



ON LINE ENROLMENT for IRREGULAR COLLEGE STUDENTS

Second Semester AY 2020-2021

January 6-8, 2021 – Irregular Students (with back subjects), Shifters, Cross enrollees, Returning 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 for irregular upperclassmen and shiftees is a convenient and efficient way of remote advisement and enlistment in courses of students by Colleges/Schools through email or Facebook Messenger. An IRREGULAR STUDENT is one who is unable to follow the course sequence of the courses outlined in the program curriculum, due to reasons of failure, dropping, leave of absence and/or shifting.

Students may avail of the services of the University only upon completion of 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 enrolment 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. GET ENLISTMENT SCHEDULE – January 6, 2021

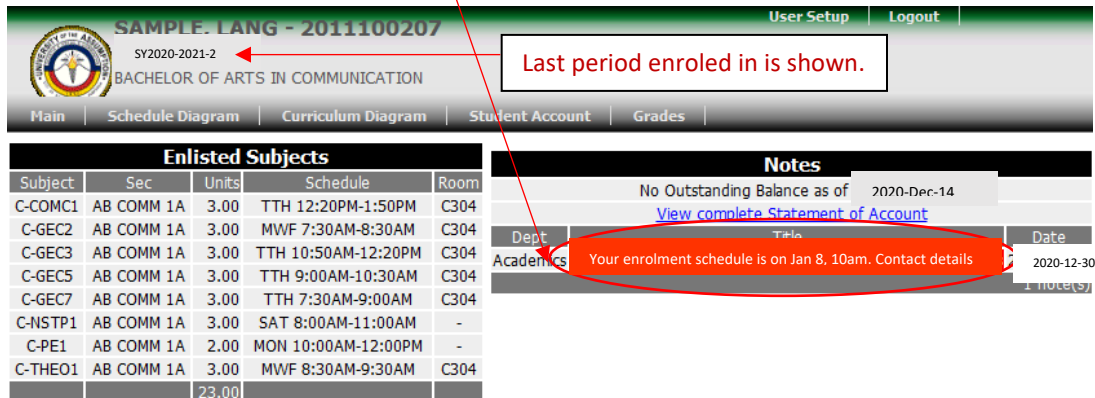
1. Open a web browser ().
2. On the address/search bar type **serp.ua.edu.ph/serp**
3. Type your User ID (Student number) and Password then click Login.
Note: Your Student number is also your default password.

User ID	<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
<ol style="list-style-type: none">1. Change your password regularly2. Use a combination of letters and numbers3. Use a combination of upper and lower case4. Do not reuse your passwords in different websites/accounts5. Do not divulge your password
Change Password
Current Password <input type="password"/>
Enter New Password:
New Password <input type="password"/>
Confirm New Password <input type="password"/>
<input type="button" value="Save new password"/>

5. Once logged in, your enrollment schedule will be shown.



SAMPLE LANG - 2011100207 User Setup Logout

SY2020-2021-2 Last period enroled in is shown.

BACHELOR OF ARTS IN COMMUNICATION

Main | Schedule Diagram | Curriculum Diagram | Student Account | Grades

Enlisted Subjects				
Subject	Sec	Units	Schedule	Room
C-COMC1	AB COMM 1A	3.00	TTH 12:20PM-1:50PM	C304
C-GEC2	AB COMM 1A	3.00	MWF 7:30AM-8:30AM	C304
C-GEC3	AB COMM 1A	3.00	TTH 10:50AM-12:20PM	C304
C-GEC5	AB COMM 1A	3.00	TTH 9:00AM-10:30AM	C304
C-GEC7	AB COMM 1A	3.00	TTH 7:30AM-9:00AM	C304
C-NSTP1	AB COMM 1A	3.00	SAT 8:00AM-11:00AM	-
C-PE1	AB COMM 1A	2.00	MON 10:00AM-12:00PM	-
C-THEO1	AB COMM 1A	3.00	MWF 8:30AM-9:30AM	C304
		23.00		

Notes		
Dept	Title	Date
Academics	No Outstanding Balance as of 2020-Dec-14	
	View complete Statement of Account	
	Your enrolment schedule is on Jan 8, 10am. Contact details	2020-12-30

Your enrollment schedule must be strictly followed.


II. REMOTE ENLISTMENT IN SUBJECTS

1. Call your Dean/Enrolment assistant on the specified schedule in your SERP account. For contact details, please refer to the table below:

Curricular Program	Enrollment Assistant Contact Details	
	Email	Fb/Messenger
AB Communication, BS Psychology, B Human Services	edna.calma@ua.edu.ph	1. Edna Calma 2. UA School of Arts and Sciences
B Secondary Education, B Elementary Education	ruth.balajadia- ducut@ua.edu.ph	1. Ruth Balajadia Ducut 2. UA School of Education
BSBA Marketing Management , BSBA Operations Management	winefrida.torres@ua.edu.ph	1. Winefrida Torres 2. UA BACC
BS Accountancy	rosalinda.perez@ua.edu.ph	1. Rosalinda Perez 2. University of the Assumption College of Accountancy
BS Hospitality Management, BS Tourism Management	ruben.lingat @ua.edu.ph	1. Ruben Q. Lingat 2. UA CHtm
BS Nursing, BS Pharmacy	anele.mallari@ua.edu.ph	1. Ney Canivel Mallari 2. UA College of Nursing and Pharmacy
BS Architecture, BS Civil Engineering, BS Computer Engg., BS Industrial Engg	edrian.sitchon@ua.edu.ph	1. Edrian T. Sitchon 2. UA College of Engineering and Architecture
BS Information Technology, B Library Science	joey.suba@ua.edu.ph	1. Joey M. Suba 2. Student Society on Information Technology Education – UA Chapter

During your call, you will be remotely enlisted by your Dean/Enrollment assistant. After enlistment, you will be advised to log in to view your enlisted subjects.

2. Once logged in, your enlisted subjects will be shown.



SAMPLE, LANG - 2017001210

SY2020-2021-2

BACHELOR OF ARTS IN COMMUNICATION

User Setu

Main
Schedule Diagram
Curriculum Diagram
Student Account
Grades

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C-PE1	AB COMM 1A	2.00	MON 10:00AM-12:00PM	-
C-THEO1	AB COMM 1A	3.00	MWF 8:30AM-9:30AM	C304
		23.00		

SY2020-2021-2 Enrollment for AB COM is on-going:
 Your enrollment access is offline
 Your enrollment has been submitted. Pls. wait for the ap
[View subjects offered on sy2020-2021-2](#)
[View your EAF](#)

Notes		
Dept	Title	Date
No Outstanding Balance as of 2020-Dec-14		
View complete Statement of Account		
*** No notes advised ***		
0 note(s)		

3. To view your enrollment Assessment Form, click [View your EAF](#).

4. Proceed to payment to complete your enrollment.

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:

Biller 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 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