



# ATENEIO DE MANILA UNIVERSITY

## UNIVERSITY REGISTRAR

03 June 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 INTERSESSION, SCHOOL YEAR 2024-2025

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As stated in the disseminated registration schedule, the undergraduate and graduate students should complete the enlistment process by **Wednesday, June 5, 2024**. To be considered officially enrolled for the Intercession, School Year 2024-2025, payment of assessed fees should be completed by Monday, 10 June 2024.

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 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, 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.

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 Ma. Isabel P. Martin, OIC, Gokongwei Brothers School of Education and Learning Design  
Dr Patricia P. Lambino, 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. Maria Elissa J. Lao, OIC, Office of the 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/2024/06/03/official-enrollment-completion-registration-process-intersession>