



ONLINE ENROLMENT for COLLEGE FRESHMEN

First Semester AY 2020-2021 – June 1- July 17, 2020

Enrolment is the process of officially registering to be a bonafide student of UA or as a member of a class/course. Online enrolment is a convenient and efficient way of on line enlistment in courses with the use smart phones, laptops and personal computers with internet connection. Online enlistment is possible by accessing the UA School Enterprise Resource Planning (SERP) through the internet.

Students may avail of the services of the University only upon completion of online enrolment. They may be admitted in a class and be entitled to a grade only when the enrolment process is completed. The enrolment process includes:

1. Enlistment in advised subjects
2. Payment of assessed fees
3. Submission of enrollment requirements
4. ID issuance/validation

Students who paid reservation fee Php 1000.00 are advised to send proof of payment and scanned copy of the Grade 12 -2nd sem 2019-2020 card to the Guidance and Admissions Office (GAO) at gao@ua.edu.ph

In return, this Office will send through email the:

- a. Student Number
- b. College Student Information Sheet
- c. Online Enrolment Procedure for College Freshmen
- d. Enrolment Undertaking/Agreement

Accomplish the ONLINE ENROLMENT PROCESS from June 1- July 17, 2020.

I. SELF ENLISTMENT in COURSES in the Student Enterprise Resource Planning (SERP)

Open a web browser (   ).

1. On the address/search bar type **serp.ua.edu.ph/serp**
2. Type your User ID (**Student number**) and Password then click Login.
Note: Your Student number is also your default password.

User ID	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Login"/>	

3. In your first login, you will be asked to change your default password as shown below:

[Back to Main](#) [Logout](#)

It is recommended that you change your password

1. Change your password regularly
2. Use a combination of letters and numbers
3. Use a combination of upper and lower case
4. Do not reuse your passwords in different websites/accounts
5. Do not divulge your password

Change Password


Current Password

Enter New Password:

New Password

Confirm New Password

4. After saving your new password, the next screen will appear:

 **STUDENT NAME AND NUMBER HERE** User Setup | Logout

New Student

Main | Schedule Diagram | Curriculum Diagram | Student Account | Grades | **PROGRAM HERE**

Subjects


Subject	Sec	Units	Schedule	Room
Not enrolled				
		0.00		

SY2020-2021-1 Enrollment for **BSBA-MM** is on-going:
[View subjects offered on SY2020-2021-1 without enrolling](#)
[Enroll to SY2020-2021-1](#)

Notes

No Outstanding Balance as of 2020-May-06

5. Click **Enroll to SY2020-2021-1**. The screen for enlistment will appear as shown below:

 **STUDENT NAME AND NUMBER HERE** Student Main | Logout

SY2020-2021-1

PROGRAM HERE

1 Block Sections | 2 Curriculum Flow Chart | 3 Subject Offerings | 4 Schedule Diagram | 5 **Confirm**

Enlisted Subjects					List of Block Sections				
Subject	Sec	Units	Schedule	Room	Section	Desc	Type	Subjects	Total Units
No subjects enrolled					Block		Block	10	23
		0.00			1 Block Section(s)				

Assessment of Fees

Full Preview

Note: Only the block section/s **Open** for enlistment will be shown in the **List of Block Sections**. The schedule can be viewed by clicking the [Section](#), [List Subjects](#) or [View Schedule](#).

6. To enlist in section, click **Enroll**. Verify if all the subjects in the section are listed in the **Enlisted Subjects** table at the left side of the screen with the assessment of fees.
7. Click **Confirm** after enlisting in section.
8. You can change your mode of payment from Full to Installment.

My mode of payment is

[Verify and/or print your EAF](#) then click on submit to confirm.

9. To view Class Schedule and Assessment Form, click **Verify and/or print your EAF**. Press Ctrl P to print the Class Schedule and Assessment Form (optional). Verify if the information listed in the form is correct.
10. Click **Submit Enrollment**.
11. Don't forget to click **Logout** after using the system.

II. PAYMENT of SCHOOL FEES via PNB and SM bills payment

Pay the fees specified in your SERP account based on your chosen mode of payment (full or installment). You may pay via PNB, SM City Pampanga Bills Payment, SM City San Fernando Bills Payment, SaveMore Sta. Ana and Guagua.

When paying through the bills payment facility, please observe the following:

Company Name: **UNIVERSITY of the ASSUMPTION**
Subscriber's Account Number: Your Student Number
Payor/Subscriber's Name: Your full name

NOTE: Miscellaneous and other fees will be included in the assessed fees upon resumption of In-school /face to face classes.

III. SUBMISSION OF ENROLMENT REQUIREMENTS

1. Email the **scanned copies** of the following documents to **reg@ua.edu.ph**
 - a. Grade 12 - 2nd sem. card
 - b. Certificate of Good Moral Character
 - c. Accomplished College Student Information Sheet
 - d. PSA Birth Certificate or PSA Marriage Certificate (if married)
 - e. Bank Confirmation Slip/Proof of Payment of Fees
 - f. Affidavit of Undertaking/Understanding (to be accomplished if requirements are incomplete)
 - g. Soft copy of 2x2 photo for the ID card

Observe the format in sending the scanned copies of the enrolment requirements:

- a. Format of the email's SUBJECT
Last Name, First Name, Middle Name of student- Program - Freshman requirements
Dela Cruz, Juan Crisostomo - BS Psychology - Freshman requirements
- b. Format of the Names of Documents (as attached in the email)
Last Name, First Name, Middle Name of student- Document Name
 1. Dela Cruz, Juan Crisostomo - Grade 12 - 2nd sem. card
 2. Dela Cruz, Juan Crisostomo - Certificate of Good Moral Character
 3. Dela Cruz, Juan Crisostomo - Accomplished College Student Information Sheet
 4. Dela Cruz, Juan Crisostomo - PSA Birth Certificate
 5. Dela Cruz, Juan Crisostomo - Proof of Payment of Fees
 6. Dela Cruz, Juan Crisostomo - 2 x 2 photo

2. Send the following documents through **COURIER SERVICE** to UA:
 - a. Original copy of the Grade 12 - 2nd sem. card
 - b. Original copy of the Certificate of Good Moral Character
 - c. Accomplished Student Information Sheet
 - d. Clear photocopy of the PSA Birth Certificate or PSA Marriage Certificate (if married)
 - e. Clear photocopy of the Proof of Payment of Fees
 - f. Accomplished Affidavit of Undertaking/Understanding (if requirements are incomplete)
 - g. Recent 2 x 2 photos (2 copies)

Address the courier pack to

MARIA THERESA F. ANGELES

Office of the University Registrar

University of the Assumption

Del Pilar, City of San Fernando, Pampanga 2000

Requested documents like Certificate of Enrolment and Class Schedule/Assessment Form will be issued upon the receipt of the enrolment requirements via courier.

IV. ID CARD PROCESSING

The soft copy of the 2x2 photo will be used for the ID Card Processing at the UA Photo lab. The release of ID cards will be scheduled during In School classes.