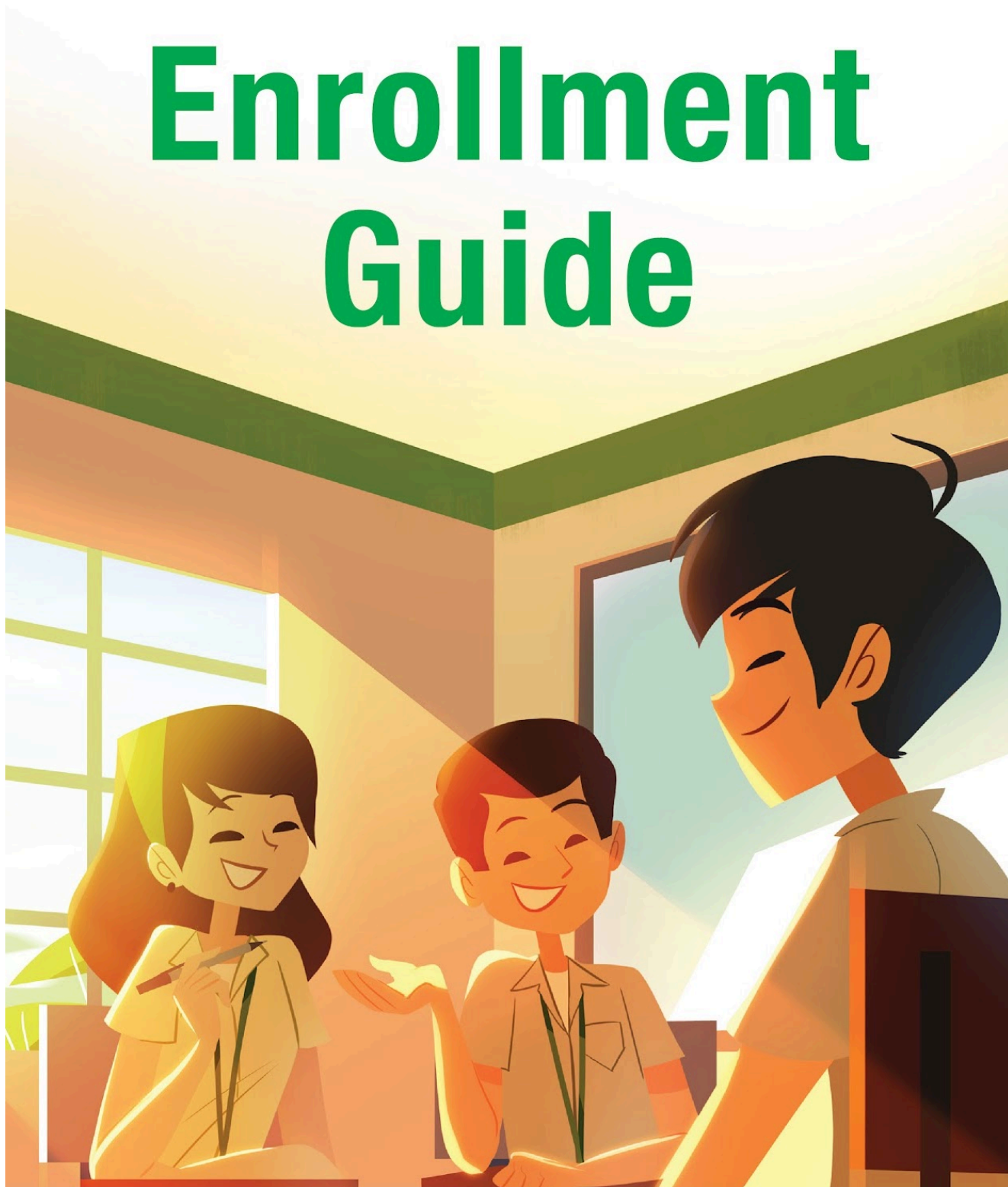




UNIVERSITY *of*
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Enrollment Guide



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BLOCK SECTIONING

Block sectioning allows a student to enroll all the courses for the term at once. ISMIS is restricted to block section enrollment for all year from **July 31 - August 2, 2023**.

Eligibility: You are eligible for block sectioning if you are enrolling for a regular full load this **1st semester 2023- 2024**. You must not have incurred any failures or NG from the previous semesters.

Step 1. log in to your ISMIS account



1. go to <https://ismis.usc.edu.ph>
2. log-in using your given credentials

Step 2. go to student enrollment function



1. inside ISMIS, click the "STUDENT TASK" tab.
2. click "Enrollment Related" from the drop down list
3. click "Student Enrolment"

Step 3. settle your accountabilities, if any. otherwise go to the next step



Should you receive a pop up message informing you that you can not proceed with enrollment due to any of the following:

- payment-related
 1. do the following:
 - if it alerts you about down payment, please refer to the amount indicated on your screen.
 - if it alerts you about past dues / balances, please go to "Student Ledger" to view payables.
 2. pay the specified amount / payable via payment channels and follow the payment instructions indicated
- NOTE: There is no need for continuing students to send proof of payment (such process is only applicable to incoming freshies). To check as to whether payment has been cleared (meaning, USC has received bank confirmation), please go to "Student Task" > Assessment > click "Student Ledger".
- 3. once cleared, you can proceed to the next step
- clearance from specific offices
 1. go to notifications icon at ISMIS, beside your profile picture
 2. click "View Notifications"
 3. contact each office indicated. you can find their contact information [here](#).
 4. request for temporary clearance / unblocking (conditions will be defined by the office)
 5. once cleared, you can proceed with the next step.

Step 4. advise and enroll for a block section



1. click "Block Advising"
2. choose your desired Block Section
3. click "Enroll Block"

You are now officially enrolled!

Step 5. enroll in GE Free Electives



GE Free Electives may not form part of a block section in some programs. You may wish to know which elective courses are offered this semester:

1. inside ISMIS, click the "STUDENT TASK" tab.
2. click "Enrollment Related" from the drop down list
3. click "View Offered Courses"
4. type in "GE-FEL" and the current academic period and year

During the block and non-block sectioning enrollment period, you will only find GE Free Electives reserved to your department. More options will be available during open market period (*August ___, 2023*) provided they are not full yet.

