



# ENROLLMENT PROCEDURE



## FRESHMEN

### STEP 1

Online Transaction at [www.spc.edu.ph](http://www.spc.edu.ph)



- 1.1 Click the upper right white portion of the screen for mobile phone users
- 1.2 Select **ADMISSION** Menu
- 1.3 Click **FILL OUT STUDENT INFORMATION FORM (SIF)**

### STEP 2

Face-to-Face Transactions



#### 2.1 GUIDANCE OFFICE

- Submit [Enrollment Documents](#)
- Enrollee will receive Student ID Number.

#### 2.2 CASHIER'S WINDOW

- Pay Down Payment
  - ₱ 600 for Engineering, Computer Studies, Criminology, Graduate Studies Program
  - ₱ 500 for other programs
- [Payment Options](#)



#### 2.3 ENROLLMENT INFORMATION DESK (Located in between the Registrar and Accounting Offices)

- 2.3.1 Create your SPC Student Gmail Account.  
Format: [firstname.lastname.idnumber@gmail.com](mailto:firstname.lastname.idnumber@gmail.com)  
Example: [josedelacruz.201901234@gmail.com](mailto:josedelacruz.201901234@gmail.com)
- 2.3.2 Fill out **MOODLE ACCOUNT FORM (MAF)** and attach official down payment receipt.
- 2.3.3 Wait for the release of the **MAF**.
- 2.3.4 Activation of **Student Enrollment Registration and Management System (SERMS)** at the **Registrar Office**.



### STEP 3

Online Transaction

#### 3.1 Selection of Subjects at [www.spc.edu.ph](http://www.spc.edu.ph)

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

#### 3.2 Pre-Approval of Subjects at the HOME Page of [www.spc.edu.ph](http://www.spc.edu.ph)

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

#### 3.3 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.**

