



ENROLLMENT PROCEDURE



RETURNEES

STEP 1

Face-to-Face Transactions



1. DEAN'S OFFICE

- Submit the copy of your OFFICIAL EVALUATION OF GRADES from the last semester attended.
- You will receive the SUBJECT EVALUATION FORM (SEF).
- The Adviser/Program Head/Dean will supervise your evaluation. Wait for the approval of your SEF from the Program Head/Dean.

STEP 2

Face-to-Face Transactions



2.1 CASHIER'S WINDOW

- Pay Down Payment
 - ₱ 600 for Engineering, Computer Studies, Criminology, Graduate Studies Program
 - ₱ 500 for other programs
- [Payment Options](#)



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

- 2.2.1 Create your SPC Student Gmail Account.
Format: firstname.lastname.idnumber@gmail.com
Example: josedelacruz.201901234@gmail.com
- 2.2.2 Fill out **MOODLE ACCOUNT FORM (MAF)** and attach official down payment receipt.
- 2.2.3 Wait for the release of the **MAF** and the activation of **Student Enrollment Registration and Management System (SERMS)**.

STEP 3

Online Transaction



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

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

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

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

3.3 Certificate of Enrollment

- View your **Certificate of Registration(COR)** 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.