



SOUTHERN DE ORO PHILIPPINES COLLEGE

USER GUIDE FOR
STUDENT MODULE
ACADEMIC INFORMATION MANAGEMENT SYSTEM

This manual is presented to

SOUTHERN DE ORO PHILIPPINES COLLEGE



Pinnacle Technologies, Inc.

2023



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STUDENT MODULE - The Student Module is a password protected portal containing the following modules

- ✓ Section Offering – Schedules and Sections offered
- ✓ Profile – Student’s Information
- ✓ Registration – Online Enrollment Tab
- ✓ Grades – viewing of grades per School Year and Semester
- ✓ Calendar – viewing of School Activities
- ✓ Password – changing of Password Tab
- ✓ Schedule – viewing of class schedule
- ✓ Textbooks – online ordering of textbooks

Link:

- Training site: <https://spc.pinnacle.edu.ph/training/registrar/>
- Live site: <https://spc.pinnacle.edu.ph/aims/registrar/>

TEST NAME		TEST STEPS	FUNCTION
How to Login	1	Input the Username	The student can login
	2	Input the Password	
	3	Click the Login button	
	4	Click the Clear Entries to clear/reset.	

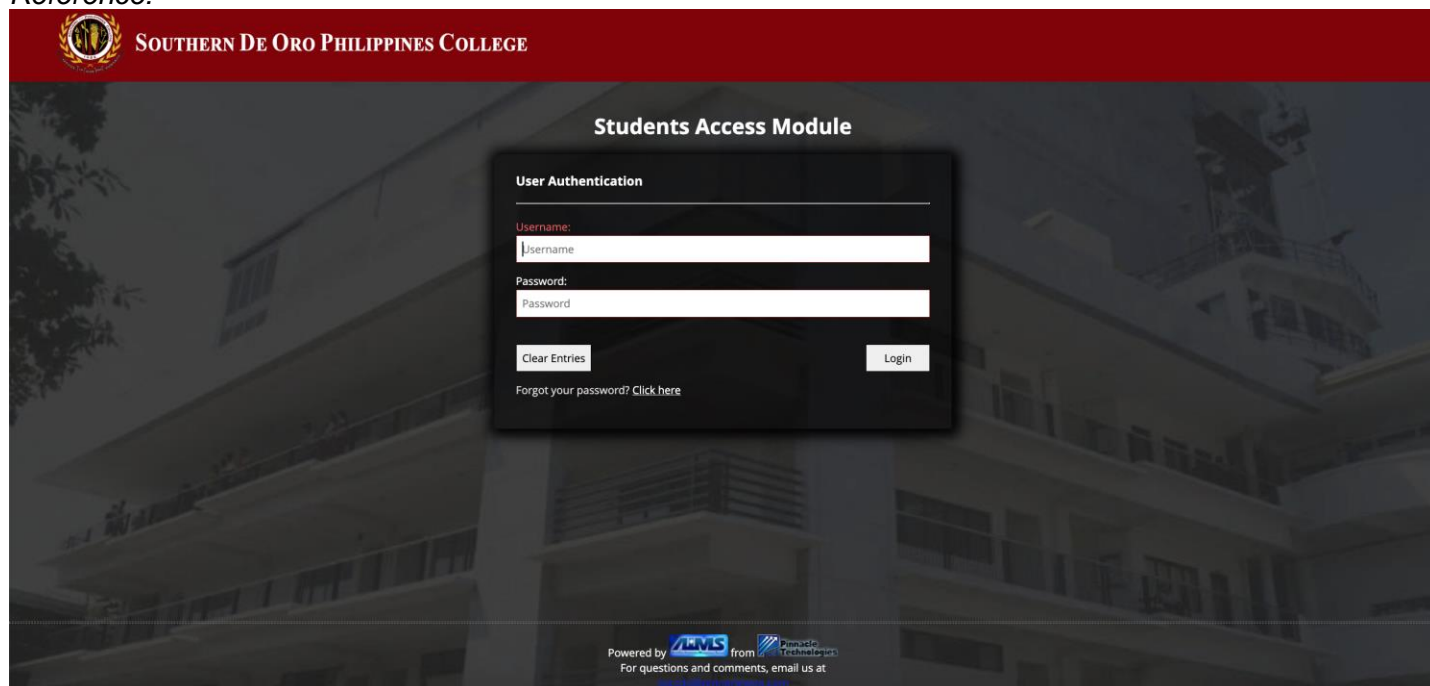
Example:

