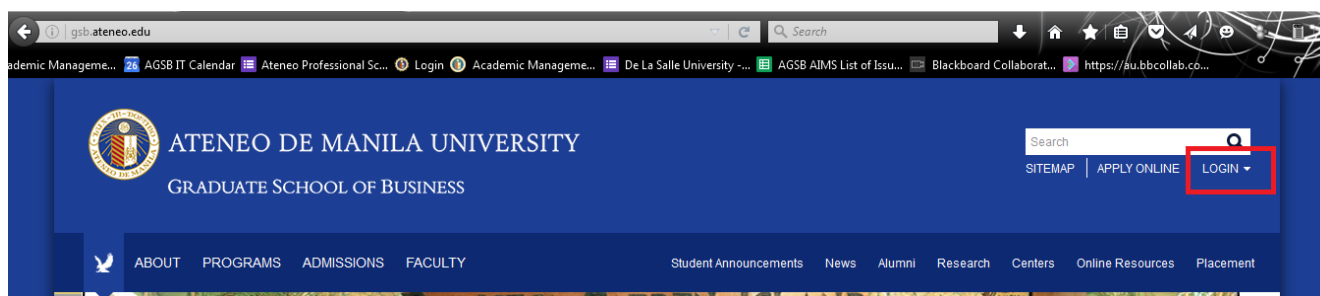


# AGSB Online Pre-Registration, Registration and Enrollment Procedure

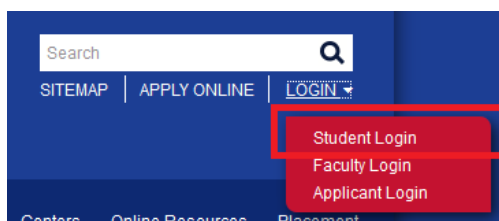
## Pre-registration period

During the Pre-registration period, students can register to their preferred courses with no limitations on the available slots per course but following the limitations of a pre-requisite and maximum load that a student in a program can pre-register. Students will not be able to assess and pay during the pre-registration period.

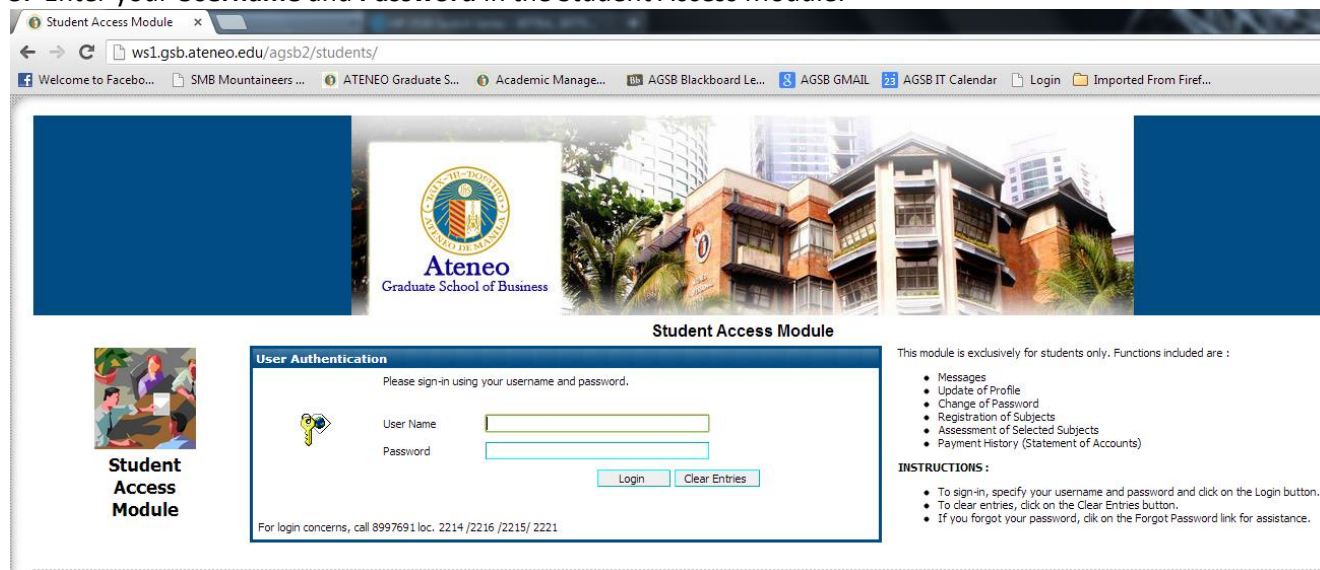
1. Go to the Ateneo Graduate School of Business website at <http://gsb.ateneo.edu>. At the right side of the page just below the search box, click the **LOGIN** link.