Once you know which elective course to take:

1. click the "STUDENT TASK" tab.
2. click "Enrollment Related" from the drop down list
3. click "Student Enrollment"
4. click "Advice Course" e.g. GE-FREELEC 1
5. Select from the available schedule
6. Click "Enroll Course"

Step 6. view your study load



Should you wish to view or print your study load:

1. Click "Student Task"
2. Click "Enrollment Related"
3. Click "View Study Load"

NON-BLOCK SECTIONING



Non-block sectioning requires the student to advise and enroll a course one at a time.

Step 1. log in to your ISMIS account



1. go to <https://ismis.usc.edu.ph>
2. log-in using your given credentials

Step 2. go to student enrollment function



1. inside ISMIS, click the "STUDENT TASK" tab.
2. click "Enrollment Related" from the drop down list
3. click "Student Enrolment"

Step 3. settle your accountabilities, if any. otherwise go to the next step



Should you receive a pop up message informing you that you can not proceed with enrollment due to any of the following:

▪ payment-related

1. do the following:

- if it alerts you about down payment, please refer to the amount indicated on your screen.
- if it alerts you about past dues / balances, please go to "Student Ledger" to view payables.

2. pay the specified amount / payable via payment channels and follow the payment instructions indicated

NOTE: There is no need for continuing students to send proof of payment (such process is only applicable to incoming freshies). To check as to whether payment has been cleared (meaning, USC has received bank confirmation), please go to "Student Task" > Assessment > click "Student Ledger".

3. once cleared, you can proceed to the next step

▪ clearance from specific offices

1. go to notifications icon at ISMIS, beside your profile picture
2. click "View Notifications"
3. contact each office indicated. you can find their contact information [here](#).
4. request for temporary clearance / unblocking (conditions will be defined by the office)
5. once cleared, you can proceed with the next step.

▪ retention policy

1. notify your home department that you have been placed on retention. you can find the contact information [here](#).
2. settle with your department
3. once cleared, you can proceed with the next step

Step 4a. During Non-Block Sectioning Enrollment Period



Non-block enrollment schedule for **1st semester SY 2023-2024: August ____, 2023 for 4th and 5th year students; August for 1st year to 3rd year students.**

The course schedules which the students can view during this period are only those which are reserved to his/her home department.

1. Click "Advise Course"
2. Select from the available schedule
3. Click "Enroll Course"
4. Repeat until you are able to "advise" and "enroll" the courses you are allowed to take for this semester.

Step 4b. During Open Market



During Open Market (*August ____, 2023*), reservation of courses to specific departments will already be lifted. The student can now see other schedules which may suit him/her better.

1. Click "Advise Course"
2. Select from the available schedule
3. Click "Enroll Course"
4. Repeat until you are able to "advise" and "enroll" the courses you are allowed to take for this semester.

Step 4c. During Adjustment Period



During Adjustment Period (*August, 2023*), the enrollment module will no longer be accessible by the student.

- contact your home department, should you need specific adjustments e.g. change schedules, advise subject and the like. Please click on "Contact the Offices" to view contact information of your department.

Step 5. view your study load



Should you wish to view or print your study load:

1. Click "Student Task"
2. Click "Enrollment Related"
3. Click "View Study Load"

SPECIAL REQUESTS

Deadline for the processing of special requests as overload, simultaneous enrolment, in lieu and override, petition and tutorial for the **1st semester SY 2023-2024** will be on August 12, 2023.

Accreditation of courses taken from previous schools or program



This is applicable for courses taken by a student from his/her previous local or international school or from his/her previous program within USC with a different course code. If such request is approved, the student does not necessarily have to enroll in such courses.

1. go to "Student Task" Tab
2. click "Others"
3. click "Apply Course Accreditation"
4. type course taken from previous school or choose from the drop down list, the course code from your previous program within USC
5. indicate course applied for
6. monitor status at "Application history"
 - evaluator for document assessment. Please channel your follow-ups to the **evaluator assigned to your program (click this)**.
 - course custodian for accreditation approval
 - dean for approval
 - evaluator for encoding of the accredited course in the system
7. to view accredited courses:
 - click "Student Task"
 - click "Enrollment Related"
 - click "View Grades".
 - scroll down and will find the accredited courses at the bottom part of the list

Course Override



This is a request to be filed if a student incurred a grade of "INC" in his/her pre-requisite course and would like to enroll in the succeeding course.

Eligibility: You are eligible to apply for course override if you are a graduating student this **1st semester 2023-2024**.

NOTE: Failure in the prerequisite course invalidates the succeeding course even if you get a passing grade for the latter. The system automatically considers it as a failure.

1. go to "Student Task" tab
2. click "enrollment related"
3. click "Apply Override"
4. search for the succeeding course you would like to enroll in
5. click "Submit"
6. monitor status at "Application history"
 - chair for endorsement
 - dean for endorsement
 - registrar for endorsement/approval
 - VPAA for approval, when applicable
7. once approved, registrar staff will be the one to "advise" the course
8. if you can still access the enrollment module, you can now choose a schedule by clicking "enroll" otherwise, registrar staff will be the one to "enroll" you to the course

Enroll a Course in lieu of another



Any student can apply for this request. This request becomes necessary when the original course is not offered but there is another course with different descriptive title but the same course content and academic units in a different program offered by the same department or a program of another department.

1. go to "Student Task" Tab
2. click "Others"
3. click "Application for Course Equivalency"
4. select the "course outside the prospectus" you are requesting to be considered as an equivalent course
5. select the "course equivalent in current prospectus"
6. click the "click to add course equivalency item" icon to add the courses
7. repeat steps 3 to 5 if you are applying for equivalency for more than 1 course
8. click "submit" once you have encoded all the courses you want to apply for equivalency
9. monitor status at "Application history"
 - chair for endorsement
 - course custodian for endorsement
 - dean for endorsement
 - registrar for approval
10. once approved, registrar staff will be the one to "advise" the course
11. if you can still access the enrollment module, you can now choose a schedule by clicking "enroll" otherwise, registrar staff will be the one to "enroll" you to the course

Overload



Requests for overload is a special case made available for a graduating student so he/she can graduate on time. The allowable maximum number of units for overload is 6 units.

