



MANILA ADVENTIST COLLEGE

ACADEMIC & INFORMATION MANAGEMENT SYSTEM (AIMS)

STUDENT USER GUIDE r.2023-2024

ONLINE APPLICATION

STEP 1

- In your computer/mobile device, open a browser. Please use GOOGLE CHROME browser for better user accessibility.
- In the address bar, enter www.mac.edu.ph.
- Click ONLINE APPLICATION.

The screenshot shows a web browser window displaying the Manila Adventist College website. The address bar shows mac.edu.ph. The main content area features a large image of a medical student using a stethoscope on a mannequin. Overlaid on this image is the text "Welcome to MAC" and a button labeled "ONLINE APPLICATION". An orange arrow points from the text "Click here" to the "ONLINE APPLICATION" button. The website's navigation menu is visible at the bottom, with "MAC-AIMS" highlighted in an orange box. The footer includes the text "PROGRAMS OFFERED" and a Windows activation notice.

ONLINE APPLICATION

STEP 2

- Click Apply Now

Welcome to MAC-AIMS!
Please sign-in to your account

ID Number
ID Number is required

Password
password is required

[SIGN IN](#) [APPLY NOW](#) **Click here**

[Forgot Password?](#)

For inquiries and concerns, contact us:
ADMISSIONS AND RECORDS OFFICE
Trunk line: (632) 8525 9191 to 98 local 282
Email: registrar@mac.edu.ph
[USER GUIDE](#)

STEP 3

- Read the Terms and Condition
- Click the check box
- Click YES, I AGREE

Click here

Terms and Condition on Data Collection Policy

I hereby attest that all information stated in this form are true and correct to the best of my knowledge. I understand that any concealment, false statement, and/or non-declaration shall constitute fraud, which shall be a ground to file legal action against me, and I waive my rights to institute any case arising from this situation.

I have read this form, understood its contents and consent to the processing of my personal data. I understand that my consent does not preclude the existence of other criteria for lawful processing of personal data, and does not waive any of my rights under the Data Privacy Act of 2012 and other applicable laws.

I have provided the information herein after having been informed of the purpose for its processing, and I expressly give my consent therefor. I understand that it is my choice as to what information I provide and that the withholding or falsifying of information may act against the best interest of my relationship with Manila Adventist College. I am aware that I can access my personal information on request, and if necessary, correct information that I believe to be inaccurate. I understand that if, in exceptional circumstances, access is denied for legitimate purposes, I will be informed of the cause thereof and the remedies for the same.

Furthermore, I warrant that I have: (i) obtained consent from third persons, if any, to disclose their information included in this form; and (ii) informed said third persons of the purpose for the disclosure and collection of information. I will indemnify and hold Manila Adventist College free and harmless from any and all claims arising from the breach of this warranty, for damages, and for actual legal fees to defend such claims, if any.

Unless otherwise provided by law or by appropriate College policies we will retain this consent indefinitely for documentation purposes. Where a retention period is provided by law and/or a College policy, all affected records will be securely disposed of after such period.

[Data Privacy Consent](#)

I have read and understand the Data Privacy Consent policy.

[CLOSE](#) [YES, I AGREE](#)

ONLINE APPLICATION

STEP 4

- Complete the application form.
- Correct attachments are required for approval of your application
- Upload attachments using JPG, PNG, PDF only. File size must be 5mb and below.
- Click Submit

The screenshot shows a web application form titled "Application" with the following fields and options:

- Category*** (dropdown menu)
- Program*** (dropdown menu)
- Legal first name*** (text input)
- Legal middle name** (checkbox with label "Check if middle name is not applicable")
- Legal last name*** (text input)
- Date of Birth*** (calendar icon, text input, "MM/DD/YYYY format")
- Gender*** (dropdown menu)
- Mobile Number*** (text input)
- Email*** (text input)

The form includes a note: "The attachments required below will be used only for verifying the applicant's identity and qualifications, Admission requirements should be submitted in hard copy. Upload attachments accept JPG,PNG,PDF type (filesize: 5MB and below)"

Attachment fields:

- 2x2 Picture***
- *Birth Certificate/Marriage ...**
- *Latest School ID/Goverme...**
- *Copy of Grades: Report Card for SHS & College, Transcript of Records for Juris Doctor, Certificate of ...**

*indicates required field

Buttons: **CLOSE** **CLEAR** **SUBMIT**

ONLINE APPLICATION

STEP 5

- Once submitted successfully, You will receive an ID Number & login credentials to your email address.
- You will receive an approval email.
- Take note of your login credentials

Welcome to MAC-AIMS!
Please sign-in to your account

Application is submitted successfully and will be subject for approval. Once approved, we will send your login credentials to your email address.

