



ATENEO DE MANILA UNIVERSITY

UNIVERSITY REGISTRAR

18 December 2023

TO Deans, Department Chairs/Program Directors and Department/Program Secretaries
of the Gokongwei Brothers School of Education and Learning Design, School of Humanities, John Gokongwei School of Management, School of Science and Engineering and School of Social Sciences
Undergraduate Students

FROM (Sgd)Marlene M. De Leon, PhD
University Registrar

SUBJECT **Re-opening of the AISIS Enlistment Module during the Christmas Break**

Greetings colleagues!

Re-advisement and Adjustment in Class Offerings

The Advisement Module re-opens as we release the First Semester, SY 2023-2024 final marks today, 18 December 2023.

Re-advisements and adjustments in class offerings may be done from 18 December 2023 to 6 January 2024.

Early Enlistment

AISIS will be open 24/7 from 20 December 2023 (8:00 AM) to 07 January 2024 for Free-for-all enlistment.

This will allow updating and adjustments in enlistments as necessary specially for students who passed the prerequisite courses needed for their second semester classes. With this, we hope that they will be able to immediately proceed to assessment and payment as soon as the regular registration starts on January 8, 2024. We also hope that this will help lessen the Load Revision requests.

Although AISIS will be open 24/7 during the break, support offices will not be available. Students will be instructed to fill up this Google form: <https://go.ateneo.edu/OUR-RegConcernsSY23-24> should they have enlistment-related concerns.

Schedule of Regular Enlistment/Registration for Second Semester, SY 2023-2024:

Date	Time	Year Level
Monday, January 08, 2024	9:00 am - 12:00 nn	Third Year/ Fourth Year/ Fifth Year/ International Exchange Students/ Graduate Students
Monday, January 08, 2024	1:00 pm - 4:00 nn	First Year/Transfer Students/ Second Year/ Graduate Students
Monday, January 08, 2024	6:00 pm onwards	FREE-FOR-ALL
Tuesday - Friday, January 09 - 12, 2024	24/7	FREE-FOR-ALL

We invite you to refer to the updated [Early Enlistment FAQs](#).

We sincerely hope for everyone's support as we try to continuously improve the registration process.

Thank you very much.

- cc: Office of the Vice President for Higher Education
Office of the Assistant Vice President for Undergraduate Education
Office of the Associate Dean for the Core Curriculum
Office of the Vice President for Digital Information and Technology Services
Office of the Assistant Vice President for University Partnerships and Internationalization