Username: 2057133

Password: AIMS@123

Note: For new students, default password is SURNAME ALLCAPS

Reference:

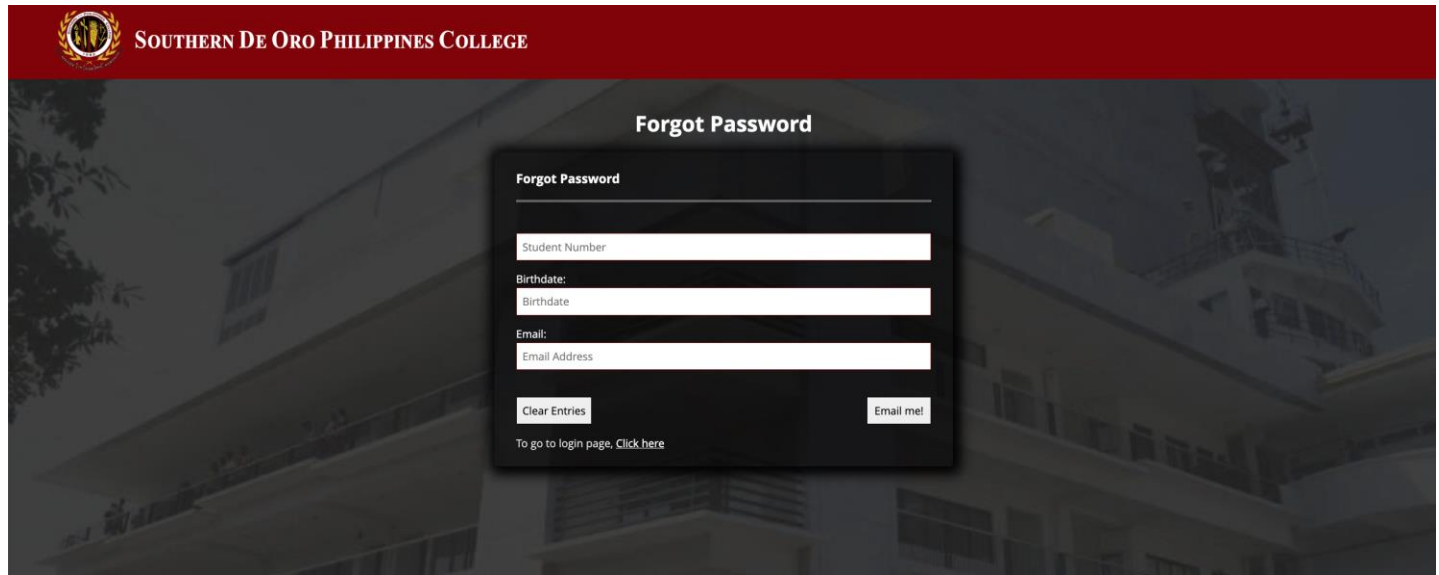




SOUTHERN DE ORO PHILIPPINES COLLEGE

TEST NAME		TEST STEPS	FUNCTION
Forgot Password	1	Click the link for Forgot your password? Click here	The system will send your temporary password in your email.
	2	Type in the Student Number	
	3	Type in the Birth date	
	4	Type in the email	
	5	Click the <input type="button" value="Email me!"/> button	

Reference:



Additional Information:

- The System will verify the encoded, if data exists in the system
- The system will automatically reset the password and the temporary password will be sent to your email.



