

**ON LINE ENROLMENT for REGULAR UPPERCLASSMEN*****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





For students with HOLD ORDER due to pending documentary enrolment deficiencies, you may contact the University Registrar at **[mariatheresa.angeles@ua.edu.ph](mailto:mariatheresa.angeles@ua.edu.ph)** for clearance purposes.

For students with back accounts, contact Ms. Lyn Lugtu of the Finance Office at **[lyn.lugtu@ua.edu.ph](mailto:lyn.lugtu@ua.edu.ph)** for the processing of your back accounts.

Accomplish the ON LINE ENROLMENT PROCESS from June 1 – July 17, 2020.

**NOTE:** For students with back accounts, contact the Finance Office through [lyn.lugtu@ua.edu.ph](mailto:lyn.lugtu@ua.edu.ph) (on Mondays and Wednesdays) or [gina.manalang@ua.edu.ph](mailto:gina.manalang@ua.edu.ph) (on Tuesdays and Thursdays) to request for a soft copy of the standard Promissory note template. Ms. Lyn Lugtu and Ms. Gina Manalang will be the Customers Care In-Charge for PN.

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

1. Open a web browser (     ).
2. On the address/search bar type **[serp.ua.edu.ph/serp](http://serp.ua.edu.ph/serp)**
3. 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"/>	

4. 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

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

**Enrolled Subjects**

Subject	Section	Units	Schedule	Room
C-CCIT3LAB	Se	1.00	MWF 1:40PM-2:40PM	P310
C-CCIT3LEC	c	2.00	MWF 1:00PM-1:40PM	P310
C-GEC1	t	3.00	MWF 11:50AM-12:50PM	P302
C-GEC4	i	3.00	MWF 9:50AM-10:50AM	P301
C-GEC6	o	3.00	TTH 3:20PM-4:50PM	P302
C-NSTP2	n	3.00		-
C-PCIT1LAB		1.00	TTH 12:00PM-1:30PM	C301
C-PCIT1LEC		2.00	TTH 11:00AM-11:40AM	C301
C-PE2	IT 1A	2.00	T7:30AM-9:30AM	-
C-THEO2	IT 1A	3.00	MWF 8:30AM-9:30AM	P302
		23.00		

**Notes**

No Outstanding Balance as of 2020-Apr-16  
[View complete Statement of Account](#)

Dept	Title	Date
*** No notes advised ***		
0 note(s)		

**Note:** Above screen varies according to program, previous period, enrolled subjects and outstanding balance.

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

**Enlisted Subjects**

Subject	Sec	Units	Schedule	Room
***No subjects enrolled***				
		0.00		

**List of Block Sections**

Section	Desc	Type	Subjects	Total Units
		Block	10	23

[List Subjects](#) [View Schedule](#) [Enroll](#)

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](#).

7. 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.
8. Click **Confirm** after enlisting in section.

9. 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.

10. 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.

**Contact the Dean should you have questions or corrections and for the printing of the Class Schedule and Assessment Form.**

11. Click **Submit Enrollment**. Changes in the enlisted courses can no longer be made after hitting the submit button.

12. Don't forget to click **Logout** after using the system.

## II. PAYMENT of SCHOOL FEES

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. ID CARD PROCESSING

The ID card photo in the AY 2019-2020 on file at the Photo lab will be used for the ID card to be issued in the 1<sup>st</sup> semester 2020-2021. The release of the ID card will be scheduled during the In School (physical )classes. Present the Class Schedule/Assessment Form and Official receipt for the issuance of the ID card.

The Class Schedule/Assessment Form (Registration Form) is considered as a proof of enrolment if the Official Receipt is attached to it. Official Receipt could be obtained from UA Treasury Office upon presentation of the original copy of proof of payment.

**WELCOME ASSUMPTIONIST to the 1<sup>st</sup> semester 2020-2021!**

Start of 1<sup>st</sup> semester 2020-2021 home based classes – August 10, 2020