

ENROLLMENT PROCEDURE FOR RETURNEE

**Returnee:** student who stopped studying in USC but has not enrolled in another school and who wants to continue the same academic program .

- 1. Proceed to the Assessment Counter (Accounting Office) for clearance.
- 2. Proceed to the Office of Students Affairs to get clearance.
- 3. Proceed to the Records Section (Registrar’s Office) for clearance.
- 4. Proceed to the department for evaluation.
  - If the Department Chair requires the student to submit a print copy of grades, the Chair should issue a note requesting the registrar’s office to print the grades
  - If the student qualifies after evaluation, the Department Chair issues a certificate of acceptance and the student enrolls on-line according to schedule
- 5. Proceed to the Teller for the downpayment of Php 2,000.00.
- 6. Proceed to the System Support Section at Registrar’s Office during enrollment period and submit the certificate of acceptance for re-tagging of student type and re-setting to the current academic year and semester/term.
- 7. Enroll online using student’s ISMIS account.

ENROLLMENT PROCEDURE FOR RETURNEE – SHIFTEE

**Returnee-Shiftee:** student who stopped studying in USC but has not enrolled in another school and who wants to change academic program.

- 1. Proceed to the Assessment Counter (Accounting Office) for clearance.
- 2. Proceed to the Office of Students Affairs to get clearance.
- 3. Proceed to the Records Section, Registrar’s Office for clearance.
- 4. Proceed to the previous department and get a Change of Curriculum Form and fill it up.
- 5. Proceed to the department (new academic program) for evaluation.
  - If the Department Chair requires the student to submit a print copy of grades the Chair should issue a note requesting the registrar’s office to print the grades
  - If the student qualifies after evaluation, the Chair will sign the Change of Curriculum Form for admission to the new academic program.
- 6. Proceed to System Support Section at the Registrar’s Office and submit the Change of Curriculum Form for tagging to the new academic program and new student type .
- 7. Proceed to the Teller for the downpayment of Php 2,000.00.
- 8. Enroll online using student’s ISMIS account.
- 9. Proceed to the Office of Students Affairs for school ID replacement

ENROLLMENT PROCEDURE FOR SECOND COURSER

**Second Courser:** student who graduated from USC and who wants to enroll in another academic program

- 1. Proceed to the Records Section (Registrar’s Office) for clearance.
- 2. Proceed to the department for evaluation (presents a copy of the TOR).
  - If the student qualifies after evaluation, the Chair will issue a referral slip requesting the Admissions Office to facilitate the student’s taking of the admission test.
- 3. Proceed to the Admissions Office and fill out the Student’s Personal Data form, and re-activate the student’s ID number, and take the admission test at the Testing Center
- 4. Proceed to the Department Chair and present the admission test result. If qualified, the Chair will issue a certificate of acceptance and give the registration form to the student.
- 5. Proceed to the Registrar’s Office to submit the accomplished Student’s Personal Data form, certificate of acceptance, admission test result, copy of the TOR, registration form and the student is tagged to his/her new academic program.
- 6. Proceed to the Teller for the downpayment of Php 2,000.00.
- 7. Proceed to the department for advising and enrollment of subjects.
- 8. Proceed to the Office of Students Affairs for ID picture taking and printing of permanent school ID.