



ATENEIO DE MANILA UNIVERSITY
UNIVERSITY REGISTRAR

Early Enlistment Schedule

Second Semester SY 2023 – 2024

Date	Time	Year Level
November 22, 2023 (Wednesday)	8:00am - 9:45am	Fourth Year/Fifth Year
	10:15am - 12:00nn	Third Year
	1:00pm - 2:45pm	Second Year
	3:15pm - 5:00pm	First Year
	6:00pm - 11:59 pm	Free-for-All
November 23 -30, 2023 (Thursday-Thursday)	24/7	Free-for-All

AISIS will be open 24/7 during the Free-for-all enlistment. Support offices will be available during regular office hours.

The purpose of early enlistment:

- To give students more time to complete their enlistment.
- To allow academic departments to further adjust their class offerings before the actual registration.
- To try out enlistment per year level without batching.
- To minimize load revision requests.

REMINDERS

- Early enlistment is open to all currently enrolled Undergraduate Students.
- Only enlistment will be allowed during this period.
- Batching will not apply.

- Students with hold orders may avail of early enlistment. All hold orders however must be settled before the Second Semester, SY 2023-2024 regular enlistment/registration period.
- Ensure that your IPS has been updated by your home department.
- Know your advised subjects and plan out your schedule beforehand. Be ready to take alternative classes in case your preferred schedules are no longer available.
- All enlistment-related concerns of students will be attended through this Google form:
<https://go.ateneo.edu/OUR-RegConcernsSY23-24>
- Support offices will be available during regular office hours (8:00 AM – 5:00 PM) during the early enlistment period.
- Second Semester regular enlistment/registration will be from **January 8-12, 2024** (detailed schedule to be announced).

EARLY ENLISTMENT PROCEDURE

- Set your Internet browser settings to allow for pop-ups.
- Log in to aisis.ateneo.edu.
- Click on the **Enlist in Class** link. Update your personal information if necessary.
- Click on the **Enlist/Delist** button. Choose a class. The chosen class must be displayed in the main window unless a message appears.
- Click on the **Submit Enlistment** button. A confirmation page will appear.
- Click on the **Confirm Enlistment** button. Check if all the valid subjects you enlisted to are in the Enlistment Summary.
- Once you have completed your enlistment, you may proceed to Tuition Assessment & Payment during the regular Second Semester registration on **January 8-12, 2024**.

Early Enlistment FAQs

WHO CAN ENLIST EARLY?

Early enlistment is open to **all currently enrolled Undergraduate Students**.

WHAT IF I NEED TO REVISE MY IPS?

No re-advisement/modification of IPS will happen during the early enlistment period. You will only be able to enlist in classes currently advised in your Second Semester SY 2023-2024 IPS.

WHAT SHOULD I DO IF I FAIL A CLASS THAT I AM CURRENTLY ENROLLED IN AND I WANT TO RETAKE IT IN THE SECOND SEMESTER?

No re-advisement/modification of IPS will happen during the early enlistment period. You will only be able to enlist in classes currently advised in your Second Semester SY 2023-2024 IPS.

Juniors and Seniors may approach their Home Department for re-advisement. The Advisement/IPS module will re-open when grades for the first semester are released on 18 December 2023.

For First Year and Second Year students, the Office of the University Registrar will handle the adjustment of your IPS. There is no need for you to request this.

WHY CAN'T I ENLIST IN A CLASS?

No re-advisement/modification of IPS will happen during the early enlistment period. You will only be able to enlist in classes currently advised in your Second Semester SY 2023-2024 IPS.

The following are possible reasons why you cannot enlist in a class:

- You have not passed the prerequisite course/s of the class
- The class is restricted/tagged
- There are no available slots
- The class is not advised in your current IPS
- The class is not offered
- The number of units is beyond the maximum load prescribed in your curriculum
- The course has already been taken. Major and Free Electives must be courses other than those already taken

WHAT HAPPENS IF I ENLISTED BUT DID NOT CONFIRM?

