

COLLEGIATE ONLINE REGISTRATION QUICK GUIDE



STEP 01

LOGIN

Access the
Online Student Portal at
<https://rams.apc.edu.ph>
and click the
Registration module link.



STEP 02

VERIFY

Pre-Registered courses (subjects)
page shall reflect courses
based on your assigned block section
and curriculum flowchart.



STEP 03

REVISE*

* Optional Step
You may request to add, remove, or
change courses.



STEP 04

CONFIRM

Click the
CONFIRM button
to accept the registered courses.

COLLEGIATE ONLINE PRE-REGISTRATION PERIOD

3rd Trimester, AY 2020-2021 | February 15 – 27, 2021

ONLINE PRE-REGISTRATION PROCEDURES :

- A. LOG-IN** : Access the student portal at <https://rams.apc.edu.ph> and click the **Registration** module link.
- B. VERIFY** : Pre-Registered courses (subjects) page shall reflect pre-registered courses based on your assigned block section and curriculum flowchart.
- C. REVISE*** : You may skip this process if not adding or removing courses.
- To add a course**: Click the **Add Subject** button and select the course that you wish to add. Indicate reason for adding in the Remarks section, then click the **Add** button.
 - To remove a course or change section**: Click the **Modify Subject** button and select either **Change** or **Remove** action. Indicate the reason for removing the course or changing section, then click the **Modify** button.
 - Click **Save** to commit the changes and wait for the approval of your Executive Director.
- D. CONFIRM** : Click the **CONFIRM** button to accept the registered courses.
- Save a copy of your Registration and Initial Assessment

ONLINE ENROLLMENT REMINDERS:

Online enrollment will be on March 16 – 19, 2021. This facility will only be available to students without clearance issues.

*You can view your clearance status through the **My Clearance** module at <https://rams.apc.edu.ph>. Settlement and compliance with clearance matters should be done immediately.*

OFFICE OF THE REGISTRAR

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