



ON LINE ENROLMENT for REGULAR COLLEGE STUDENTS

Second Semester AY 2020-2021

January 5, 2021 – First Year Regular Students

January 6, 2021 – Second Year Regular Students

January 7, 2021 – Third Year Regular Students

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 self-enlistment in courses with the use smart phones, laptops and personal computers with internet connection. Online self-enlistment is possible for regular college students by accessing the UA School Enterprise Resource Planning (SERP) through the internet. Regular students strictly follow the subject sequence of the prescribed curriculum, and observe the subject sequence pre-requisites. They are expected to finish the course program within the prescribed number of semesters/years based on the effective curriculum upon admission. The maximum unit load of students for a given semester is indicated in the curriculum.

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 (for students with pending enrolment documentary deficiencies)

REMINDERS:

1. For students with **HOLD ORDER** due to pending documentary enrolment deficiencies, you may contact the University Registrar at mariatheresa.angeles@ua.edu.ph

2. For students with **BACK ACCOUNTS**, secure a **PROMISSORY NOTE** by observing the steps below:

Step 1. Send an email to the Customer Care In-charge at lyn.lugtu@ua.edu.ph or gina.manalang@ua.edu.ph to request for a soft copy of the standard Promissory note template.

Step 2. The Customer Care In-charge shall verify the account balance and previous payments.

Step 3. The Customer Care In-charge shall conduct an inquiry regarding relevant matters related to the request for the issuance of a promissory note form. This will be done through the exchange of emails.

Step 4. Once the request for promissory note has been justified, the Customer Care In-charge shall send the Promissory Note Form through email.





Step 5. The parent or guardian shall print, accomplish and sign the promissory note. The duly accomplished and signed promissory note shall be scanned together with 2 valid government issued identification cards of the parent or guardian.

Step 6. The parent or guardian is given 8 working/business hours from the time the request for the issuance of the promissory note form was communicated to UA to send the scanned copy of the promissory note and identification cards to the email address stated in Step 1.

CORDIAL REMINDER: Only those with approved promissory notes shall be allowed to proceed with the enrolment.

In order to avail the services of the university, please accomplish the two steps of the enrolment process.

I. SELF ENLISTMENT IN SUBJECTS

1. Open a web browser (   ).
2. On the address/search bar type **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

Password

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

SY2020-2021-1 ← Previous Period where the Enrolled subjects shown below are enrolled

PROGRAM HERE

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

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

Enrolled Subjects																								
Subject	Units	Schedule	Room																					
C-GEC7	3.00	MWF 11:00AM-12:00PM	-	SY2020-2021-2 Enrollment for is on-going: ENROLL TO SY2020-2021-2 Notes No Outstanding Balance as of 2020-Dec-03 View complete Statement of Account <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Status</th> <th>Dept</th> <th>Title</th> <th>Date</th> <th>Ref</th> <th>Type</th> <th>SType</th> <th>Class</th> <th>SClass</th> <th>Severity</th> </tr> </thead> <tbody> <tr> <td colspan="10" style="text-align: center;">*** No notes advised ***</td> </tr> </tbody> </table> <div style="text-align: right;">0 note(s)</div>	Status	Dept	Title	Date	Ref	Type	SType	Class	SClass	Severity	*** No notes advised ***									
Status	Dept	Title	Date		Ref	Type	SType	Class	SClass	Severity														
*** No notes advised ***																								
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																								

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

6. Click **Enroll to SY2020-2021-2**. The screen for enlistment will appear as shown below:

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 or visit the Dean's office should you have questions or corrections.
11. Click **Submit Enrollment** to **finalize enlistment**. **Once submitted, changing of section will not be allowed anymore.**
12. Don't forget to click **Logout** after using the system.

II. PAYMENT OF FEES

IMPORTANT: Please ensure that your ua student number is correct before paying.

Option 1:

Payment may be made in the **UA Treasury Office** every Monday to Friday from January 5 to 25, 8:00 am to 4:30 pm. Book your **ONLINE APPOINTMENT** at <https://ua2sem.setmore.com/>
 Please follow the schedule of payments for your booking:
 Regular First Year: January 5
 Regular Second Year: January 6
 Regular Third Year: January 7
Irregular students and the rest: **January 8-25**

Option 2:

Pay at **SM Pampanga & San Fernando Downtown, Savemore Sta. Ana, Apalit & Guagua Bills Payment Centers**. In their Bills Payment Slip (BPS), write the following:
Billor Company: University of the Assumption
Card/Account/Policy No.: Your Student Number
Account Name: Full name of the student

After you successfully transferred the amount, take a photo of the payment receipt then accomplish this Google Form: bit.ly/ua_payments

Indicate the FEE/S you are paying for in the comments section (Example: Initial Downpayment for the 2nd sem 2020-2021, Prelims, Midterms, Finals, For the month of ___, certification, request for Certificate, request for Transcript of Records, etc.)

Option 3:

Pay at any **USSC Branch Nationwide**

a. Go to the nearest USSC Branch in your area. You may search in <https://branchesopen.ussc.com.ph>

b. Fill-out the PAY1ST Customer Payment Form accordingly:

Merchant: University of the Assumption

Order No.: Your student number

Amount: _____

Name of Depositor: Full name of the student

Email Add: Student's UA G-Suite Account

Contact No.: _____

Signature: _____

Indicate below the signature the **Purpose of payment:** (Example: Initial Downpayment for the 2nd sem 2020-2021, Prelims, Midterms, Finals, For the month of ____, certification, request for Certificate, request for Transcript of Records, etc.)

c. Pay at the cashier. Add P25 service charge.

d. Keep the printout receipt for future reference.

Wait for the Payment to be directly validated to your SERP account.

Our apologies that bank transfers would not be available due to the long delay to validate payments.

The **CLASS SCHEDULE/ASSESSMENT FORM or CERTIFICATE OF REGISTRATION** is considered as a proof of enrolment if the **OFFICIAL RECEIPT** is attached to it. To view the Class Schedule and Assessment Form or Certificate of Registration, **click Verify** and/or **print your EAF in your SERP account**. Press Ctrl P to print the Class Schedule and Assessment Form or Certificate of Registration (optional). Verify if the information listed in the form is correct. Contact or visit the Dean's office every MWF from January 6-25, 2020 should you have questions or corrections.

The **OFFICIAL RECEIPT** could be obtained from UA Treasury Office upon presentation of the original copy of proof of payment.

WELCOME ASSUMPTIONIST to the 2nd semester 2020-2021!

Start of Second Semester 2020-2021 home based classes – January 11, 2021