



OFFICE OF THE UNIVERSITY REGISTRAR
UNIVERSITY OF THE PHILIPPINES VISAYAS

New Administration Building, UP Visayas, Campus, Miagao 5023, Iloilo
Telefax: (033) 315-8556 Trunklines: (033) 315-9631 to 32; 508-4164 to 65 – Local 191, 192 & 193
Email: our.upvisayas@up.edu.ph



INSTRUCTIONS FOR INCOMING FIRST YEAR STUDENTS
First Semester, AY 2018-2019

CONGRATULATIONS! You have qualified for admission to the University of the Philippines Visayas. Please be guided by the instructions below. For more information, you may access the UPV Campus Map and Admission Flow Chart using the website crs.upv.edu.ph.

CONFIRMATION OF YOUR DECISION TO ENROLL IN UPV

Confirm your decision to enroll in UPV for the First Semester 2018-2019 **either** online through the crs.upv.edu.ph **or** at the Office of the University Registrar (OUR) starting **Wednesday, 23 May 2018** until **Friday, 15 June 2018**. **Failure to do so would result in the cancellation of your slot.**

- ❖ **Online Confirmation.** Confirm your decision to enroll in UPV through online via crs.upv.edu.ph.
 - a) Log in using your Student Number (**2018xxxxx**) as your username and your 5-digit PIN as your password at the Freshman Login link on the Registrar's Corner at the upper left of the homepage.
 - b) Follow carefully the instructions found in the website.
- ❖ **Confirmation at the Office of the University Registrar (OUR), UPV.** Accomplish the attached Reply Slip (UPV Form C1) and return to the Office of the University Registrar through the following:

In Person	Submit the accomplished UPV Form C1 at the Office of the University Registrar, Miagao, Iloilo.
By Courier	Send by courier the accomplished UPV Form C1 to the: Office of the University Registrar, U.P. Visayas, Miagao, Iloilo
By Fax	Fax the accomplished UPV Form C1 to the Office of the University Registrar through (033) 315-8556

PREPARATION FOR ENROLLMENT

A. ENTRANCE CREDENTIALS. Please submit the following credentials and documents to the Office of the University Registrar **on or before** the deadlines stated below. **Place all these in a long cream/white folder:**

A.1. First Batch: Submit the following credentials not later than Friday, 15 June 2018 (may be sent through courier)

- a) Original copy of High School card (Form 138) duly signed by the Principal and bearing the remark: **"Graduated and Eligible for Admission to College."**
- b) Secondary Permanent Record (Form 137) with remarks **"Graduated and Eligible for Admission to College"** and **"Copy for UP Visayas"** (Official request can be downloaded at crs.upv.edu.ph)
- c) Original Certificate of Live Birth issued by Philippine Statistics Authority or National Statistics Office
- d) Two (2) identical 2x2 colored pictures with your name and signature at the back. *Scanned photos are not acceptable.*

Failure to submit the required credentials and documents listed under item A.1. on or before 15 June 2018 would result in the cancellation of your slot.

A.2. Second Batch: Submit the following documents not later than 16 July 2018 at the OUR

- a) Medical Certificate issued by the UPV Health Services Unit (*may be submitted on once available*)
- b) Special Power of Attorney (SPA) designating a Legal Guardian for those freshmen whose parents are living outside Iloilo province and cannot respond immediately in case of emergency. Standard Format is downloadable at the crs.upv.edu.ph website. (The following can qualify as Legal Guardians: 1) landlord/landlady, 2) faculty, 3) relatives within the 3rd degree of consanguinity living in nearby towns within Iloilo province)
- c) Student Directory to be signed by the student at the OUR (*upon completion of item B*)

Obtain your Admission Slip from the Office of the University Registrar after submitting all the documents stated in items A.1. and A.2.

B. PERSONAL ACCOUNT IN THE UPV-CRSIS. Update your **LOGIN DATA** and **PERSONAL INFORMATION** in the UPV-CRSIS website (crs.upv.edu.ph) from **02-06 July 2018**.