SOUTHERN DE ORO PHILIPPINES COLLEGE

MODULE: SECTION OFFERING – This page allows each student to view all the subject offerings in each course/program.

TEST NAME		TEST STEPS	FUNCTION
How to view the section offered	1	Select the course you want to view by clicking the dropdown.	The student can view all the listed subject offering.

Reference:

Section Offering Profile Registration Grades Account Calendar Password Schedule

Welcome, ELEM, ELEMENTARY E (2236082) Logout

Course:

FIRST YEAR
SECTION : GRADE1A

Subject Code	Description	Section Code	Lec	Lab	Units	Room No.	Schedule
CHAR ED G1	Character Education for Grade 1	GRADE1A	0	0	1	TBA	T 01:00PM-02:00PM TBA
COMPUTER G1	Computer for Grade 1	GRADE1A	0	0	1	TBA	TH 04:00PM-04:30PM TBA
ENGLISH G1	English for Grade 1	GRADE1A	0	0	1	TBA	M 02:00PM-03:00PM TBA/W 02:00PM-03:00PM TBA
FILIPINO G1	Filipino for Grade 1	GRADE1A	0	0	1	TBA	T 03:00PM-04:00PM TBA/TH 01:00PM-02:00PM TBA
MAPEH G1	MAPEH for Grade 1	GRADE1A	0	0	1	TBA	TH 03:00PM-04:00PM TBA
MATH G1	Mathematics for Grade 1	GRADE1A	0	0	1	TBA	M 01:00PM-02:00PM TBA/W 01:00PM-02:00PM TBA
SCIENCE G1	Science for Grade 1	GRADE1A	0	0	1	TBA	M 03:00PM-04:00PM TBA/W 03:00PM-04:00PM TBA
SIBIKA G1	Sibika/Araling Panlipunan for Grade 1	GRADE1A	0	0	1	TBA	T 02:00PM-03:00PM TBA/TH 02:00PM-03:00PM TBA
TOTAL			0	0	8		


SECOND YEAR
SECTION : GRADE2A

Subject Code	Description	Section Code	Lec	Lab	Units	Room No.	Schedule
CHAR ED G2	Character Education for Grade 2	GRADE2A	0	0	1	TBA	T 01:00PM-02:00PM TBA
COMPUTER G2	Computer for Grade 2	GRADE2A	0	0	1	TBA	TH 04:00PM-04:30PM TBA



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MODULE: PROFILE - This page allows the student to view and edit their personal profile.

TEST NAME		TEST STEPS	FUNCTION
How to save the Personal Information	1	Update the Personal Information.	The user can update her/his personal information
	2	Click the  button.	


Reference:

Upper Part

Lower Part



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TEST NAME		TEST STEPS	FUNCTION
How to print the Personal Information	1	Click the  Printer-friendly format link.	The user can print her/his personal information
	2	A window will display	
	3	Then type in your keyboard Ctrl + P to continue printing.	

Reference:

Section Offering | **Profile**

Welcome, ELEM, ELEMENTARY E

1. Kindly type 'NA' in box
2. To make use of the let '164';

Southern Philippines College
Julio Pacana Street, Cagayan de Oro, 9000 Misamis Oriental
Contact Numbers: 856-2609; 856-5337

STUDENT INFORMATION SHEET

STUDENT ID NUMBER: 2236082 (To be filled by the enrollment officer)
LRN (Learner Reference Number): 73278 (If Applicable)

NAME OF STUDENTS

ELEM | ELEMENTARY | ELEM

Last Name | First Name | Middle Name

COURSE / PROGRAM

Course (For College/Graduate Studies): Year Level: Gender: Male Female Age: 5
Birth Date: 07/01/2017
Strand (Track/Strand for Senior High): Year Level: Place of Birth: JHJHAKJ
Grade (For Elementary & Junior High): Grade 1 | Kinder:

