



ATENEO DE MANILA UNIVERSITY

UNIVERSITY REGISTRAR

16 January 2025

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

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

SUBJECT: OFFICIAL ENROLLMENT AND COMPLETION OF REGISTRATION PROCESS FOR SECOND SEMESTER, SCHOOL YEAR 2024-2025

As stated in the disseminated registration schedule, the undergraduate and graduate students should complete the enlistment process by **Friday, 17 January 2025**. To be considered officially enrolled for the Second Semester, School Year 2024-2025, **payment of assessed fees should be completed by Tuesday, 21 January 2025**.

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.
2. **Students who are not officially enrolled by 21 January 2025 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.

<https://www.ateneo.edu/document/memorandum/2025/01/16/official-enrollment-completion-registration-process-second-semester>

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. Rhodora F. Nicdao, 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 Anne Lan K. Candelaria, Assistant Vice President for Graduate Education
Mr. Joselito C. Olpoc, Director, Office of Curriculum Development and Integration
Department Chairs/Program Directors
Department/Program Secretaries
Mr Rene Salvador R. San Andres, Director, Office of the 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