

Online Pre-Enrolment

Description: This module is intended to facilitate the pre-enrolment process of the old students or students with existing records of NCMC from selecting of courses to the approval of courses by the college deans.

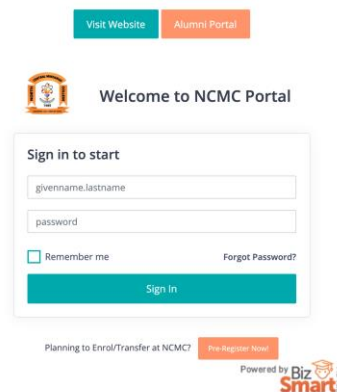
Target Users: Old Students

Admin Users: Deans, Registrar and Cashier

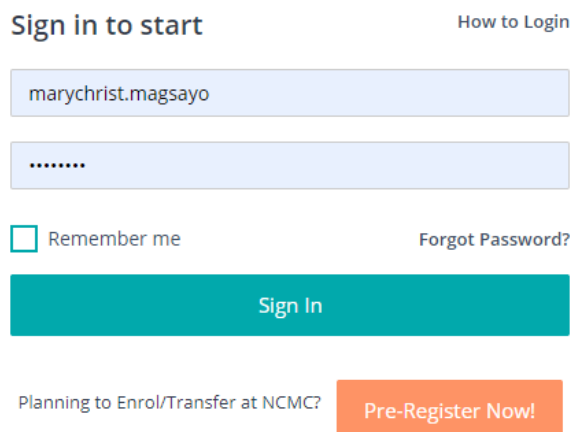
I. Accessing the Portal

A. Go to Portal

1. Open your browser and go to www.ncmcmaranding.com (Make sure you have internet connection)

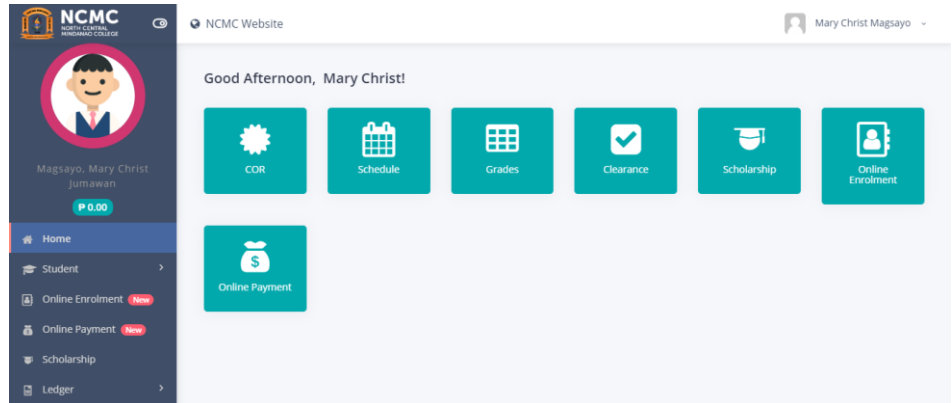


2. Log in using your registered username and password. Then click **Sign In**.



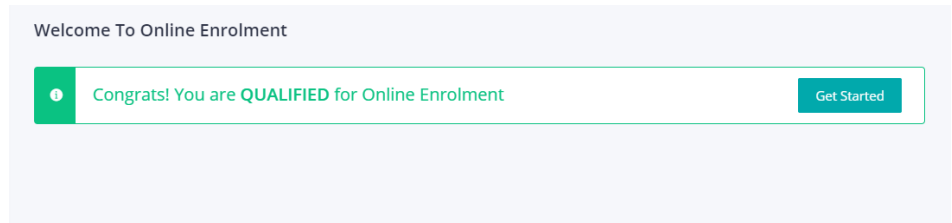
B. Student Profile

1. After successful sign in, you should see your profile as shown in the image below.



C. Start the Pre-enrolment

1. Select **Online Enrolment** from the menu.
2. You should see the notification below. Click the **Get Started** button.



D. Confirm Enrolment Details

1. Check your enrolment details, **Program, Year, Academic Year** and **Term** as shown below.
- If you cannot proceed this form, Please contact the Registrar.

A screenshot of the 'Enrolment | Get Started' form. The form contains four input fields: Course (BEED BACHELOR IN ELEMENTARY EDUCATION - GENERAL), Year (2nd Year), AY (2019-2020), and Term (Summer). Below the form is a note: 'Note! If you cannot proceed this form, Please contact the Registrar.' and a 'Submit' button.

2. If the information is correct, click the **Submit** button.

E. Select Courses

- You can then select the courses you want to enroll in the term. Just search the Course Code in the search bar.
- You can also click the **View Prospectus** button to check your program prospectus and make it a reference in selecting courses.

Search Subject to Add

- Select the courses you want to take.

GEC

Section	Code	Description	Prerequisite(s)	Slots	Schedule	Action
GEC ELECT 3-A	GEC 3	Contemporary World		40	Lecture: MF - 10:00 AM - 12:00 PM	<input type="button" value="Select"/>
GEC 4	GEC 4	Mathematics in the Modern World		40	Lecture: MTh - 07:30 AM - 09:00 PM	<input type="button" value="Select"/>
GEC 8	GEC 8	Ethics		39	Lecture: MF - 08:00 AM - 10:00 AM	<input type="button" value="Select"/>
GEC ELECT 2-A	GEC EL 2	Living on the IT Era		39	Lecture: MF - 01:00 PM - 03:00 PM	<input type="button" value="Select"/>

- The courses you chose will be displayed on the table below.
- To remove, just click the **Remove Row** icon under the **Action** column.

Section	Code	Description	Prerequisite(s)	Schedule	Lec Units	Lab Units	Units	Action
GEC ELECT 2-A	GEC EL 2	Living on the IT Era		Lecture: MF - 01:00 PM - 03:00 PM	0.0	3.0	3.0	<input type="button" value="Remove Row"/>
GEC 8	GEC 8	Ethics		Lecture: MF - 08:00 AM - 10:00 AM	3.0	0.0	3.0	<input type="button" value="Remove Row"/>
					Lec Units	3.0		
					Lab Units	3.0		
					Total	6.0		

- If you are done selecting, click the **Validate Subject** button.
- You should see this notification. Click the **Close Window** button.

Validation finished.

Result:

- No Schedule Conflict
- No Prerequisite Conflict
- Subject Underload

- Click the **Submit** button to proceed and select **OK** button on both prompt windows.

7. You should then see this success notification. You will be advised to wait for the confirmation of your Dean.



You have successfully submitted your enrolment. Please wait for the Dean to Approve it.



F. Enrolment Status

1. You can check the status of your enrolment if you click **Online Enrolment** from the menu as shown below.

The screenshot shows the NCMC website interface. On the left is a dark blue sidebar menu with the NCMC logo at the top. The menu items are: Home, Student, Online Enrolment (highlighted in blue with a 'New' tag), Online Payment (with a 'New' tag), Scholarship, and Ledger. The main content area is light blue and displays 'Welcome To Online Enrolment' and a green notification box with a white checkmark icon that says 'We are still validating your application'. The user's name 'Mary Christ Magsayo' is visible in the top right corner.

2. If your enrolment has been assessed, you will see this notification.

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