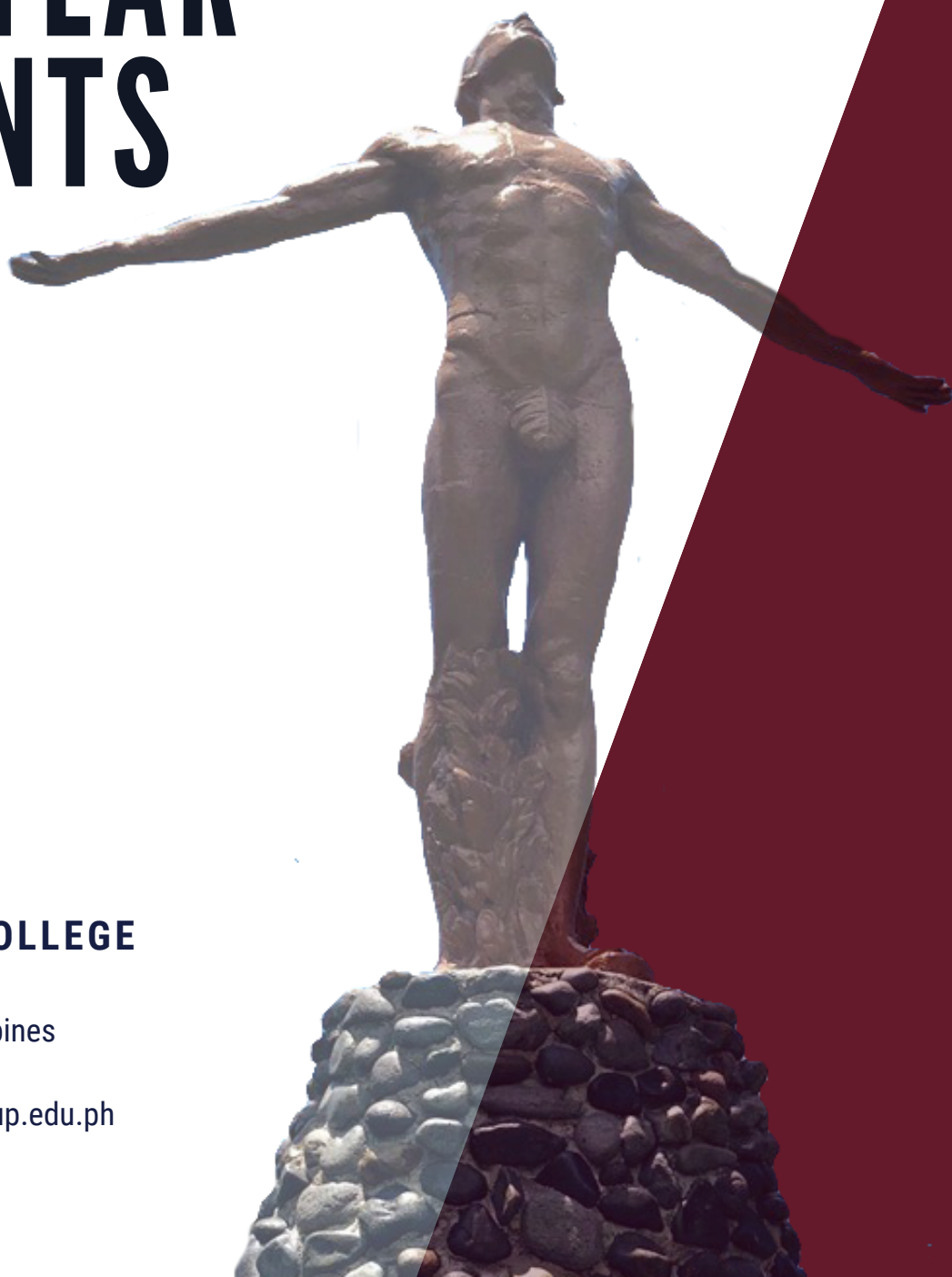


**University of the Philippines Visayas  
TACLOBAN COLLEGE**

# **ENROLLMENT GUIDE FOR INCOMING FIRST YEAR STUDENTS**

**First Semester  
AY 2020 - 2021**



## **OFFICE OF THE COLLEGE SECRETARY**

Tacloban City, 6500, Philippines

TeleFax No. 053-832-2897

Email: [tac-sec.upvisayas@up.edu.ph](mailto:tac-sec.upvisayas@up.edu.ph)

To all Incoming First Year Students:

Congratulations and welcome to the University of the Philippines Visayas Tacloban College (UPVTC). Inasmuch as you now have the privilege of studying at UPVTC, you need to accomplish the following:

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

**Schedule of confirmation:  
July 06 – 17, 2020**

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 <http://crs.upv.edu.ph> or <http://111.125.83.65> and look for the 2020 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 e-mail at [tac-sec.upvisayas@up.edu.ph](mailto:tac-sec.upvisayas@up.edu.ph)
4. Carefully follow the instructions found in the website.