1. go to "Student Task" Tab
2. click "Enrollment Related"
3. click "Apply Overload"
4. indicate academic year and period
5. indicate course/s which will be on overload
6. indicate reason for applying for overload
7. click "Submit"
8. monitor status at "Application history"
 - chair for endorsement
 - dean for endorsement
 - registrar for endorsement/approval
 - VPAA for approval, when applicable
9. once approved, registrar staff will be the one to "advise" the course
10. if you can still access the enrollment module, you can now choose a schedule by clicking "enroll" otherwise, registrar staff will be the one to "enroll" you to the course

This is a request to be filed when a student needs to simultaneously enroll the pre-requisite course with the succeeding course for valid reason(s). Simultaneous enrollment means that both the pre-requisite course and the succeeding course will be enrolled together in the same semester.

Eligibility: You are eligible to apply for course override if you are a graduating student this [1st semester 2023-2024](#).

NOTE: Failure in the prerequisite course invalidates the succeeding course even if you get a passing grade for the latter. The system automatically considers it as a failure.

NOTE: Failure in the prerequisite course invalidates the succeeding course

1. go to "Student Task" tab
2. click "enrollment related"
3. click "apply simultaneous enrollment"
4. search course to be enrolled in the current semester
5. click "Submit"
6. monitor status at "Application History"
 - chair for endorsement
 - dean for endorsement
 - registrar for endorsement/approval
 - VPAA for approval, when applicable
7. once approved, registrar staff will be the one to "advise" the course(s)
8. if you can still access the enrollment module, you can now choose a schedule by clicking "enroll" otherwise, registrar staff will be the one to "enroll" you to the course(s)

Tutorial / Petition for a Course Offering



Off-semester courses may be requested by students as petitioned or tutorial classes. Additional charges may apply depending on the number of students.

1. go to "Student Task" Tab,
2. click "Enrollment Related"
3. click "Apply Petition/Tutorial"
4. click the "lens" icon
5. indicate academic year and period
6. indicate the course and course status based on the number of students signing up:
 - 1-5 students for a lecture course = tutorial
 - 6-29 students for a lecture course = petition
 - laboratory courses , regardless of the number of students signing up = petition
7. click "Submit"
8. click the "+" icon to add such application
9. input the required details and submit. please do note of the following
 - do not forget to click the "check" icon to confirm your inclusion in the petition
 - read and understand the confirmation page
 - click confirm if you agree to the provisions of the request.
 - once confirmed, the student shall be charged with the additional fee whether or not he/she attends the class
10. monitor status at "Application history"
 - chair for endorsement
 - dean for endorsement
 - audit for endorsement
 - registrar for endorsement
 - vpaa for approval
11. once approved, registrar staff will be the one to "advise" and enroll the students to the petition / tutorial course

Withdrawal of course(s) is allowed even after the close of the enrollment period. Withdrawal of course(s) is not allowed, either after the mid-term examinations or after the student has incurred unexcused absences. A student can only withdraw from his/her enrolled courses during the current semester. That means, he/she can not withdraw any course(s) from previous semesters.

Requests for withdrawal can be partial or complete. The latter would require additional steps for clearance and an interview with the Counseling and Development Center for a better understanding of the situation the student may be in.

- **Partial Withdrawal.** This is the type of request to be filed if the student intends to withdraw certain course(s) only.

1. go to "Student Task" Tab
2. click "Enrollment Related"
3. click "Apply for Partial Course Withdrawal"
4. specify the course(s) which you would like to withdraw
5. indicate reason for the withdrawal
6. click "Submit"
7. monitor status at "Application history"
 - chair for endorsement
 - dean for endorsement
 - registrar for endorsement/approval
 - VPAA for approval, when applicable
8. once approved, registrar staff will mark such course(s) with "W" for withdraw

- **Complete Withdrawal.** This is the request to be filed if the students intends to withdraw all of his/her courses in the current semester.

1. go to "Student Task" Tab
2. click "Enrollment related"
3. click "Apply for Complete Withdrawal"
4. indicate reason for the withdrawal
5. click submit
6. monitor status at "Application history"
 - chair for endorsement
 - dean for endorsement
 - counseling and development center for exit interview and endorsement. please appear to an online interview appointment which will be set by the office.
 - library for accountability check. please settle such accountability so the office can endorse your application.
 - accounting for accountability check. please settle this with the office so that your application can be endorsed
 - registrar for endorsement/approval
 - VPAA for approval, when applicable
7. once approved, registrar staff will mark all the courses with "W" for withdraw

As a general guideline, the **financial implication** of either partial and complete withdrawal are the following:

- 10%, if request is filed within the 1st week of classes
- 20%, if request is filed within the 2nd week of classes
- 100%, if request is filed beyond the 2nd week of classes

ADDITIONAL STEPS...

Admission Process

- Grade 12 grades (at least first semester if the applicant is currently enrolled) duly certified/signed by the School Registrar/Principal
- School ID (A Certificate of Eligibility is required should there be no available school ID, see [downloadable form](#))
- 1 copy 2x2 colored photo with white background
- Diploma in Senior High School (if by the time of application, the applicant graduated already in Grade 12, duly signed and authenticated by the School Registrar/Principal, a Declaration Form as a New Student should be signed and submitted).

Step by step guide on how to upload your admission requirements in ISMIS

- Go to ismis.usc.edu.ph
- Click *Applicants for Admission Graduate, Tertiary & Senior High School*
- Click the *Submit Admission Application* tab at the bottom of the page.
 - For USC senior high school graduates and those who were already issued a Student ID in the past, please click the *Submit Admission Application for 2nd Courser and Continuing Students* tab and key in first the Student ID number.
 - For International Passport Holders/Dual Citizens/Filipino Graduates Abroad, click the *International Applicants* tab.
- Fill out the *Personal Data Sheet* and complete all fields.
- Attach the required documents and do not forget to click the *Start Upload* button after adding a file
- Complete the Captcha.
- Click the *Submit* button.

Step by step guide on how to check the application status and how to upload additional documents in ISMIS

- Go to ismis.usc.edu.ph
- Click *Applicants for Admission Graduate, Tertiary & Senior High School*.
- Click the *Check Status of Submitted Application* button at the bottom of the page. Complete the required fields and click the *Search Applicant* button.
- To add more documents, click on the *Files Uploaded* button/icon

Step by step guide on how to pay the College Admission Examination (CAE) Fees Online

Note: PayMaya/Visa/Mastercard – payments made using this channel are posted real-time.

