

Enrollment Procedure for OLD CONTINUING STUDENTS

1. Access www.sscrmml.edu.ph/online

- Click Student Access Module (SAM)
- Login using student account (Student No., Birthday, Password)
Please note (PN):
 - i. Only currently enrolled students on a preceding term can access the SAM; returnee student/s should secure clearance first from the college before accessing the SAM. See the Registrar.
 - ii. For those those who encounter technical problem (Unable to Login, Forgot Password), you may call the ICT/EDP at ext. 212.
- Go to Registration Menu
 - PN: If the Registration period is not yet open, you can see this message on the registration tab "Registration is not yet open"
 - PN: If you have an outstanding balance, you are under deficiency status, meaning you cannot proceed to enrollment.
- Select section (PN: if section is not indicated)
- Click the "circle" beside the subject code then select the desired schedule of the subject to enroll. (PN: applicable for irregular students only);
 - PN: If a student is classified as "regular", he/she cannot select schedule of the subject to enroll.
- Click "assess" button if the student is decided on the selected subject/s to enroll.
- Select Mode of payment (PN: Full Payment or Installment)
- Click "Save" button
 - (PN: Once you have clicked the "Save" button, you can no longer edit the subject/s and schedule/s); you may be entertained during the ACADS.
- Print unofficial registration form
 - PN: You can print screen or print the hard copy

2. Proceed to Cashier for payment. (Window 5, 6, & 7).

- a. Other option for payment
 - i. UCPB San Sebastian Branch only – Use deposit slip (Account No. 290-01-04966-7)
 - ii. All BDO branches nationwide – Use bills payment form (Institution Code: 0244)
PN: After payment has been made thru the bank, notify the accounting office through the following options:
 1. Submit a photocopy of the deposit slip
 2. Scan and email to: gigidelicana@sscrmml.edu.ph
 3. Fax: (02) 734-8916

3. Proceed to the Registrar's Office and get the OFFICIAL STUDYLOAD.

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)
- ✓ For old continuing (**Transferee Students**), to avoid inconvenience, you may proceed at the Registrar's Office (Window 13 or 14) to validate your credited subject/s upon transfer at SSC-R.

PLEASE NOTE:

Update your profile, review your curriculum, subjects taken, or equivalent subjects before the schedule of enrollment to avoid inconvenience. For questions and clarifications on this, you may proceed at the Registrar's Office (Window 13 or 14).