ATENEO DE MANILA UNIVERSITY
LOYOLA SCHOOLS
OFFICE OF THE REGISTRAR

28 July 2022

FOR: All Loyola Schools Undergraduate and Graduate Students

FROM: (Sgd)Marlene M. De Leon, Ph.D.
School Registrar

SUBJECT: OFFICIAL ENROLLMENT AND COMPLETION OF REGISTRATION PROCESS FOR FIRST SEMESTER, SCHOOL YEAR 2022-2023

Kindly be informed that undergraduate and graduate students should have completed the registration process by **Saturday, August 13, 2022**, to be considered OFFICIALLY ENROLLED for First Semester, School Year 2022-2023. The complete registration process involves:

1. Enlistment in advised classes
2. Payment of assessed fees

If there are any difficulties that may prevent them from completing registration, they should contact any of the following offices such that appropriate interventions may be done:

- Financial concerns may be emailed to the Office of the Vice President for the Loyola Schools at askvpls@ateneo.edu.
- Academic concerns of undergraduate students may be emailed to the Office of the Associate Dean for Academic Affairs at adaa.ls@ateneo.edu.
- Academic concerns of graduate students may be coordinated with their respective home departments.

Other enlistment concerns/inquiries may be submitted through this link: https://go.ateneo.edu/RegConcerns1stSemSY22-23. The Office of the Registrar will respond accordingly.

Students who are not officially enrolled will not be part of the official class list, i.e., Loyola Schools will not recognize any grades given to such students, and classes which they attend will not be reflected in their official transcript of records, even if they claim to have completed the course requirements.

Please be guided accordingly.

Thank you very much.

G/F Social Sciences Bldg, Katipunan Ave, Loyola Heights, 1108 Quezon City, Philippines
+63 2 426 6001 ext 5130 to 5139 • Tel/Fax +63 2 426 6123 • registrar1.ls@ateneo.edu