

HCDC ONLINE ENROLLMENT FOR OLD STUDENTS

1. **Summer enrollment is on April 1-8, 2020.** Since summer class is done online, all students are required to have an individual valid GMail account and provide such information during enrollment. All communications will be sent to the registered e-mail.

2. Choose your subjects from the Subject Offering posted on the school's official Facebook page: www.facebook.com/hcdcinc or through this link: bit.ly/hcdcsummer2

3. Students will fill out the Google Enrollment Form of respective college:

Graduate School
<https://bit.ly/hcdc-gradschool>

College of Engineering and Technology
<https://bit.ly/hcdccet>

College of Criminal Justice Education
<https://bit.ly/hcdcccje>

College of Maritime Education
<https://bit.ly/hcdccome>

College of Hospitality, and Tourism Management Education
<https://bit.ly/hcdcchatme>

School of Business and Management Education
<https://bit.ly/hcdcsbme>

School of Teacher Education
<https://bit.ly/hcdcste>

College of Humanities, Social Sciences, and Communication
<https://bit.ly/hcdchusocom>

4. Pay your downpayment and/or other payables.

- Students with outstanding balances for second semester will be given a grace period of one-month (April 30, 2020) to settle their unpaid balances. To know the outstanding balance, student may inquire through these text hotline numbers: 0939-768-3600; 0945-600-4272

- A summer enrolment fee of Php 1000 may be settled through our partner banks by manual deposit or online bank transfer before proceeding with the online enrolment form. The remaining balance for online summer classes will be collected into two payment terms, before Midterm and Final examinations.

Account name: Holy Cross of Davao College, Inc.

Bank: Metropolitan Bank & Trust Co.

Account Type: Savings

Account no: **668-3-668-00-360-6**

Bank: Union Bank

Account Type: Checking

Account no.: **00-065-001708-0**

Bank: BDO Network Bank

Account Type: Savings

Account no.: **04102-0000056**

Upon payment, please indicate on the deposit slip: **Your name with the school ID number**

4. Scanned copy or a screen shot of the bank deposit slip, payment slip or any valid proof of payment will be uploaded in the online enrollment form. For confirmation and verification, you may also send this to: rnboholano@hcdc.edu.ph or vpfinance@hcdc.edu.ph. Indicate your **full name**, **ID number**, and the nature of payment, either as **downpayment for enrollment** or **payment of payables** or **both**, for easy tracking by the Finance Office.

5. After completing the online enrollment process, wait for the confirmation from your Program Chair. A copy of the class schedule (White Form) will be sent to your e-mail within 24 hours