

**UNIVERSITY OF THE PHILIPPINES VISAYAS**

**TACLOBAN COLLEGE**

***Office of the College Secretary***

Tacloban City, 6500, Philippines

TeleFax No. 053-832-2897

Email: tac-sec.upvisayas@up.edu.ph

**First Semester AY 2021-2022**

To all Incoming First Year Students:

Congratulations and welcome to the University of the Philippines Visayas Tacloban College (UPVTC). As a new student, you need to go through the following steps:

**STEP I. ONLINE CONFIRMATION OF YOUR DECISION TO ENROLL AT UPV TACLOBAN COLLEGE**

**Schedule of confirmation: 09-16 August 2021**

To confirm online, please follow the steps indicated below:

1. Locate your Student Number and PIN in your Notice of Admission.
2. Access the UPV-CRSIS online Confirmation System by using the **URL https://crs.upv.edu.ph** and look for the **2021 Incoming First Year Students Link** on the Registrar’s Corner at the upper left of the homepage.
3. Log in by using your Student Number as your username and your PIN as your password.

*If you encounter problems logging in to the CRSIS website, please contact the Office of the College Secretary through email at tac-sec.upvisayas@up.edu.ph*

1. Carefully follow the instructions found in the website.

**STEP II. SUBMISSION OF REQUIRED ENTRANCE CREDENTIALS IN** **PREPARATION FOR ENROLLMENT**

1. **Accomplish the Health Services Unit Medical Form**

In response to the current health situation, laboratory tests and chest X-ray **will not be required at this time.** This is to mitigate the risk of exposure to COVID-19 and other pathogens. Instructions for future submission of the said requirements are in 1.4.

* 1. For this registration period, download and fill up the attached Health Services Unit Medical Form.
	2. Submit the accomplished medical form to the official email of the Health Services Unit, hsu.tac.upvisayas@up.edu.ph, in the following format:
1. File name should be saved as LAST NAME, first letter of First Name + Middle Initial. (Example: Juan A. Dela Cruz: DELACRUZ, JA).
2. **Subject** of the email should be filled up as “Incoming Freshmen Medical Form – Last Name, First Name, and Middle Initial” (Example: Juan A. Dela Cruz: Incoming First Year Medical Form – Dela Cruz, Juan A.)
	1. The UPVTC-HSU will submit the names of students that are cleared for enrollment to the Office of the College Secretary.
	2. All admitted students are required to undergo face-to-face physical examination with chest X-ray and laboratory results, including dental examination. This procedure will be scheduled by the Health Services Unit within the first semester. A **dental confirmation slip** and **medical certificate** will be given upon completion. These forms will be part of the requirements for enrollment in the second semester.
3. **Accomplish the Student Personal Information Sheet (SPIS) online through the link below and print the form after accomplishing online:**

<https://docs.google.com/forms/d/e/1FAIpQLScx4CSPM-zD6kK8kBgPLB-Pv2gVdisfHj5Z9FEN1iUY83RCzA/viewform>

1. **Accomplish and submit the hard copy of Entrance Credentials to the UPVTC Office of the College Secretary (OCS) and to the Office of Student Affairs (OSA).**

The OCS and OSA must receive your documents on or before **August 25, 2021**. These documents will go through evaluation and validation. You may still be required to submit additional documents should it be necessary.

*Reminder:*

*Please keep photocopies of your entrance credentials for personal file before you submit the original copies to the OCS and OSA.*

1. **Place the following Entrance Credentials for the Office of the College Secretary in a long, expanding envelope of any color:**
	1. **Checklist of Entrance Credentials** (Accomplish the checklist attached to this email)
	2. **Two 2”x2” ID photos**
* The two photos should be identical shots and with a plain background
* Print your name and affix your signature at the back of each photo
	1. **Notice of Admission** – two (2) clear copies

The Notice of Admission is printable from the UPCA website after you have accepted the offer to enroll in the University of the Philippines.

* 1. **Senior High School Card (Form 138)** – original copy and one (1) clear photocopy.

