



ATENEO DE DAVAO UNIVERSITY

Tel +63 (82) 221.2411 locals 8251 & 8203 (for calls) and local 8277 (for Fax)

Email: registrar@addu.edu.ph Website: www.addu.edu.ph

E. Jacinto Street, 8016, Davao City, Philippines

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 Academic Vice President

Re: 1st semester 2024 REGISTRATION

Date: June 11, 2024

Please be informed of the timeline for the ENROLLMENT for the 1st semester of AY 2024-25;

I - For the College

1. We shall have a pre-registration **from July 8 2024 to July 20, 2024**
2. **Enrollment Period** shall be from **July 29, 2024 to August 4, 2024**
3. **Late enrollment** shall be on the first week of classes, per our student handbook.
4. Please note:
 - a. Courses to be offered must be within the curriculum intended for the semester
 - b. Students will not be allowed to enroll for advanced classes, nor shall such be offered for these purposes.
 - c. Students must settle their enrollment issues during the enrollment period only.
5. **Classes start on August 5, 2024**

II - For the Graduate School

1. Enrollment for Incumbent Students - **July 29, 2024 to August 4, 2024**
2. **Classes start Starts on August 5, 2024**

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

*This document is electronically generated.
Verification of its contents may be made .
Please email the University Registrar via
registrar@addu.edu.ph*



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 week of classes. **Payment in such cases must be made within 24 hours from registration.** Failure to do so will result to the automatic cancellation of enlistment. Student may secure late enrolment **until 12 noon of August 10, 2024** by paying the fees on site. **Those who opt to pay via the banks or other off site modes shall only have until 5 pm of August 8, 2024. No residual transactions will be permitted thereafter. The deletion of unpaid late enrollments will commence at 12 noon of August 10, 2024 .**
- A student may officially withdraw his enrollment within six weeks from the start of the semester. No requests for withdrawal will be entertained thereafter.
- **Slot extensions will never be permitted.**
- No request for late offerings will be permitted during the start of classes.
- Requests for class dissolutions and merger 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.
- Given that we have sufficiently transitioned, the policies shall be strictly implemented by the offices, with the help of the Respective Deans, Clusters, and Departments
- **Students who are not officially enrolled MUST not be allowed to participate in classes.** Students who insist on joining classes despite not being enrolled therein will be denied their possible request for inclusion / enrollment, despite their attendance or compliance to the class requirements. There will be no exceptions.
- **Printouts of pre-registrations are not proofs of enrollment.** Teachers must only base official enrollment upon the inclusion of the student in the class lists as generated by the AIS.
- Regardless of course number or sequence, you can only take a General elective one. Duplicate GEs shall not be a ground for crediting for a separate GE.
- Department heads are expected to evaluate their students.

**1st Semester AY 2024 – 2025 REGISTRATION AND ENROLMENT PROCEDURE:
As of June 11, 2024**

ENROLLMENT PREPARATION

| | Particulars | Dates |
|----|--|----------------|
| 1. | MIS submits to the ff. to the AVP Office the projected number of enrollees per course. | June 17,, 2024 |
| 2 | The AVP Transmits to the DEPARTMENTS the <u>approved PROFESSIONAL COURSES and Course distribution</u> (copy furnished the Registrar, for monitoring) The AVP Transmits to the REGISTRAR : the <u>approved CORE COURSES and Course distribution</u> | June 19,, 2024 |
| 3 | REGISTRAR uploads the Core Courses following strictly the course distribution approved by the AVP, and observing time allocations for online as well as face to face classes | June 19, 2024 |
| 4 | DEPARTMENTS upload professional course offerings for the 1 st semester classes (for all students), as approved by the AVP, relative to uploaded schedule for Core courses a. Departments shall follow strictly the course distribution approved by the AVP, and observing time allocations for online as well as face to face classes b. Core courses schedule may be viewed by the department chairpersons c. This includes indicating preferences for block sectioning for its programs. Hence, the HOME DEPARTMENTS may opt to block a professional Course offering by indicating the same through AIMS. Course offerings that are not blocked shall be considered as open to all. | June 24, 2024 |
| 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. | June 28, 2024 |

