



# ONLINE ENROLLMENT GUIDE

## CURRENT STUDENT



### Stage 1: Login

Log on to your School Automate account at [lcc.schoolautomate.com](http://lcc.schoolautomate.com) (URL) and select “**Parents/ Students**” option.

If you are having trouble logging in, you may email [mis@lcc.edu.ph](mailto:mis@lcc.edu.ph)

Check your Account and take note if you have an outstanding balance.



### Stage 2: Pay

Pay the reservation/ enrollment fee/ down payment of PhP 2,000 and your outstanding balance, if any, through the following options:

#### a) **RCBC**

Account Name: *La Consolacion College Bacolod*

Account No: *1419-372-443*

#### b) **Palawan Express Pera Padala**

Name of Receiver: *Jimmy S. Ong*

Address: *La Consolacion College Bacolod,  
Galo corner Gatuslao Streets, Bacolod City*

Contact No: *+639489754138*



### Stage 3: Post

- 1) Login to your SchoolAutomate account ([lcc.schoolautomate.com](http://lcc.schoolautomate.com)) and click “**Online Advising**” dashboard.
- 2) Post your payment by filling out your payment details and uploading a clear photo of your receipt.
- 3) Within 24 hours, we will confirm your payment via SMS.



### Stage 4: Register

As soon as you have received the confirmation to proceed with your enrollment, log on to the School Automate portal via [lcc.schoolautomate.com](http://lcc.schoolautomate.com) (URL) and select “**Parents/ Students**” option.

Under the “**Enrollment**” module, select “**Online Advising**” if you are a college or graduate student, otherwise, your official enrollment will be confirmed to you and you may download your study load and orientation schedule.

If you are a college or graduate student, you need to select the subjects or courses you will take for the semester.

For those taking Summer Classes in the Integrated School and Senior High School, visit [lcc.edu.ph/reservation](http://lcc.edu.ph/reservation) to choose the subjects you want to enroll in.

Within 24 hours, your official enrollment will be confirmed through the School Automate and you will be provided with a link to download your study load and orientation schedule.



# ONLINE ENROLLMENT GUIDE

## INCOMING STUDENT



### Stage 1: Login

Apply for a temporary School Automate login ID at [lcc.schoolautomate.com](http://lcc.schoolautomate.com) (URL) and select “Parents/ Students” option.

Click “New User” and provide information about your application.

Create your temporary password and take note of your temporary student ID.

Go to [lcc.edu.ph/appointment](http://lcc.edu.ph/appointment) to set your appointment for admission testing.



### Stage 2: Pay

Pay the reservation/enrollment fee/downpayment through the following options

#### a) RCBC

Account Name: *La Consolacion College Bacolod*

Account No: *1419-372-443*

#### b) Palawan Express Pera Padala

Name of Receiver: *Jimmy S. Ong*

Address: *La Consolacion College Bacolod,*

*Galo corner Gatuslao Streets, Bacolod City*

Contact No: *+639489754138*



### Stage 3: Post

- 1) Login to your SchoolAutomate account ([lcc.schoolautomate.com](http://lcc.schoolautomate.com)) and click “Online Advising” dashboard.
- 2) Post your payment by filling out your payment details and uploading a clear photo of your receipt along with the required entry documents like certificate of transfer credentials and/or report card and your birth certificate.
- 3) Within 24 hours, we will confirm your payment via SMS.



### Stage 4: Register

As soon as you have received the confirmation to proceed with your enrollment, log on to the School Automate portal via [lcc.schoolautomate.com](http://lcc.schoolautomate.com) (URL) and select “Parents/ Students” option.

If you are having trouble logging in, you may email [mis@lcc.edu.ph](mailto:mis@lcc.edu.ph) Under the “Enrollment” module, select “Online Advising” if you are a college or graduate student, otherwise, your official enrollment will be confirmed to you and you may download your study load and orientation schedule.

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