ATENEO DE MANILA UNIVERSITY

UNIVERSITY REGISTRAR

13 January 2026

TO	The AGSB community
FROM	(Sgd) Conrado G San Pedro Jr MTM Assistant Registrar-AGSB
SUBJECT	Registration and Enrollment Process for 2nd Trimester, AY 2025-26

> **The process for Registration and Enrollment remains online.**

Starting this trimester, the Online Preregistration Survey has been reinstituted, the Pre-Registration Period has been removed, and the Regular Online Registration and Enrollment period has been moved a few days earlier. These reforms were implemented following consultations conducted by the AGSB leadership with students and other stakeholders, with the aim of further enhancing student services.

The following policies shall govern the Registration and Enrollment Process:

REGULAR REGISTRATION & ENROLLMENT (ONLINE)
26 January 2026 (8:00 A.M.) to **28 January 2026** (2:00 P.M.)

1. **Process.** Access the [Student Access Module](#), select your courses and preferred schedule, and print your Assessment Form. The printed Assessment Form is required for students who opt to pay their fees via over-the-counter bank deposits. For a more seamless experience, online payment via credit card is recommended. *Click [here](#) to view the detailed procedure.*

2. **Online Payment via Bank Transfer/Teller.** Students paying through bank transfer or bank teller must complete their payment not later than **3:00 P.M.** to avoid the bank's daily cutoff. For complete instructions, refer to the *[Off-Campus Tuition Payment Options and Procedures](#)*.

   Payments made through this option are validated on the next banking day; therefore, registered courses will remain on hold until the Cashier's Office completes validation and confirms the enrollment.

   What's new: *BUKAS Payment Option*, located on the last page of the document.

LATE REGISTRATION & ENROLLMENT (ONLINE)
03-14 February 2026

3. All processes permitted during the Regular Enrollment Period shall also apply during the Late Enrollment Period. Assessments issued during the late period shall include a *Late Enrollment Fee*.

4. The process for *petitioning* the opening of a course by a group of students remains unchanged. Requests may be submitted to the Department Chairs starting **15 January 2026**.

5. As in previous enrollments, **System Maintenance Time** is scheduled daily from **7:00 P.M. to 9:00 P.M.** During this window, the registration module will be unavailable.

ASSISTED/DIRECT REGISTRATION

1. **Curricular Exceptions.**

    Students who anticipate conditions that may prevent them from completing the online registration process (e.g., curricular exceptions, probationary status, returning status, or other similar circumstances) may file their requests for exemption with their respective departments starting **23 January 2026**.

2. Upon approval of the request, the student must accomplish the **Request for Direct Registration (DR)** online form through the **Registrar Online Services (ROS) Portal**.

3. Requests will be processed during the Support Services schedule (indicated below) on a **first-come, first-served** basis. To monitor the status of your request, click **Monitor DR Approval Status** in the ROS Portal.

    Please note that **only** requests submitted through this online facility will be processed. **Requests or follow-ups sent via email will not be entertained.**

> *Support Services* **will be available Mondays through Fridays from 10:00 AM to 6:00 PM and Saturdays from 10:00 AM to 2:00 PM.**

WITHDRAWALS AND LEAVES OF ABSENCE

1. **Leave of Absence (LOA).**

    An LOA is filed when a student anticipates not being able to resume classes in the next or subsequent trimesters. Filing an LOA "stops the clock" on the **5-year Maximum Residency**, as stated in the Student Handbook.

    *   An LOA filed **before** the start of a trimester stops the clock for that trimester.
    *   An LOA filed **after** the start of a trimester stops the clock **only if the student is not enrolled** for that trimester.

2. **Withdrawal.**

    Students may withdraw from some or all of their classes within the prescribed withdrawal period. A **total withdrawal** (withdrawal from all enrolled courses) after classes have started does **not** automatically qualify as an LOA.

    An approved withdrawal results in a **WP (Withdrawal with Permission)** entry in the Transcript of Records. A student cannot simultaneously have a grade entry in the TOR (as a result of enrollment) and be on LOA (not enrolled).

3. **Attendance Policy.**

   The policy on attendance remains in effect. Students who have completed their enrollment but are unable to attend classes for justifiable reasons may apply for withdrawal, subject to the refund policies stated in the Student Handbook.
   Students who stop attending classes **without filing a withdrawal** will receive failing grades (either **0.0** or **UW**) at the end of the trimester, with the corresponding effects on retention.

4. **Start of Classes.**

   Classes will begin on **03 February 2026**.

> The deadline for Withdrawal and filing for Leaves of Absence (LOA) is **21 March 2026.**

ORIENTATION SEMINAR (ORSEM)

1. All **new students / first-time enrollees** are required to attend the Orientation Seminar (ORSEM). This requirement also applies to students who were considered new during the previous enrollment cycle, as well as current students who have not yet completed ORSEM.

2. Attendance in ORSEM is a prerequisite for registration in subsequent trimesters. Returning students who have not yet complied are advised to attend the next scheduled session.

CAR STICKER APPLICATION

Present a copy of your **Tuition Receipt** for the current trimester to the Guard at the **Hidalgo entrance**.

STUDENT EMAIL / I.T. CONCERNS

For student email assistance or other I.T.-related concerns, you may contact the **Digital Information Technology Services (DITS)** at:

- **Hotline:** (02) 8426 6601 local 4242 or 4183
- **Email:** **itsupport@ateneo.edu**

CANVAS CONCERNS

For any concerns related to Canvas, please email:
canvas.gsb@ateneo.edu

#QED