



ENROLLMENT PROCEDURE



ACTIVE STUDENTS

STEP 1

Face-to-Face Transactions



1.1 CASHIER'S WINDOW

- Settle your previous balance, if there's any
- Pay Down Payment
 - ₱ 600 for Engineering, Computer Studies, Criminology, Graduate Studies Program
 - ₱ 500 for other programs
- [Payment Options](#)

STEP 2

Online Transactions



2.1 Selection of Subjects at www.spc.edu.ph

- 2.1.1 Click the upper right white portion of the screen for mobile phone users
- 2.1.2 Click the **ACADEMICS +** Menu
- 2.1.3 Select your Program/Department to download **PROSPECTUS** and **COURSE OFFERINGS**.

2.2 Pre-Approval of Subjects at the HOME Page of www.spc.edu.ph

- 2.2.1 For mobile phone users, scroll down and click the **Student Portal** menu or you may go to my.spc.edu.ph.
- 2.2.2 Sign-up and sign-in to the **Student Portal**. (Take note your Username and Password)
- 2.2.3 Select **ENLISTMENT** tab and refer to your downloaded **PROSPECTUS** and **COURSE OFFERINGS**.
 - Put comma (,) before the offer number upon enlisting the subjects.
Example: ,12345
- 2.2.4 Click '**Submit to Adviser**' for pre-approval.
 - The Enrollment Adviser will evaluate your selected subjects.

2.3 Certificate of Registration (COR)

- View your officially enrolled subjects in the **Registration tab** of your **Student Portal**.

Note: Wait 3-5 days for your Registration, if subjects are not yet displayed, review your enlistment and contact your Enrollment Adviser.

YOU ARE NOW OFFICIALLY ENROLLED.