C. **MEDICAL AND DENTAL EXAMINATIONS.** Prepare for your medical and dental examinations.

FOR MIAGAO-BASED DEGREE PROGRAMS

C.1. Pre-medical Examination: Submit yourself to the following: chest x-ray, CBC, fecalalysis and urinalysis at the **UPV Health Services Unit (Infirmary) Miagao, Iloilo.**

- a) Present your UPCAT notice to the UPV HSU staff at Window 2 and get the laboratory and x-ray request slips to avail the package rate of ₱ 180.00.
- b) Pay to the cashier and submit your request slip for laboratory and your specimen to the laboratory staff. Kindly observe the following schedules for laboratory:

Time for receiving and collection of specimen		Schedule for Releasing of Results		No. of students to be accommodated
Mondays to Fridays except Holidays				
Morning	1 st Batch	8:00-9:00	10:30 A.M	20
	2 nd Batch	10:30-11:00	1:30 P.M.	
Afternoon	1 st Batch	1:30-2:30	3:30 P. M.	20
	2 nd Batch	2:30-3:00	8:00 A.M. the following working day	

Please follow your assigned schedule for pre-medical examinations posted at the UPV CRSIS website (crs.upv.edu.ph)

- c) Proceed to the x-ray room and submit your request slip to the staff.

C.2. Medical and Dental Examinations:

- a) Submit to Window 2 the following: original copy of the laboratory results, one (1) long size white folder without label, one (1) piece 2x2 colored picture, fully accomplished Periodic Health Examination Form (downloadable at crs.upv.edu.ph) and a photocopy of your UPCAT notice. **Laboratory results should not exceed two (2) weeks by the time you will have your medical and dental examinations.**
- b) Have your Medical and Dental Examination at **UPV Health Services Unit (Infirmary) at the Miagao Campus from 9:00-11:00 a.m. and 2:00-4:00 p.m. during the period 04 June 2018 – 16 July 2018, Mondays to Fridays except on Holidays.** If your schedule is in the afternoon, please anticipate that there is a possibility that you cannot finish it within the day. However, you will be accommodated the following working day to finish your physical examination.

FOR ILOILO CITY CAMPUS-BASED DEGREE PROGRAMS

- a) Submit yourself to the following: chest x-ray, CBC, fecalalysis and urinalysis at **any government laboratories. Laboratory results should not exceed two weeks by the time you will have your medical and dental examination.**
- b) Submit the original copy of the laboratory results, original official receipt/s of laboratory and X-ray fees, one (1) long size white folder, one (1) 2x2 colored picture, fully accomplished Periodic Health Examination Form (downloadable at crs.upv.edu.ph) and a photocopy of your UPCAT notice.
- c) Have your Medical and Dental Examination at **UPV Health Services Unit (Clinic), Iloilo City** (for BS in Accountancy, BS in Business Administration (Marketing) and BS in Management) **from 8:30-11:00 a.m. and 1:30-4:00 p.m. during the period of 04 June 2018 to 15 July 2018, Mondays to Fridays except on Holidays and day-offs to be posted later.**

Important:

Please get your medical certificate after completing your medical and dental examinations for submission to the Office of the University Registrar.

For inquiries, please visit or call the following:

Miagao Campus

Health Services Unit
Tel. No. (033) 315-8301
Trunklines: (033) 315-9625; 508-4164; 508-4165 Local 227