| | STUDENT PRE-REGISTRATION (Only classes with assigned teachers will appear in the SIS) | July 8 2024 to July 20, 2024 |
|---|--|---------------------------------|
| 1 | HOME DEPARTMENTS tagging of required courses for the Pre-Enrolment. | TBA |
| 2 | 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) | TBA |

| | | |
|----|--|---|
| 3 | HOME DEPARTMENTS review the class lists generated by the Pre-Enrolment Procedures. Last chance to reserve slots for professional courses for their students | |
| 4 | RETURNING STUDENTS (those who did not enroll the previous semester) may still go to their departments for evaluation. HOME DEPARTMENTS create the registration / reservation of returning students. | |
| 5 | Official start of the enrollment period a. Reserved enrollment schedule for students who have pre-registered b. Open enrollment | July 29, 2024 to August 3, 2024 |
| 6 | STUDENTS register and enroll To Register: 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. <i>Important Reminder: Dropping and adding are allowed even before any payment is made.</i> b. STUDENTS update their profile especially addresses, contact names and numbers c. STUDENTS print out and keep the registration list To Enroll: a. STUDENTS remit payment to designated banks or the Finance Office by 1. August 1, 2024 (Thursday) for Bank Payments 2. August 3, 2024, until 12 nn (Saturday) for Cash Payments Unpaid registration will expire by this deadline. b. FINANCE OFFICE tags students as enrolled and prints out official receipt. Bank Payments are tagged in the morning after the day of payment. c. STUDENTS must retrieve and keep the official receipt from the Finance Office | July 29, - For those who have pre-registered July 31 onwards – Open to all |
| 7 | The system will run the Enrolment Confirmation and Reservation Cancellation Procedure. | |
| 8 | Already Enrolled Students may, on August 3, 2024, until 12:30 pm (Saturday) add and drop online for newly vacated slots (Slots opened by unpaid registrations). Students should print out and keep their new registration list. Students with expired registration may add subjects on August 3, 2024, until 12:30 pm (Saturday) and during the period of late enrollment Late enrollment shall be from August 5, 2024 until August 10, 2024 (12 nn) | |
| 9 | Classes begin | August 5, 2024 |
| 10 | Within the first week of classes: a. STUDENTS may still secure late enrolment until August 10, 2024 (12 nn) The process must be completed within 24 hours from course enlistment. No residual transactions will be permitted thereafter. | |

| | | |
|--|--|--|
| | <ul style="list-style-type: none">• Late enrollment may only be allowed within the first week of classes. Payment in such cases must be made within 24 hours from registration. Failure to do so will result to the automatic cancellation of enlistment. Student may secure late enrolment until 12 noon of August 10, 2024 by paying the fees on site. Those who opt to pay via the banks or other off site modes shall only have until 5 pm of August 8, 2024. No residual transactions will be permitted thereafter. The deletion of unpaid late enrollments will commence at 12 noon of August 10, 2024 . <ul style="list-style-type: none">b. <u>STRICTLY NO MANUAL ADDING OR DROPPING</u>c. STUDENTS MUST CHECK SIS FOR THEIR UPDATED ENROLMENT LIST. CHANGES MAY HAVE OCCURRED, BECAUSE OF MERGING AND DISSOLUTION OR ADDING AND DROPPINGd. PROVIDING DEPARTMENTS request the Registrar to merge small classes.e. HOME DEPARTMENTS request the Registrar to dissolve non-viable classes.f. The REGISTRAR executes final merging and dissolution of classesg. PROVIDING DEPARTMENTS MUST CHECK AIS FOR UPDATED LIST OF CLASSES AND INFORM THEIR FACULTY OF CHANGESh. The members of the Faculty may check their AIS for the updated class lists. They will not admit students whose names are not therein indicated. SIS preregistration printouts should not be accepted as proof of enrollment. | |
|--|--|--|