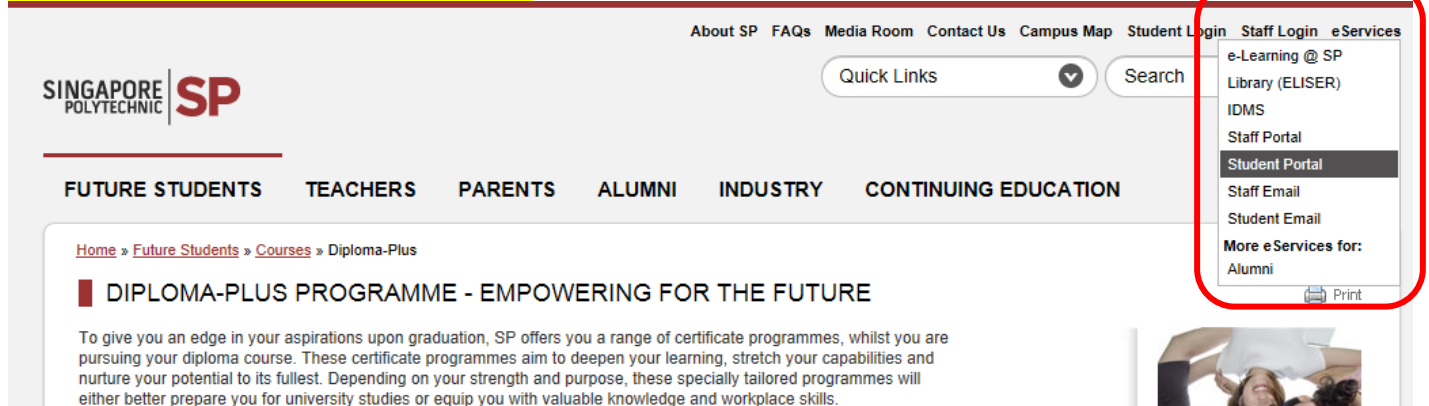


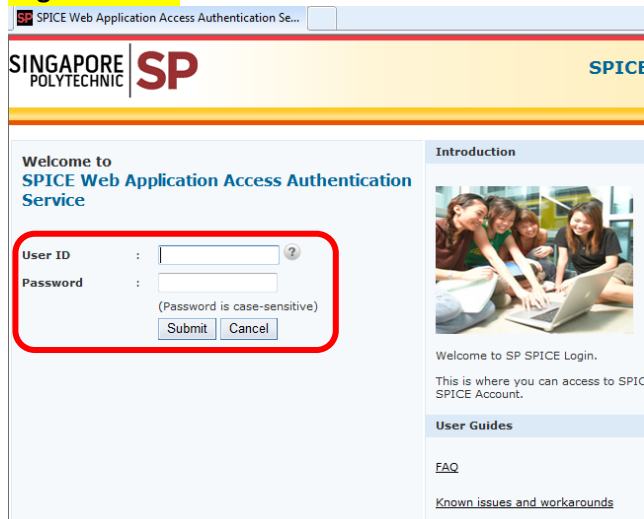
Student Guide for Enrolment to Diploma-Plus Programme

STEP 1 : Log into SPICE using your User ID (p1209999) and Password (xxxxxxx)

Go SP Website > eServices > Student Portal

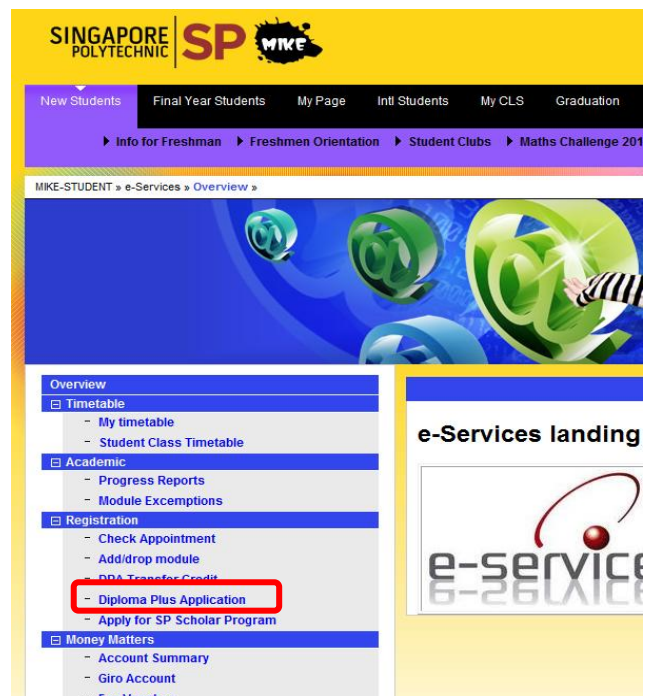
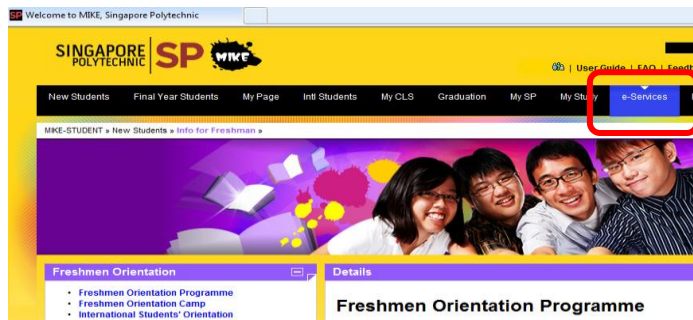


Login to SPICE



STEP 2 : Select e-Services

Go to Registration > Diploma-Plus Application (to apply for Diploma-Plus Programme)



During application period, you will be able to see application page in Iframe Portlet.

