






## ONLINE ENROLMENT for REGULAR COLLEGE STUDENTS

### Second Semester AY 2021-2022

#### Step 1: SELF-ENLISTMENT IN SUBJECTS

1. Open a web browser (      ).
2. On the address/search bar type **serp.ua.edu.ph/serp** or click the link:  
<http://serp.ua.edu.ph/serp/Registrar/StudentMainMenu.aspx>
3. Type your User ID (Student number) and Password then click Login. Note: Your Student number is also your default password for first-time user or if account is recently reset.

User ID

Password

For login concerns, email [rodel.bartolome@ua.edu.ph](mailto:rodel.bartolome@ua.edu.ph).

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:



**STUDENT NAME AND NUMBER HERE**

SY 2021-2022-1 ← Previous enrolled semester and subjects

**COLLEGE PROGRAM HERE**

[Student Main](#) | [Logout](#)

[Main](#) | [Schedule Diagram](#) | [Curriculum Diagram](#) | [Student Account](#) | [Grades](#)

PROGRAM HERE

Enrolled Subjects				
Subject	Sec	Units	Schedule	Room
C-GEC7	SECTION	3.00	MWF 11:00AM-12:00PM	-
C-NCM100		3.00	F 2:30PM-5:30PM	-
C-NMC1LAB		2.00	TTH 9:30AM-12:30PM	-
C-NMC1LEC		3.00	TTH 7:30AM-9:00AM	-
C-NMC2LAB		2.00	MW 2:30PM-5:30PM	-
C-NMC2LEC		3.00	TH 2:30PM-6:30PM	-
		16.00		

**SY2021-2022-2 Enrollment for [redacted] is on-going:**  
[View subjects offered on SY2021-2022-2 without enrolling](#)  
[Enroll to SY2021-2022-2](#)

Notes		
No Outstanding Balance as of 2021-Dec-23		
<a href="#">View complete Statement of Account</a>		
Dept	Title	Date
*** No notes posted ***		
		0 note(s)

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

6. Click [Enroll to SY2021-2022-2](#)

The screen for enlistment will appear as shown below:

Enlisted Subjects					List of Block Sections				
Subject	Sec	Units	Schedule	Room	Section	Desc	Type	Subjects	Total Units
***No subjects enrolled***					IT 2A	IT 2A Block		10	23
0.00					<a href="#">List Subjects</a> <a href="#">View Schedule</a> <a href="#">Enroll</a>				
					1 Block Section(s)				

**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](#).

- 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.
- Click **Confirm** after enlisting in section.

- 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.

- 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 or visit the Dean's office should you have questions or corrections.

- Click **Submit Enrollment** to finalize enlistment. **Once submitted, changing of section will not be allowed anymore.**
- Don't forget to click **Logout** after using the system.

**Step 2: PAYMENT.** Click this link for the Modes of Payment: <https://bit.ly/UApay2021>