- Click this link <https://ismis.usc.edu.ph/Paymaya/firstindex>
- Click *PayMaya*
- Provide the needed applicant information. Name should be consistent with ISMIS including the space in between the First Name.
- Choose the Payment Item - under *Testing Fees*, kindly type the amount
 - The testing fee for all tertiary programs is Php 500; and
 - Php 600 for BS Architecture, BS Landscape Architecture and BS Interior Design.
- Proceed to check out. Choose the *Payment Channel*. It will route the applicant to the *PayMaya Website*.
- Type in your payment details and submit. After submitting, it will generate an e-receipt.

Note: Dragonpay – depending on the payment channel, normally it will take 2 to 3 banking days before the payment will be posted.

- Click this link <https://ismis.usc.edu.ph/Paymaya/firstindex>
- Click *Dragonpay*
- Provide the needed applicant information. Name should be consistent with ISMIS including the space in between the First Name.
- Choose the Payment Item - under *Testing Fees*, kindly type the amount
 - The testing fee for all tertiary programs is Php 500; and
 - Php 600 for BS Architecture, BS Landscape Architecture and BS Interior Design
- Proceed to check out. It will route the applicant to the *Dragonpay Website*
- Choose the payment channel and click notify thru email.
- Follow the Reference Code and the payment instructions sent to your email.
 - For online transactions, click the link provided and you will be redirected to your chosen online payment link.
 - For over the counter transactions e.g. Cebuano Lhuillier, the Biller will be Dragonpay and not University of San Carlos and use the Reference Code as the Reference Number

Note: For those who will pay in-campus via the USC Teller, kindly show the ISMIS notification on how to pay the College Admission Examinations and pay the testing fee (for all tertiary programs is Php 500 except for BS Architecture, BS Landscape Architecture and BS Interior Design which is Php 600). After payment, kindly proceed to the Office of the Recruitment and Admissions (ORA) at the Downtown Campus and show the receipt or email the receipt to admissions-apply@usc.edu.ph so that the applicant will receive a google form link where the applicant can choose a schedule of their College Admission Examination.

Step by step guide on how to take the In-Campus College Admission Examination

- Once admission requirements are verified, the applicant will receive an email instruction from ISMIS on how to pay the testing fee online via payment centers or offline at the USC Teller
- Once payment is received (usually after 2 to 3 banking days for online payment) the applicant will receive a google form link to schedule the College Admission Examination.
- Once the applicant has chosen the date for the College Admission Examination, it will generate an Examination Permit
- The applicant must present a printed copy of the examination permit on the day of their scheduled examination and this will serve as their entry pass to the Testing Center, USC Downtown Campus. Examination results will be available 2 days from the examination date
- Once results are available, the Office of the Recruitment and Admissions will now endorse the applicant to the Department Chair for review and acceptance.

Once accepted by the Department Chair, then the enrollment process will commence at this stage. If advise to take another program, the applicant will be redirected to the Testing Center, USC Downtown Campus if there is any additional test to be taken and then to the Office of the Recruitment and Admissions for re-endorsement of the application to the Department Chair

1. Kindly submit personally or via courier the
 - original Report Card (Form 138),
 - original PSA/NSO certified Birth Certificate, and
 - 1 copy 2x2 colored photo with white background to the Office of the University Registrar's address below:

Records Section

Office of the University Registrar
University of San Carlos Talamban Campus
Nasipit, Talamban, Cebu City 6000

Notes:

- Once received and verified by the Office of the University Registrar, the applicant will now be tagged to the program applied for. The applicant will receive a clearance slip upon submission of the above-stated mandatory requirements which will be required for the issuance of the RFID (School ID) after enrollment.

2. Check the inbox and/or spam folder of the email address specified/registered in the application form.

Notes: Once the applicant is tagged to his/her applied program, the applicant receives an email indicating his/her acceptance in the University as well as the student ID number and a link in ISMIS where he/she can set his/her password. The email address is the one he/she has specified in the application form. Please note that the link expires after 24 hours. To request for a new link, email jrmoads@usc.edu.ph.

3. Pay the down payment of Php 3,000.00 through the most convenient payment channels <https://www.usc.edu.ph/updated-payment-channels>

Down-payment for Scholars: Scholars need to request for the endorsement letter from the Office of Alumni Affairs, Scholarships and Job Placement (OAASJP) and the OAASJP will email it to assessmenttertiary@usc.edu.ph to bypass or override the down-payment. After the account is bypassed, the scholar will proceed to **Step 4**.

If unable to enroll after 2 to 3 banking days, kindly send proof of payment to offsitecol@usc.edu.ph or call (032) 4012-300 local 173 / (032) 2300-100 local 173 / call or text Treasury Office at +639088866790

4. Log in to <https://ismis.usc.edu.ph/> using the given username and the set password

Click on Student Task → Enrollment Related → Student Enrollment → Block Advising and choose the specific block section. The schedule for each block will be show.

5. Click Block Enroll. The enrolled courses will appear under the Enrolled Courses column on the screen.

6. Print the study load by clicking Student Task → Enrollment Related → View Study Load and click the Print button.

Post Enrollment Requirements

7. Please access this link to accomplish the Personal Data Form (PDF) and schedule an interview with the Counselor: <https://rb.gy/agb99m>

Once clicked, you will be directed to the School where your Program belongs. Just click the Program and accomplish the form. An email will be sent to your official USC email address or in the email address specified in the Personal Data Sheet.

For concerns on this step, please email cdhead@usc.edu.ph or call (032) 401-2300 local 595 / (032) 2300-100 local 595

8. Proceed to the IRMO ID Room (either at the Downtown or Talamban Campus) for picture taking. **The School ID will only be released upon the presentation of the clearance from the Office of the University Registrar.**

For concerns on this step, please email jrmoads@usc.edu.ph or call (032) 401-2300 local 107 or 506 / (032) 2300-100 local 107 or 506.

If you are an international student



- A student-applicant with international passport or has dual citizenship, or is a Filipino graduate abroad needs to go through pre-admission process with the Office of External Relations and Internationalization. He/She also needs to submit additional documents during the admission process before he/she can proceed with the enrollment steps outlined in this guide.
- Please click [this](#) to view the details.

Admission Process

- Certificate of Transfer Credentials/Honorable Dismissal
- Transcript of Records (Informative Copy)
- 1 copy 2x2 colored photo with white background
- Certificate of Good Moral Character (from the previous school attended)
- Clearance from the Office of Student Formation and Activities (OSFA) of the University of San Carlos Downtown Campus.

