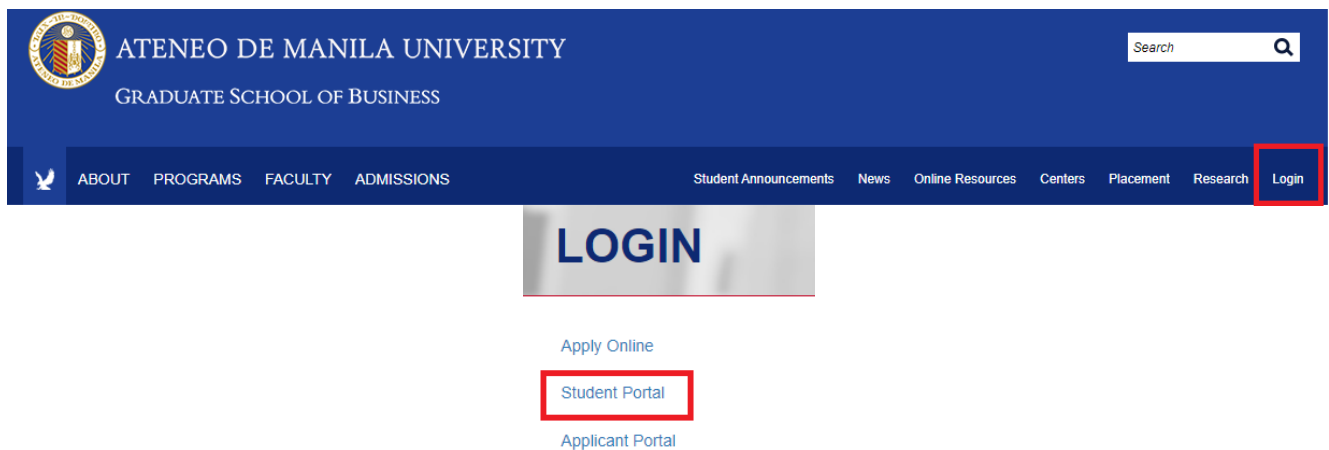


# AGSB Online Pre-Registration, Registration and Enrollment Procedure

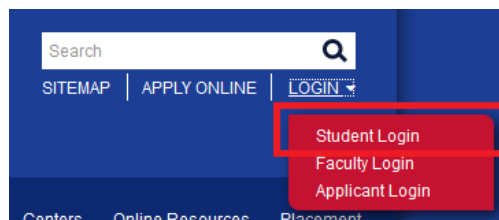
## Pre-registration period

During the Pre-registration period, students can register to their preferred courses 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. Faculty assignment will not be displayed during the Pre-registration and Registration period.

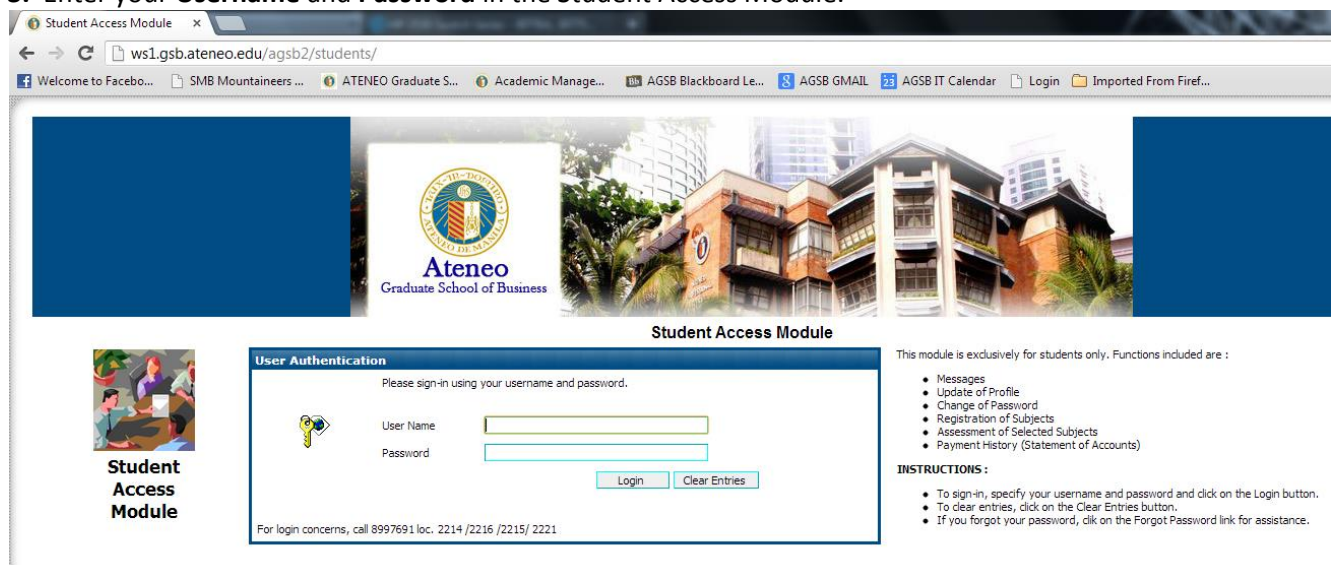
1. Go to the Ateneo Graduate School of Business website at <http://gsb.ateneo.edu>. Click **LOGIN** at the far right side of the menu. Then click Student Portal