## STEP II. 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: <http://crs.upv.edu.ph>** or <http://111.125.83.65>.
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)
5. Please read and understand the **UP Data Privacy Notice** and then click the **"I Agree"** button in order to proceed.
6. 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.
7. **Remember:** keep this password only to yourself and **do not** under any circumstance share it with anyone.
8. 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. This step is necessary in order for the Office of the College Secretary to generate your Student Directory.
9. 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 III. 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 SARS-COV-2 and other pathogens. Instructions for future submission of the said requirements are in 1.4.

1.1. For this registration period, download and fill up the attached **Health Services Unit Medical Form**.

1.2. Submit the accomplished medical form to the official email of the Health Services Unit (**hsu.tac.upvisayas@up.edu.ph**) in the following format:

- a. File name should be saved as **LAST NAME**, first letter of **First Name + Middle Initial**. (Example: Juan A. Dela Cruz: DELACRUZ, JA).
- b. 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 Freshmen Medical Form – Dela Cruz, Juan

1.3. The UPVTC-HSU will submit the names of students that are cleared for enrollment to the Office of the College Secretary.

1.4. 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.

### 2. Accomplish the Student Personal Information Sheet online.

Please visit the Office of Student Affairs Facebook account **OSA UPVTC Official FB Group Page** for instructions.

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

You may start submitting your entrance credentials soon after you update your UPV-CRSIS Personal Data (step II). The OCS must receive your documents on or before **August 12, 2020.**

**Failure to submit the required credentials and documents may result in the cancellation of your slot.**

Submitted documents are still subject to thorough evaluation/validation. Hence, you may still be required to submit other pertinent documents.

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

3.1. Place the following documents for the Office of Student Affairs in a long, brown envelope:

- a. 1"x1" ID photo** – 1 pc
- b. 2"x2" ID photo** – 1 pc
- c. Notice of Admission** – 1 clear photocopy
- d. Original Certificate of Good Moral Character**
- e. Senior High School Card (Form 138)** – 1 clear photocopy
- f. Certificate of Live Birth from the Philippine Statistics Authority (PSA)** – 1 clear photocopy

3.2. Place the following Entrance Credentials for the Office of the College Secretary in a long, expanding envelope of any color:

- a. Checklist of Entrance Credentials** (Accomplish the checklist attached to this email)
- b. 2"x2" ID photos** – two (2) identical shots/pcs.  
Formal pose with plain background; with printed name and signature at the back of each photo
- c. Notice of Admission** – three (3) clear copies  
The Notice of Admission is printable from the UPCAT website after you have accepted the offer to enroll in the University of the Philippines.

**d. Signed Student Directory** – two (2) copies

This document will be emailed to you by the Office of the College Secretary. UPDATE your CRSIS Enrollment Data so that the OCS can generate your directory (see Step II number 8).

**e. Senior High School Card (Form 138)** – original copy and two (2) clear photocopies duly signed by your Principal and bearing the statement: “Graduated and eligible for admission to College”.

**f. 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** duly signed by the School Principal/Registrar with the remarks “**Copy for UP Visayas Tacloban College**” and “**Graduated and eligible for admission to College.**” – Original and two (2) clear photocopies

Notes: A letter-request for Form 137-A is attached to this email. Form 137-A with incorrect remarks will not be accepted. Hence, request your High School Registrars to please indicate the correct remarks.

**g. Certificate of Live Birth from the Philippine Statistics Authority (PSA)** – original copy and two (2) clear photocopies

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.

**3.3. Place the brown envelope that contains the documents for OSA inside the expanding envelope that contains the documents for the OCS.**

**3.4. Submit your entrance credentials to the Office of the College Secretary.**

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

a. 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

b. 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.

