



ATENEUM DE MANILA UNIVERSITY

UNIVERSITY REGISTRAR

07 January 2026

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 Dr Rosita G. Leong School of Social Sciences

All Undergraduate and Graduate Students

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

SUBJECT: COMPLETION OF REGISTRATION PROCESS FOR SECOND SEMESTER, SCHOOL YEAR 2025-2026

As stated in the disseminated registration schedule, the undergraduate and graduate students should **complete the enlistment process by Saturday, 10 January 2026**. To be considered officially enrolled for the Second Semester, School Year 2025-2026, **payment of assessed fees should be completed by Wednesday, 21 January 2026**.

In this light,

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 by the prescribed deadline. **Students may be permitted to attend classes provisionally while they complete the registration process or await the final decision of their pending load revision requests.**
2. **Students who are not officially enrolled by 21 January 2026 should not be allowed to participate in the classes**, e.g., join groups, submit papers, or take exams, nor should they be given grades or endorsements at the end of the term. The school will not recognize any grade given to such students, and the classes that they attend will not be reflected in their official transcript of records, even if they claim to have completed the course requirements.
3. Please take note of the Attendance Regulations stated in the Ateneo de Manila College Student Handbook 2024 (Volume 1, pp 22-24) and Graduate Student Handbook 2024 (pp 29-30).

Please be guided accordingly.

Thank you very much.

<https://www.ateneo.edu/memorandum/2026/01/completion-registration-process-second-semester-school-year-2025-2026-our-memo>

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