Enlistment cannot be completed without confirmation. If you do not confirm, your slots will not be reserved. **To avoid losing your slots, click the CONFIRM ENLISTMENT button** after choosing your classes.

WHY AM I ABLE TO ENLIST IN MORE UNITS THAN I NEED?

For First Years and Second Years, **NSTP, PHYED, and INTACT are non-academic courses**. As such, they are not included in the academic load. Even if you enlist for these classes, you will not be overloaded and you will be able to complete the enlistment process.

CAN I ENLIST OUTSIDE MY SCHEDULE?

On day 1 of early enlistment, you must strictly follow the designated time for your year level. For the remaining days, enlistment will be free for all. Please follow the online enlistment schedule stated in the **EARLY ENLISTMENT SCHEDULE** above.

I DO NOT KNOW WHAT PAIRED SUBJECTS MEAN. WHAT IF I ENLISTED IN DIFFERENT SECTIONS FOR MY NATSCI LECTURE AND LAB?

Courses such as NatSci or other Science courses with both Lecture and Laboratory components, NSTP 11 and THEO 12, NSTP 12 and SocSc 13, etc. are considered paired subjects. Students are required to be a part of only one section for paired subjects so they must make sure that they do not enlist in different sections. Refer to the links below so you are aware of subject pairings.

[NATSCI CLUSTER](#)

[THEO 12 CLUSTER](#)

WHY CAN'T I MODIFY SOME OF MY ENLISTED CLASSES?

You cannot modify your enlistment in a PRE-ENLISTED class.

I ENLISTED DURING THE EARLY ENLISTMENT PERIOD. AM I AUTOMATICALLY ELIGIBLE FOR ENROLLMENT DURING THE REGULAR REGISTRATION PERIOD FOR THE SECOND

During the regular registration period, you will be eligible to proceed to assessment and tuition payment if you have no pending academic/non-academic related **hold orders** e.g., you must be free from all financial and/or property accountabilities, fulfill prerequisite courses, not serving a penalty of suspension, meet the required minimum QPI, etc.

I AM A SOPHOMORE AND I INTEND TO SHIFT TO ANOTHER PROGRAM BUT I WAS NOT ABLE TO OFFICIALLY APPLY FOR A CHANGE OF DEGREE. CAN I HAVE MY IPS UPDATED SO I CAN TAKE THE COURSES REQUIRED FOR THE PROGRAM I AM SHIFTING TO?

Your IPS will reflect the courses required in your current curriculum. If your current home department and the department you are shifting to will allow you to replace some of your courses e.g., Major, Major Elective, etc., this may be done through Load Revision.

I AM CURRENTLY TAKING FILI 11.1 (MALAYUNING KOMUNIKASYON FOR NON-FILIPINO SPEAKERS), CAN I ENLIST IN FILI 12.1 DURING THE EARLY ENLISTMENT PERIOD?

You will be enlisted in FILI 12.1 once you pass FILI 11.1. The Filipino Department will determine your assigned section and the OUR will handle your enlistment for this.

AM I ALLOWED TO HAVE 5 OR MORE CONSECUTIVE CLASSES IN A DAY?

For First and Second Year students, be mindful of your pre-enlisted blocked classes. Choose a PE and FLC class that will not result in more than 4 consecutive classes.

Be cautious of your choice of PE class. Ensure that you will have enough time to get ready for your next class or eat between classes.

I AM RETAKING A COURSE THAT I FAILED LAST SEMESTER. WILL I BE PRE-ENLISTED FOR THIS CLASS?

First Year and Second Year students who will take courses that are not scheduled according to their official curriculum will not be pre-enlisted in these courses.

SOME OF MY CLASSES WERE VALIDATED. AS A RESULT, I AM TAKING SOME CLASSES IN ADVANCE. WILL I BE PRE-ENLISTED IN THESE CLASSES?

When courses are taken outside of the schedule, enlistment is handled by the student.