HOW TO ENROLL USING THE SFAC PORTAL (FOR NEW and TRANSFEREES STUDENTS)

Step 1.

Go to this link and fill up the form (FOR LAS PIÑAS NEW STUDENTS ONLY) ▯

https://stfrancislp.com/sfac-lp/pages/inquiry/online.inquiry.php

Go to this link and fill up the form (FOR BACOOR NEW STUDENTS ONLY) ▯

https://stfrancisbacoor.com/sfac-bac/pages/inquiry/online.enrollment.php

Step 2. Tell the **registrar in charge** of the enrollment @ the **Registrar's Office** that you are already finished with **Step 1** and secure to them your official **student number** that number will be use as your official login credential in our portal in the succeeding steps.

Step 3.

Go to this link (FOR BACOOR OLD STUDENTS ONLY) ▯

https://stfrancisbacoor.com/sfac-bac

Go to this link (FOR LAS PIÑAS OLD STUDENTS ONLY) ▯

 https://stfrancislp.com/sfac-lp

Step 4. Login with your **student number.** By default, your **student number** is your **username** and **password** at the same time

Welcome Franciscans!

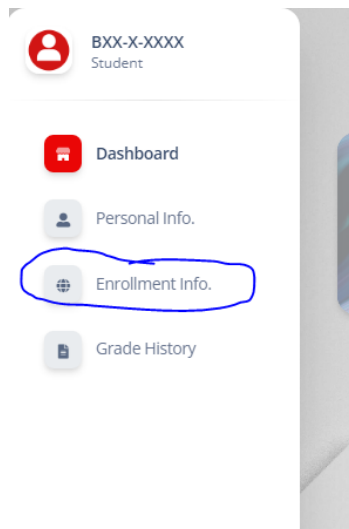Please login your...

Username

BXX-X-XXXX

Password

....

Did you forgot your password ?

SIGN IN

Step 5. Go to the **sidebar panel** and look for the **Enrollment Info.**

Click "**Enrollment Info**"

BXX-X-XXXX
Student

🏠 **Dashboard**

👤 Personal Info.

🌐 Enrollment Info.

📄 Grade History

The "Enrollment Info" will show you two buttons the "**ADD SUBJECTS**" and the "**DELETE**".

ADD SUBJECT button is for adding subject. (don't forget to **scroll down** to see the "**Add"** button)

Subjects List 📖

COURSE CODE	COURSE DESCRIPTION	PROGRAM	YEAR LEVEL	SEMESTER	UNIT(S)	PREREQUISITES	DAY	TIME	CURRI	ROOM
☑ NSTP 1	National Service Training Program 1	BSCS	1st Year	First Semester	3		TH/S	9-10/9-11	2020-2021	OL
☑ PHED 101	Gymnastics	BSCS	1st Year	First Semester	2	-	TH	4-5	2020-2021	OL
☑ CCCS 101	Introduction to Computing (w/ Lab)	BSCS	1st Year	First Semester	3	-	F	8-12	2020-2021	OL
☑ CHCL 101	Franciscan Orientation	BSCS	1st Year	First Semester	1	-	T	10-11	2020-2021	OL
☐ CCGE 103	Understanding the Self	BSCS	1st Year	First Semester	3	-	Th/Wed	1-2/5-6	2020-2021	OL
☐ CCGE 102	Readings in Philippine	BSCS	1st Year	First Semester	3	-	TTH	8-9	2020-2021	OL

DELETE button is for removing mistakenly added subject. (The two images below show you the before and after effect of the **DELETE** button

Before

List of your Enrolled Subject(s)
Verify carefully your subject/s to be Enrolled

+ ADD SUBJECTS   **🗑 DELETE**

COURSE CODE	COURSE DESCRIPTION	UNIT(S)	DAY	TIME	ROOM
☑ NSTP 1	National Service Training Program 1	3	TH/S	9-10/9-11	OL
☐ PHED 101	Gymnastics	2	TH	4-5	OL
☐ CCCS 101	Introduction to Computing (w/ Lab)	3	F	8-12	OL
☐ CHCL 101	Franciscan Orientation	1	T	10-11	OL
TOTAL UNITS		9			

After

List of your Enrolled Subject(s)
Verify carefully your subject/s to be Enrolled

+ ADD SUBJECTS   **🗑 DELETE**

COURSE CODE	COURSE DESCRIPTION	UNIT(S)	DAY	TIME	ROOM
◯ PHED 101	Gymnastics	2	TH	4-5	OL
◯ CCCS 101	Introduction to Computing (w/ Lab)	3	F	8-12	OL
◯ CHCL 101	Franciscan Orientation	1	T	10-11	OL
TOTAL UNITS		6			

Secure a copy of your **curriculum checklist @ the registrar office (**sample image below**)** for you to know the listings of your subjects.

Follow the **pre-requisite rule** (for example **you cannot take Living in the IT Era** subject if you do not have any **grade or haven't taken yet** the **Science Technology and Society** subject) in selecting the next subject to be taken.

Saint Francis of Assisi College
Admiral Village, Talon, Las Pinas City
FOUR-YEAR CURRICULUM
FOR
BACHELOR OF SCIENCE IN COMPUTER SCIENCE
(Effective Academic Year 2020-2021)

Name: _____   Student No: _____

CODE		Description	UNITS			Pre-Requisites
First Year, First Semester						
CCGE	101	Science, Technology and Society	3	0	3	
CCGE	102	Readings in Philippine History	3	0	3	
CCGE	103	Understanding the Self	3	0	3	
CHCL	101	Franciscan Orientation	1	0	1	
CCCS	101	Introduction to Computing	2	1	3	
PHED	101	Gymnastics	2	0	2	
NSTP	1	National Service Training Program 1	3	0	3	
		TOTAL		18		
First Year, Second Semester						
CCGE	104	Mathematics in the Modern World	3	0	3	
CCGE	105	The Contemporary World	3	0	3	
ECGE	101	Living in the I.T. Era	3	0	3	CCGE101
CHCL	102	Franciscan Core Values and Culture	1	0	1	CHCL101
CCCS	102	Fundamentals of Programming 1	2	1	3	
PHED	102	Individual / Dual Sports	2	0	2	PHED101
NSTP	2	National Service Training Program 2	3	0	3	NSTP1
		TOTAL		18		
Second Year, First Semester						
CCGE	106	Purposive Communication	3	0	3	
CCGE	107	Art Appreciation	3	0	3	
ECGE	102	The Entrepreneurial Mind	3	0	3	CCGE104, CCGE10

Some important links.

For **Online Grades (Bacoor** Campus only) ⧉ https://stfrancisbacoor.com/sfac-bac-ongrade (same login information with the enrollment portal link above)

For **Online Grades (Las Piñas** Campus only) ⧉ https://stfrancisbacoor.com/sfac-lp-ongrade (same login information with the enrollment portal link above)

For our LMS (Schoology) ⧉ http://stfrancis.schoology.com (the registrar office will email you your login information.)

Official Website ⧉ https://stfrancis.edu.ph