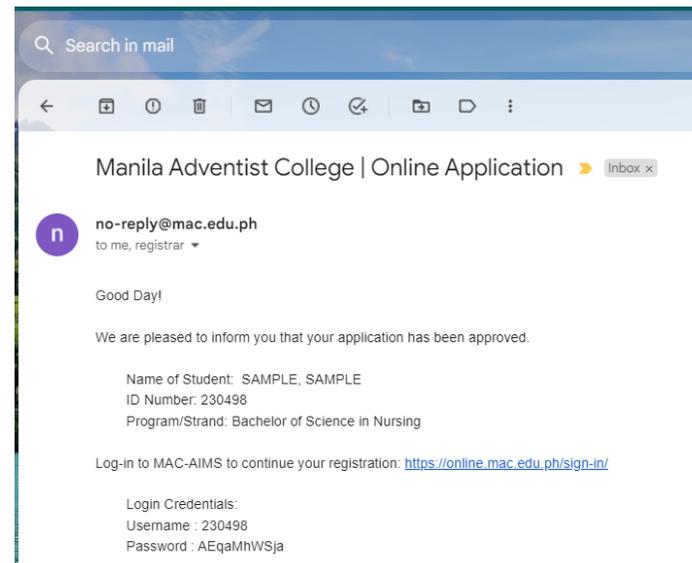
Username
username is required

Password
password is required

SIGN IN **APPLY NOW**

[Forgot Password?](#)

For inquiries and concerns, contact us:
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Email: registrar@mac.edu.ph
[USER GUIDE](#)



ONLINE APPLICATION

STEP 6

- Return to the MAC-AIMS portal.
- Login your ID number and your temporary password.

Welcome to MAC-AIMS!
Please sign-in to your account

ID Number
ID Number is required

Password
password is required

[SIGN IN](#) [APPLY NOW](#)

[Forgot Password?](#)

For inquiries and concerns, contact us:
ADMISSIONS AND RECORDS OFFICE
Trunk line: (632) 8525 9191 to 98 local 282
Email: registrar@mac.edu.ph
[USER GUIDE](#)

STEP 7

- Once logged-in, change your password immediately

MAC-AIMS

Home

Personal Information

Requirements

Grades

Finances

Exam Permit

Contact Us

Home

Information

Full Name: SAMPLE, SAMPLE
ID Number: 230498
Program: Bachelor of Science in Nursing

Announcement

Pre-registration is now open for AY 2023-2024-First Semester

Bible verse of the day

I love the Lord, for he heard my voice; he heard my cry for mercy. Because he turned his ear to me, I will call on him as long as I live.

Psalms 116:1-2 NIV

230498

Change Password

Change Password

Logout

COMPETENCY ASSESSMENT

(For NEW/Transfer Student only)

- In the Home page, read the Competency Assessment instructions
- Click (here) button to choose your preferred schedule.
- Once you're done with the assessment, you can continue your enrollment.

The screenshot shows the MAC-AIMS Home page. On the left is a green sidebar with navigation links: Home, Personal Information, Requirements, Grades, Finances, Exam Permit, and Contact Us. The main content area has a 'Home' header and an 'Information' section with the following details: Full Name: SAMPLE, SAMPLE; ID Number: 230490; Program: Bachelor of Science in Nursing. Below this is an 'Announcement' section titled 'Competency Assessment' with a list of instructions: 'Choose your preferred schedule' (with a 'here' button), 'On your approved schedule, proceed first to the...', 'Show your receipt to the Guidance Services Office at...', and 'Once your done with the assessment, you can continue your enrollment.' An orange arrow points to the 'here' button. At the bottom of the announcement is a note: '*For inquiry about the Competency Assessment, contact the Guidance Services Office macpsychomet@mac.edu.ph | Telephone: 02-8525-9191 local 281'. To the right of the announcement is a 'Competency Assessment Schedule' box with 'Date:' and 'Time:' labels.