Iloilo City Campus

Health Services Unit
U.P. Visayas, Iloilo City
Tel. No. (033) 337-8594

DORMITORY ACCOMMODATION

Date	Activity	In-Charge and Venue
Wednesday, 16 May to Saturday, 16 June 2018	Acceptance of accomplished application form with requirements <ul style="list-style-type: none"> • Application forms can be downloaded at the UPV CRSIS (crs.upv.edu.ph) • Submit application form in person or through courier to the respective dormitory 	Fryia Jaye T. Guzman Dormitory Manager Balay Ilonggo Residence Hall UPV Iloilo City Tel. No. (033) 509-2278, (033) 337-6582
Monday, 18 June to Friday, 29 June 2018	Processing of applications by the dormitory	Nida Belas Dormitory Manager Balay Lampirong Residence Hall UPV Miag-ao Tel. No. (033) 315-8358
Monday, 02 July 2018	Posting of results through CRSIS (crs.upv.edu.ph)	Divina Punongbayan Dormitory Manager Balay Kanlaon Residence Hall UPV Miag-ao Tel. No. (033) 315-8357
Tuesday, 03 July to Friday, 06 July 2018	Confirmation of results through FB page of each dorm (see link below) <u>or</u> in person <ul style="list-style-type: none"> • Balay Lampirong https://www.facebook.com/Balay-Lampirong-2018-2019-457829194666199/ • Balay Kanlaon https://www.facebook.com/Balay-Kanlaon-2018-2019-1971630539820328/ • Balay Ilonggo https://www.facebook.com/Balay-Ilonggo-2018-2019-252363525309210/ • Balay Miagos https://www.facebook.com/Balay-Miagos-116611122542927/ 	Divina Punongbayan Officer-in-Charge Balay Miagos Residence Hall UPV Miagao Tel. No. (033) 315-8357
Sunday , 29 July 2018	Admission to dormitory (begins one day before enrolment)	

FRESHMEN ORIENTATION

It is a **MUST** for all incoming students to attend the orientation. The orientation provides vital information to guide incoming freshmen on the challenges and opportunities for growth in the college life at UPV.

The schedules for the Freshmen Orientation and Parent's Orientation Program **will be posted later**.

Please check the website crs.upv.edu.ph for the announcements. For more information, please visit or call the following:

Miagao Campus

Office of Student Affairs
 U.P. Visayas, Miagao, Iloilo
 Tel. No. (033) 513-7019

Iloilo City Campus

Office of Student Affairs
 U.P. Visayas, Iloilo City
 Tel. No. (033) 337-6582

ENROLLMENT

A. FREE TUITION. Please be informed that UP Visayas shall implement the Universal Access to Quality Tertiary Education Act (RA 10931) and its Implementing Rules and Regulations.

a) Return Service – those who opt to avail the free tuition shall render a return service. The guidelines for the return service system will be posted at the crs.upv.edu.ph, as soon as it is available.

b) Opt-out – as part of the Implementing Rules and Regulations of the RA 10931, a student may voluntarily forego the Free Tuition in UP Visayas prior to enrollment and instead, pay the full tuition and miscellaneous fees. The Opt-out forms can be downloaded at the crs.upv.edu.ph, as soon as it is available.

B. SCHEDULE and VENUE. The registration for incoming first year students is scheduled on **30 July 2018**.

If your Degree Program is	College	Location of the Office of the College Secretary
BS in Chemistry BS in Biology BS in Public Health BS in Computer Science BS in Statistics BS in Applied Mathematics BA in Communication and Media Studies BA in Literature BS in Economics BA in Political Science BA in Psychology BA (Community Development) BA (History) BA (Sociology)	College of Arts & Sciences Miagao, Iloilo	Basement, CAS Building, Miagao, Iloilo
BS in Fisheries	College of Fisheries & Ocean Sciences Miagao, Iloilo	2 nd Floor, CFOS Administration Bldg., Miagao, Iloilo
BS in Chemical Engineering BS in Food Technology	School of Technology Miagao, Iloilo	2 nd Floor SOTECH Bldg., Miagao, Iloilo
BS in Accountancy BSBA (Marketing) BS in Management	College of Management Iloilo City	College of Management Bldg., Iloilo City

C. OPENING OF CLASSES. The opening of classes is on **Monday, 06 August 2018**. Please check at the CRSIS website crs.upv.edu.ph the Undergraduate Academic Calendar for AY 2018-2019 and for other enrollment-related information.



JOSE A. GO
University Registrar