Note : Transferees are advised that General Education (basic) Courses earned prior to Academic Year 2018-2019 are ineligible for accreditation except for Rizal and NSTP.

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- Go to ismis.usc.edu.ph.
- Click Applicants for Admission Graduate, Tertiary & Senior High School
- Click the **Submit Admission Application** tab at the bottom of the page.
 - For previous USC Students and those who were already issued a Student ID in the past, please click the **Submit Admission Application for 2nd Courser and Continuing Students** tab and key in first the Student ID number.
 - For International Passport Holders/Dual Citizens/Filipino Graduates Abroad, click the **International Applicants** tab.
- Fill out the Personal Data Sheet and complete all fields.
- Attach the required documents and do not forget to click the Start Upload button after adding a file
- Complete the Captcha.
- Click the Submit button.

Step by step guide on how to check the application status and how to upload additional documents in ISMIS

- Go to ismis.usc.edu.ph.
- Click Applicants for Admission Graduate, Tertiary & Senior High School
- Click the Check Status of Submitted Application button at the bottom of the page. Complete the required fields and click the Search Applicant button.
- To add more documents, click on the Files Uploaded button/icon

Note: For concerns on the above requirements, guidelines and process, please email admissions-apply@usc.edu.ph or call us at (032) 401-2300 local 521 / (032) 2300-100 local 521

Step by step guide on how to pay the College Admission Examination (CAE) Fees Online

*Note: **PayMaya/Visa/Mastercard** – payments made using this channel are posted real-time.*

- Click this link <https://ismis.usc.edu.ph/Paymaya/firstindex>
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- Provide the needed applicant information. Name should be consistent with ISMIS including the space in between the First Name.
- Choose the Payment Item - under Testing Fees, kindly type the amount
 - The testing fee for all tertiary programs is Php 500; and
 - Php 600 for BS Architecture, BS Landscape Architecture and BS Interior Design.
- Proceed to check out. Choose the Payment Channel. It will route the applicant to the PayMaya Website.
- Type in your payment details and submit. After submitting, it will generate an e-receipt.

*Note: **Dragonpay** – depending on the payment channel, normally it will take 2 to 3 banking days before the payment will be posted.*

- Click this link <https://ismis.usc.edu.ph/Paymaya/firstindex>
- Click Dragonpay
- Provide the needed applicant information. Name should be consistent with ISMIS including the space in between the First Name.
- Choose the Payment Item - under Testing Fees, kindly type the amount
 - The testing fee for all tertiary programs is Php 500; and
 - Php 600 for BS Architecture, BS Landscape Architecture and BS Interior Design
- Proceed to check out. It will route the applicant to the Dragonpay Website
- Choose the payment channel and click notify thru email.
- Follow the Reference Code and the payment instructions sent to your email.
 - For online transactions, click the link provided and you will be redirected to your chosen online payment link.
 - For over the counter transactions e.g. Cebuano Lhuillier, the Biller will be Dragonpay and not University of San Carlos and use the Reference Code as the Reference Number

Note: For those who will pay in-campus via the USC Teller, kindly show the ISMIS notification on how to pay the College Admission Examinations and pay the testing fee (for all tertiary programs is Php 500 except for BS Architecture, BS Landscape Architecture and BS Interior Design which is Php 600). After payment, kindly proceed to the Office of the Recruitment and Admissions (ORA) at the Downtown Campus and show the receipt or email the receipt to admissions-apply@usc.edu.ph so that the applicant will receive a google form link where the applicant can choose a schedule of their College Admission Examination.

For concerns on the above requirements, guidelines and process, please email offsitecol@usc.edu.ph or call (032) 401-2300 local 173 or (032) 2300-100 local 173 or call or text the Treasury Office at +639088866790.

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- Once admission requirements are verified, the applicant will receive an email instruction from ISMIS on how to pay the testing fee online via payment centers or offline at the USC Teller
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- Once the applicant has chosen the date for the College Admission Examination, it will generate an Examination Permit
- The applicant must present a printed copy of the examination permit on the day of their scheduled examination and this will serve as their entry pass to the Testing Center, USC Downtown Campus. Examination results will be available 2 days from the examination date
- Once results are available, the Office of the Recruitment and Admissions will now endorse the applicant to the Department Chair for review and acceptance.

Once accepted by the Department Chair, then the enrollment process will commence at this stage. If advise to take another program, the applicant will be redirected to the Testing Center, USC Downtown Campus if there is any additional test to be taken and then to the Office of the Recruitment and Admissions for re-endorsement of the application to the Department Chair

Enrollment Process

1. Kindly submit personally or via courier the
 - original Report Card (Form 138),
 - original PSA/NSO certified Birth Certificate, and
 - 1 copy 2x2 colored photo with white background to the Office of the University Registrar's address below:

Records Section
Office of the University Registrar
University of San Carlos Talamban Campus
Nasipit, Talamban, Cebu City 6000

Notes: Once received and verified by the Office of the University Registrar, the applicant will now be tagged to the program applied for. The applicant will receive a clearance slip upon submission of the above-stated mandatory requirements which will be required for the issuance of the RFID (School ID) after enrollment.

2. Check the inbox and/or spam folder of the email address specified/registered in the application form.

Notes: Once the applicant is tagged to his/her applied program, the applicant receives an email indicating his/her acceptance in the University as well as the student ID number and a link in ISMIS where he/she can set his/her password. The email address is the one he/she has specified in the application form. Please note that the link expires after 24 hours. To request for a new link, email irmoacs@usc.edu.ph.

3. Pay the down payment of Php 3,000.00 through the most convenient payment channels <https://www.usc.edu.ph/updated-payment-channels>
 1. Down-payment for Scholars: Scholars need to request for the endorsement letter from the Office of Alumni Affairs, Scholarships and Job Placement (OAASJP) and the OAASJP will email it to assessmenttertiary@usc.edu.ph to bypass or override the down-payment. After the account is bypassed, the scholar will proceed to Step 4.
 2. If unable to enroll after 2 to 3 banking days, kindly send proof of payment to offsitecol@usc.edu.ph or call (032) 4012-300 local 173 / (032) 2300-100 local 173 / call or text Treasury Office at +639088866790
4. Log in to <https://ismis.usc.edu.ph/> using the given username and the set password. Click on Student Task → Enrollment Related → Student Enrollment → Advice Course. Choose the courses to be enrolled and select the schedule by clicking the icon. Repeat this process for all courses to be enrolled.
5. Print the study load by clicking Student Task → Enrollment Related → View Study Load and click the Print button.

