

REGISTRATION PROCEDURES for COLLEGE, 2nd semester 2017-18

STEP 1: PRINTING OF ASSESSMENT FORM (REGISTRAR'S OFFICE)

Pls. check your SUBJECT LINE carefully, before proceeding to the next step.

STEP 2: PREPARATION of POST DATED CHECKS (PDCs) and PAYMENT

- 1 If you are paying in FULL (Plan A), proceed immediately to the Cashier (Business Office) **for payment.**
- 2 If you are availing of INSTALLMENT PLANS B, C or D, prepare your post dated checks (Table 1) then proceed to Windows 6 or 7 for processing.

Present your assessment form then fill out the yellow PDC form. Submit the completed yellow slip together with your properly filled-up PDCs for encoding. After encoding, claim the printed PDC Warranty Form then proceed to the **Cashier for payment.**

A LATE REGISTRATION FEE will be charged effective JANUARY 15, 2018.

Guidelines in filling-up your PDCs:

Make the check payable to ST. SCHOLASTICA'S COLLEGE, MANILA

At the **back of the check**, you are to write the following information:

- Student's Name
- Student Number
- Parent's contact number

One set of PDC per student is required if enrolling more than one child.

Please be careful in filling out the checks. Remember that as per bank rules,

CHECKS WITH ALTERATIONS WILL NOT BE ACCEPTED.

AS PER PCHC MEMO circular No. 3126 dated June 6 2016: Effective JULY 1, 2017, OLD FORMAT CHECKS WILL NO LONGER BE ACCEPTED FOR PAYMENT.

STEP 3: MEDICAL CHECK UP (SCHOOL CLINIC)

1. **RE-ADMITTED STUDENTS** must submit themselves for a physical /medical checkup by our School Physician.
2. **ALL HRM** students enrolled in Banquet Function & Catering Service Procedures and Events Management must submit their stool specimen in the clinic for laboratory examination.

STEP 4: ID PICTURE TAKING, if NECESSARY (ICT Office, 2nd floor, HS Bldg)

1. Present your Assessment Form and have your ID picture taken.
Reminders: The ICT office will not take pictures of the following:
 - a. students with colored hair
 - b. male students sporting a beard and/or with long hair styles.
2. Have your ID activated and e-registered before proceeding to the next step.

STEP 5: STUDENT AFFAIRS OFFICE (SAO)

Present your Assessment Form & Official Receipt for your ID validation. OLD students are required to present their emergency whistles for their IDs to be validated.

Take note that only upon VALIDATION OF YOUR SCHOOL ID will you be considered OFFICIALLY ENROLLED. Failure to have your ID card validated will mean that you will not be able to view your registration card and WILL NOT BE ALLOWED ENTRY into the campus once classes start on January 15, 2018.

STEP 6: VIEWING of REGISTRATION CARD

1. To view your registration card, go to *ssc.edu.ph*, log in to MY ISIS, then click MY REGISTRATION.

PLEASE BE REMINDED OF THE PRESCRIBED DRESS CODE WHILE INSIDE THE CAMPUS. YOU AND YOUR PARENT/GUARDIAN WILL BE TRANSACTING WITH THE DIFFERENT SERVICE OFFICES THUS PROPRIETY IN ATTIRE AND DEMEANOR IS EXPECTED. THANK YOU.

LAST DAY of ENROLLMENT for COLLEGE is on JANUARY 27, 2018.