The 'Book an Appointment' modal form contains the following text: 'Competency Assessment for 2023-2024-First Semester 2023 applicants will open starting July 17, 2023.', 'Selected schedule before the opening date will be invalid.', 'Please select a date between Mondays-Thursdays only, except holidays.', 'For friday, select AM schedule only.', and '30 applicants per schedule only.' Below this is a 'Choose date Schedule' section with a calendar icon and the date '2023-07-13'. At the bottom are two radio button options: 'AM 9:00-12:00' and 'PM 1:30-4:30'. The form has 'CLOSE' and 'SUBMIT' buttons at the bottom right.

The 'Competency Assessment Schedule' box displays the following information: 'Competency Assessment Schedule', 'Date: 2023-07-17', and 'Time: AM 09:00 - 12:00'. An orange arrow points to the box with the text 'Approved schedule'.

PRE-REGISTRATION

Click the PROCEED TO ENROLLMENT button

Information

Full Name: SAMPLE, SAMPLE

ID Number: 230498

Program: Bachelor of Science in Nursing

Announcement

Pre-registration is now open for AY 2023-2024-First Semester

[PROCEED TO ENROLLMENT](#)

Bible verse of the day

Great is the Lord and most worthy of praise; his greatness no one can fathom.

Psalms 145:3 NIV

PRE-REGISTRATION

STEP 1 – UPDATING OF PROFILE

- Update the required student information.
- Click NEXT/SUBMIT

The screenshot displays the MAC-AIMS student portal interface. On the left is a green sidebar with navigation links: Home, Personal Information, Requirements, Grades, Finances, Exam Permit, and Contact Us. The main content area is titled 'Home' and includes sections for 'Information' (showing student details like Full Name: SAMPLE, SAMPLE, ID Number: 230498, and Program: Bachelor of Science in Nursing), 'Announcement' (with a Bible verse), and 'Class Schedule' (a table with columns for Code, Subject, Room, Professor, and Section). A modal window is open in the center, titled 'Profile Information', with a progress indicator showing four steps: 1. Profile Information (active), 2. Family Information, 3. Educational Information, and 4. Records Consent. The form contains several required fields marked with an asterisk: Nationality*, Civil Status*, Religion*, Place of Birth*, and Permanent Address*. There is a checkbox labeled 'check the box if same with permanent address' and a field for 'Address in Manila'. A note at the bottom states '*Indicates required field'. At the bottom of the modal are 'NEXT' and 'CANCEL' buttons.

MAC-AIMS 230498

Home

Information

Full Name: SAMPLE, SAMPLE
ID Number: 230498
Program: Bachelor of Science in Nursing

Announcement

Bible verse of the day
Great is the Lord and most worthy of praise; his greatness no one can fathom.
Psalm 145:3 NIV

Class Schedule

Code	Subject	Room	Professor	Section

AY 2022-2023-Inter Semester

Profile Information 1 2 3 4
Family Information Educational Information Records Consent

Nationality* Civil Status* Religion*

Place of Birth*

Permanent Address*

check the box if same with permanent address

Address in Manila:

*Indicates required field

NEXT CANCEL

PRE-REGISTRATION (For OLD Student)

STEP 2 - CLEARANCE

- Make sure you are cleared in the all the required departments.
- Visit their office the settle your clearance.
- Click the ACTION button to view the details of the clearance.

The screenshot displays the 'Pre-registration (Clearance)' step in a registration process. At the top, a progress bar shows five steps: 1. Update Profile (completed), 2. Pre-Registration (current step), 3. Course Line-up, 4. Payment of Fees/Total Assessment, and 5. Finalization of Enrollment. Below the progress bar, the section is titled 'Pre-registration (Clearance)' and 'Step 2'. A reminder states: 'Reminder: Kindly visit the Offices/Department whose status is **✗** to settle your clearance.' A table lists five departments with their clearance status and an action button.

Department	Status	Action
Student Services Office	✓	i
Library	✓	i
Student Finance Office	✗	i
Admissions and Records Office	✓	i
Guidance Services Office	✓	i

GENERAL REGISTRATION

STEP 3 - COURSE LINE-UP

- Your program head will create your course line-up.
- Once course line-up already appeared, review the course line-up.
- Click Submit button.

Registration First Semester-2023-2024

Update Profile Pre-Registration **Course Line-up** Payment of Fees/Total Assessment Finalization of Enrollment

General Registration (Course Line-up)

Step 3

Kindly WAIT for the approved course line-up from your department.

