

ENROLLMENT PROCEDURE FOR RETURNEES

STEP 1: Online Transaction

- 1.1 Click the upper right white portion of the screen for mobile phone users
- 1.2 Select ADMISSION Menu
- 1.3 Update STUDENT INFORMATION FORM (SIF)

STEP 2: Face-to-Face Transactions

2.1 CASHIER'S WINDOW

- Pay your Down Payment
 - P600 for Engineering, Computer Studies, Criminology and Graduate Studies Programs
 - P500 for other programs.

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

- 2.2.1 Create your SPC Student Gmail Account.
Format: firstnamelastname.idnumber@gmail.com
Example: josedelacruz.201901234@gmail.com
- 2.2.2 Student who don't have Moodle Account, ask a **Moodle Account Form (MAF)** to the EID In-Charge.
- 2.2.3 Fill out **MOODLE ACCOUNT FORM (MAF)** and attach official down payment and proceed to the 2nd Flr Admin Building Room No. A203 for your moodle account.
- 2.2.4 Go to the Registrar's Office for the re-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:

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

3.2 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**

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

- 3.3.1 For mobile phone users, scroll down and click the **Student Portal** or you may go to 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 OFFERING
 - 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 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.