Post Enrollment Requirements

6. Please access this link to accomplish the Personal Data Form (PDF) and schedule an interview with the Counselor: <https://rb.gy/agb99m>

Once clicked, you will be directed to the School where your Program belongs. Just click the Program and accomplish the form. An email will be sent to your official USC email address or in the email address specified in the Personal Data Sheet.

For concerns on this step, please email cdchead@usc.edu.ph or call (032) 401-2300 local 595 / (032) 2300-100 local 595

7. Proceed to the IRMO ID Room (either at the Downtown or Talamban Campus) for picture taking. The School ID will only be released upon the presentation of the clearance from the Office of the University Registrar.

For concerns on this step, please email irmoacs@usc.edu.ph or call (032) 401-2300 local 107 or 506 / (032) 2300-100 local 107 or 506.

Admission Requirements

A. For Non-USC Graduates

To be uploaded in the Admission Portal (click the link [here](#))

- Certificate of Transfer Credentials (Honorable Dismissal)
- Informative Copy of the Transcript of Records (TOR) with remarks of graduation
- 1 copy of 2x2 colored photo with white background
- Original PSA/NSO certified Birth Certificate
- Concept Paper and a Declaration of Originality (click [here](#) for the template) To be emailed directly by the person recommending to admission-apply@usc.edu.ph
- Two (2) Recommendation Letters for Master's Program and three (3) recommendation letters for Doctorate Program. The recommendation letter should be coming from a faculty member of the previous school or previous/current direct supervisors/managers in the workplace (please download the form [here](#)).

B. For USC Graduates

To be uploaded in the Admission Portal (click the link [here](#))

- Copy of the Transcript of Records (TOR) with remarks of graduation
- Concept Paper and a Declaration of Originality (click [here](#) for the template) To be emailed directly by the person recommending to admission-apply@usc.edu.ph
- Two (2) Recommendation Letters for Master's Program and three (3) recommendation letters for Doctorate Program. The recommendation letter should be coming from a faculty member of the previous school or previous/current direct supervisors/managers in the workplace (please download the form [here](#)).

The Concept paper is a requirement for students applying for Academic Track Programs to elicit the applicant's ideas on the possible research topic that he/she will pursue when he/she is admitted to the program. This requirement will be evaluated by the Department Chair/Graduate Program Coordinator for feasibility and availability of experts. The concept paper will be validated during the interview with the Chair/Graduate Program Coordinator for Master Programs or a Panel of Interviewers for Doctoral Programs. Students applying for Research Track Programs will undergo a pre-admission process whereby he/she will prepare a research proposal. The applicant will pitch his/her proposal to a prospect adviser from among the identified experts or existing research groups of the department/school for acceptance. The accepted research proposal will be endorsed by the adviser to the committee for validation during the panel interview. Additional requirements may be added by the department depending upon the program applied for (i.e., proof of funding or financial support for those who will enroll in the research track).

C. For International Student Applicants

Kindly refer to the International students Applicant Guidelines for AY 2023-2024

Guide on how to upload your admission requirements in ISMIS

1. Go to ismis.usc.edu.ph.
2. Click Applicants for Admission Graduate, Tertiary & Senior High School.
3. Click the Submit Admission Application tab at the bottom of the page.
 - For USC graduates and those who were already issued a Student ID in the past, please click the Submit Admission Application for 2nd Courser and Continuing Students tab and key in first the Student ID number.
 - For International Passport Holders/Dual Citizens/Filipino Graduates Abroad, click the International Applicants tab.
4. Fill out the Personal Data Sheet and complete all fields
5. Attach the required documents and do not forget to click the Start Upload button after adding a file
6. Complete the Captcha.
7. Click the Submit button.

Note: There will be an interview to be conducted by the Department Chair/Graduate Program Coordinator for applicants for Master's Programs, and a panel interview for Doctoral Programs. Upon acceptance in the program, the Department Chair/Graduate Program Coordinator shall inform the applicants of the number of courses that they can enroll, especially for some courses needing prerequisites. A study plan will be prepared by the Department Chair/Graduate Program Coordinator to be confirmed by the applicant.

Guide on how to check the application status and how to upload additional documents in ISMIS

1. Go to ismis.usc.edu.ph.
2. Click Applicants for Admission Graduate, Tertiary & Senior High School.
3. Click the Check Status of Submitted Application button at the bottom of the page. Complete the required fields and click the Search Applicant button.
4. To add more documents, click on the Files Uploaded button/icon

For concerns on the above requirements, guidelines and process, please email admissions-apply@usc.edu.ph or call us at (032) 401-2300 local 521 / (032) 2300-100 local 521.

ENROLLMENT

Guide on how to enroll online via ISMIS once the application is accepted by the Department Chair

1. Kindly submit personally or via courier the
 - original Report Card (Form 138),
 - original PSA/NSO certified Birth Certificate, and
 - 1 copy 2x2 colored photo with white background to the Office of the University Registrar's address below:

Records Section

Office of the University Registrar
University of San Carlos Talamban Campus
Nasipit, Talamban, Cebu City 6000

Notes: Once received and verified by the Office of the University Registrar, the applicant will now be tagged to the program applied for. The applicant will receive a clearance slip upon submission of the above-stated mandatory requirements which will be required for the issuance of the RFID (School ID) after enrollment.

2. Check the inbox and/or spam folder of the email address specified/registered in the application form.

Notes: Once the applicant is tagged to his/her applied program, the applicant receives an email indicating his/her acceptance in the University as well as the student ID number and a

notes. Once the applicant is tagged to his/her applied program, the applicant receives an email indicating his/her acceptance in the University as well as the student ID number and a link in ISMIS where he/she can set his/her password. The email address is the one he/she has specified in the application form. Please note that the link expires after 24 hours. To request for a new link, email irmoacs@usc.edu.ph.

3. Pay the down payment of Php 3,000.00 through the most convenient payment channels <https://www.usc.edu.ph/updated-payment-channels>

Down-payment for Scholars: Scholars need to request for the endorsement letter from the Office of Alumni Affairs, Scholarships and Job Placement (OAASJP) and the OAASJP will email it to assessmenttertiary@usc.edu.ph to bypass or override the down-payment. After the account is bypassed, the scholar will proceed to Step 4.

