



ATENEO DE DAVAO UNIVERSITY

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Accredited by, and a member of the Philippine Accrediting Association of Schools Colleges and Universities (PAASCU)

OFFICE OF THE UNIVERSITY REGISTRAR
FOR TERTIARY EDUCATION

In Consortium with
Xavier University (Ateneo de Cagayan)
Ateneo de Zamboanga University

For: The University Community (Tertiary)
From: The University Registrar (Tertiary Level) by the directive of the AVP
Re: Summer 2023 Registration & Enrolment Procedure
Date: January 20, 2023

Please be informed of the timeline for the ENROLLMENT for summer 2023;

1. We shall have a pre-listing / pre-registration on **March 13, 2023**
2. Enrollment shall be from **April 10- 15, 2023**
3. Summer classes shall be from **April 17, 2023 to May 27, 2023**
4. Please note:
 - a. Courses to be offered must be within the curriculum intended for the summer classes
 - b. Other offerings will be intended for repeaters of courses offered regularly during regular semesters
 - c. Students will not be allowed to enroll for advanced classes, nor shall such be offered for these purposes.
 - d. Students must settle their enrollment issues on the first two days of classes.
5. **The graduate school shall follow the same enrollment, and summer period.**

Specific Instructions / Reminders

- The pre-registered courses shall remain in the student's SIS account until the commencement of the Enrolment Confirmation and Reservation Cancellation Procedure. Unpaid registrations shall be thereafter deemed expired, and slots reserved shall be vacated. Vacated slots shall be made available to other students. Students are encouraged to confirm their enrollment via their payment of the fees before the deadline set. Otherwise, they may be compelled to find other open slots during the enrollment period.
- Students must fix their schedule during the "add and drop" period only, as provided in the timeline (as attached). During this period, everyone must check and address the circumstances that would require adding and dropping. **The approval or application of grade appeals will not be valid grounds for adding and dropping**
- **Late enrollment** may only be allowed within the first 2 days of classes. **Payment must be made within 24 hours from registration.** Failure to do so will result in the automatic cancellation of enlistment.
- A student may officially withdraw his enrollment within two weeks from the start of the summer class. No requests for withdrawal will be entertained thereafter. For now, this may be done by sending a request to admissions@addu.edu.ph (for the first year and new students) and registrar@addu.edu.ph (for old students).
- **Slot extensions will never be permitted.**
- No request for late offerings will be permitted during the start of classes. Late offering requests must be done during the pre-registration period.
- Requests for class dissolutions and merging must be endorsed by the Deans. Upon its execution, the requesting department shall duly notify the students of the same, as the students are likewise required to update themselves via their SIS.
- The deadlines (adding and dropping, payments) shall be observed strictly.
- **THE ENROLLMENT PERIOD / LATE ENROLLMENT PERIOD SHALL BE NON EXTENDIBLE**

As approved by
GINA L. MONTALAN, PH.D.
Academic Vice President

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Please email the University Registrar via
registrar@addu.edu.ph*



**SUMMER 2020 REGISTRATION AND ENROLMENT PROCEDURE:
January 20, 2023**

ENROLLMENT PREPARATION

	Particulars	Dates
1.	Dept. Chairpersons submit the ff. to the AVP Office a. List of <u>Core and Professional courses</u> that are regular offerings for the summer classes as articulated in the curriculum b. Projected number of enrollees per course.	February 4, 2023
2	The AVP Transmits to the DEPARTMENTS the <u>approved Professional Course</u> (copy furnished the Registrar, for monitoring) <u>for all levels</u> 1. As submitted by the Departments to the AVP for the old curricula and 2. As determined by the AVP for other students The AVP Transmits to the REGISTRAR : the <u>approved core courses</u> , 1. As submitted by the Departments to the AVP for those in the old curricula 2. As determined by the AVP for other students	February 18, 2023
3	REGISTRAR uploads the Core Courses for the summer classes,	February 18, 2023
4	DEPARTMENTS upload professional course offerings for the summer classes (for all students), as approved by the AVP, relative to uploaded schedule for Core courses a. Core courses schedule may be viewed by the department chairpersons b. This includes indicating preferences for block sectioning for its programs. <u>Hence, the HOME DEPARTMENTS may opt to block a professional Course offering by indicating the same through AIMS.</u> Course offerings that are not blocked shall be considered as open to all. c. THE SCHEDULING OF THE DEPARTMENTS OF PROFESSIONAL COURSES MUST UTILIZE THEIR <u>ALLOCATED SCHEDULE (TIME AND ROOMS)</u> , AS DETERMINED BY THE AVPO, IN CONSIDERATION OF THE PROJECTIONS EARLIER MADE, IN COORDINATION WITH THE MIS.	February 27 , to March 4, 2023
5	The Registrar modifies the uploaded schedule of courses via AIMS, if needed.	
6	Dept. Chairpersons assign teachers to uploaded Core and professional courses. (Providing Dept. assign teachers to core courses) <u>for all levels.</u> Classes without assigned teachers will not appear in the AIS and the SIS. THUS, faculty loading must be made prior to the pre-registration to avoid the unnecessary inconvenience for all.	March 6 to 10, 2023