*Form 138 should be duly signed by your Principal and bears the statement: “Graduated and eligible for admission to College”.*

* 1. **Student Permanent Record (Form 137-A) from Grade 7 to Grade 12 or Senior High School Transcript with certified true copy of Junior High School Transcript** – original copy and one (1) clear photocopy

*Form 137-A should be duly signed by the School Principal/Registrar with the remarks* ***“Copy for UP Visayas Tacloban College” and “Graduated and eligible for admission to College.”***

*Note:*

*A letter-request for Form 137-A is attached to this email, should it be necessary.*

*Form 137-A with incorrect remarks will not be accepted.*

* 1. **Certificate of Live Birth from the Philippine Statistics Authority (PSA)** – original copy and one (1) clear photocopy

*Note:*

*Please include a copy of your Birth Certificate obtained from the Local Civil Registrar (LCR) if your Birth Certificate from the PSA has some unreadable entries*.

1. **Place the following documents for the Office of Student Affairs in a long, brown envelope with the following details in the upper left corner of the envelope:** *Name (Last, First, MI), Student Number, Degree Program*

* 1. **1”x1” ID photo** – 1 pc
	2. **2”x2” ID photo –** 1 pc
	3. **Notice of Admission –** 1 clear photocopy
	4. **Certificate of Good Moral Character –** 1 original copy
	5. **Senior High School Card (Form 138) –** 1 clear photocopy
	6. **Certificate of Live Birth from the Philippine Statistics Authority (PSA) –** 1 clear photocopy
	7. **Printed and properly accomplished Student Personal Information Sheet**
1. **Place the brown envelope that contains the documents for OSA inside the expanding envelope that contains the entrance credentials for the OCS.**
2. Submit your entrance credentials to the Office of the College Secretary.

There are two (2) ways to submit: by **courier** or through the **dropbox.**

* 1. If by **courier**, send your documents to this address:

Office of the College Secretary

UPV Tacloban College

Magsaysay Blvd., cor. Sto. Niño Extension

Tacloban City

* 1. If through **dropbox**, visit the UPV Tacloban College campus and drop your documents in the dropbox located at the UPVTC guardhouse of the AS Campus.
1. If all your documents (for HSU, OCS, and OSA) are found to be in order, the OCS will send you via email your Admission Slip. This is your proof that you are officially admitted as a First Year student of UPV Tacloban College.

**STEP III. UPDATE YOUR UPV-CRSIS PERSONAL DATA**

A database of all UPV students is maintained by the UPV Computerized Registration and Student Information System (UPV-CRSIS). Update your Log-in Data and Personal Information in the said system right after confirming online. To be able to do so, please follow the steps below:

1. Access the UPV-CRSIS by using the URL: https://crs.upv.edu.ph
2. Click on “STUDENT” in the UPV-CRSIS homepage. This button is located on the top right portion of your screen.
3. On the space for “STUDENT ID” enter your student number.
4. On the space for “PASSWORD” enter your PIN then click the “LOG IN” button. You will be asked if you want the system to remember your password; click “NEVER ON THIS SITE”.

*(If you encounter problems logging in to your CRSIS account, please contact the Office of the College Secretary through e-mail at* *tac-sec.upvisayas@up.edu.ph**)*

1. Please read and understand the UP Data Privacy Notice and then click the “I Agree” button in order to proceed.
2. Change your password once you have accessed your personal account. Click the “EDIT MY LOG-IN DATA” button. On the box opposite “PASSWORD” delete the original entry and enter your new password. The password may be a combination of letters and numbers. Choose a password that you can easily remember. Note that the system is case-sensitive when it checks your password. Hence, remember exactly how you typed your password, noting whether characters have been typed in capital or small letters. It is however recommended that you use only lower-case (or small) letters. Re-type your new password in the box that immediately follows it. When finished, click the “UPDATE” button.
3. Remember: keep this password only to yourself and do not under any circumstance share it with anyone.
4. Click the “**EDIT MY PERSONAL DATA**” button. Supply all the required information in the window that is displayed, paying particular attention to boxes marked with red asterisks. When finished, click the “UPDATE” button.
5. After updating your personal data, go back to main menu page of your CRSIS account and click the “Confirm Student Directory” button. This step is necessary in order for the Office of the College Secretary to generate your Student Directory with digital signature.
6. After completing the process, log out from the UPV-CRSIS by clicking the “LOGOUT” button found on the upper right portion of your screen. **Do not leave the computer unit without logging out** of the system especially if you have accessed the UPV-CRSIS in a public establishment (e.g. Internet café).

