



ATENEO DE MANILA UNIVERSITY
SCHOOL OF MEDICINE AND PUBLIC HEALTH

OFFICE OF THE REGISTRAR

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RO Memorandum No. 041 Series 2022

November 14, 2022

Memo for: ASMPH Community

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

Please be informed that the Registration Schedule for the Second Semester of SY2022-23 has different start dates for the various year levels.

1. The main feature of this is the **extension of the registration period** to one week, and the **elimination of the Late Registration Period**. The registration dates for the different year levels are as follows:

Year Level	Registration Period	Start of Classes
YL5 to YL7	January 9-14, 2023	January 16, 2023
YL8	November 28 - December 3, 2022	December 5, 2022
YL9	December 12-16 , 2022	December 26, 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.
3. Registered students will be included in the **Initial Class List**. They will be given accounts in CANVAS and will be allowed to participate in graded activities, even if they have issues with payments and payment validations. On this note, students waiting for the approval of scholarships or promissory notes are advised to register within the registration period so they do not miss classes or rotations.
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 be 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.
6. The rest of the online process for registration and enrollment established during the past two school years will remain.

Please be guided accordingly.

<SIGNED>

Rey R. Reyes

Registrar