If unable to enroll after 2 to 3 banking days, kindly send proof of payment to offsitecol@usc.edu.ph or call (032) 4012-300 local 173 / (032) 2300-100 local 173 / call or text Treasury Office at +639088866790

4. Log in to <https://ismis.usc.edu.ph/> using the given username and the set password

Click on Student Task → Enrollment Related → Student Enrollment → Block Advising and choose the specific block section. The schedule for each block will be show.

5. Click Block Enroll. The enrolled courses will appear under the Enrolled Courses column on the screen

In case the Department does not create a block section, the following steps shall be followed:

- Click Advice Course
- Select from the available schedule
- Click Enroll Course
- Repeat until you are able to advise and enroll the courses you are allowed to take for this semester

6. Print the study load by clicking Student Task → Enrollment Related → View Study Load and click the Print button.

For concerns on Steps 3 to 6, please contact the Office of the Department Chair through the contact information on this [link](#).

7. Please access this link to accomplish the Personal Data Form (PDF) and schedule an interview with the Counselor: <https://rb.gy/agb99m>

Once clicked, you will be directed to the School where your Program belongs. Just click the Program and accomplish the form. An email will be sent to your official USC email address or in the email address specified in the Personal Data Sheet.

For concerns on this step, please email cdthead@usc.edu.ph or call (032) 401-2300 local 595 / (032) 2300-100 local 595

8. Proceed to the IRMO ID Room (either at the Downtown or Talamban Campus) for picture taking. The School ID will only be released upon the presentation of the clearance from the Office of the University Registrar.

For concerns on this step, please email irmoacs@usc.edu.ph or call (032) 401-2300 local 107 or 506 / (032) 2300-100 local 107 or 506.

As soon as classes start, students are automatically enrolled in the online Learning Management System (LMS) to receive announcements and updates of the courses they are enrolled in.

Admission Process

1. Transcript of Records (TOR) with remarks of graduation
2. Certificate of Transfer Credentials/Honorable Dismissal (for Non-USC graduates)
3. Certificate of Good Moral Character (for Non-USC graduates)
4. Personal Statement in not more than 1,000 words that will enable the Dean's Office to get to know the applicant and assess his or her readiness to enroll in the law program. The Personal Statement shall be submitted in Microsoft Word format and shall indicate the applicant's desired law program [i.e., whether Juris Doctor with Thesis (JDWT) or Juris Doctor Non-Thesis (JDNT)]. It shall likewise be accompanied with a Statement of Originality and Sole Authorship (not to be included in the word count). The Statement of Originality and Sole Authorship is applicant's solemn attestation to the Dean's Office that the Personal Statement is his or her own work and may be added after the Personal Statement ([See downloadable form](#)).
5. Optional Submission: In addition to the Personal Statement, the applicant may submit any of the following to enable the Dean to get to know the applicant more: academic essay of not more than 1,000 words on how he or she responded to the Covid-19 pandemic, or, a 90-second video on any topic the applicant may wish to expound on.

Note: Applicants who are USC graduates but have transferred to another higher education institution prior to applying for the JD program are considered transferees and must submit requirements 2) and 3).

Step by step guide on how to upload your admission requirements in ISMIS

1. Go to ismis.usc.edu.ph.
2. Click Applicants for Admission Graduate, Tertiary & Senior High School.
3. Click the Submit Admission Application tab at the bottom of the page
 - For USC senior high school graduates and those who were already issued a Student ID in the past, please click the Submit Admission Application for 2 nd Courser and Continuing Students tab and key in first the Student ID number.
 - For International Passport Holders/Dual Citizens/Filipino Graduates Abroad, click the International Applicants tab.
4. Fill out the Personal Data Sheet and complete all fields.
5. Attach the required documents and do not forget to click the Start Upload button after adding a file
6. Complete the Captcha.
7. Click the Submit button.

Step by step guide on how to check the application status and how to upload additional documents in ISMIS

1. Go to ismis.usc.edu.ph.
2. Click Applicants for Admission Graduate, Tertiary & Senior High School.
3. Click the Check Status of Submitted Application button at the bottom of the page. Complete the required fields and click the Search Applicant button.
4. To add more documents, click on the Files Uploaded button/icon

For concerns on the above requirements, guidelines and process, please email admissions-apply@usc.edu.ph or call us at (032) 401-2300 local 521 / (032) 2300-100 local 521

Enrollment

Step by step guide on how to enroll online via ISMIS once the application is accepted by the Department Chair

1. Kindly submit personally or via courier the
 - original Report Card (Form 138),
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 - 1 copy 2x2 colored photo with white background to the Office of the University Registrar's address below:

Records Section
Office of the University Registrar
University of San Carlos Talamban Campus
Nasipit, Talamban, Cebu City 6000

Notes:

- Once received and verified by the Office of the University Registrar, the applicant will now be tagged to the program applied for. The applicant will receive a clearance slip upon submission of the above-stated mandatory requirements which will be required for the issuance of the RFID (School ID) after enrollment.
 - USC graduates who have NOT transferred to other higher education institutions are exempted from submitting hard/original copies of the requirements mentioned above.
2. Check the inbox and/or spam folder of the email address specified/registered in the application form.

Note: Once the applicant is tagged to his/her applied program, the applicant receives an email indicating his/her acceptance in the University as well as the student ID number and a link in ISMIS where he/she can set his/her password. Please note that the link expires after 24 hours. To request for a new link, email irmoacs@usc.edu.ph.

3. Pay the down payment of Php 3,000.00 through the most convenient payment channels <https://www.usc.edu.ph/updated-payment-channels>

Down-payment for Scholars: Scholars need to request for the endorsement letter from the Office of Alumni Affairs, Scholarships and Job Placement (OAASJP) and the OAASJP will email it to assessmenttertiary@usc.edu.ph to bypass or override the down-payment. After the account is bypassed, the scholar will proceed to Step 4.

If unable to enroll after 2 to 3 banking days, kindly send proof of payment to offsitecol@usc.edu.ph or call (032) 4012-300 local 173 / (032) 2300-100 local 173 / call or text Treasury Office at +639088866790.

4. Log in to <https://ismis.usc.edu.ph/> using the given username and the set password.

Click on Student Task → Enrollment Related → Student Enrollment → Block Advising and choose the specific block section. The schedule for each block will be shown.

5. Click Block Enroll. The enrolled courses will appear under the Enrolled Courses column on the screen.
6. Print the study load by clicking Student Task → Enrollment Related → View Study Load and click the Print button.

