



ATENEO DE MANILA UNIVERSITY

UNIVERSITY REGISTRAR

OUR-ASMPH Memorandum No. 005 Series 2024

3 December 2024

TO	ASMPH Community
FROM	(Sgd.) MARLENE M. DE LEON, Ph.D. University Registrar
SUBJECT	Online Registration and Enrollment Schedule for the Second Semester of SY 2024-2025

Please be informed that the Registration and Enrollment Schedule for the Second Semester of SY 2024-2025 has different start dates for the various year levels.

1. The **Registration period is one week. No late registration in classes** will be entertained beyond the registration period. The registration dates for the different year levels are as follows:

Year Level	Regular Registration Period	Late Enrollment Deadline	Start of Classes
YL5, YL6 and YL7	January 8-14, 2025	January 29, 2025	January 15, 2025
YL8	December 16-21, 2024	January 20, 2025	January 6, 2025
YL9			January 5, 2025

2. All students are expected to register for classes within the registration period announced in this memo. The online registration portal will close at the end of the dates provided, and classes will start immediately after. Those unable to register should address their appeals for inclusion to the Dean or file a request for a Leave of Absence.
3. Registered students will be included in the **Initial Class List**. They will be given accounts in CANVAS and allowed to participate in graded activities, even if they have issues with payments and payment validations.
4. Students are expected to pay their assessed fees within the specified **Regular Registration Period**. Payments made after this period will be assessed a **Late Payment Fee (P250.00)**.

Students who paid after the Regular Registration Period but did not pay the Late Payment Fee will still be tagged as enrolled and allowed to attend classes (see #6 below). However, the unpaid fee will become the basis of a Finance Office Hold Order for the next enrollment.
5. Only students who paid the full amount of assessed fees will be considered **Officially Enrolled** and included in the Official Class List.
6. At the end of the second week of classes, the Registrar's Office will issue the **Official Class List** based on school fees paid at the Cashier's Office. Only those on the Official Class List will be allowed to attend classes, access the course Canvas sites, and participate in graded activities from that point on.
7. The general flow of registration is maintained, and specific registration and enrollment instructions established during the past four school years remain the same.

Please be guided accordingly.