



ENROLLMENT PROCEDURE



TRANSFEREES

STEP 1 Online Transaction

- 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 DEAN'S OFFICE

- Submit the copy of your **TRANSCRIPT OF RECORD (TOR)/OFFICIAL EVALUATION OF GRADES** from previous school attended.
- You will receive the **SUBJECT EVALUATION FORM (SEF)**.
- The Adviser/Program Head/Dean will supervise your evaluation. Wait for the approval of your SEF from the Program Head/Dean.

2.2 OFFICE OF STUDENT AFFAIRS (OSAS)

- Show **EVALUATION FORM** duly signed by the Program Head.
- Submit [Enrollment Documents](#)
- Enrollee will receive Student ID Number.

2.3 CASHIER'S WINDOW

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

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

2.4.1 Create your SPC Student Gmail Account.

Format: [firstnamelastname.idnumber@gmail.com](mailto:firstname.lastname.idnumber@gmail.com)

Example: josedelacruz.201901234@gmail.com

2.4.2 Fill out **MOODLE ACCOUNT FORM (MAF)** and attach official down payment receipt.

2.4.3 Wait for the release of the **MAF**

2.4.4 Activation of **Student Enrollment Registration and Management System (SERMS)** at the Registrar Office.

STEP 3 Online Transaction at www.spc.edu.ph

3.1 Selection of Subjects at 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

3.2.1 For mobile phone users, scroll down and click the **Student Portal** menu or you may go to 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 based on your **Approved SEF**, **PROSPECTUS** and **SUBJECT 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 **Certificate of Registration(COR)** 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.