

ENROLLMENT PROCEDURE FOR TRANSFEREES

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 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: firstname.lastname.idnumber@gmail.com
Example: 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 (2nd Flr) for Moodle Account.
- 2.3.3 Go to Registrar's Office for the activation of **Student Enrollment Registration and Management System (SERMS)**.

2.4 DEAN'S OFFICE

- Submit the copy of your **TRANSCRIPT OF RECORD (TOR)/ OFFICIAL EVALUATION OF GRADES** from the previous school.
- Attached the Official Down Payment receipt to 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 3: Online Transaction 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**

3.2 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** 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 based on your Approved SEF, PROSPECTUS and SUBJECT OFFERINGS.
 - Put comma (,) before the offer number upon enlisting the subjects.
Ex: ,12345
- 3.2.3 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.