



ATENEIO DE MANILA UNIVERSITY  
UNIVERSITY REGISTRAR

01 April, 2024

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TO The AGSB community

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FROM <SIGNED>  
Rey R Reyes  
Registrar

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SUBJECT Registration and enrollment process for Term 4, AY 2023-24

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**The process for Registration and Enrollment shall still be implemented Online.**

A **PRE-REGISTRATION period** is provided so students can be better guaranteed of slots in the courses they need.

AGSB shall continue to adopt an **entirely online process** for pre-registration, registration and enrollment.

The following policies shall govern the Pre-Registration, Registration and Enrollment Processes:

**PRE-REGISTRATION** | 11-13 April, 2024 (*moved earlier; originally, it was 15-17 April per Academic Calendar*)

1. The pre-registration period for the incoming term shall be held from **8:00 A.M.** to **5:00 P.M.** on 11-12 April, and from **8:00 A.M.** to **2:00 P.M.** on 13 April.
2. At least one day before the start of pre-registration, students will be able to see all the courses offered, including their schedules, for purposes of enlistment. **The names of faculty will still not be available.** Since schedules are determined with the expectation of both synchronous and asynchronous delivery, students cannot select classes with conflicting or overlapping schedules. Please read the *MEMO: FAQs on Meeting the Regulations for Onsite Hours Attendance* issued by the AGSB Dean on 26 January 2024 on the AGSB Website for updates on this policy.
3. Students who anticipate conditions that will impede their ability to pre-register (i.e., *requesting for curricular exception, conditional enrollment – usually for probationary/returning students, cross-program enrollment, or enrollment beyond the allowed maximum number of classes*), may file their requests for exemption with the departments starting **08 April**. Approved requests will be included in their pre-registration via manual/direct registration (DR) or by allowing the enlistment to proceed.
4. **Process.** Login to your [Student Access Module](#) then click on **Registration**, then select your courses. Class Size Limits will be observed, but students can still apply for waitlist, *if available*. The limit on waitlisting is 20. If the number of waitlisted students reaches 10, a new section with the same days and time will be created. Those in the waitlist will be transferred via DR to the newly created section.



# ATENEIO DE MANILA UNIVERSITY

## UNIVERSITY REGISTRAR

5. A student may change, add, or remove any enlistment as long as this is done within the pre-registration period. While this is similar to the process followed during previous enrollments, **students cannot proceed to Assessment and Payment** until these are enabled during the regular registration period.
6. At the end of the pre-registration period, **courses with less than 10 enlistments will be dissolved**. Those who enlisted in dissolved courses will be notified by the respective academic department via e-mail at least 1 day before the start of the regular enrollment period.

### REGULAR REGISTRATION | 25 April, 8:00 AM - 27 April, 2024, 2:00 PM

1. Those who availed of pre-registration enlistment will see their registered courses in the Student Access Module under the *Registrations* tab. From there, students can **print their assessments and pay thru any of the payment channels available**. The only time an enlistment will be missing is when the course was dissolved (*see #6 PRE-REGISTRATION above*).
2. During the regular registration period, all the courses shown in the Student Access Module will contain the number of remaining open slots.
3. **Students who have not availed of pre-registration may still register**, subject to the availability of open slots. At this time, students may still change, add, or remove any of their pre-registered courses. HOWEVER, those who wish to change or add courses can only do so from courses with open slots.
4. **Process.** Go to the [Student Access Module](#) then print out your assessment form. This will be needed by students who opt to pay their fees via over-the-counter bank deposits. For seamless payment, *paying online via credit card* is recommended. Click [here](#) to see the procedure.
5. If you are *paying online via bank transfer/teller*, **you need to complete your payment not later than 4:00 PM** to avoid the bank's payment cut-off. For details, you may refer to the [Off-Campus Tuition Payment Options and Procedures](#). Payments made using this option are validated the next banking day. Thus, registered courses will be put on hold until the Cashier's Office is able to validate the payment and confirm the enrollment.
6. **Late Enrollment** will be on **29 April to 04 May, 2024**, which shall be conducted during the **Support Services Schedule** as stated below:
  - Monday to Friday – 12:00 P.M. to 7:00 P.M.
  - Saturday – 10:00 A.M. to 2:00 P.M.

All the processes allowed during the regular enrollment period apply during the late enrollment period. The assessments during the late enrollment period *will include a late enrollment fee*. Requests for change of schedule (i.e., transfer of classes, adding of courses, adding of slots) and other requests for direct registration (DR) received on the last day of regular registrations shall be processed during the first day of the late registration period and will be considered as such (i.e., will incur a late enrollment fee).

