2nd Semester Registration FAQS

*\*\* If your grades are not yet out by 7 p.m. tonight, they will be released on Monday.*

*\*\*****Seniors.*** *For those with back subjects, please text Aislyn (09178578630) your back subject to get the tentative schedule of the subject.*

1. **Can I enlist online even if my grades are not complete?**  
   YES. You will automatically be placed on condition enrollment. However, if you have a failing subject, you are required to sign the conditional enrollment.
2. What time will registration start?

10 am.

1. What time will registration end?

7pm

1. What time will the queuing for manual registration start?

9:30 am.

1. What are the modes of payment?

Cash, Credit Card (BPI debit card, Visa, Mastercard) and check.

1. What will we click if we decide to pay using credit card?

Cash.

1. To whom will we address the check? What information do we have to write behind the check?

Ateneo Law School. Please write your name, block and contact number behind the check.

1. What is the rule regarding proxy?   
   You can only proxy for one person.
2. What does the proxy need to bring?

An authorization letter and a copy of the ID he or she is representing.

1. When is manual registration necessary?   
   a. You have a back subject (failed or dropped subject)   
   b. You want to take more electives (more than 3 SUBJECTS/ exceed 6 units)

c. For students under probation, if you failed to sign the probationary form/conditional enrollment form last week.   
  
Note (for a & b): Manual registration is necessary for the AFFECTED SUBJECT ONLY. You can still enlist the regular subjects, including electives online. 

1. Why can't I enroll/enlist online?   
   a. You are not cleared/you failed to accomplish your clearance before registration  
   b. You failed to sign the probationary form/conditional enrollment form.
2. Who are required to sign the conditional enrollment form?
   1. Those with failing mark/s
   2. Those who failed to reach the required QPI.
3. When can we sign the conditional enrollment form?

October 21, Monday.

1. What happens when I fail to sign the conditional enrollment form?

You will not be able to enlist online.

1. Can my proxy sign the conditional enrollment form?

No. The form must be signed personally.

1. What if I am abroad, can I email or fax a signed conditional enrollment form?

No. You must sign the original contract in person. The admin will not accept any other form.

1. When will the late registration fee apply?

It will apply after the registration period, i.e. after Oct. 25.

1. What is the repercussion if I fail to pay on the day of my scheduled enlistment?

For juniors and seniors, you may forfeit your elective slot/s. For those with back subjects, you may forfeit your slot as well.