

ENROLLMENT PROCEDURE FOR ACTIVE STUDENTS

STEP 1: Face-to-Face Transactions

1.1 CASHIER'S WINDOW

- Settle your previous balance if there's any
- Pay your Down Payment
 - P600 for Engineering, Computer Studies, Criminology and Graduate Studies Program
 - P500 for other programs

STEP 2: Online Transactions

- 2.1 Email screenshots for online payment or pictures of your official down payment receipt using your SPC Student Gmail Account format to your Enrollment Adviser:

BSEE	enrollmentadviser.bsee@gmail.com	- Engr. Ruben R. Cope
BSECE	enrollmentadviser.bsece@gmail.com	- Engr. Ma. Annabelle L. Navarroza
BSME	enrollmentadviser.bsme@gmail.com	- Engr. Jose O. Cabili
BSCE	enrollmentadviser.bsce@gmail.com	- Engr. Ma. Socorro M. Decierdo
BSCpE	enrollmentadviser.bsce1@gmail.com	- Engr. Leah A. Alindayo
BSCRIM	enrollmentadviser.bscrim@gmail.com	- Kimberly Mirantes
BSBA	enrollmentadviser.bsba@gmail.com	- Michael Jere P. Abiol
BSCS/BSIT	enrollmentadviser.csit@gmail.com	- Mellanie S. Gambe
BSed	enrollmentadviser.bsed@gmail.com	- Emma A. Zalsos
BEED	enrollmentadviser1.beed@gmail.com	- Rowena P. Calo
AB	enrollmentadviser.ab@gmail.com	- Karla Jane L. Amper
MAED	enrollmentadviser.maed@gmail.com	- Merjelyn Camasura

2.2 Selection of Subjects at www.spc.edu.ph

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

2.3 Pre-Approval of Subjects at the HOME Page of www.spc.edu.ph

- 2.3.1 For mobile phone users, scroll down and click the **Student Portal** menu or you may go to my.spc.edu.ph.
- 3.3.2 Sign-in to the Student Portal. (Take note your Username and Password)
- 2.3.3 Select **Enlistment** tab and refer to your downloaded **PROSPECTUS** and **COURSE OFFERINGS**.
- Put comma (,) before the offer number upon enlisting the subjects.
Ex: ,12345
- 2.3.4 Click '**Submit to Adviser**' for **pre-approval**.
- The Enrollment Adviser will evaluate your selected subjects.

2.4 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.