Registration and Pre-Enrollment and Enrollment

1	STUDENTS STARTS PRE-ENROLLING (PRE-REGISTRATION) (Only classes with assigned teachers will appear in the SIS)	March 13 2023
2	Last day of the Second Semester	March 29, 2023
3	REGISTRAR runs the <u>batch registration creation procedures and pre-registration loading</u> in the system for fully evaluated students. No encoding by the departments may be done during this process. Students without assigned year levels will not be included in the batch registration creation. Evaluators are required to indicate year levels. Last chance to for the department chairpersons to add deficiencies (Professional and Core)	April 5, 2023
4	HOME DEPARTMENTS review the class lists generated by the Pre-Enrolment Procedures . Last chance to reserve slots for professional courses for their students	April 10, 2023
5	RETURNING STUDENTS (those who did not enroll the previous semester) may	April 10– 15 2023

	still go to their departments for evaluation. HOME DEPARTMENTS create the registration / reservation of returning students.	
6	Official start of the enrollment period	April 10– 15 2023
7	<p>STUDENTS register and enroll</p> <p>To Register:</p> <p>a. STUDENTS log into the system and either confirm or modify the generated list by adding and dropping. This step should be done online. Students on Campus may go to computer laboratories designated by the MIS.</p> <p>Important Reminder: Dropping and adding are allowed even before any payment is made.</p> <p>b. STUDENTS update their profile especially addresses, contact names and numbers</p> <p>c. STUDENTS print out and keep the registration list</p> <p>To Enroll:</p> <p>a. STUDENTS remit payment to designated banks or the Finance Office by</p> <ol style="list-style-type: none"> April 14, 2023 for Bank Payments April 15, 2023, (up to 5:00pm) for Cash Payments <p>Unpaid registration will expire by this deadline.</p> <p>b. FINANCE OFFICE tags students as enrolled and prints out official receipt. Bank Payments are tagged in the morning after the day of payment.</p> <p>c. STUDENTS must retrieve and keep the official receipt from the Finance Office</p>	<p>For pre-registered students from April 10 to 11, 2023</p> <p>Open enrollment From April 12 -15, 2023</p>
8	The system will run the Enrolment Confirmation and Reservation Cancellation Procedure.	April 14, 2023) 5:01 pm
9	<p>Already Enrolled Students may, after April 14, 2023) 5:01 pm add and drop online for newly vacated slots (Slots opened by unpaid registrations). Students should print out and keep their new registration list.</p> <p>Students with expired registration may secure late enrolment on the first two days of classes (Student Handbook 8.2.1), subject to the availability of slots only . No extensions will be given.</p>	
10	Summer Classes begin	April 17, 2023
11	<p>Within the first two days of classes:</p> <ol style="list-style-type: none"> STUDENTS may still secure late enrolment <u>STRICTLY NO MANUAL ADDING OR DROPPING</u> STUDENTS MUST CHECK SIS FOR THEIR UPDATED ENROLMENT LIST. CHANGES MAY HAVE OCCURRED, BECAUSE OF MERGING AND DISSOLUTION OR ADDING AND DROPPING PROVIDING DEPARTMENTS request the Registrar to merge small classes. HOME DEPARTMENTS request the Registrar to dissolve non-viable classes. The REGISTRAR executes final merging and dissolution of classes PROVIDING DEPARTMENTS MUST CHECK AIS FOR UPDATED LIST OF CLASSES AND INFORM THEIR FACULTY OF CHANGES The members of the Faculty may check their AIS for the updated class lists. They will not admit students whose manes are not therein indicated. 	
14	Summer Break	May 28, 2023