



# 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](http://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](http://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.**