ADDRESS

Current Address: BHDAHJ | HJDHAJH
House No./Bldg. No./Lot No. & Street | Barangay
MISAMIS ORIENTAL | CAGAYAN DE ORO CITY | 23232
Town/City/Municipality | Province | Zip Code
Permanent Address: BHDAHJ | HJDHAJH
House No./Bldg. No./Lot No. & Street | Barangay
MISAMIS ORIENTAL | CAGAYAN DE ORO CITY | 23232
Town/City/Municipality | Province | Zip Code

CIVIL STATUS / SIBLINGS / AFFILIATIONS

Single Married Separated
If Married, Name of Spouse
Number of Brothers

Logout

ID photo taken within the last 6 months
5.08 cm X 5.08 cm
(2 x 2) Computer generated or photocopied photo is not acceptable

Printer-friendly format

NO PHOTO UPLOADED

PERSON

- STUDENT ID NUMBER
- LRN
- Name
- Department

WICK NAME
Age: 5



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MODULE: REGISTRATION – this page allows the student to enroll/register subject online. This page is accessible only during enrollment period defined by the school or college.

TEST NAME		TEST STEPS	FUNCTION
How to register the subjects (For old students)	1	All the subjects offered under your curriculum will be display in the Priority subjects table.	The student can register
	2	Click the radio button beside the schedule. Once clicked, the schedule will now load in the drop down.	
	3	Select schedule from the dropdown and once selected, it will automatically save to registered subjects table below.	
	4	Click the Assess button to view assessment.	
	5	Click the SUBMIT button	

Reference:

Section Offering Profile **Registration** Grades Account Calendar Password Schedule

Welcome, CONCILLADO, JOHN MICHAEL MACUA (2057133) Logout

Student Name	: CONCILLADO, JOHN MICHAEL MACUA	Student No.	: 2057133
Program	: BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	Year Level	: Second Year
School Year	: 2022-2023	Semester	: First
Status	: OLD (Regular) (23 Unit(s) Allowed)	Section	: -select section-

LEGEND: No Available Slot/Schedule Corequisite Subject Already Taken Has Prerequisite Retake

Priority Subjects:

#	Subject Code	Description	Lec Hours	Lab Hours	Credited Units	Schedule
1	GEC101	UNDERSTANDING THE SELF	3	0	3	<input checked="" type="radio"/> - select schedule - BS11A BS11A M 08:30AM-10:00AM COMP-LAB1/W 08:30AM-10:00AM COMP-LAB1/F 08:30AM-10:00AM COMP-LAB1
2	GEC104	MATHEMATICS IN THE MODERN WORLD	3	0	3	- select schedule -
3	ITE101	IT FUNDAMENTALS	2	3	3	- select schedule -
4	ITE102	PROGRAMMING 1	2	3	3	- select schedule -
5	NSTP-CWTS 11	NATIONAL SERVICE TRAINING PROGRAM 1 (CWTS)	3	0	3	- select schedule -
6	PATH-FIT1	MOVEMENT COMPETENCY TRAINING	2	0	2	- select schedule -

#	Subject Code	Description	Lec Hours	Lab Hours	Credited Units	Schedule
7	GEC ELEC110	SOCIAL SCIENCE AND PHILOSOPHY: GENDER AND SOCIETY	3	0	3	- select schedule -
8	GEC106	SCIENCE, TECHNOLOGY AND SOCIETY	3	0	3	- select schedule -
9	GEC107	ART APPRECIATION	3	0	3	- select schedule -
10	GEC109	ETHICS	3	0	3	- select schedule -
11	ITE201	OBJECT-ORIENTED PROGRAMMING	2	3	3	- select schedule -
12	ITE202	DATA STRUCTURES AND ALGORITHM	2	3	3	- select schedule -
13	ITE203	NETWORKING 1	2	3	3	- select schedule -



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<input type="radio"/>	ITE102	PROGRAMMING 1	2	3	3	- select schedule -
<input type="radio"/>	NSTP-CWTS 11	NATIONAL SERVICE TRAINING PROGRAM 1 (CWTS)	3	0	3	- select schedule -
<input type="radio"/>	PATH-FIT1	MOVEMENT COMPETENCY TRAINING	2	0	2	- select schedule -

