



ATENEO DE MANILA UNIVERSITY
PROFESSIONAL SCHOOLS
Office of the Registrar

June 6, 2022

Memo for: ASMPH Community

Subject: Online Registration Schedule for the First Semester of SY 2022-2023

Please be informed that the Registrar’s Office is implementing a revised process for Registration and Enrollment this incoming First Semester of SY2022-23.

1. The main feature of this new process is the **extension of the registration period** to one week, and the **elimination of the Late Registration Period**. The new dates extend the registration dates provided in the May 17, 2022 memo issued by the Office of the Associate Dean. The registration dates for the different year levels are as follows:

Year Level	Registration Period	Start of Classes
YL5 (new students)	August 1- 5, 2022	August 8, 2022
YL6 to YL9	July 4 – 9, 2022	July 11, 2022

2. All students are advised to avail of the extended registration period announced in this memo. The online registration portal will close at the end of the dates provided and classes will start immediately after. Those who were not able to register should address their appeals for inclusion to the Dean, or file a request for Leave of Absence.
3. Registered students will be included in the **Initial Class List**. They will be given accounts in CANVASS and will be allowed to participate in graded activities, even if they have issues with payments and payment validations.
4. Students should pay their assessed fees within the Registration Period. Payments made after the registration period will be assessed a **Late Payment Fee (P250.00)** which should in added to the assessed fees to be paid.

Students who paid after the Registration Period but did not pay the Late Payment Fee will still be tagged as enrolled and allowed to attend classes (see #5 below). However, the unpaid fee will become the basis of a Finance Office Hold Order during the next enrollment.

5. At the end of the second week of classes, the Registrar’s Office will issue the **Official Class List** based on school fees paid at the Cashier’s Office. Only those in the Official Class List will be allowed to participate in graded activities from that point on.
6. The rest of the online process for registration and enrollment established during the past two schoolyears will remain.

Please be guided accordingly.

<SIGNED>

Rey R. Reyes

Registrar

Ateneo Professional Schools