For concerns on Steps 4 to 6, please contact the Office of the Department Chair through the contact information on this [link](#).

Post Enrollment Requirements

7. Please access this link to accomplish the Personal Data Form (PDF) and schedule an interview with your counselor: <https://rb.gy/agb99m>

Once clicked, you will be directed to the School where your Program belongs. Just click the Program and accomplish the form. An email will be sent to your official USC email address or in the email address specified in the Personal Data Sheet.

For concerns on this step, please email cdchead@usc.edu or call (032) 401-2300 local 595 / (032) 2300-100 local 595

8. Proceed to the IRMO ID Room (either at the Downtown or Talamban Campus) for picture taking. The School ID will only be released upon the presentation of the clearance from the Office of the University Registrar.

For concerns on this step, please email irmoacs@usc.edu or call (032) 401-2300 local 107 or 506 / (032) 2300-100 local 107 or 506

As soon as classes start, students are automatically enrolled in the online Learning Management System (LMS) to receive announcements and updates of the courses they are enrolled in.

If you are a returnee

A returnee is a student who has not enrolled in his/her program for at least a semester and has not transferred to another university. After 2 consecutive semesters, the ISMIS account of such student is deactivated.

To re-activate your ISMIS account:

1. send an email to **comptroller's office** informing the office that you are a returnee and would like to seek clearance from the accounting office
2. if you are an international student, seek clearance from the **Office of External Relations & Internationalization**
3. send an email to **Office of Registrar** for review and endorsement
4. contact the department chair for certification of re(acceptance)
5. submit the clearances and the certificate of re (acceptance) to the Office of Registrar via email
6. registrar staff updates your ISMIS account accordingly
7. proceed to non-block sectioning enrollment steps

If you want to shift to another program

A student may either desire to shift or may be advised to shift to another program within (*Change of Program-Same Department*) or another department (*Change of Program-Different Department*). In whichever case, the Counseling and Development Center conducts an interview with the student to assist him/her arrive at an informed career choice.

1. click "Student Task" tab
2. go to "Others"
3. click "Apply Change of Program"
4. select which applies to you: "*Change Program (Same Department)*" or "*Change Program (Different Department)*"
5. indicate the academic period and year
6. select which school and department (owner of the program where you want to shift to)
7. select the program where you want to shift to
8. indicate reason for shifting to that program
9. click "Submit"
10. check under status if your chair has endorsed your application for change of program
11. appear to an online interview appointment which will be set by the Counseling and Development Center
12. check under status if the new chair has endorsed your application (*if you selected "Change Program-Different Department, otherwise go to the next step*)
13. check under status if the Office of Registrar has approved your application
14. once approved, Registrar Staff will tag you to your new program
15. proceed to non-block sectioning enrollment
16. comply with post enrollment steps
 - Surrender your old RFID to OSFA office, and pay 250 pesos for reprinting and proceed to ID room and bring your blue slip from OSFA and OR for your new RFID.

If you are a returnee-shiftee

A returnee may have been advised to shift / may decide to shift to another program after stopping for at least a semester without transferring to another university. After 2 consecutive semesters, the ISMIS account of such student is deactivated.

To re-activate your ISMIS account:

1. send an email to comptroller's office informing the office that you are a returnee-shiftee and would like to seek clearance from the accounting office
2. if you are an international student, seek clearance from the Office of External Relations
3. contact the previous chair to settle any accountabilities with the department. [click here](#) to view contact details of program owners.
4. send an email to Office of Registrar for review and endorsement
5. contact the new department chair for certificate of acceptance. [click here](#) to view contact details of program owners.
6. submit the clearances and the certificate of acceptance to the Office of Registrar via email.
7. your ISMIS account will be updated by the Office of Registrar accordingly
8. proceed to non-block sectioning enrollment steps
9. comply with post enrollment steps
 - Surrender your old RFID to OSFA office, and pay 250 pesos for reprinting and proceed to ID room and bring your blue slip from OSFA and OR for your new RFID.

If you are enjoying a scholarship / student financial assistance



Down payment for enrollment may be covered by scholarships or student assistance programs, thus the need for a "by-pass" upon the signal of authorized offices to Finance.

- athlete-scholars: no by-passing, please pay down payment
- sponsored-scholars: Office of Alumni Affairs, Scholarships and Job Placement facilitates for the by-pass of applicable fees
- CHED K-12 and SIKAP Grantees, grants management office facilitates for the by-pass of applicable fees. If you have any inquiries, you can find their contact details [here](#).
- government grantees: the respective USC project coordinators facilitate the by-passing of applicable fees. If you have any inquiries, you can find their contact details [here](#).
- children of employees: the by-pass will be based upon the approved application for the privilege made by the employee

If you are eligible to apply for available discounts



- Family / Sibling Discount. This is available for siblings enrolled in USC. A student may enjoy a 5% discount on tuition fees except for the sibling/s enrolled in Montessori, Law, and Graduate Programs. Deadline for application: ----.
- 1. click "Student Task" tab
- 2. click "Others"
- 3. select "Apply Same Family Privilege"
- 4. click the home icon and indicate academic period and year
- 5. indicate the ID number of the sibling to be included in the privilege
- 6. click "Submit"
- 7. your application is then forwarded to VP Finance for approval
- Full Payment Discount. This is available for a student who wishes to pay for his/her enrolled courses in full. As a general guideline, discount rates are applied based on how the payment was made:
 - Offsite Payment Centers / Onsite Cash : 5% discount on tuition fees
 - Onsite Credit Card (Visa/Mastercard): 3% discount on tuition fees
 - Onsite Debit Card: 3.5% discount on tuition fees
 - Please contact the Accounting Office for verification and the necessary computations. Deadline for application: --

If you want to transfer out of USC



A student who wants to transfer out of USC may need specific documents which may be required by the university to where he/she will transfer to.

- to apply for Certificate of Transfer Credential and an evaluation or informative copy of the TOR, please use this [online portal request for school records](#)
- to apply for the Certificate of Good Moral Character
 1. apply for the certificate of good moral character by clicking on this [link](#). The Student Discipline Officer will check on your records.
 2. if you have no pending cases, the Office will email to you your Certificate of Good Moral Character.
 3. should you need a printed copy of this certificate with the school dry seal, you can request for such when normal operations resume via the Office of Student Formation and Activities.