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:

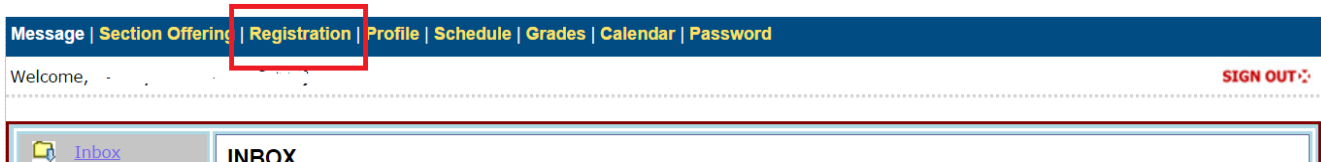
**Username = Temporary Applicant Number**

**Password = Birthdate (MMDDYY format)**

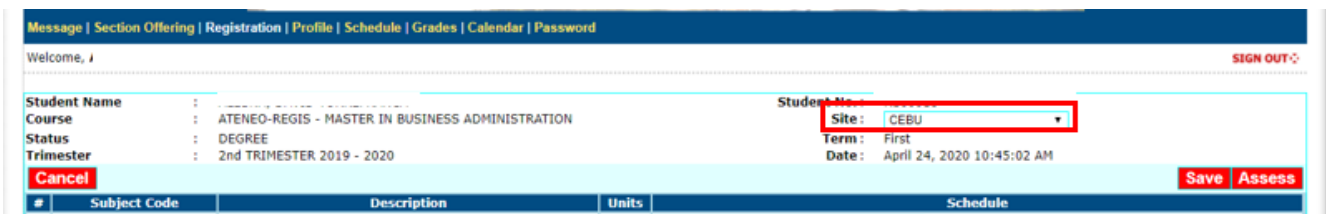
The **Temporary Applicant Number** is provided after the applicant finishes the online application form. Both old students and first time registrants will login to the Student Access Module

(<http://ws1.gsb.ateneo.edu/agsb2/students>)

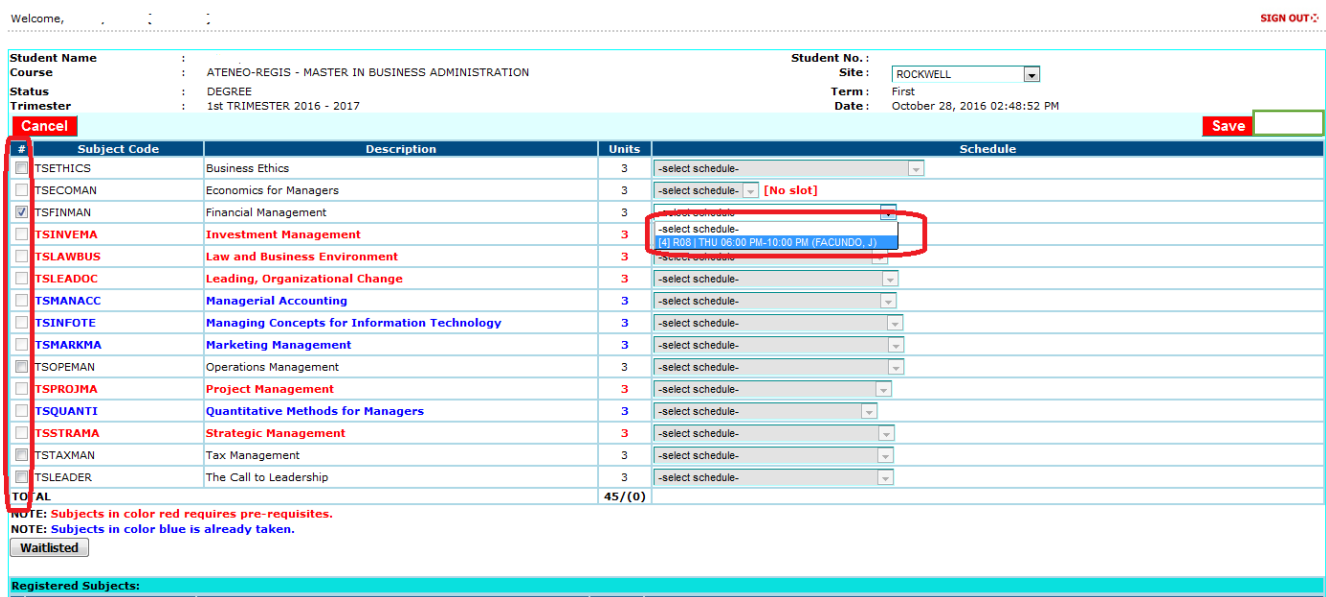
4. Upon successful login, the student will enter his/her own student page. Click **REGISTRATION** located on the menu bar.



