

## Enrollment Procedure for FRESHMEN

1. Access [www.sscrml.edu.ph/online](http://www.sscrml.edu.ph/online)
  - a. Click Student Applicant Access Module (AAM)
  - b. Click "Apply" button
  - c. Fill-up the required fields
    - i. Last Name
    - ii. First Name
    - iii. Middle Name
    - iv. Date of Birth
  - d. Click "Continue" button
  - e. Fill up the "Application Form" " (Don't forget to click the "Freshmen" button)
  - f. Click "Save" button once you're done.
    - i. Take note of the user name and password as "Applicant" that will be given by the system.
  - g. Click "Click here to continue" button to proceed.
    - i. The next page allows you to view your APPLICATION STATUS
    - ii. Click "Personal Data" to view your application form or if you want to make some changes.
    - iii. Click "Save Changes" button if you are done editing your information.
    - iv. Click "Change Password" if you want to change your default password. Type your old password and New Password then click "Change Password" button.
  - h. Click "sign out" button
2. Proceed to Student Placement and Development Center (SDPC)
  - a. Validate online application
  - b. Submit the enrollment requirements
    - i. Pay entrance fee (Cashier – Window 5, 6 & 7)
    - ii. Pay foreign fee (for foreigners)
  - c. Take the exam and interview
3. Proceed to the Academic Dean (for interview)
4. Proceed to Student Affairs Office (for interview)
5. Proceed to Registrar's Office
  - a. Submit admission requirements
  - b. Claim permit to enroll
6. Proceed to ICT/EDP (Window 9 or 10).
  - a. Subject encoding
7. Proceed to the Cashier (Window 5, 6 or 7) for downpayment.
8. Proceed to the Registrar's Office and get the OFFICIAL STUDY LOAD.

### IMPORTANT REMINDER:

- ✓ Proceed to ID Studio Section (IDSS) at ICT/EDP for ID picture capturing.
  - Proceed to Window 9/10 for ID Validation (2nd Semester & Summer Term only)
- ✓ Proceed to St. Thomas of Villanova Library for Library Card processing.
- ✓ For College Scholars, proceed to VP for Student Welfare for scholarship grants.
- ✓ Application for Changing/ Adding /Dropping of Subjects (ACADS) will be accommodated on the prescribed schedule of the college. (*see campus posting*)