Timetable

- My timetable
- Student Class Timetable

Academic

- Progress Reports
- Module Exemptions

Registration

- Check Appointment
- Add/drop module
- DPA Transfer Credit
- Diploma-Plus Application**
- Apply for SP Scholar Program

Money Matters

- Account Summary
- Giro Account
- Fee Voucher

Financial Assistance

- FAS Application
- Notebook PC Application

Qualification Type: DPFT Full Time

Course: DEPM DIPLOMA IN INTEGRATED EVENTS & PROJECT MANAGEMENT

Option: DEPM 0 COMMON

Term: 2009/2010 S1

Application for Diploma-Plus Certificate Programme is open from 15-08-2011 to 26-08-2011.

1st Choice*: Select... ▼

2nd Choice*: Select... ▼

Note: You have already applied for CERTIFICATE IN ENTERPRISE LINUX ADMINISTRATION programme as your 1st Choice and CERTIFICATE IN SOFTWARE PROGRAMMING AND APPLICATIONS programme as your 2nd Choice.

* Required Field

In the application page, select your choice (1st * and 2nd) and then click the **Submit** button :

Application for Diploma-Plus Certificate Programme is open from 15-08-2011 to 26-08-2011.

1st Choice*: Select... ▼

2nd Choice*: Select... ▼

Note: You have already applied for CERTIFICATE IN DIGITAL MEDIA PRODUCTION programme as your 1st Choice and CERTIFICATE IN THEATRE PERFORMANCE & PRODUCTION programme as your 2nd Choice.

* Required Field

Only for PCTPP and PCAP, you are required to:

PCTPP - Selected applications will be invited to attend a one-hour trial lesson where you will experience what theatre production is all about.
Attendance for the one-hour lesson is compulsory; failing which your application will not be considered.

PCAP - Submit an essay (at least 300 words) on what motivates you to sign up for PCAP.
Hard copy of the essay is to reach Mr Ng Eng Poh by the closing date of application, failing which your application will not be considered.

Mailing Address:
Mr Ng Eng Poh
School of Business
Singapore Polytechnic
500 Dover Road
Singapore 139651

If you are not applying for PCTPP or PCAP, the above selection criteria do not apply.

Select your programme.
Dropdown list shows those programmes you are eligible for.
You may choose up to 2 programmes
Click **Submit** after selection

Submit **Reset**

The following will be displayed after you have clicked the **Submit** button :

Student:	0800028	RYAN SENA
Qualification Type:	DPFT	Full Time
Course:	DEPM	DIPLOMA IN INTEGRATED EVENTS & PROJECT MANAGEMENT
Option:	DEPM 0	COMMON

Term: 2009/2010 S1

Your application for CERTIFICATE IN ENTERPRISE LINUX ADMINISTRATION as 1st Choice and CERTIFICATE IN SOFTWARE PROGRAMMING AND APPLICATIONS as 2nd choice has been submitted successfully. Please revisit this page from 27-06-2011 to 08-07-2011 to check the status of your application.

* You may change your programme choices by submitting your application again within the Application Period.

An email notification will be sent to you to verify that your application is successful.

IMPORTANT

Please revisit this page during offer period (check website for dates) to check the status of your application.

STEP 2 : Accept Offer to Diploma-Plus Programme (only during offer period)

Repeat the steps to login and select **Diploma-Plus Application**.

If you have been offered a place in the selected Diploma-Plus Programme, you will see the following in the Iframe portlet:

Student:	0742962	NAME 0742962 NAME
Qualification Type:	DPFT	Full Time
Course:	DMAT	DIPLOMA IN MUSIC & AUDIO TECHNOLOGY
Option:	DMAT 0	COMMON
Term:	2009/2010 S1	

Your application for CERTIFICATE IN APPLIED PSYCHOLOGY has been successful. Please indicate your acceptance/rejection of the offer.

Congratulations! You have been successful in your application for a Diploma-Plus PCAP programme. Class starts in the 1st week of September Thursday evening. Please check your timetable in SAS for the confirmed class venue and timeslot.

Offer for admission into CERTIFICATE IN APPLIED PSYCHOLOGY is subject to the following terms and conditions:

1. Upon successful completion of the diploma-plus programme and the Diploma course you are now pursuing, you will be awarded a Diploma and a Certificate in Applied Psychology (PCAP).

2. If you should withdraw or be removed from your Diploma course, you will be deemed to have withdrawn from the PCAP programme and there will be no refund of fees paid

I accept the terms and conditions stated above

1. Read the **Terms & Conditions**
2. Check the Box to accept the Terms & Conditions
3. Click the Accept button (on the right)

Once you click the "Check box" to accept the Terms & condition, the "Accept" button will be active.

After you have accepted the programme, the following will be displayed.

Admission - Diploma-Plus

Student:	0742962	NAME 0742962 NAME
Qualification Type:	DPFT	Full Time
Course:	DMAT	DIPLOMA IN MUSIC & AUDIO TECHNOLOGY
Option:	DMAT 0	COMMON

You have accepted the offer for CERTIFICATE IN APPLIED PSYCHOLOGY. Please check your timetable for details of your class timings.

Congratulations! You have enrolled into the Diploma-Plus Programme. Please print a copy of this page for your own reference.