Code	Course	Units	Section	Day	Time	Room	Professor
		Total Units	0				

SUBMIT

Registration First Semester-2023-2024

Update Profile Pre-Registration **Course Line-up** Payment of Fees/Total Assessment Finalization of Enrollment

General Registration (Course Line-up)

Step 3

Review carefully the course line-up created by your department. If you want changes in your course line-up, contact/email your department for revisions. Click the SUBMIT button once you already finalized your course line-up.

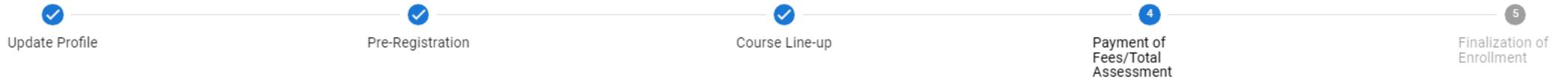
Code	Course	Units	Section	Day	Time	Room	Professor
REL 101	Personal Spirituality & Faith	3.0		TBA	TBA	TBA	Reg,A
CHAP-1	Students Convocation	0.0		Fri	10:00 AM-12:00 AM	MAC Church	FIÑONES,C
		Total Units	3				

SUBMIT 

GENERAL REGISTRATION

STEP 4 – PAYMENT OF FEES

- Review your total assessment.
- For online payment, click the online payment button to view the instructions.
- Payment can also be done on-campus.



General Registration (Payment of Fees/Total Assessment)

Step 4

You can pay online [HERE](#)



Description	Amount
Library Fee(3 units X 70)	210.00
Facility Fee(3 units X 116)	348.00
Tuition Fee(3 units X 863.5)	2,590.50
General Fee	9,707.00
Other Fee	924.00
Total Assessment	13,779.50

GENERAL REGISTRATION

STEP 5 – FINALIZATION OF ENROLLMENT

- Visit the following department for validation.
- Student is not yet considered officially enrolled unless they complete this process

Registration

First Semester-2023-2024



Update Profile



Pre-Registration



Course Line-up



Payment of
Fees/Total
Assessment



Finalization of
Enrollment

General Registration (Finalization of Enrollment)

1. Proceed to the Library for account validation
2. Proceed to the Student Services Office for Student Handbook validation
3. Proceed to the Admission & Records Office for school ID validation

GENERAL REGISTRATION

OFFICIALLY ENROLLED

- Click the Download button for your copy of the Registration form.
- You will also receive Officially Enrolled confirmation on your email address.



MANILA ADVENTIST COLLEGE
 Formerly Manila Sanitarium and Hospital and School of Medical Arts
 1975 Corner Donada and San Juan Sts., Pasay City 1300 | 8525-9191 | mac.edu.ph

REGISTRATION FORM AY : 2023-2024 First Semester

Name: **SAMPLE, SAMPLE**

ID No.: **230498**

Program: **Bachelor of Science in Nursing - First Year**

Enrollment Status: **Probationary Student (due to requirements deficiency).**

Type : **New**

CODE	COURSE	UNITS	SECTION	ROOM	DAYS	TIME	INSTRUCTOR
CHAP-1	Students Convocation	0.0		MAC Church	Fri	10:00 AM-12:00 AM	FIÑONES, CAROLYN
REL 101	Personal Spirituality & Faith	3.0		TBA	TBA	TBA	Reg, Admin
	Total	3.0					

IMPORTANT NOTICE:

1. Students with requirement deficiency will be placed as a **PROBATIONARY STUDENT**.
2. Students whose enrollment status is Probationary have already completed the registration process and can be accepted to the class. However, the school will not release any official documents such as Certificate of Grades, Certificate of Enrollment, Transcript of Records, and others. No official school recognitions such as academic and non-academic awards will be credited to the student.
3. This registration form serves as the student's proof of enrollment. Students must attend only classes/sections as indicated on the registration form.
4. If a student who completed the registration decides to withdraw the enrollment, he/she will be refunded accordingly provided the Withdrawal of Enrollment form has been completed and submitted to the Admissions & Records Office. Refund of fees or voluntary withdrawal shall be in accordance with existing school policy.
5. This computer-generated **REGISTRATION FORM** has been electronically approved by the Student, Program Head/SHS Principal, College Treasurer, and College Registrar. No signature required.

Printed on: July 20, 2023 11:21:53
 Officially Enrolled on: July 20, 2023