



University of San Jose-Recoletos

Magallanes St., Cebu City 6000 Philippines

OFFICE OF THE REGISTRAR

ONLINE ENROLLMENT POLICIES AND GUIDELINES UNDER THE NEW NORMAL Effective Academic Year 2020-2021

This online enrollment policies and guidelines shall be effective only during this time of the “new normal” and shall only govern enrollees for the first semester of academic year 2020-2021 and maybe revised, updated, or amended depending on government issuances relative to the COVID-19 pandemic.

NEW FRESHMEN

The University of San Jose-Recoletos is open to students who meet its academic standards. To qualify for enrollment as a freshman student, the applicant must meet the following qualifications:

- Must be Filipino citizens.
- Must be of good moral conduct.
- General average grade in Senior High School must be 80% or higher.
- Applicants for the *Bachelor of Science in Accountancy* must have an average grade in the Senior High School ABM 1 & 2 of at least 90%.
- Must have the capability to upload admission credentials for evaluation and processing.

Applicants must observe the following guidelines:

A. Application Phase:

1. Open browser and go to edp.usjr.edu.ph
2. Click Application for Admission
3. Read the Terms and Conditions and click AGREE (Data Privacy Policy).
4. Fill out the application for admission form (Student Information Form).
5. Upload digital copies of the following *minimum admission credentials* for evaluation and processing: a) Form 138 (Report Card), b) Certificate of Good Moral Conduct, 3) PSA Birth Certificate, and 4) 2x2 colored picture with signature.

(NOTE: Department Chair evaluates academic qualifications of the applicant then assigns a block code.)

6. Wait for confirmation of your application that will be sent thru text message. (Registrar's Office assesses the physical condition of the documents submitted.)
 - ☒ If application is confirmed, applicant will be advised to enroll via online according to the schedule set for new freshmen.
 - ☒ If application is unsuccessful or is held pending, applicant will be advised by the Registrar's Office thru text or private message to re-submit the necessary documents thru email registrar@usjr.edu.ph

B. Enrollment Phase:

7. Pay enrollment fee through the different accredited banks or at any payment channels.
8. Key in payment information for verification by the Accounting Office.
9. Click the 'ENROL' button (student will be redirected to the Online Enrollment Page).
10. After submission of enrollment, the applicant will be placed under 'provisionally enrolled' status, which is the default status for online enrollment.

NOTE: A student-applicant is considered officially enrolled only if he/she has submitted the required original, authenticated and/or certified documents to the Registrar's Office within the period specified by the University Registrar.

CONTINUING/SHIFTEES/RETURNEES

As a general rule, all students shall follow the load and sequence of courses according to the approved curriculum for each program of study. However, during the "new normal" in the first semester of AY 2020-2021 the following may be permitted subject to specific requirements set by the department/college:

1. A student who incurs an INC mark or who fails in a pre-requisite course taken during the 2nd semester of AY 2019-2020, and said course was not complied or re-enrolled in summer 2020, may be allowed to enroll in an advanced course during the first semester of AY 2020-2021.
2. The failed pre-requisite may also be enrolled simultaneously with the advanced course during the first semester of AY 2020-2021.
3. A student who does not enroll in summer for valid¹ reasons and whose program of study requires enrollment of some courses during the summer term may be permitted to carry additional load units equivalent to the total loads in summer subject to certain limitations, without prejudice to the student's overload privileges. *Provided*, that total unit loads must not exceed 30 units. *Provided, furthermore*, that the student is not subject to deloading per program retention policy.

All enrolling students must be guided by the following:

- A. CONTINUING STUDENTS – refer to students who are previously enrolled in the University in the immediate preceding semester/s.
1. Log in to edp.usjr.edu.ph
 2. Select 'Continuing' as entry status
 3. Apply for online pre-evaluation from your respective advisers/chairpersons at least one week prior to enrollment period.
 4. Pay enrollment fee through the different accredited banks or at any payment channels.
 5. Key in payment information for verification by the Accounting Office.
 6. Choose online enrolment. If assigned to a **block** section, click the 'ENROL' button.
If **non-block**, select up to three 3-unit subjects or 9 units then click the 'ENROL' button.
(*NOTE: Maximum units must be based on the allowable units as prescribed in the curriculum.*)

¹ ECQ-Related Reasons and Restrictions

7. Log out from Student Portal.

NOTE:

- *A digital copy of the study load will be sent to the student thru his/her registered email address.*
- *If online enrollment is unsuccessful, contact edp@usjr.edu.ph*

B. SHIFTEEs – Shiftees are continuing students who shift to a new degree program.

1. Log in to edp.usjr.edu.ph
2. Select 'Shiftee' as entry status
3. Choose previous degree program then click new degree program.
4. Wait for pre-evaluation results from the adviser/chairperson of the new program.
5. Pay enrollment fee through the different accredited banks or at any payment channels.
6. Key in payment information for verification by the Accounting Office.
7. Click the 'ENROL' button.
8. Log out from student portal.

NOTE:

- *A digital copy of the study load will be sent to the student thru his/her registered email address.*
- *If online enrollment is unsuccessful, contact edp@usjr.edu.ph*

C. RETURNEEs – Returning students are those who left USJ-R either through graduation or by their own volition, or those who have discontinued their studies in USJ-R and have not enrolled in another school after leaving USJ-R.

Pre-Enrollment Phase:

1. Request for official subject evaluation through the USJ-R – Office of the University Registrar Facebook Page at least one week before the enrollment period.
2. Wait for the Subject Evaluation Results from the Registrar's Office that will be sent to you thru email.
3. Request for Certificate Good Moral Conduct through SAO Facebook Page.

Enrollment Phase:

4. Log in to edp.usjr.edu.ph
5. Select 'Returnee' as entry status
6. Apply for online pre-evaluation from your respective advisers/chairpersons.
7. Pay enrollment fee through the different accredited banks or at any payment channels.
8. Key in payment information for verification by the Accounting Office.
9. Click the 'ENROL' button.
10. Log out from student portal.

NOTE:

- *A digital copy of the study load will be sent to the student thru his/her registered email address.*
- *If online enrollment is unsuccessful, contact edp@usjr.edu.ph*