

ONLINE ENROLLMENT PROCEDURE FOR AY 2021-2022

INCOMING GRADE 11 /
COLLEGE FRESHMAN

WITHOUT
PAID RESERVATION



01 CREATE ACCOUNT

- Access <https://ramconnect.apc.edu.ph>
- Click the **“Register”** Button

02 VERIFY ACCOUNT

- Check your e-mail for the account verification link
- Click the **“Verify Account”** button
- Upon redirection to the Ram Connect portal, enter your username and password then click the **“Sign In”** Button

03 ADMISSION APPLICATION

- Fill out the Ram Connect Application Form and provide the needed information for the following:
 1. Personal Information
 2. Admission Requirements
 3. Contact Details
 4. Educational Background
 5. Family Background
 6. Survey
- Wait for the Office of the Registrar’s e-mail confirming your enrollment and the instructions on how to activate your Office 365, LinkedIn Learning, and Rams Portal accounts

04 APC ONLINE ACCOUNT ACTIVATION

- Check your e-mail for the online access activation link from the Office of the Registrar
- Click **“Initialize your Office365 Account”**
- Complete the activation by providing your preferred password

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05

CONFIRM ENROLLMENT

- Access <https://rams.apc.edu.ph>
- Click the “**Enrollment**” menu
- Review the registered class schedule and initial assessment, then click on “**Proceed to Payment**” button
- Review/update the contact information displayed, then click on “**Continue**” button

06

PAYMENT (POWERED BY PAYNAMICS)

- Pay enrollment fees through the following payment channels:

- Credit / Debit Card |  
- Online Bank Transfer |   
- Online Bills Payment |    
- Over-the-Counter |        
- Wallets |  

- Check your email for the **payment and official enrollment confirmation**

07

VIEW CLASS SCHEDULE

- Access <https://rams.apc.edu.ph>
- Click “**My Class Schedule**” to view the following:
 - Curriculum Flowchart
 - Fees Assessment
 - Subject Schedule
 - Status of enrollment
 - Scholarship, if applicable
- To pay your next installment or tuition fee in full, select “**General Payment**” menu

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