

## What is your default log-in credential?

Use your student number in the format below.

At **Student Access**, under **Student Log-in**:

**Student No.:** 2015-12345

**Web Password:** 201512345

## ENROLLMENT STEPS

(For 1st Semester, SY 2016-2017)

1. **Print the PRF through your PLM-CRS account** (At Home or GV-210).
  - a. Access [www.plm.edu.ph/crs](http://www.plm.edu.ph/crs). Click "Student Access" and enter your default log-in credential.
  - b. Follow the [procedure](#) in selecting the subjects to be enrolled.
  - c. Print your PRF:
    - i. If **Regular-Non Paying**, *skip several steps*. Proceed to Step 5.
    - ii. If **Regular Paying**, proceed to Step 3.
    - iii. If **Irregular**, proceed to Step 2.

N.B.: If **Add-Drop**, fill-out the Add/Drop form (ADF) instead of printing the PRF. Proceed to Step 2.
2. **Faculty Advising** at the College.
  - a. Present your PRF or ADF to the Faculty Adviser (FA).
  - b. The FA shall ensure that the subjects and details to be enrolled are correct.
  - c. The FA shall affix his/her signature on the form after a due diligence. Proceed to Step 3.
3. **Printing of Enrollment Assessment Form (EAF).**
  - a. Present your PRF or ADF to the ICTO (Pls. find the receiving room at the GV 2<sup>nd</sup> floor through the signage).
  - b. Secure the printed EAF (Pls. find the releasing room through the signage). Proceed to Step 4.
4. **Cash Payment.**
  - a. Present the EAF to the Cashier (GV 1<sup>st</sup> Floor) and pay the fees.
  - b. Secure the Official Receipt (OR) and the EAF. Proceed to Step 5.
5. **Printing of Student Enrollment Record (SER) Form.**
  - a. Present the PRF or ADF (with the OR and EAF) to the ICTO (Pls. find the receiving room through the signage).
  - b. Secure the printed SER (with the OR and EAF) (Pls. find the releasing room through the signage).
6. **Student Fees Payment.**
  - a. Pay the SSC fee and the *Ang Pamantasan* fee at the UAC.
  - b. Present the SER for the validation stamp of the SSC and the AP.

N.B.: If **Add-Drop**, no need to pay again. Just present the old SER.
7. **Enrollment Validation.**
  - a. Present the SER to the OUR for the validation stamp.
  - b. Present your Student ID for validation (If **Add/Drop**, no need for this step). You are done.