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Be A Ram

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.

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COLLEGIATE ONLINE REGISTRATION PERIOD

1st Trimester, AY 2021-2022 | October 27– November 9, 2021

ONLINE 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.

1. **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.
2. **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.
3. 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 November 22 - 25, 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.*

ASIA PACIFIC COLLEGE | OFFICE OF THE REGISTRAR
enrollment.support@apc.edu.ph | 8852-9232 local 103