#	Subject Code	Description	Lec Hours	Lab Hours	Credited Units	Schedule
<input type="radio"/>	GEC ELEC110	SOCIAL SCIENCE AND PHILOSOPHY: GENDER AND SOCIETY	3	0	3	- select schedule -
<input type="radio"/>	GEC106	SCIENCE, TECHNOLOGY AND SOCIETY	3	0	3	- select schedule -
<input type="radio"/>	GEC107	ART APPRECIATION	3	0	3	- select schedule -
<input type="radio"/>	GEC109	ETHICS	3	0	3	- select schedule -
<input type="radio"/>	ITE201	OBJECT- ORIENTED PROGRAMMING	2	3	3	- select schedule -
<input type="radio"/>	ITE202	DATA STRUCTURES AND ALGORITHM	2	3	3	- select schedule -
<input type="radio"/>	ITE203	NETWORKING 1	2	3	3	- select schedule -
<input type="radio"/>	PATH-FIT3	DANCE	2	0	2	- select schedule -

REGISTERED SUBJECTS

#	Subject Code	Description	Lec Hours	Lab Hours	Credited Units	Schedule
<input checked="" type="radio"/>	COMP1	KEYBOARDING AND OFFICE SUITE	2	3	3	BSIT1A BSIT1A M 08:30AM-10:00AM COMP-LAB1/W 08:30AM-10:00AM COMP-LAB1/F 08:30AM-10:00AM COMP-LAB1

[Available Subjects](#)

[Assess](#)

- Section Offering
- Profile
- Registration
- Grades
- Account
- Calendar
- Password
- Schedule

Welcome, CONCILLADO, JOHN MICHAEL MACUA (2057133)

[Logout](#)

Student Name : CONCILLADO, JOHN MICHAEL MACUA
Program : BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY
Status : OLD(Regular) (23 Unit(s) Allowed) (CY 2223)
School Year : 2022-2023

Student No. : 2057133
Year Level : Second Year
Section :
Term : First

[SUBMIT](#)

#	Subject Code	Section	Description	Lec	Lab	Cred Units	Time	Day	Room
1	COMP1	BSIT1A	KEYBOARDING AND OFFICE SUITE	2	3	3	08:30AM - 10:00AM	M/W/F	COMP-LAB1 (LAB)
TOTAL						3/3			

TUITION AND FEES:

Total Tuition Fee : 1,294.77
Total Miscellaneous : 4,220.59
Total Others : 874.54

TOTAL FEES :
Mode of Payment :
 Date of Registration : December 22, 2022
 Name of Student : CONCILLADO, JOHN MICHAEL MACUA

PHP6,389.90

[SUBMIT](#)



SOUTHERN DE ORO PHILIPPINES COLLEGE

MODULE: GRADES – This allows the student to view their previous and current semester/school year grades.

TEST NAME		TEST STEPS	FUNCTION
How to view the grades	1	Select the School year.	The student can view their grades.
	2	Select the Semester.	
	3	It will show all the grades encoded by the Faculty.	

Reference:

#	Subject Code	Description	Faculty Name	Units	Section	Prelim	Midterm	Semi Final	Final	Final Grade	Grade Status
1	PE01	Fundamentals of Martial Arts	MENDOZA, LORILY	2	CRIMIE						
2	AS1	APTITUDE FOR SERVICE (BASIC LAW ENFORCEMENT TRAINING 1)	MENDOZA, LORILY	2	CRIMIE	3	2				
3	COMPUTER1	FUNDAMENTALS OF COMPUTER SOFTWARE & APPLICATIONS	MENDOZA, LORILY	3	CRIMIE	1	2				
4	CRIMINOLOGY1	INTRODUCTION TO CRIMINOLOGY AND PSYCHOLOGY OF CRIMES	MENDOZA, LORILY	3	CRIMIE						
5	GEC101	UNDERSTANDING THE SELF	MENDOZA, LORILY	3	CRIMIE						
6	GEC103	READINGS IN PHILIPPINE HISTORY/IP STUDIES	MENDOZA, LORILY	3	CRIMIE						
7	GEC104	MATHEMATICS IN THE MODERN WORLD	MENDOZA, LORILY	3	CRIMIE						
8	NSTP-11	NATIONAL TRAINING SERVICE 1 (NAVAL RESERVE OFFICER TRAINING CORPS.)		3	CRIMIE						

