



**ENROLLMENT PROCEDURE FOR TRANSFEREES**  
(College to College)  
(Graduate Studies to Graduate Studies)  
(2<sup>nd</sup> Courser, graduated 1<sup>st</sup> course from other school)

**STEP 1**

Before going to St. Peter's College, please fill out **STUDENT INFORMATION FORM (SIF)** at [WWW.SPC.EDU.PH](http://WWW.SPC.EDU.PH)

**STEP 2**

At SPC, submit **TRANSFER CREDENTIALS** to **ADMISSION OFFICE 1: GUIDANCE OFFICE**. Enrollee will receive **STUDENT ID NUMBER**.

**STEP 3**

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)

**NOTE: Compliance to the Students GMAIL account format is a must.**

**STEP 4**

Pay your **ENTRANCE EXAM FEE (P221)** and **DOWNPAYMENT (P600 for ENGINEERING, COMPUTER STUDIES, CRIMINOLOGY and GRADUATE STUDIES PROGRAM; P500 for other programs)**.

**STEP 5**

Go to **Registrar's Office** for Student Enrollment Registration and Management System (**SERMS**) registration.

**STEP 6**

Using your **SPC STUDENT GMAIL ACCOUNT**, compose email message as follows:

Example:

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

Subject: [josedelacruz.201901234](mailto:josedelacruz.201901234@gmail.com)

Message: Official receipt number

Message: OR No. 123456

and send to **MOODLE ADMIN ([spcmoodle@gmail.com](mailto:spcmoodle@gmail.com))** for **ONLINE ENTRANCE EXAM INSTRUCTIONS**.

You will receive your **Moodle USERNAME and PASSWORD** via email.

#### STEP 7

After taking **ONLINE ENTRANCE EXAM**, read the instructions. Select your preferred Program/Department to download **PROSPECTUS**. You will be redirected to your preferred SPC Program/Department webpage.

#### STEP 8

Fill out **SUBJECT EVALUATION FORM (SEF)**.

#### STEP 9

Attach filled out **SUBJECT EVALUATION FORM (SEF)** and **clear copy of TRANSCRIPT OF RECORD (TOR)/OFFICIAL EVALUATION OF GRADES** from the **previous school** in the **File Box** and click **Submit** for evaluation and validation.

#### STEP 10

At SPC, see your Enrollment Adviser at the Office.

#### STEP 11

Go to [WWW.SPC.EDU.PH](http://WWW.SPC.EDU.PH), click **STUDENT PORTAL**. Sign up then sign in to select subjects to enroll based on your **SUBJECT EVALUATION FORM (SEF)**.

- Click Enlistment Button.
- Click Enlist under **Action** Tab.
- Refer to your Prospectus for subjects to be taken.
- Fill out the **Search Subject to Add** box.
  
- Enter Subject Code
  - Subjects will drop down
  - Choose subjects
- If Subjects cannot be viewed, enter the **Section** ex. ,717007
  - Refer to the Course offering in the website for the **Section**
  
- Click **Submit to Adviser for pre-approval**.

If you have problem regarding your access to **Student Portal**, please contact the **SPC MIS Officer** email address: [stpeterscollege.mis@gmail.com](mailto:stpeterscollege.mis@gmail.com)

STEP 12

Check your **REGISTRATION** at your **STUDENT PORTAL** dashboard.

**YOU ARE NOW OFFICIALLY ENROLLED**