



Enrollment Procedure for First Semester, SY 2021-2022 Undergraduate Program

To enroll, please take note of the following steps:

A. REGISTRATION

1. Login to SDMS. Type: **sdms.mc.edu.ph**

2. To sign in, type your **Username** and **Password**

The username is the email address used during application.

In case of forgotten passwords, Click on the “Recover your password” link in the SDMS login page, enter the email address, and click the “Retrieve Password” button. The login credentials will be sent to the email address provided.

*For a password change, Login to SDMS, hover over your name on the upper right-hand corner, and click **Change Password**. Follow the instructions in creating a new password.

3. On the Menu, Click **REGISTRATION**.

4. During Cycle 1 Registration, you will be prompted to select your **Enrollment Type**. Click one of these buttons:

- **Full Time** (selecting this button implies you are enrolling in both Cycles 1 and 2)
- **Part Time** (selecting this button implies you are enrolling only for Cycle 1)

5. During Cycle 2 Registration, the **ENROLLMENT TYPE** button does not appear.

6. Your pre-assigned courses for Cycle 2 will automatically appear on screen. **Proceed to Step 8.**

7. During Cycle 1 registration,

- a. If **Full-Time (Regular)** enrollment type is selected, and the number of courses appearing in your registration form does not match with the **Total Advised Courses** found on the upper right corner of your registration form, Click the **ADD SUBJECT** button. Possible courses that you can add will appear on screen. Select those courses that you wish to add. Then click **ADD**.
- b. If **Part-time (Cycle)** enrollment type is selected, you may enroll one course at the minimum. Click the **ADD SUBJECT** button. Possible courses offered for the cycle that you can add will appear on screen. Select those courses that you wish to add. Then click **ADD**.

8. When done with Step 7, Click the **ASSESSMENT** button.

9. Choose your mode of payment. Click the **drop-down** button of the **PAYMENT TERM**, then select the desired payment plan. Click **SAVE**.

10. After selecting the desired payment plan, Click the **REGISTER** button.

11. Click **AGREE** and then click **REGISTER**. The system will prompt you that you have successfully registered.

12. You may now print your Official **Registration and Assessment Form** or take a photo of it.



Miriam College

Higher Education Unit

E-Learning and Modular Education Program Office

Note:

- i. Student who opted for the Full-Time enrollment during Cycle 1 need not register during the Cycle 2 registration. Only those students who opted for the Part-Time (Cycle 1) enrollment type will be allowed to continue to Cycle 2 registration. Also, those who were not able to register the Cycle 1 can register in Cycle 2 but can only take the offered courses for Cycle 2.
- ii. If before payment you decided to change your Enrollment Type (from Full-Time to Part-Time or vice-versa), you can do the following:
 1. Click **VOID REGISTRATION**, then click **CONFIRM**.
 2. Click **CHANGE ENROLLMENT TYPE**, then select your desired enrollment type.
 3. Click **ASSESSMENT**, select the payment term that you desire, then click **SAVE**.
 4. Click **REGISTER**, click **AGREE**, and then click **REGISTER**.

B. PAYMENT

13. After registration, you may now pay your tuition and other fees specified in your **Registration and Assessment Form (RAF)** by choosing your preferred mode of payment under the “**PAYMENT OPTIONS**” tab.
14. To verify if you are Officially Enrolled, you may check your registration/enrollment status in the SDMS within 3 to 5 working days from the time the copy of the Registration Assessment Form (RAF) and the proof of payment are sent to mctreasury@mc.edu.ph and mcaccounting@mc.edu.ph.
15. All students with “**ENROLLED**” status will be issued a Knoller Account and will be invited to attend the online classes.

NOTE: Student with “**REGISTERED**” status are not considered officially enrolled.

End of process

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