



# UNIVERSITY OF THE PHILIPPINES VISAYAS

## INSTRUCTIONS FOR INCOMING FIRST YEAR STUDENTS

First Semester, Academic Year 2020-2021

**OFFICE OF THE UNIVERSITY REGISTRAR**  
New Administration Building, UP Visayas, Miagao 5023, Iloilo  
Trunklines: (033) 315-9631 to 32; 508-4164 to 65 - Local 191  
Email: [admissions.our.upvisayas@up.edu.ph](mailto:admissions.our.upvisayas@up.edu.ph)

# CONFIRMATION TO ENROLL IN UPV

Confirm your decision to enroll in UP Visayas for the First Semester, AY 2020-2021 starting **06 July until 17 July 2020**.

- Access the Freshman Login link at the upper left of the UPV CRSIS ([crs.upv.edu.ph](http://crs.upv.edu.ph)) homepage using your Student Number (2020xxxxxx) as username and your 5-digit PIN as password
- Follow carefully the instructions provided in the confirmation page.

## NOTE:

- If you qualified for a [Degree Program with Available Slot or if you want to change program](#), you can indicate your choice/s by order of preference during the confirmation of enrollment through the [crs.upv.edu.ph](http://crs.upv.edu.ph)
- Admission in your preferred degree program will depend on the availability of slots and ranking of your UPG
- Those who will apply for change of program and will qualify in any of their choices can no longer return to their original program
- Waitlist applicants who did not qualify in any of their choices will be reverted back to their original program

**FAILURE TO CONFIRM FOR ENROLLMENT WITHIN THE DEADLINE WOULD RESULT IN THE CANCELLATION OF SLOT**

# PREPARATION FOR ENROLLMENT

## ENTRANCE CREDENTIALS

### FIRST BATCH

1. Two recent, identical 2x2 colored pictures with your name and signature at the back
2. High School Card (Form 138) duly signed by the Principal and bearing the remark: "Graduated and Eligible for Admission to College."
3. Student Permanent Record (Form 137) from Grade 7 to 12 or Senior High School Transcript with certified true copy of Junior High School Transcript with remarks "Graduated and Eligible for Admission to College" and "Copy for UP Visayas" (*Official request can be downloaded at [crs.upv.edu.ph](http://crs.upv.edu.ph)*)
4. Certificate of Live Birth issued by Philippine Statistics Authority

#### INSTRUCTIONS:

- Scan items 1 to 4 into one file in pdf format and email to [admissions.our.upvisayas@up.edu.ph](mailto:admissions.our.upvisayas@up.edu.ph) with the **Subject: <EC\_Lastname\_Firstname>** starting **06 July until 17 July 2020**. Failure to submit ANY of the required First Batch of Credentials **on or before 17 July 2020** would result in the **cancellation of your slot**.
- You are required to submit the **original credentials and documents** to the Office of the University Registrar through courier not later than **02 September 2020**. Place all these in a long cream/white folder.  
*Please keep photocopies of the entrance credentials for your personal file and for other admission-related purposes before you submit the original credentials to the OUR.*

### SECOND BATCH

5. Medical Clearance issued by the Health Services Unit (*see Page 3 for the instructions*)
6. 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](http://crs.upv.edu.ph) website
7. Certificate of Completion of Bridging Program (*an email will be sent to you if you are required to attend the bridging program in English, Math, or both*)
8. Update your Personal Information in your CRS account **starting 28 July 2020**

**Upon completion/submission of the required credentials and documents listed above, a notification message will be sent to your CRS account if you can already proceed with the online enrollment.**

# PRE-ENROLLMENT HEALTH CLEARANCE

## PROCEDURE:

1. Fill-up the UPV Health Declaration Form (*downloadable at [crs.upv.edu.ph](https://crs.upv.edu.ph)*).
2. Submit the completely filled-out Health Declaration Form through email at [hsumiagaomedical@gmail.com](mailto:hsumiagaomedical@gmail.com) for Miagao-based students or [hsu\\_city@yahoo.com](mailto:hsu_city@yahoo.com) for Iloilo City-based students **within the period July 13-August 14, 2020**.
3. UPVHSU will notify the student once cleared. Names of the students cleared for enrollment will be submitted directly to the Office of the University Registrar.
4. Screening questionnaire will be submitted before resumption of classes to the respective colleges. There is NO need for UPVHSU clearance if the answer to all signs/symptoms is NO. **If at least one of the answers to the symptoms is YES**, please call the UPVHSU hotline (0945-6994613 / 0918-5641942).

