



**ATENEO DE MANILA UNIVERSITY**  
**UNIVERSITY REGISTRAR**

16 January 2024

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**FOR:** All Full-time and Part-time Faculty Members 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

All Undergraduate and Graduate Students

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

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**SUBJECT:** OFFICIAL ENROLLMENT AND COMPLETION OF REGISTRATION  
PROCESS FOR SECOND SEMESTER, SCHOOL YEAR 2023-2024

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As stated in the registration schedule we disseminated, please be reminded that undergraduate and graduate students should complete the enlistment process by **Wednesday, January 17, 2024**. To be considered officially enrolled for the Second Semester, School Year 2023-2024, payment of assessed fees should be completed by Saturday, 27 January 2024.

In connection with this,

1. Faculty are requested to refer to the official class lists on AISIS to find out who has completed registration in your class. If you have students who are attending your class but whose names are not on the official class list, please remind students that they must complete their registration before attending your class.
2. Students who are not officially enrolled should not be allowed to participate in the classes, e.g., join groups, submit papers, take exams, nor should they be given grades or endorsements at the end of the term. The school will not recognize any grades given to such students, and the classes that they attend will not be reflected in the students' official transcripts, even if they claim to have completed the course requirements.

Please be guided accordingly.

Thank you very much.

cc: Dr. Maria Luz C. Vilches, Vice President for Higher Education  
Fr. Johnny C. Go, S.J., Dean, Gokongwei Brothers School of Education and Learning Design  
Dr. Jonathan O. Chua, Dean, School of Humanities  
Dr. Roberto Martin N. Galang, Dean, John Gokongwei School of Management  
Dr. Raphael A. Guerrero, Dean, School of Science and Engineering  
Dr. Czarina A. Saloma-Akpedonu, Dean, School of Social Sciences  
Dr. Josefina D. Hofileña, Assistant Vice President for Undergraduate Education  
Dr. Anne Lan K. Candelaria, Assistant Vice President for Graduate Education  
Dr. Benjamin Gerardo T. Tolosa, Jr., Vice President for Mission Integration and Associate Dean for  
Core Curriculum  
Department Chairs/Program Directors  
Department/Program Secretaries  
Mr. Rene Salvador R. San Andres, Associate Dean for Student Affairs  
Ms. Liberty P. Santos, Director, Central Accounting Office  
Ms. Eliza T. Guades, University Bursar  
Mr. Christopher Glenn Año, Information Systems Group Manager, Office of the Vice President for  
Digital Information and Technology Services

<https://www.ateneo.edu/document/memorandum/2024/01/17/official-enrollment-completion-registration-process-second-semester>