ENROLLMENT PROCEDURE FOR NEW STUDENTS (FRESHMEN)

(Grade 12 to College)

(College to Graduate Studies)

STEP 1

Before going to St. Peter's College, please fill out **STUDENT INFORMATION FORM (SIF)** at **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: firstnamelastname.idnumber@gmail.com

Example: 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 **Registar'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: firstnamelastname.idnumber   Subject: josedelacruz.201901234
Message: Official receipt number   Message: OR No. 123456
and send to MOODLE ADMIN (**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

Go to WWW.SPC.EDU.PH, click **STUDENT PORTAL** . Sign up then sign in to select subjects to enroll based on your downloaded **PROSPECTUS**.

- 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 connot 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

STEP 9

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

YOU ARE NOW OFFICIALLY ENROLLED