

ENROLLMENT PROCESS

PRE-REGISTRATION – for NEW/Transfer Students

STEP 1 — ONLINE APPLICATION

- Visit MAC website: www.mac.edu.ph or scan the QR code.
- Click on the Online Application button.
- Once approved, MAC-AIMS login account will be sent to the registered email.

STEP 2 — COMPETENCY ASSESSMENT

(for College & SHS only)

- Login to MAC-AIMS: bit.ly/macaims or scan the QR code.
- Select the competency assessment schedule.
- Pay at the Student Finance Office (G/F).
- Proceed to the Guidance Services Office (G/F).

STEP 3 — ADMISSION REQUIREMENTS

- Submit the hardcopy of the documents to the Admissions & Records Office (G/F).

STEP 4 (OPTIONAL) — DORMITORY RESERVATION *(for students who prefer to stay in the dorm)*

- Proceed to the Dormitory Residence and complete the dormitory reservation process.

STEP 5 (OPTIONAL) — INTERVIEW *(for Juris Doctor students)*

- The School of Law Jurisprudence staff will communicate with you through your registered email or mobile phone in regards with your interview schedule.

PRE-REGISTRATION – for OLD Students

STEP 1 — UPDATING OF PROFILE

- Login to MAC-AIMS: bit.ly/macaims or scan the QR code,
- Click the Proceed to Enrollment button.

- Update your profile. If you do not have changes in your information, just click next and submit button.

STEP 2 — PROCESSING OF CLEARANCE

- Login to MAC-AIMS: bit.ly/macaims or scan the QR code.
- Check the clearance portal, visit the department/offices with an “X” mark.

STEP 3 — ADMISSION REQUIREMENTS

- Submit the hardcopy of the documents to the Admissions & Records Office (G/F) for students who have admission requirements deficiency.

STEP 4 — DORMITORY RESERVATION *(for students who prefer to stay in the dorm)*

- Proceed to the Dormitory Residence and complete the dormitory reservation process.

Reminders: We encourage applicants and student to complete the Pre-registration process before the General Registration schedule to avoid delay during your enrollment)

GENERAL REGISTRATION

STEP 1 — MAC-AIMS ACCESS

- Login to MAC-AIMS: bit.ly/macaims or scan the QR code
- Click on the Proceed to Enrollment button
- Update your Profile

STEP 2 — CLEARANCE (for old students only)

STEP 3 — COURSE LINE-UP

- Go to the assigned rooms or may also wait for the approved course line-up in the MAC-AIMS

DEPARTMENT	ROOM	FLOOR
BS ACCOUNTANCY	201	2/F
BS BUSINESS ADMINISTRATION	201	2/F
BS NURSING	208	2/F
BS MEDICAL LAB. SCIENCE	511	5/F
BS PHARMACY	511	5/F
BS MIDWIFERY	PT/MW Office	3/F
BS PHYSICAL THERAPY	PT/MW Office	3/F
BS RADIOLOGIC TECHNOLOGY	RT Office	G/F
JURIS DOCTOR	105	G/F
SENIOR HIGH SCHOOL	107/108	G/F

STEP 4 — PAYMENT

- For dorm residents, secure a dormitory residence approval from the Dorm Dean before paying
- Pay at the Student Finance Office (G/F), or pay online using the link posted in the MAC-AIMS

STEP 5 — FINALIZATION OF ENROLLMENT

- Once your payment has been received and verified by the Student Finance office, you will receive an email confirming that you are “OFFICIALLY ENROLLED” including your official registration form.
- Proceed with the Post-enrollment process

POST-ENROLLMENT

STEP 1 — LIBRARY ACCOUNT ACTIVATION

- Proceed to Library (3/F)

STEP 2 — STUDENT ID, UNIFORM & HANDBOOK

- Proceed to Student Services Office (G/F)

STEP 2 — STUDENT ID STICKER VALIDATION

- Proceed to Admissions & Records Office (G/F)

Reminders:

1. Monitor your enrollment status using the MAC-AIMS portal regularly.
2. Complete your enrollment before attending classes.
3. Old students failing to enroll during the General Registration period will incur a late enrollment fee.
4. After the General Registration, proceed with post-enrollment process.

ENROLLMENT HOTLINES

Admissions & Records Office

Email: registrar@mac.edu.ph

Phone: 8525-9191 local 282

Mobile: 0947-4285484

Guidance Services Office

Email: gso@mac.edu.ph

Phone: 8525-9191 local 281

Mobile: 0967-4856321

Student Finance Office

Email: finance@mac.edu.ph

Phone: 8525-9191 local 602

Mobile: 0949-6406707

Student Services Office

Email: sso@mac.edu.ph

Phone: 8525-9191 local 656

Dormitory

Email: macmensdorm@mac.edu.ph

macladiesdorm@mac.edu.ph

Phone: 8525-9191 local 665 (Mens)
8525-9191 local 507 (Ladies)

Mobile: 0917-3119158 (Mens)
0906-2350219 (Ladies)

School of Law & Jurisprudence

Email: slj@mac.edu.ph

Phone: 8525-9191 local 280

Mobile: 0976-1786322