**STEP IV. REGISTRATION FOR INCOMING FIRST YEAR** **STUDENTS**

Make sure that you have submitted the hardcopy of all your entrance credentials on or before **August 25, 2021.**

To enroll, open your CRSIS account on **03 September 2021** and confirm/sign your Enrollment Form (Form 5). Enlistment of your courses for the First Semester AY 2021-2022 will be done by OCS.

**STEP V. ORIENTATION FOR INCOMING STUDENTS**

The orientation for incoming First Year students will provide vital information on academic matters and student rules and regulations. It will also discuss the challenges and opportunities for growth during college life at UPV Tacloban College. The schedule of the orientation will be posted in the official Facebook page of UPV Tacloban College.

**VI. OPENING OF CLASSES**

The start of classes is on **13 September 2021**. Please check the Undergraduate Academic Calendar for AY 2021-2022 in the CRSIS website (https://crs.up.edu.ph). There may also be other enrollment-related information that will be posted in the official Facebook page of UPV Tacloban College.

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

1. **Return Service** – those who opt to avail of the **free tuition** shall render return service. The guidelines for the return service system will be posted at the crs.upv.edu.ph, as soon as it is available.
2. **Opt-out** – as part of the Implementing Rules and Regulations of the RA 10931, a student may voluntarily forego for Free Tuition in UP Visayas Tacloban 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.

**HOW TO CONTACT US:**

| **TYPE OF INQUIRY** | **INQUIRE AT** |
| --- | --- |
| Inquiries related to CRSIS Confirmation, CRSIS Log-in, Entrance Credentials, Registration | UPVTC Office of the College Secretary (UPVTC-OCS) – tac-sec.upvisayas@up.edu.ph |
| Physical-Medical Form | UPVTC Health Services Unit (UPVTC-HSU) – hsu.tac.upvisayas@up.edu.ph |
| Bridging Program | UPVTC Teaching and Learning Resource Center (UPVTC-TLRC) – lrc.tac.upvisayas@up.edu.ph  |
| Scholarship, Financial assistance, Orientation for first year students | UPVTC Office of Student Affairs (UPVTC-OSA) – osa.tac.upvisayas@up.edu.ph |
| Good moral certificate, Student Personal Information Sheet | UPVTC Guidance Counselor – gcts\_osa.upvtc@up.edu.ph  |
| **WEBSITE** | **URL** |
| UPV Tacloban College official website | https://tac.upv.edu.ph/ |
| Computerized Registration and Student Information System (CRSIS) | https://crs.upv.edu.ph  |
| UPV Tacloban College Facebook Page | https://www.facebook.com/upvtaclobancollege/ |
| [OSA UPVTC Official FB Group Page](https://www.facebook.com/groups/OSAUPVTC/#_blank) | https://www.facebook.com/groups/OSAUPVTC/ |

**SUMMARY OF IMPORTANT DATES:**

|  | **SCHEDULE** |
| --- | --- |
| **Deadline For Submission Of Entrance Credentials** | August 25, 2021 |
| **Orientation For Incoming First Year Students** | TBA (to be posted at the UPVTC official Facebook page) |
| **Registration** |  |
| First Year students | September 3, 2021 |
| Graduating Students | September 6, 2021 |
| Third Year students | September 7, 2021 |
| Second Year students | September 8, 2021 |
| Open to all students | September 9-10, 2021 |
| **Start of Classes** | September 13, 2021 |