7. The process for petitioning for an opening of a course by a group of students remains the same as in previous enrollments and can be addressed to the Department Chairs starting **15 April**.



# ATENEIO DE MANILA UNIVERSITY

## UNIVERSITY REGISTRAR

8. As in previous enrollments, there is a System Maintenance Period every day from 7:00 PM until 9:00 PM. During this time, the registration module becomes *unavailable*.

### ASSISTED / DIRECT REGISTRATION (DR)

1. For those who cannot register online due to *curricular exceptions, cross-enrollment requests, or probationary/conditional status*, simply fill-out the [Request for Direct Registration](#) online form at the [Registrar Online Services](#) portal. Priority will be given to requests for the reasons stated above. **Please refrain from requesting DR if your reason is, "class is full so enlist me in another class," "I want to transfer to another class," or any other reason from those provided above.**
2. Requests will be processed during the Support Services Schedule (*indicated below*) on a *first come, first served basis*. To see the status of your request, simply click on [Monitor DR approval status](#) in the ROS portal. **Please be reminded that only requests made through this online facility will be processed. No requests or follow-ups through email will be entertained.**

**IMPORTANT:** For registration-related assistance, please transact only with the [duly-authorized personnel](#) of the Office of the University Registrar. Below are their contact details:

- **+63 02 8899-7691** (Trunk Line) Loc. **2214** look for *Patrick Ignacio*
- Loc. **2215** look for *Danny Cruz*
- Loc. **2234** look for *Ral Lacsamana* (can also be contacted thru **0933-932-0499**)

*Note: Due to the limited number of personnel vav. the number of enrollees, you might encounter missed calls or busy lines when you call. In such cases, you may want to try another number. If that doesn't work, please email [registrar.gsb@ateneo.edu](mailto:registrar.gsb@ateneo.edu) as a last resort to avoid email flooding.*

*Also, please avoid "forum shopping" – that is, after making a DR request, you would email that you've already done so; or that you would call to inform that you've already DR'd or emailed.*

#### **Student Email / I.T. Concerns:**

The new hotline numbers of the Digital Information Technology Services (DITS) are **02 8426 6601** Loc. **4242** and **4183**. Their email is [itsupport@ateneo.edu](mailto:itsupport@ateneo.edu).

#### **Canvas Concerns:**

For any concern regarding Canvas, please email [canvas.gsb@ateneo.edu](mailto:canvas.gsb@ateneo.edu) or call them at **02 8899 7691** Loc. **2212**.

### WITHDRAWALS AND LEAVES OF ABSENCE

1. A **Leave of Absence (LOA)** is filed when there is an expectation that the student will not resume classes in the next or subsequent terms. Filed LOAs usually indicate the duration,



# ATENEIO DE MANILA UNIVERSITY

## UNIVERSITY REGISTRAR

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.

A LOA **filed before** the start of a term “stops the clock” for that term. A LOA **filed after** the start of a term “stops the clock” for that term **only if the student is not currently enrolled** for that term.

2. **Withdrawal.** Students may withdraw from some or all of their classes within a prescribed withdrawal period. Withdrawing from all enrolled courses (total withdrawal) after classes have started does not automatically make the withdrawal a LOA. The effect of an approved withdrawal is a WP (Withdrawal with Permission) grade in the Transcript of Record. A student cannot have a grade entry in the TOR (effect of enrollment) and be on LOA (not enrolled) at the same time.
3. The policy on attendance is still enforced. Students who have completed their enrollments but will be unable to attend classes for justifiable reasons may apply for withdrawal subject to the refund policies contained in the student handbook. If students stop attending classes without filing a withdrawal, they will get failing grades (either 0.0 or UW) at the end of the term with its corresponding effects on retention.
4. Classes will start on **29 April, 2024.**

**The deadline for Withdrawal and filing for Leaves of Absence (LOA) is 25 May, 2024.**

### ORIENTATION SEMINAR (ORSEM)

1. All new students / first-time enrollees are required to attend the Orientation Seminar (ORSEM) to be scheduled by the AGSB Student Council. A separate announcement will be sent for this. This requirement applies to those who were new students during the last enrollment as well as current students who have not attended this yet.
2. The ORSEM attendance is a requirement for students to register online. Old students who have not yet attended this are advised to comply.

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