



## **Pre-Enrollment Guide**

2<sup>nd</sup> Semester, Academic Year 2023-2024

### **Procedure**

#### **Step 1: Initiate Enrollment**

1. Log-in to BCP SMS: Visit **bcp-sms.elearningcommons.com**, log in.
2. Navigate to "**Upcoming Enrollment**": Find and click the section.
3. Acknowledge Code of Conduct: Agree to **BCP Student Code of Conduct**.
4. Download **Pre-Enrollment Guide**: Print the guide after acknowledgment.

#### **Step 2: Settle Balance and Enrollment Down payment**

1. Settle Previous Balance: Clear any past semester balances.
2. Books and Uniforms: Visit MV Bookstore for books and other material balances.
3. Miscellaneous Fees: Pay down payment at BCP Cashier. Use Hello Money App, instead.
4. Cashier payment is per schedule. Hello Money App is open 24/7.

#### **Step 3: Class Schedule and Section**

1. Section Assignment: Wait 24 hours after payment, check BCP SMS.
2. Class Schedule: Confirm on BCP SMS, download Unofficial Certificate of Registration (COR).
3. Irregular Students: Notification through BCP SMS will be received for class schedule management.

#### **Step 4: Books, uniforms, and ID**

1. Books and Uniforms: Visit MV Bookstore (BCP Main Campus) with unofficial COR from **January 22, 2024** onwards.
2. School ID: If needed, visit ICT office with unofficial COR.

#### **Additional Notes:**

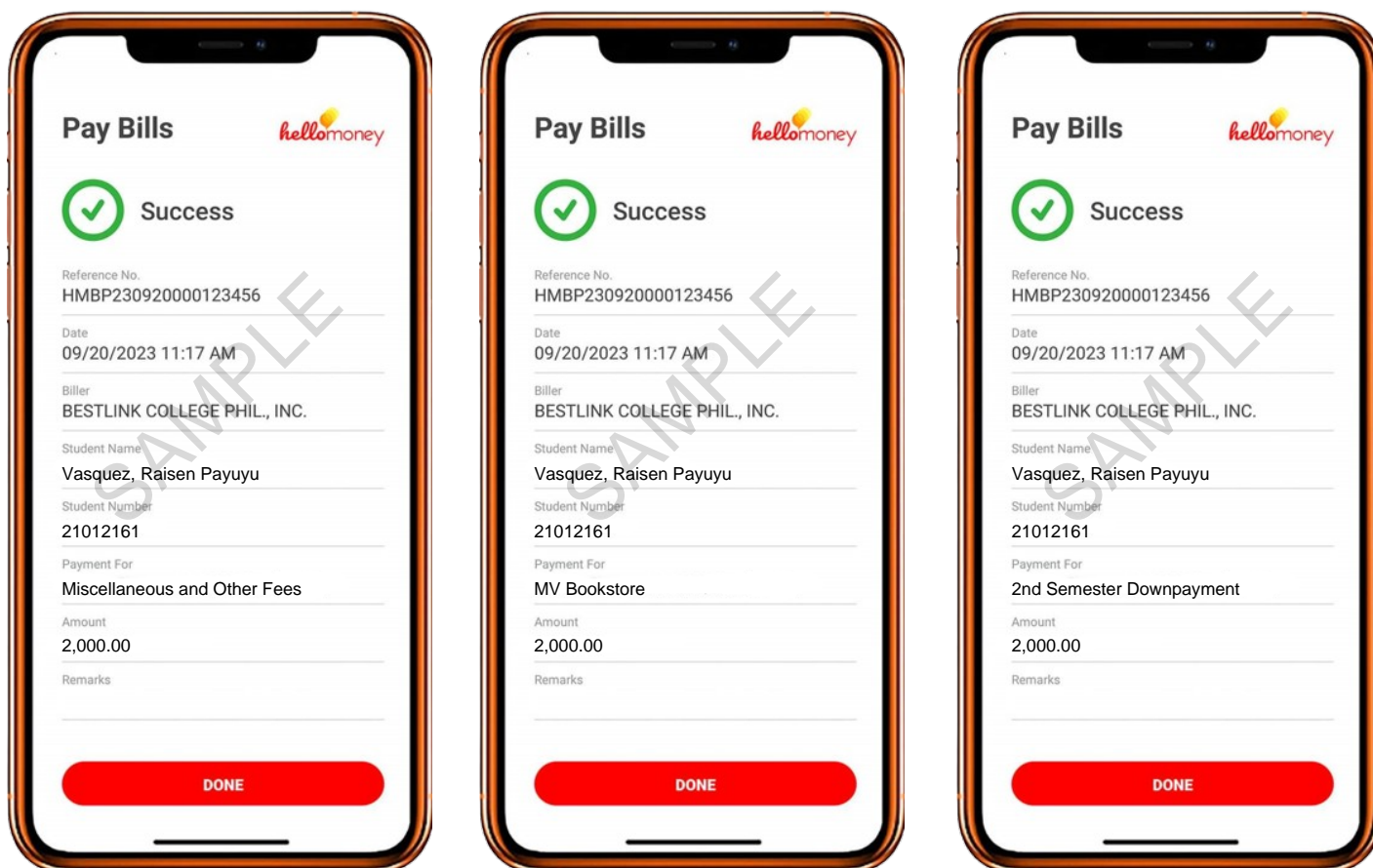
1. Use Hello Money App: Recommended for convenient payments.
2. Check Balances on BCP SMS: Stay updated on student balances.
3. Clarifications at BCP BIS: Visit main campus for balance queries.



## Bestlink College of the Philippines

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### PAYMENT INSTRUCTION FOR FINALS AND ENROLLMENT



#### REMINDERS:

1. Please verify your student ID number to ensure a seamless process and avoid any potential inconveniences.
2. Ensure accurate completion of the "Payment For" field for proper payment allocation.
3. Regardless of the name associated with the transaction, the Student ID number serves as the primary reference. Incorrect ID numbers may lead to payment allocation discrepancies.
4. In the event that your transaction is not reflected within three (3) working days, kindly promptly visit the Management Information Systems (MIS) office at BCP Main campus. Your prompt attention to this matter is appreciated