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:

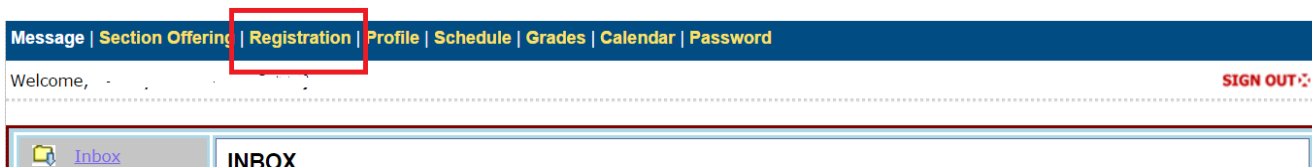
**Username = Student ID Number**  
**Password = Birthdate (MMDDYY format)**

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

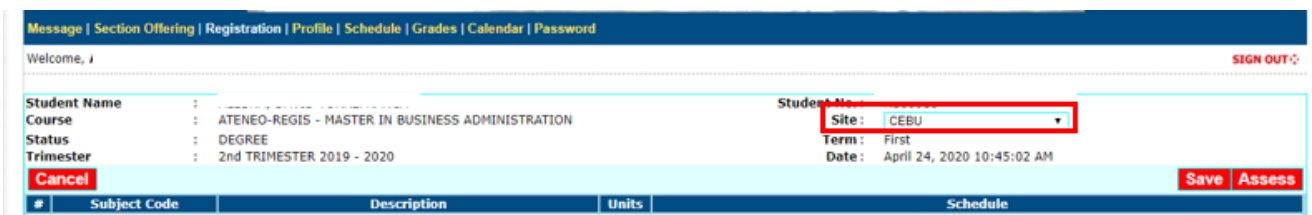
**Username = Temporary Applicant Number**  
**Password = Birthdate (MMDDYY format)**

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>)

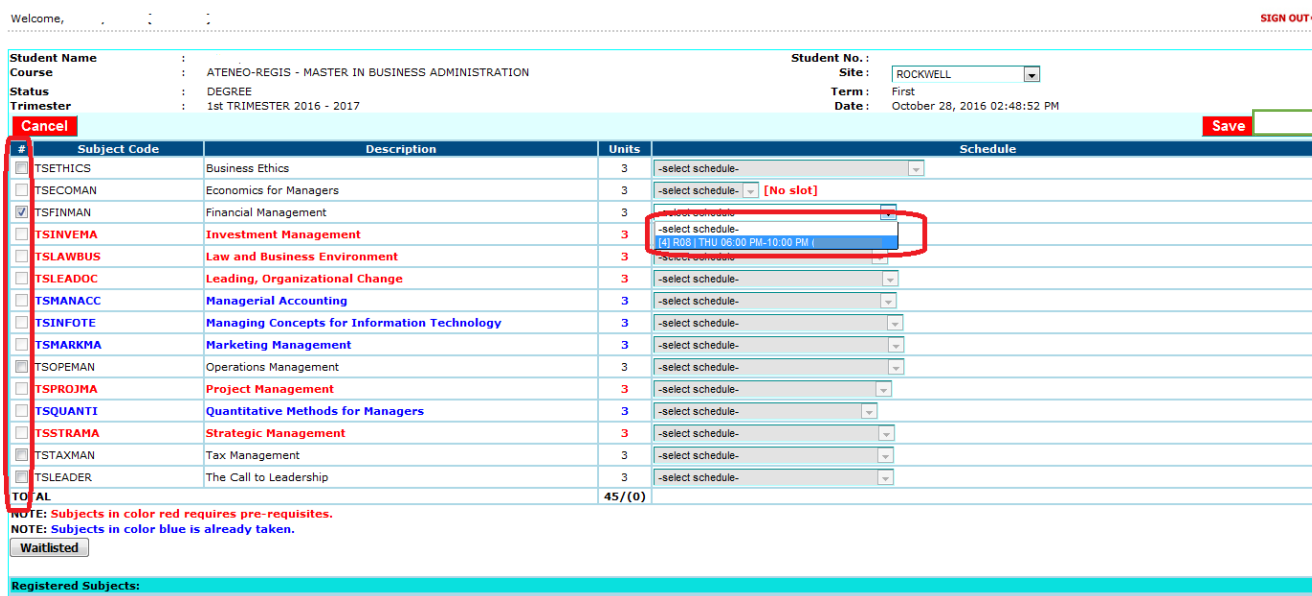
4. Upon successful login, the student will enter his/her own student page. Click **REGISTRATION** located on the menu bar.



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**

The screenshot shows a web interface for course registration. At the top, there are navigation tabs: Message, Section Offering, Registration, Profile, Schedule, Grades, Calendar, Password. Below this, a student profile is displayed with fields for Student Name, Course, Status, and Trimester. To the right, there are fields for Student No., Site, Term, and Date. A 'SIGN OUT' button is in the top right corner. The main area contains a 'Cancel' button and a 'Save' button. Below these is a table of available courses with columns for Subject Code, Description, Units, and Schedule. The courses are color-coded: red for those requiring pre-requisites and blue for those already taken. A 'Registered Subjects' table is shown below, containing one course: Financial Management (Subject Code: TSPFINMAN, Units: 3, Schedule: [3] ROB | THU 08:00 PM-10:00 PM). A 'Printable Schedule' button is at the bottom left.

## Registration Period

During the Registration Period, students can still add, change, assess and pay their pre-registered courses. 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.

This screenshot is similar to the previous one, showing the same registration interface. The 'Save Assess' button is now highlighted with a red box. The 'Registered Subjects' table remains the same, showing the Financial Management course. The 'Printable Schedule' button is also visible at the bottom left.

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**

**Registered Subjects:**

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

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

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"/>	TSECOCAN	Economics for Managers	3	-select schedule- [No slot]
<input checked="" type="checkbox"/>	TSEFINMAN	Financial Management	3	-select schedule-
<input type="checkbox"/>	TSEINVEMA	Investment Management	3	-select schedule-

Students can add and remove courses in the waitlist. Maximum of 20 students are allowed to be waitlisted in any closed course.

Graduate School of Business

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 -

**Add Subject**

Code	Title	Section	Schedule	Date
TSECOCAN	Economics for Managers	R03	WED 06:00 PM-10:00 PM	October 28, 2016 03:07 PM

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"/>	TSECOCAN	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, [Name]

**INBOX**

Message 1-1 of 1

Delete

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

Delete

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

Welcome, [Name]

**INBOX**

Delete Reply Forward

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

You are now registered to your waitlisted course "TSECOCAN, 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 become available for those courses.
- Students are given until Wednesday, 7PM of the following week to wait if their waitlisted course has been registered. After 7 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

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](#)

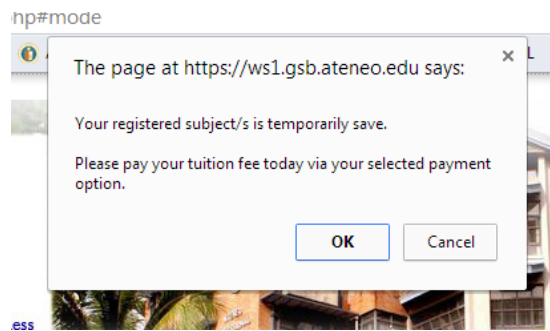
#	Subject Code	Description	Units	Time	Day	Room
1	SPAPMATH	Applied Mathematics	2	08:00AM - 10:00AM	S	201
<b>TOTAL</b>			<b>2</b>			

Tuition Fee	:	10,000.300	<b>TOTAL TUITION &amp; FEES</b>	:	<b>Php14,049.90</b>
INTERNET FEE	:	135.75	Payment Option	:	
REGISTRATION FEE	:	556.45	<b>TOTAL AMOUNT PAID</b>	:	
STUDENT ACTIVITY FEE	:	252.75	<b>AMOUNT DUE</b>	:	
LATE REGISTRATION FEE	:	556.50			
EQUIPMENT	:	574.55			
LIBRARY FEE	:	1,035.00			
MATERIALS	:	559.45			
STUDENT GUIDEBOOK	:	126.45			
ID FEE	:	252.70			

View this page in a [printer-friendly version](#). Clicking this link will open a new page in the web browser.

**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.

# FAQ's on AGSB Pre-registration and Registration for MBA Standard, Middle Managers and Regis Program

## Pre-Registration

### ***Q. Why is there a need to establish a pre-registration system?***

The pre-registration system aims to:

1. Improve the capacity of the School to project the classes to be offered for the incoming term or trimester, and
2. Improve overall student experience during enrolment and registration by coming up with class schedules that reflect the preferences of the students during the pre-registration period.

### ***Q. Can we view the course offerings prior to the pre-registration period?***

Yes. The course offerings and their schedules will be posted **2 days** before the Pre-registration period.

### ***Q. Can I register in any course during pre-registration?***

You can pre-register for any course as long as it meets the following conditions:

1. Pre-requisite/s of the intended course are currently taken/passed
2. Does not exceed the maximum allowed number of courses that a student can enroll (3)
3. Does not conflict with the schedule of any registered course/s
4. Slots are still available

### ***Q. Will there be limitations of slots per course during pre-registration? Can I pre-register in a course with no slots left?***

Yes. Limits on class sizes will be observed, but the number of waitlisted students in a section will be increased to 20. Once the number of waitlisted students reaches 10, a new class will be created following the same schedule.

### ***Q. Can we view the schedule and faculty assigned in a course during pre-registration?***

Students can only see the schedule but not the faculty during pre-registration period.

### ***Q. Can I pay during pre-registration period?***

No. Students can only pay for their registered subjects during the Registration Period.

### ***Q. Can I still add or change my pre-registered course?***

Yes. A student may change, add, or remove any enlistment during the pre-registration and registration period, subject to availability of slots.

### ***Q. What if I pre-register to a particular course together with its pre-requisite course or pre-register to more than 3 courses (overload)?***

Students who anticipate these conditions may still pre-register but will need to file their request for curricular exception or overload with the concerned department once the course offerings are posted. Upon the approval of the request for curricular exceptions, the approved courses will be included in the student's enlistment. Students need to fill-out the [Request for Direct Registration](#) online form at the [Registrar Online Services](#) portal. Approved requests will be processed via Direct Registration by the Registrar's Office as early as the start of the pre-registration period.

The Request for Overload form is also found at the [Registrar Online Services](#) portal. There are declarations and conditions that the student needs to accept. Approved requests will be processed via Direct Registration by the Registrar's Office as early as the start of the pre-registration period.

***Q. What happens to a course if there is a low turnout of pre-registrants?***

A course with fewer than 10 enlistments is automatically dissolved. Our department secretaries will contact each pre-registrant in those dissolved courses so that students will know their options and decide on them before the Registration Period.

***Q. Are my selected courses during Pre-registration saved until the Registration period?***

Yes, except for dissolved courses.

***Q. I'm experiencing technical difficulties, whom should I contact?***

You can send email to [it.gsb@ateneo.edu](mailto:it.gsb@ateneo.edu). Our IT support are on standby during the Pre-registration and Registration period and continuously monitor the said email for student concerns and inquiries to attend to your concerns.

## **Registration Period**

***Q. When can we see the final list of course offerings prior to Registration Period?***

Final course offerings will be posted **two** days before the Registration period. This will already include newly created classes from waitlisted students. It will also list the number of open slots available for these courses.

***Q. What else should I do during Registration Period?***

Those who availed of pre-registration enlistment will see their registered courses in the Student Access Module, under the **Registration** tab. Your registered courses are listed under the [Registered Subjects](#) section. From there, students can click [Assess](#) to view their assessment and pay thru any of the [payment channels](#) available. The only time an enlistment will be missing is when the course was dissolved.

***Q. I forgot to pre-register, can I still register for a course?***

Yes. You can still register for courses during the Registration Period, subject to slot availability. However, there might not be slots that are still open for the courses you intend to take. Students should therefore strive to pre-register in order to increase the likelihood that they can enroll in the courses of their choice.

***Q. Can I still add, remove or change my registered course?***

Yes. A student may add, remove or change any enlistment during the registration period, subject to availability of slots.

***Q. Can I pay online using credit card or do a bank transfer?***

Yes. Kindly refer to the [Off-Campus Tuition Payment Options and Procedures](#)

***Q. How will I know if I am officially enrolled in a course?***

Your enrolled courses will be visible under the **Grades** section of your Student Portal.

***Q. I will not enroll this term/trimester, what should I do?***

Student may file for a Leave of Absence (LOA). Filed LOAs usually indicate the duration, and when students intend to return. The LOA extends or "stops the clock" on the 5-year Maximum Residency as

contained in the student handbook. You may file for Official Leave of Absence at the [Registrar Online Services](#) portal.