MODULE: ACCOUNTS – This is where the student can view their accounts per School Year and Semester.

TEST NAME		TEST STEPS	FUNCTION
How to view the account	1	Select the Semester link you desire to view.	The student can view the grades.
To view the Statement of Account	1	Click the Statement of Account link.	The student can view the Statement of his/her account
	2	A new window will display.	

REFERENCE:

Student Ledger

School Year	Semester	Year Level	Scholarship	O.R. Date	O.R. No.	Assessment	Payment	Balance	
2223	First Semester	1		00/00/0000		TOTAL AMOUNT DUE	15,143.20	0.00	15,143.20
				08/15/2022		CASH - DOWNPAYMENT (745469)	0.00	1,000.00	14,143.20
				10/21/2022		CASH - TUITION FEE (745478)	0.00	1,951.54	10,724.25
				00/00/0000		MONTHLY DISCOUNT	0.00	1,467.41	9,256.84
				11/14/2022		CREDIT ADJUSTMENT - ADJUSTMENT SAMPLE	0.00	1,000.00	8,256.84



SOUTHERN DE ORO PHILIPPINES COLLEGE

Account of the Student for 2223 – First semester

Statement of Account							Student Ledger	
Student Name	: ESCARTIN, GERALD C			Student No.	: 2236076			
Program	: BACHELOR OF SCIENCE IN CRIMINOLOGY			Year Level	: First Year			
Status	: NEW(Regular) (22 Unit(s) Allowed) (CY 2223)			Section	: CRIMIE			
School Year	: 2022-2023			Term	: First			

#	Subject Code	Description	Section	Credited Units	Tuition Units	Professor	Schedule
1	AS1	APTITUDE FOR SERVICE (BASIC LAW ENFORCEMENT TRAINING 1)	CRIMIE	2	2	MENDOZA, LORILY	F 05:30PM-07:30PM
2	COMPUTER1	FUNDAMENTALS OF COMPUTER SOFTWARE & APPLICATIONS	CRIMIE	3	3	MENDOZA, LORILY	T 03:30PM-05:00PM
3	CRIMINOLOGY1	INTRODUCTION TO CRIMINOLOGY AND PSYCHOLOGY OF CRIMES	CRIMIE	3	3	MENDOZA, LORILY	T 09:00AM-10:30AM
4	GEC101	UNDERSTANDING THE SELF	CRIMIE	3	3	MENDOZA, LORILY	T 05:30PM-07:00PM
5	GEC103	READINGS IN PHILIPPINE HISTORY/IP STUDIES	CRIMIE	3	3	MENDOZA, LORILY	M 05:30PM-07:00PM
6	GEC104	MATHEMATICS IN THE MODERN WORLD	CRIMIE	3	3		M 10:30AM-12:00PM
7	NSTP-11	NATIONAL TRAINING SERVICE 1 (NAVAL RESERVE OFFICER TRAINING CORPS.)	CRIMIE	3	(0)		S 01:00PM-04:00PM
8	PE01	Fundamentals of Martial Arts	CRIMIE	2	2	MENDOZA, LORILY	F 01:00PM-03:00PM
TOTAL				22	19(0)		

Tuition	:	7,337.03		MONTHLY:	Due Date	Amount
Total Tuition	:	7,337.03		MIDTERM (10/19/2022)	:	2,418.95
Miscellaneous	:	6,319.44		SEMI-FINAL (11/21/2022)	:	3,418.95
Laboratory Fees	:	1,486.73		FINAL (12/21/2022)	:	3,418.95
TOTAL TUITION & FEES	:	15,143.20				