5. Inside the Registration page, you will see the courses being offered. **For students in satellite campuses (Sta. Rosa, Cebu, Clark, Iloilo)**, click on the **Site** option and select **Rockwell** as the courses are in Rockwell site.



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 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.

6. 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/change 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 **SIGN OUT**

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

Welcome, . . . . . **SIGN OUT**

Student Name : ATENEO-REGIS - MASTER IN BUSINESS ADMINISTRATION  
 Course : DEGREE  
 Status :  
 Trimester : 1st TRIMESTER 2016 - 2017

Student No.:  
 Site: ROCKWELL  
 Term: First  
 Date: October 27, 2016 07:41:26 PM

**Cancel** **Save**

#	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"/>	TSFINMAN	Financial Management	3	[3] R08   THU 08:00 PM-10:00 PM (FACUNDO, J)
<input type="checkbox"/>	TSINVEMA	Investment Management	3	-select schedule-
<input type="checkbox"/>	TSLAWBUS	Law and Business Environment	3	-select schedule-
<input type="checkbox"/>	TSLEADOC	Leading, Organizational Change	3	-select schedule-
<input type="checkbox"/>	TSMANACC	Managerial Accounting	3	-select schedule-
<input type="checkbox"/>	TSINFOTE	Managing Concepts for Information Technology	3	-select schedule-
<input type="checkbox"/>	TSMARKMA	Marketing Management	3	-select schedule-
<input type="checkbox"/>	TSOPEMAN	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"/>	TSSTRAMA	Strategic Management	3	-select schedule-
<input type="checkbox"/>	TSSTAXMAN	Tax Management	3	-select schedule-
<input type="checkbox"/>	TSLEADER	The Call to Leadership	3	-select schedule-
<b>TOTAL</b>			<b>45/(0)</b>	

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 checked="" type="checkbox"/>	TSFINMAN	Financial Management	3	[3] R08   THU 08:00 PM-10:00 PM (FACUNDO, J)
<b>TOTAL</b>			<b>3/(0)</b>	

**Printable Schedule**

## Registration Period

During the Registration Period, students can still add, change, assess and pay their pre-registered courses. Slots are now limited per course. For students who were not able to pre-register, they may directly register to courses with available slots only. Follow the procedure in Pre-registration to register for a course.

7. Upon login of the student in their [Student Access Module](#), click **Registration**. Your pre-registered subject is listed in the **Registered Subjects** section. If all is final, click **ASSESS** to proceed to the Assessment page.