For pre-enrollment Physical Examination concerns please call UPVHSU landline:

### MIAGAO CAMPUS

Health Services Unit

Tel. No.: (033) 315-8301

Mobile Phone: 0945-6994613 / 0918-5641942

Trunklines: (033) 315-9625; 508-4164; 508-4165 Local 227

**MONDAYS TO FRIDAYS,  
FROM 8:00 AM to 4:00 PM ONLY**

### ILOILO CITY CAMPUS

Health Services Unit

Tel. No. 033-3378594

**MONDAYS TO FRIDAYS,  
FROM 8:00 AM to 4:00 PM ONLY**

# OFFICE OF STUDENT AFFAIRS

## SCHOLARSHIP PROGRAMS

Students may apply for private or government scholarships which are announced regularly by the Socialized Tuition Office (STO). Screening and selection are conducted by the UPV Committee on Scholarship and Financial Assistance under the Office of Student Affairs (OSA). Scholarships consisting of living and book subsidies are based on both financial need and academic performance.

For scholarship inquiries:

Facebook Page: UPV Socialized Tuition Office

Email Address: [upvsto@gmail.com](mailto:upvsto@gmail.com); or

Contact Number: (033) 513-7019 or UPV local number 168 (Miagao Campus)  
(033) 509-3417 (Iloilo City Campus)

Application forms are available at the Socialized Tuition Office (STO) in Miagao and Iloilo City Campus, and can be downloaded at [crs.upv.edu.ph](http://crs.upv.edu.ph).

## ORIENTATION FOR INCOMING STUDENTS AND THEIR PARENTS

The orientation provides vital information to guide the incoming and other first time College students on the challenges and opportunities for growth in the life at UPV. This service also involves informing the parents on the different policies, programs, and activities of the University.

Information regarding this will be posted at the [crs.upv.edu.ph](http://crs.upv.edu.ph), and at the official Facebook page of the UPV Office of Student Affairs (@upvosa).

For inquiries, please contact the following

### MIAGAO CAMPUS

Office of Student Affairs

Tel. No. (033) 513-7019

Trunklines: (033) 315-9625; 508-4164;

(033) 508-4165 Local 167

### 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 is implementing the Universal Access to Quality Tertiary Education Act (RA 10931) and its Implementing Rules and Regulations.

### VOLUNTARY 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 may be filled-out at your respective Office of the College Secretary during the registration period.*

### VOLUNTARY CONTRIBUTION

*Students of UP Visayas may voluntarily contribute any amount to the University during the registration period. Please inquire for the Voluntary Contribution Form and the mode of payment at the Office of the University Registrar.*

## B. ONLINE REGISTRATION SCHEDULE

- ADVANCE REGISTRATION - 12 to 14 August 2020
- GENERAL REGISTRATION\* - 03 September 2020

*\*Applicable to incoming first-year students who did not enroll during the advance registration.*

## C. START OF CLASSES

The opening of classes is on Thursday, 10 September 2020. Please check at the CRSIS website ([crs.upv.edu.ph](http://crs.upv.edu.ph)) the Undergraduate Academic Calendar for AY 2020-2021 and for other enrollment-related information.

## D. MODE OF TEACHING AND LEARNING

Based on the OVPAA Memorandum No. 2020-68, for the First Semester of AY 2020-2021, the University is adopting remote learning, which includes:

- Asynchronous or non-real time communication between teachers and learners—from text-based (basic email, FB messenger, Viber group, etc.) to online discussion boards in different platforms (UP's Learning Management Systems (e.g. UVLE, VLE), Canvas, Google Classroom, Edmodo etc.), and;
- Synchronous or real time communication between teachers and learners (e.g. lectures, webinars and teleconferences using such platforms as Zoom, Google Meet)

# IMPORTANT DATES TO REMEMBER

July 6 to 17	<ul style="list-style-type: none"><li>• Online Confirmation for Enrollment at the <a href="http://crs.upv.edu.ph">crs.upv.edu.ph</a></li><li>• Submission of Entrance Credentials through email</li></ul>
July 13 to August 14	<ul style="list-style-type: none"><li>• Submission of Pre-Enrollment Health Declaration Form at the Health Services Unit</li></ul>
July 28 onwards	<ul style="list-style-type: none"><li>• Updating of Personal Information through the "Student" link at the CRSIS homepage (<a href="http://crs.upv.edu.ph">crs.upv.edu.ph</a>)</li></ul>
August 12 to 14	<ul style="list-style-type: none"><li>• Advance Registration for First-Year students</li></ul>
September 2	<ul style="list-style-type: none"><li>• Deadline for Submission of Original Entrance Credentials and Documents (as listed in Page 2)</li></ul>
September 3	<ul style="list-style-type: none"><li>• General Registration for First-Year students</li></ul>
September 10	<ul style="list-style-type: none"><li>• Start of Classes</li></ul>