**3.5. The OCS will check your entrance credentials and will forward the brown envelope with documents to the Office of Student Affairs.**

**3.6. The OSA will check your documents and will submit the names of students who have accomplished all the OSA requirements to the Office of the College Secretary.**

3.7. If all your documents are found to be in order, you are now considered admitted to UPV Tacloban College. Download and print your **Admission slip**. The Office of the College Secretary will send via email your **Admission Slip**. Only those who have already accomplished the HSU medical form and have submitted their complete entrance credentials will be admitted and be given the Admission Slip. Please keep your Admission Slip for enrollment purposes.

## **STEP IV. 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.

## **STEP V. ADVANCE REGISTRATION FOR INCOMING FIRST YEAR STUDENTS**

Should you wish to enroll in advance on **August 17-19, 2020**, make sure to submit the hardcopy of all your entrance credentials **on or before August 12, 2020**.

To enroll, open your CRSIS account on **August 19, 2020** and confirm/sign your **Enrollment Form (Form 5)**.

## VI. OPENING OF CLASSES

The start of classes is on **September 10, 2020**. Please check the Undergraduate Academic Calendar for AY 2020-2021 in the CRSIS website (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.

- a. **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.
- b. **Opt-out** – as part of the Implementing Rule 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) <a href="mailto:tac-sec.upvisayas@up.edu.ph">tac- sec.upvisayas@up.edu.ph</a>
Physical-Medical Form	UPVTC Health Services Unit (UPVTC-HSU) <a href="mailto:hsu.tac.upvisayas@up.edu.ph">hsu.tac.upvisayas@up.edu.ph</a>
Bridging Program	UPVTC Teaching and Learning Resource Center (UPVTC-TLRC) <a href="mailto:lrc.tac.upvisayas@up.edu.ph">lrc.tac.upvisayas@up.edu.ph</a>



## TYPE OF INQUIRY

Scholarship, Financial assistance,  
Orientation for first year students

Good moral certificate, Student Personal  
Information Sheet

## INQUIRE AT

UPVTC Office of Student Affairs (UPVTC-  
OSA) [osa.tac.upvisayas@up.edu.ph](mailto:osa.tac.upvisayas@up.edu.ph)

UPVTC Guidance Counselor  
[gcts\\_osa.tac.upvisayas@up.edu.ph](mailto:gcts_osa.tac.upvisayas@up.edu.ph)

## WEBSITE

UPV Tacloban College  
Official Website

Computerized Registration and Student  
Information System (CRSIS)

UPV Tacloban College  
Facebook Page

OSA UPVTC Official  
Facebook Group Page

## URL

<https://tac.upv.edu.ph/>

[crs.upv.edu.ph](http://crs.upv.edu.ph) or <http://111.125.83.65>

[facebook.com/upvtaclobancollege/](https://www.facebook.com/upvtaclobancollege/)

[facebook.com/groups/OSAUPVTC/](https://www.facebook.com/groups/OSAUPVTC/)

## Summary of Important Dates

ACTIVITY	SCHEDULE
REPLY TO OFFER DEADLINE FOR SUCCESSFUL APPLICANTS	JUNE 30, 2020
DEADLINE OF SUBMISSION OF DEFICIENCIES (PENDING STUDENTS)	JULY 30, 2020
CU LEVEL ONLINE CONFIRMATION OF UPCAT SUCCESSFUL APPLICANTS	JULY 6-17, 2020
APPLICATION FOR APPEALS FOR ADMISSION	JULY 6-17, 2020
RELEASE OF RESULTS OF APPEALS	AUGUST 3-7, 2020
DEADLINE FOR SUBMISSION OF ENTRANCE CREDENTIALS	AUGUST 12, 2020
ORIENTATION FOR INCOMING FIRST YEAR STUDENTS	TBA (TO BE POSTED AT THE UPVTC OFFICIAL FACEBOOK PAGE)
ADVANCE REGISTRATION FOR FIRST YEAR STUDENTS	AUGUST 17-19, 2020
REGISTRATION	
FIRST YEAR STUDENTS	SEPTEMBER 3, 2020
GRADUATING STUDENTS	SEPTEMBER 4, 2020
THIRD YEAR STUDENTS	SEPTEMBER 7, 2020
SECOND YEAR STUDENTS	SEPTEMBER 8, 2020
START OF CLASSES	SEPTEMBER 10, 2020