



SIENA COLLEGE
TAYTAY, RIZAL
INTEGRATED BASIC EDUCATION DEPT.

STEPS FOR ONLINE APPLICATION AND ENROLLMENT

FOR OLD & CURRENT STUDENTS
INTEGRATED BASIC EDUCATION DEPARTMENT



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INTEGRATED BASIC EDUCATION DEPT.

Log-in to sienaweb.pinnacle.com.ph/siena/students using your **STUDENT ID NUMBER** and **PASSWORD**.

Sienna College of Taytay

Student Access Module

User Authentication
Please sign-in using your username and password.

Student ID Number

Password

Forgot your password? [Click here.](#)

This module is exclusively for students only. Functions included are :

- Messages
- Update of Profile
- Change of Password
- Assessment of School Fees
- Payment History (Statement of Accounts)

INSTRUCTIONS :

- To sign-in, specify your username and password and click on the Login button.
- To clear entries, click on the Clear Entries button.
- If you forgot your password, click on the Forgot Password link for assistance.



Answer the **SURVEY QUESTIONNAIRE** and then click **SUBMIT**.

SURVEY QUESTIONNAIRES

Dear Siensans and Applicants,

Blessed be God forever!

With the present state of the CoViD 19 pandemic and the continued implementation of the different levels of Community Quarantine, it is inevitable that SCT considers Alternative Delivery Modes to guarantee continuity in the transfer of learning. To ensure that every student has access to technology and other modes available at home, we have designed a survey to identify strategies that can provide for the needs of each learner, all in accordance with the policies and instructions of the Department of Education, the Commission on Higher Education, and the Inter-Agency Task Force. Your honest response will help us in considering the possible ways by which we can continue the effective transfer of learning.

Thank you very much and keep safe.

WE PRAY AS ONE; WE HEAL AS ONE.

Note: This will be answered before completing the application form/update of profile.

Please indicate internet access available to you.

Wifi

Kindly specify provider

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Fill-out the remaining information provided in the applicant page and **CLICK** the **SUBMIT YOUR INFORMATION** button, after the form is completely filled out.

Any common handicap ailment or problem

Have you incurred a failing grade in any subjects? if yes, what subject/s

How do you describe yourself? (Check as many adjectives below that fits you)

Assertive Adventurous Friendly Shy Practical Homebody
 Outgoing Sensible Loner Timid Sensitive Others

How did you come to know about SIENA? (Pls. Check)

THRU:

Website Campaign/Career Orientation Advertisement

Referred/recommendation (pls. specify) :

Alumni Name Batch

Personnel Name

Other (pls. specify)

