

## ENROLLMENT PROCEDURE FOR NEW STUDENTS (College & Graduate Studies)

### STEP 1: Online Transaction at [www.spc.edu.ph](http://www.spc.edu.ph)

- 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 ADMISSION OFFICE (GUIDANCE OFFICE- Freshmen ) (OFFICE OF THE STUDENT AFFAIRS AND SERVICES – Transferee/Graduate Studies)

- Submit Transfer Credentials
  - Enrollee will receive Student ID Number and Moodle Account Form (MAF)

#### 2.2 CASHIER'S WINDOW

- Pay your Down Payment
  - P600 for Engineering, Computer Studies, Criminology, Graduate Studies Program;
  - P500 for other programs

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

- 2.3.1 Create your SPC Student Gmail Account.  
**Format:** firstnamelastname.idnumber@gmail.com  
**Example:** [josedelacruz.201901234@gmail.com](mailto:josedelacruz.201901234@gmail.com)
- 2.3.2 Fill out **MOODLE ACCOUNT FORM (MAF)** and attach official down payment receipt. Proceed to Admin building Room No. A203 (2<sup>nd</sup> Fir) for Moodle Account.
- 2.3.3 Proceed to Registrar's Office for the activation of **Student Enrollment Registration and Management System (SERMS)**.

### STEP 3: Online Transaction

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

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

#### 3.2 Selection of Subjects at [www.spc.edu.ph](http://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**.

#### 3.3 Pre-Approval of Subjects at the HOME Page of [www.spc.edu.ph](http://www.spc.edu.ph)

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

#### 3.4 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.**