

COLLEGE ENROLLMENT SCHEDULE AND PROCEDURE

ENROLLMENT PROCEDURE:



STEP 01: VERIFICATION

Room 417: Information Desk



STEP 02: CLEARANCE

Room 417: Clearance Desk



STEP 03: ADVISING*

Room 305: SoE and SoCIT
Room 307: SoM and SoMA

** If adding/removing courses (subjects)*



STEP 04: PAYMENT

Finance Office: Credit Card Payment
Room 414: Cash | Check Payment



STEP 05: COR ISSUANCE

Room 414: Printing of Certificate of Registration (COR)
Room 415: ID Validation

Last day of Late Enrollment is on February 19, 2020

ENROLLMENT SCHEDULE:

COLLEGE STUDENT NUMBER	DATE
Starting with 2019	February 3, 2020 Monday
Starting with 2018	February 4, 2020 Tuesday
Starting with 2017 & below	February 5, 2020 Wednesday
SURNAME STARTING WITH	TIME
A to C	08:00 AM - 10:00 AM
D to K	10:00 AM - 12:30 PM
L to Q	12:30 PM - 02:30 PM
R to Z	02:30 PM - 05:00 PM
OFFICIAL CLASSES WILL START ON FEBRUARY 6, 2020	

Penalties for Late Enrollment:

- PhP 100.00 for enrolling outside the prescribed time of enrollment (within the day)
- PhP 1,000.00 for enrolling a day after the prescribed schedule of enrollment

O F F I C E

registrar@apc.-9

LOAD REVISION SCHEDULE : FEBRUARY 7, & 10-11, 2020

LOAD REVISION is only for the following students:

- a. Affected by Merging and Dissolution of Subjects (*Access Student Online Inquiry: Subject Offerings*); OR
- b. With Wait-Listed Subjects (*Access Student Online Inquiry : Assessment*).

Student Online Inquiry Link : <https://online.apc.edu.ph>

Additional Notes:

1. Wait-listed subjects will appear as “registered subjects only” and has to be officially enrolled using Load Revision Form.
 - a. Unconfirmed wait-listed students shall be automatically removed from the list of registered subjects on February 12, 2020.
2. Students who do not qualify with Load Revision requirements, but are changing pre-enrolled courses (subjects) will be charged Php 1,000.00 per transaction.
 - a. Any changes (eg. adding, removing, change of section) requires approval from the Executive Director.
3. Secure your new Certificate of Registration (COR), as proof of enrollment to the new set of courses (subjects), from the Office of the Registrar, after payment of necessary fees.

OFFICE OF THE REGISTRAR

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