←

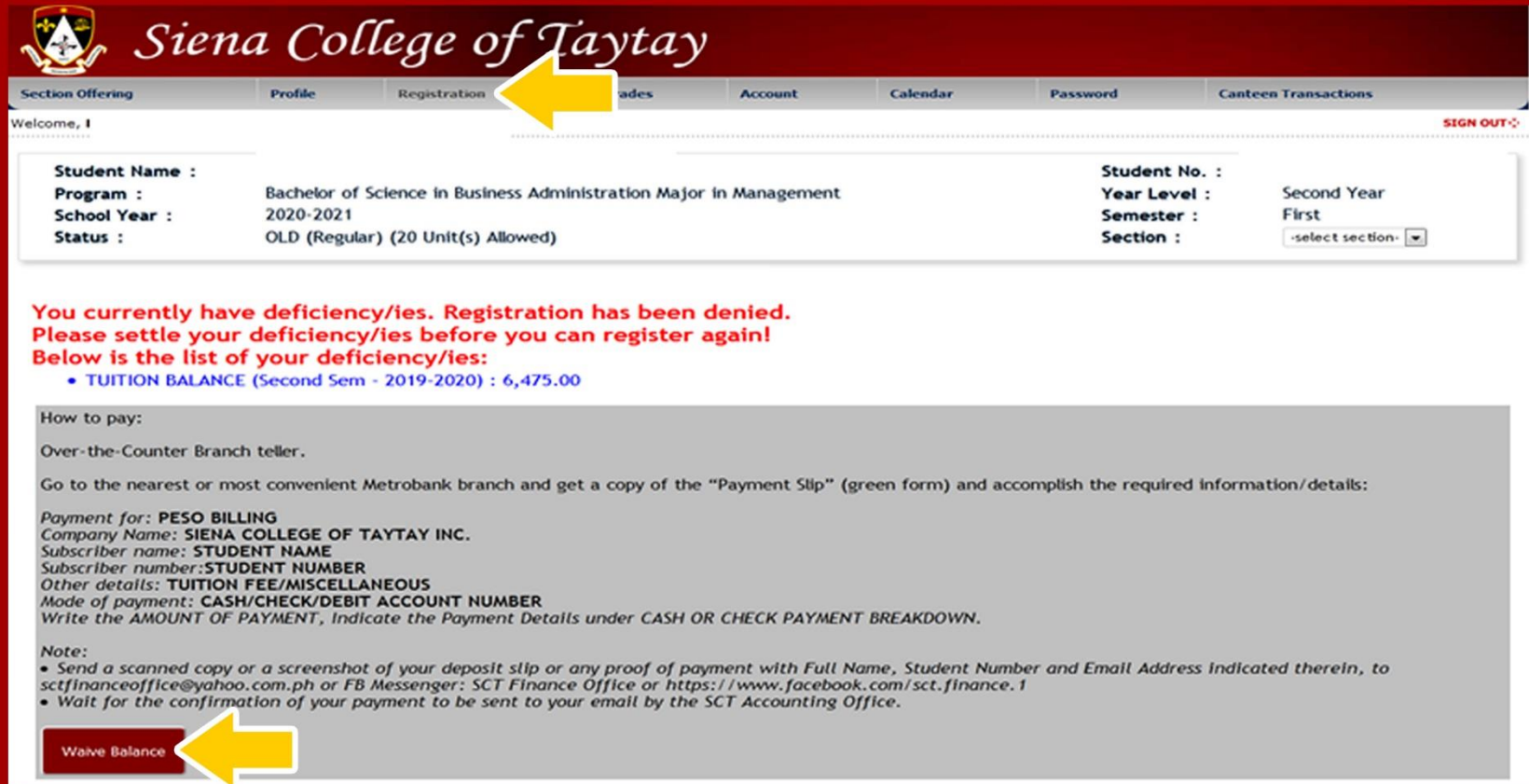
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Click the **REGISTRATION TAB** to view previous balance if any, and follow instructions therein. Students who have an existing balance on their account can still view their grades by 'Clicking on the **Waive Balance Button**.



Siena College of Taytay

Section Offering | Profile | **Registration** | Grades | Account | Calendar | Password | Canteen Transactions

Welcome, I SIGN OUT

Student Name :		Student No. :	
Program :	Bachelor of Science in Business Administration Major in Management	Year Level :	Second Year
School Year :	2020-2021	Semester :	First
Status :	OLD (Regular) (20 Unit(s) Allowed)	Section :	<input type="text" value="-select section-"/>

You currently have deficiency/ies. Registration has been denied. Please settle your deficiency/ies before you can register again! Below is the list of your deficiency/ies:

- TUITION BALANCE (Second Sem - 2019-2020) : 6,475.00

How to pay:

Over-the-Counter Branch teller.

Go to the nearest or most convenient Metrobank branch and get a copy of the "Payment Slip" (green form) and accomplish the required information/details:

Payment for: PESO BILLING
Company Name: SIENA COLLEGE OF TAYTAY INC.
Subscriber name: STUDENT NAME
Subscriber number: STUDENT NUMBER
Other details: TUITION FEE/MISCELLANEOUS
Mode of payment: CASH/CHECK/DEBIT ACCOUNT NUMBER
Write the AMOUNT OF PAYMENT, Indicate the Payment Details under CASH OR CHECK PAYMENT BREAKDOWN.

Note:

- Send a scanned copy or a screenshot of your deposit slip or any proof of payment with Full Name, Student Number and Email Address Indicated therein, to scf@financeoffice@yahoo.com.ph or FB Messenger: SCT Finance Office or <https://www.facebook.com/sct.finance.1>
- Wait for the confirmation of your payment to be sent to your email by the SCT Accounting Office.

Waive Balance

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Select the **SUBJECTS** you wish to enroll, then Click the **SAVE** and **ASSESS** button after. (Don't forget to check the **SECTION** button for the complete list of subjects for your appropriate year level.)

Siena College of Taytay

Section Offering Profile Registration Grades Account Calendar Password Canteen Transactions

Welcome, SIGN OFF

Student Name: _____ Student No.: _____
 Program: Accountancy Business and Management Year Level: Grade 11
 School Year: 2020-2021 Semester: First
 Status: OLD (Regular) (0 Unit(s) Allowed) Section:

To Enroll the block section

Step1: Select the available section in the section box provided.
 Step2: Select all the subjects.
 Step3: Click the Save and Assess button to continue.

#	Subject Code	Description	Lec Hours	Lab Hours	Credited Units	Section and Schedule
<input type="radio"/>	G11CLVE	THE GOSPEL OF JESUS CHRIST	80	0	0	- select schedule -
<input type="radio"/>	G11DEP1	DEPORTMENT	0	0	0	- select schedule -
<input type="radio"/>	G11ECA1	EXTRA CURRICULAR ACTIVITIES	0	0	0	- select schedule -

To Enroll the block section

Step1: Select the available section in the section box provided.
 Step2: Select all the subjects.
 Step3: Click the Save and Assess button to continue.

#	Subject Code	Description	Lec Hours	Lab Hours	Credited Units	Section and Schedule
<input checked="" type="radio"/>	G11CLVE	THE GOSPEL OF JESUS CHRIST	80	0	0	ABN 1-ABN
<input checked="" type="radio"/>	G11DEP1	DEPORTMENT	0	0	0	ABN 1-ABN
<input checked="" type="radio"/>	G11ECA1	EXTRA CURRICULAR ACTIVITIES	0	0	0	ABN 1-ABN
<input checked="" type="radio"/>	G11ELSCI	EARTH AND LIFE SCIENCE	80	0	0	ABN 1-ABN
<input checked="" type="radio"/>	G11ENGLISH	ORAL COMMUNICATION IN CONTEXT	80	0	0	ABN 1-ABN
<input checked="" type="radio"/>	G11FIL	KOHUNKADYON AT PANANALIKSIK SA WIKANG KULTURANG FILIPINO	80	0	0	ABN 1-ABN
<input checked="" type="radio"/>	G11HOPE	PHYSICAL EDUCATION AND HEALTH 1	20	0	0	ABN 1-ABN
<input checked="" type="radio"/>	G11HR1	HOMEWORK	0	0	0	ABN 1-ABN
<input checked="" type="radio"/>	G11RW	READING AND WRITING SKILLS	80	0	0	ABN 1-ABN
<input checked="" type="radio"/>	G11STAT	STATISTICS AND PROBABILITY	80	0	0	ABN 1-ABN
<input checked="" type="radio"/>	G12ECO	APPLIED ECONOMICS	80	0	0	ABN 1-ABN
<input checked="" type="radio"/>	G12MGT	ORGANIZATION AND MANAGEMENT	80	0	0	ABN 1-ABN

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Go to **SECTION OFFERINGS** and select your mode of payment. Click the **SUBMIT** button and take note of the amount to be paid **UPON ENROLLMENT**. Pay the minimum down payment or full amount thru our payment facilities (see last slide for details).

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Student Name :
 Program : Accountancy Business and Management
 Status : OLD (CY 1617) (0 Unit(s) Allowed)
 School Year : 2020-2021

Student No. :
 Year Level : Grade 11
 Section : ABM
 Semester : First

To Enroll the block section

Step4: Select the Mode of Payment or the Payment Scheme.
Step5: Click the Submit button, then click the printer friendly link to print the assessment.

SUBMIT

#	Subject Code	Section	Description	Lec	Lab	Cred Units	Time	Day	Room
1	G11CLVE	ABM 1-ABM	THE GOSPEL OF JESUS CHRIST	80	0	0			0
2	G11DEP1	ABM 1-ABM	DEPARTMENT	0	0	(0)			0
3	G11ECA1	ABM 1-ABM	EXTRA CURRICULAR ACTIVITIES	0	0	(0)			0
4	G11ELSCI	ABM 1-ABM	EARTH AND LIFE SCIENCE	80	0	0			0
5	G11ENGLISH	ABM 1-ABM	ORAL COMMUNICATION IN CONTEXT	80	0	0			0
6	G11FIL	ABM 1-ABM	KOMUNIKASYON AT PANANALIKSIK SA WIKA AT KULTURANG FILIPINO	80	0	0			0
7	G11HOPE	ABM 1-ABM	PHYSICAL EDUCATION and HEALTH 1	20	0	0			0
8	G11HR1	ABM 1-ABM	HOMEROOM	0	0	(0)			0
9	G11RW	ABM 1-ABM	READING AND WRITING SKILLS	80	0	0			0
10	G11STAT	ABM 1-ABM	STATISTICS AND PROBABILITY	80	0	0			0
11	G11ECON	ABM 1-ABM	APPLIED ECONOMICS	80	0	0			0
12	G11MGT	ABM 1-ABM	ORGANIZATION AND MANAGEMENT	80	0	0			0
TOTAL						0/0			

Tuition Fee
 Tuition (0 unit(s)) : 10,000.00
Total Tuition Fee 10,000.00

Total Miscellaneous Fees 0.00
Total Laboratory Fees 0.00
Total Other School Fees 0.00
Total Additional Fees 0.00

TOTAL TUITION & FEES 1 Php10,000.00

Mode of Payment : select term of payment -
 select term of payment
 SEMESTRAL(PUBLIC)
 SEMESTRAL(PRIVATE)
 MONTHLY(REGULAR)

DATE PRINTED : May 25, 2020
 PRINTED BY : PEREZ, PHOEBE JAYNE PEDRASA

Student No. :
 Year Level : Grade 11
 Section : ABM
 Semester : First

#	Subject Code	Section	Description	Lec	Lab	Cred Units	Time	Day	Room
1	G11CLVE	ABM 1-ABM	THE GOSPEL OF JESUS CHRIST	80	0	0			0
2	G11DEP1	ABM 1-ABM	DEPARTMENT	0	0	(0)			0
3	G11ECA1	ABM 1-ABM	EXTRA CURRICULAR ACTIVITIES	0	0	(0)			0
4	G11ELSCI	ABM 1-ABM	EARTH AND LIFE SCIENCE	80	0	0			0
5	G11ENGLISH	ABM 1-ABM	ORAL COMMUNICATION IN CONTEXT	80	0	0			0
6	G11FIL	ABM 1-ABM	KOMUNIKASYON AT PANANALIKSIK SA WIKA AT KULTURANG FILIPINO	80	0	0			0
7	G11HOPE	ABM 1-ABM	PHYSICAL EDUCATION and HEALTH 1	20	0	0			0
8	G11HR1	ABM 1-ABM	HOMEROOM	0	0	(0)			0
9	G11RW	ABM 1-ABM	READING AND WRITING SKILLS	80	0	0			0
10	G11STAT	ABM 1-ABM	STATISTICS AND PROBABILITY	80	0	0			0
11	G11ECON	ABM 1-ABM	APPLIED ECONOMICS	80	0	0			0
12	G11MGT	ABM 1-ABM	ORGANIZATION AND MANAGEMENT	80	0	0			0
TOTAL						0/0			

Tuition Fee
 Tuition (0 unit(s)) : 10,000.00
Total Tuition Fee 10,000.00

Total Miscellaneous Fees 0.00
Total Laboratory Fees 0.00
Total Other School Fees 0.00
Total Additional Fees 0.00

TOTAL TUITION & FEES 1 Php10,000.00

Mode of Payment : SEMESTRAL(PUBLIC)

UPON ENROLLMENT PAYMENT 1 (11/30/2019) : 9,020.00
 26,521.00

AMOUNT DUE 1 Php 9,020.00
GRAND TOTAL 1 Php 35,541.00

DATE PRINTED : May 25, 2020
 PRINTED BY : PEREZ, PHOEBE JAYNE PEDRASA





OVER THE COUNTER BRANCH TELLER

Go to the nearest or most convenient Metrobank and get a copy of the "Payment Slip" (Green Form) and accomplish the required information details:

Payment for: PESO BILLING

Company Name: SIENA COLLEGE OF TAYTAY INC.

Subscriber Name: STUDENT NAME

Subscriber Number: STUDENT NUMBER

Other Details: PAYMENT PURPOSES

(ex. Tuition Fee, Miscelaneous, etc.)

Mode of Payment: CASH/CHECK/DEBIT ACCOUNT NUMBER

Write the AMOUNT OF PAYMENT, Indicate the Payment Details under CASH or CHECK PAYMENT BREAKDOWN.



VIA GCASH

1. From the GCash Dashboard, tap Send Money.
2. Tap Express Send.
3. Enter SCT's GCash Mobile Number for transaction: 09614057201
4. Enter the Amount to Send.
5. Type as well inside the message box the STUDENT FULL NAME and STUDENT ID NUMBER.
6. Wait for the text confirmation of your transaction.



For Inquiries and Verification, you may call the SCT Finance Office at 8660-4760, 8660-4761, loc 142
Smart 0908-6877390, 0961-0647487 / Globe 0977-0782431 (accept calls only)



ONLINE PAYMENT

1. On your mobile phone, open the Metrobank Mobile Banking App or Log-in to Metrobank Online.
2. Login, Click Menu and then click My Bills.
3. Select One Time Payment and Click the Pay button
4. Biller Search, type in SIENA COLLEGE OF TAYTAY
5. Fill out the form and click Next button.
-For Subscriber Name, type in the FULL NAME OF THE STUDENT
-For BILL REFERENCE NUMBER, type in the STUDENT ID NUMBER
6. Review the payment details, provide the Invoice Number in the Remarks field, and click Submit.
7. Provide the One Time Password (OTP) sent to your mobile phone and click Submit.
8. If payment successfully completed, the invoice status will automatically be updated.

AFTER YOUR TRANSACTION, PLS TAKE NOTE OF THE FF:

1. Send a picture or copy of your deposit slip or any proof of payment with FULL NAME, STUDENT NUMBER AND EMAIL ADDRESS indicated therein, to fin@sct.edu.ph or FB Messenger at SCTFinance Office or www.facebook.com/finance.1
2. Wait for the confirmation of your payment to be sent to your email by the SCT Accounting Office.
3. Keep your bank deposit slip or any proof of payment and present it to the SCT Cashier once face to face class is permitted. Proceed to the Registrar's Office for the printing of your official receipt.

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FREQUENTLY ASKED QUESTIONS:

Q: I lost my password and username, what should I do?

A: You can send a request of reset of your password and username to the Registrar's Office only. You may also inform your class adviser during the enrollment orientation if you are having trouble with your access.

Q: My pinnacle account cannot be accessed, what should I do?

A: Several factors may be the reason for this incident, such as your internet connection, URL Address, and the Browser that you are using. You may check the pinnacle website via our school website www.sct.edu.ph (click on the apply online button, then select OLD STUDENT)

Q: I clicked the wrong payment scheme, year level, and section choices during my online enrollment, is it possible to change it?

A: Those information can be reset by the Registrar's Office only. To avoid such problem, and delay in enrollment, double check your information upon the data updating portion.

Q: When can I see the refund of fees in my account?

A: Refund of fees will not be visible in your pinnacle account, however for queries about this matter you may call the Registrar's Office or the Finance Office.

Q: My payment information is not accurate in my pinnacle account, what should I do?

A: Check your account in the next few days after your latest payment. Over the counter and Online Bank payments usually take around 3 to 4 business days before it reflect on your pinnacle account. You may call the Registrars Office or the Finance Office for further details.



Want to get
in touch?

CONTACT US



Registrar's Office

LANDLINE:

8660-4760 loc 105 / 8660-4761 loc 105

MOBILE:

Smart 0908-6877392,
Globe 0927-5588257 (receive calls only)

EMAIL:

registrar@sct.edu.ph

Finance Office

LANDLINE:

8660-4760 loc 142 / 8660-4761 loc 142

MOBILE:

Smart 0908-6877390, 0961-064-7487
Globe 0977-0782431 (receive calls only)

MESSANGER:

SCT Finance Office

EMAIL:

fin@sct.edu.ph

Website Inquiries

EMAIL:

info@sct.edu.ph

Guidance and Admissions Office

LANDLINE:

8660-4760 loc 107 / 8660-4761 loc 107

MOBILE:

Smart 0908-6877301
Globe 0906-0079127
(receive calls only)

EMAIL:

guidanceservices.sct@gmail.com

Dean's Office

MOBILE:

Smart 0961-7591425
(receive calls only)

Principal's Office

MOBILE:

Smart 0961-7591427
(receive calls only)

SCT Information Number

MOBILE:

Smart 0961-7591431
(receive calls only)

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