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

Welcome, . . . . . **SIGN OUT**

Student Name : ATENEO-REGIS - MASTER IN BUSINESS ADMINISTRATION  
 Course : DEGREE  
 Status :  
 Trimester : 1st TRIMESTER 2016 - 2017

Student No.:  
 Site: ROCKWELL  
 Term: First  
 Date: October 27, 2016 07:41:26 PM

**Cancel** **Save** **Assess**

#	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"/>	TSFINMAN	Financial Management	3	[3] R08   THU 08:00 PM-10:00 PM (FACUNDO, J)
<input type="checkbox"/>	TSINVEMA	Investment Management	3	-select schedule-
<input type="checkbox"/>	TSLAWBUS	Law and Business Environment	3	-select schedule-
<input type="checkbox"/>	TSLEADOC	Leading, Organizational Change	3	-select schedule-
<input type="checkbox"/>	TSMANACC	Managerial Accounting	3	-select schedule-
<input type="checkbox"/>	TSINFOTE	Managing Concepts for Information Technology	3	-select schedule-
<input type="checkbox"/>	TSMARKMA	Marketing Management	3	-select schedule-
<input type="checkbox"/>	TSOPEMAN	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"/>	TSSTRAMA	Strategic Management	3	-select schedule-
<input type="checkbox"/>	TSSTAXMAN	Tax Management	3	-select schedule-
<input type="checkbox"/>	TSLEADER	The Call to Leadership	3	-select schedule-
<b>TOTAL</b>			<b>45/(0)</b>	

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 checked="" type="checkbox"/>	TSFINMAN	Financial Management	3	[3] R08   THU 08:00 PM-10:00 PM (FACUNDO, J)
<b>TOTAL</b>			<b>3/(0)</b>	

**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"/>	TSSTRAMA	Strategic Management	3	-select schedule-
<input type="checkbox"/>	TSTAXMAN	Tax Management	3	-select schedule-
<input type="checkbox"/>	TSLEADER	The Call to Leadership	3	-select schedule-
<b>TOTAL</b>			<b>45/(0)</b>	

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

**Waitlisted**

#	Subject Code	Description	Units	Schedule
<b>TOTAL</b>				
			0	

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

Welcome [Name]

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

**Waitlisted**

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

There is no subject enlisted

2016 03:05:08 PM

**Cancel** **Save** **Assess**

#	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"/>	TSEINVFMA	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 | Calendar | Password

Welcome [Name]

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

**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

**Cancel** **Save** **Assess**

#	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.

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

Welcome,

**INBOX**

Message 1-1 of 1

First | Previous | Next | Last

Sender	User Type	Subject	Date
[Name]	STUDENT	Subject Registered	Mon 10/24

**Message**

Date : 24 Oct 2016  
To : <>  
From : <>  
Subject : Subject Registered

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.

**Delete** **Reply** **Forward**

#### 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.

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

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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**

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

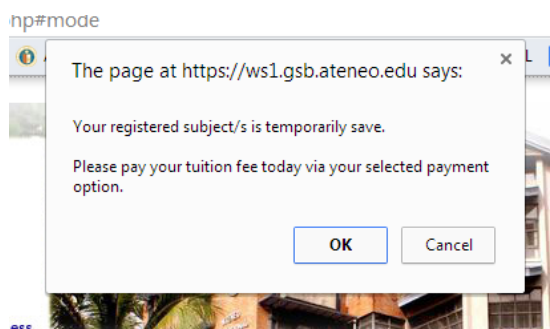
#	Subject Code	Description	Units	Time	Day	Room
1	SPAPMATH	Applied Mathematics	2	08:00AM - 10:00AM	S	201
<b>TOTAL</b>			<b>2</b>			

Tuition Fee : 10,000.300

INTERNET FEE	:	135.75	<b>TOTAL TUITION &amp; FEES</b>	:	<b>Php14,049.90</b>
REGISTRATION FEE	:	556.45	Payment Option	:	<div style="border: 1px solid black; padding: 2px;">         CASHIER          -select payment option-          CASHIER          BPI Express Online          Visa/Mastercard Payment          BDO Internet Banking       </div>
STUDENT ACTIVITY FEE	:	252.75	<b>TOTAL AMOUNT PAID</b>	:	
LATE REGISTRATION FEE	:	556.50	<b>AMOUNT DUE</b>	:	<b>Php</b>
EQUIPMENT	:	574.55	View this page in a <a href="#">printer-friendly version</a> . 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:



- Payments made using debit transactions will be reflected the next banking day. Enrollment of the student will be finalized once the Cashier Office receives the bank reports.
- For Visa/Mastercard transactions, a bank transaction fee of Php 250 will be added to your payment. Once paid, you will be officially enrolled to your registered subject 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.