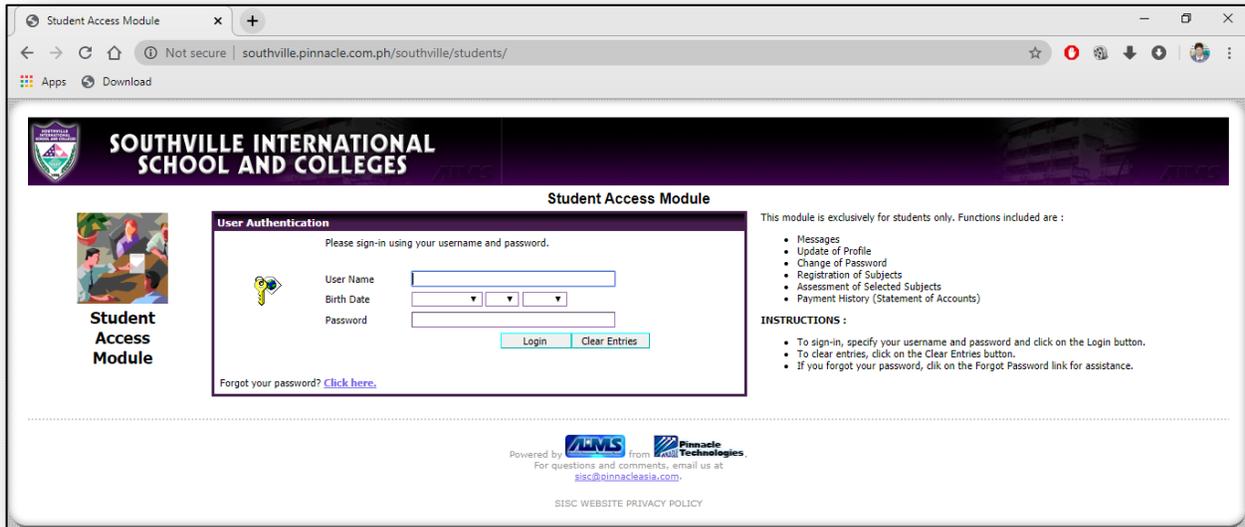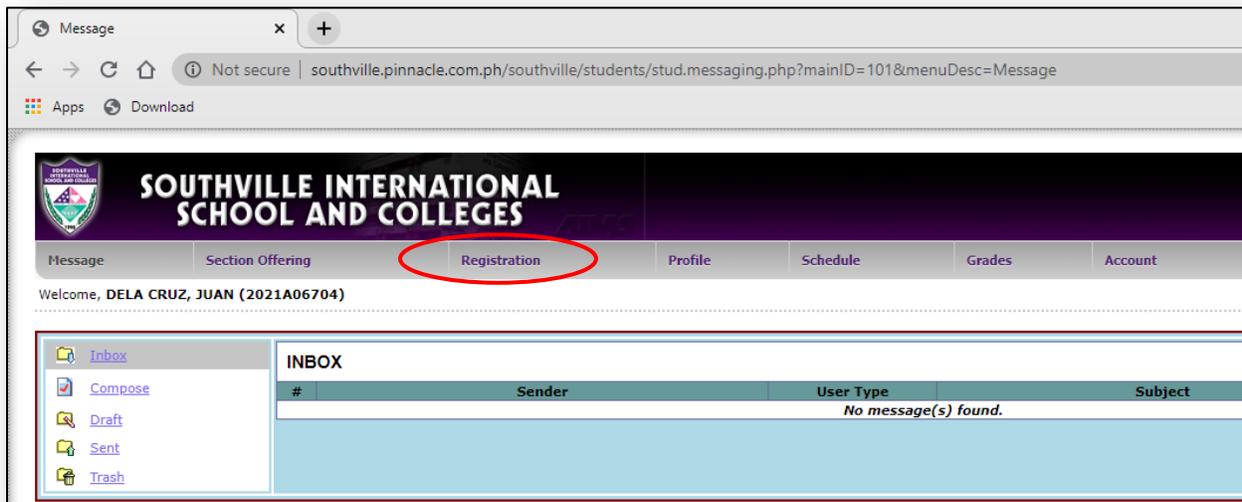# SOUTHVILLE INTERNATIONAL SCHOOL AND COLLEGES
ONLINE ENROLLMENT PROCESS
(COLLEGE OLD STUDENTS)

STEP 1:

Log in to your pinnacle account by accessing *southville.pinnacle.com.ph/southville/students/*. Enter your username (Student ID Number), Birth Date and Password.

STEP 2:

Click the "Registration" tab to view and select the available subjects.

STEP 3:

Select the subject/s that you want to enroll by ticking the circle before each subject code. Then, select your preferred schedule for the selected subject.

STEP 4:

Check if all the selected subjects are appearing under the table named "REGISTERED SUBJECTS". The circle before the subject code of each selected subject should be in color green.

STEP 5:

Once all preferred subjects are selected, click the "**Assess**" button.

STEP 6:

You will be redirected to the Assessment page. Please select your preferred mode of payment:

Plan A – Full payment

Plan B – Three Payments

Plan C – Five Payments

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STEP 7:

Then, click the "**Save**" button so that the fees will be recomputed based on your preferred mode of payment.

STEP 8:

Click the "**printer-friendly version**" link for you to view the printable/downloadable version of the Unofficial Official Registration Form.

SOUTHVILLE INTERNATIONAL SCHOOL AND COLLEGES
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STEP 9:

Lastly, download and email the PDF copy of the Unofficial Registration Form to *officeoftheregistrar@southville.edu.ph*. Wait for a response email that includes your final Billing statement to proceed with payment.