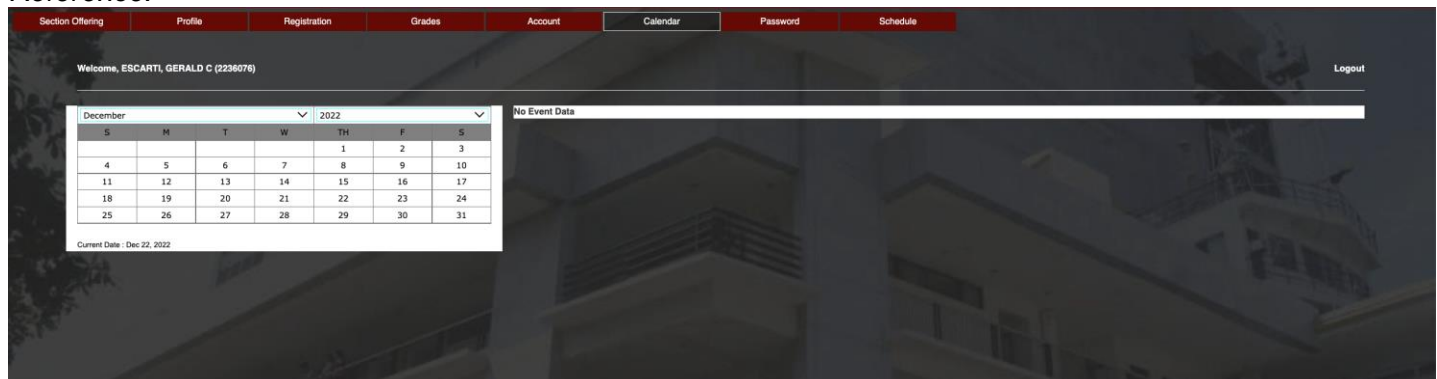
Add:						
MONTHLY DISCOUNT	:	1,467.41		10/21/2022		
CREDIT ADJUSTMENT - ADJUSTMENT SAMPLE	:	1,000.00		11/24/2022		
DOWNPAYMENT	:	1,000.00	745469	08/15/2022		
TUITION FEE	:	1,951.54	745478	10/21/2022		
Balance / (Refund)	:	9,724.25				

Description	O.R. No.	Transaction Date	Debit	Credit	Balance
TOTAL AMOUNT DUE			15,143.20	-	15,143.20
CASH - DOWNPAYMENT	745469	August 15, 2022	-	1,000.00	14,143.20
CASH - TUITION FEE	745478	October 21, 2022	-	1,951.54	10,724.25
MONTHLY DISCOUNT			-	1,467.41	9,256.84
CREDIT ADJUSTMENT - ADJUSTMENT SAMPLE		November 14, 2022	-	1,000.00	8,256.84
TOTAL			15,143.20	5,418.95	8,256.84

MODULE: CALENDAR – This is where students can see all the activities of the school.

TEST NAME	TEST STEPS	FUNCTION
How to view the Calendar	1. Select the Month and year you want to view.	The user can view the Calendar
	2. The calendar will show all of the upcoming events defined by the school or college for that particular month.	

Reference:





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MODULE: PASSWORD – this is where the students can change their passwords

TEST NAME		TEST STEPS	FUNCTION
How to reset password	1	Enter Old Password	The user can change password successfully
	2	Enter New Password	
	3	Enter Confirm Password	
	4	Click <input type="button" value="Change Password"/> button to save	
	5	Click <input type="button" value="Clear Entries"/> to clear/reset	

Reference:

MODULE: SCHEDULE – This module allows the student to view their schedule and assigned teacher per subject

TEST NAME		TEST STEPS	FUNCTION
How to view the schedule	1	Select the Academic year.	The student can view his/her schedule.
	2	Select the Semester.	

Reference: