UNIVERSITY OF THE PHILIPPINES VISAYAS
PRIMER ON STUDENT SERVICES AND ACADEMIC PROCESSES

GENERAL INFORMATION ABOUT THE CAMPUS:

The University of the Philippines Visayas has 3 campuses, namely: UPV Iloilo City, UPV Miagao (Main Campus), and UPV Tacloban College. For the Second Semester of SY 2018-2019, the student population for the Graduate and Undergraduate Programs of UPV Miagao and Iloilo City campuses total to 2,346, while the UPV Tacloban College has a student population of 759.

The UPV Iloilo City campus houses the Graduate Program Office, the UP High School, and the College of Management. The UPV Miagao campus houses the College of Fisheries and Ocean Sciences (CFOS), College of Arts and Sciences (CAS), School of Technology (SOTECH), and the UPV Administrative Offices. UPV Tacloban College has four divisions namely, the Division of Humanities and Physical Education, Division of Management, Division of Natural Sciences and Mathematics, and the Division of Social Sciences.

UP Visayas can be reached via plane, boat, or land transportation. From Iloilo City to the Miagao Campus, travel time is approximately one hour by van, bus, or jeepney. There are also tricycles plying within the Miagao campus to transport students from the dormitory to the different buildings and the Miagao town proper, and vice-versa.

UPV Tacloban College on the other hand, can be reached via plane, boat and land transportation (via Ormoc City).

CONTACT INFORMATION:

YOU MAY CONTACT THE FOLLOWING OFFICES FOR YOUR CONCERNS:

Office	Contact
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS	(033) 315-8142
OFFICE OF THE UNIVERSITY REGISTRAR	(033) 315-8556
OFFICE OF STUDENT AFFAIRS	(033) 513-1719
HEALTH SERVICES UNIT	(033) 513-8301
BALAY LAMPIRONG	(033) 513-8358
BALAY KANLAON	(033) 315-8357
BALAY MIAGOS	(033) 513-8771 loc. 309

STUDENT FINANCIAL ASSISTANCE:

The Universal Access to Quality Tertiary Education Act, or RA 10931 mandates that all students enrolled in SUCs will not pay tuition and school fees. Those who wish to avail of additional stipends may apply for Student Financial Assistance (SFA) Online at sfaonline.up.edu.ph. Schedule of application will be announced by their respective CUs. There are also a number of government funded, UP funded, and private scholarships available for qualified applicants. The list of scholarships, eligibility requirements and slots available will be announced by the scholarship unit of the Office of Student Affairs. Upperclass students may also work as Student Assistants at the rate of P60.00 per hour.

STUDENT SUPPORT:

Students can also avail of other support services offered by the Guidance and Counseling Services Unit, Health Services Unit, Teaching and Learning Resource Center, and the Campus Security (SSF).

The Guidance and Counseling Services Unit offers counseling, psychological testing, career services, human development services, and peer facilitating program across all year levels. There are Guidance Services Specialists assigned for every college with offices located at the College Union Building (CUB).

The University Health Services Unit provides 24 hour primary health care to UPV constituents. Patients may avail of out-patient services (consultation), x-ray, laboratory services and dental services. An ambulance service is also available to transport patients to the hospitals if needed.

The Teaching and Learning Resource Center (TLRC) has the main task of providing instructional and supportive services to students such as Learning Assistance and Enrichment Program, Teaching Enhancement Program, and other services offered by the TLRC.

The university has its own security personnel for each building, check points, and there are roving guards around the campus. In addition, security cameras are installed throughout the campus.

There are also several college-based and university-based student organizations and these include fraternities, sororities, interests groups, religious and socio-civic groups. However, freshmen are not allowed to join fraternities and sororities.

STUDENT DORMITORY:

The Residential Services Unit of OSA serves the students by accommodating them into well-functional dormitories. There are six residential halls in the Miagao campus, namely: Balay Lampirong (Hall I), Balay Kanlaon (Hall II), Balay Gumamela, Balay Madyaas, Balay Apitong (Graduate Hall), and Balay Miagos.

First year students in the Iloilo City campus are housed in Balay Ilonggo, while in the Miagao campus, they are accommodated in three dormitories: Balay Lampirong, Balay Kanlaon, and Balay Miagos with a total capacity of 381 residents. The monthly lodging fee of UPV dormitories is P300.00. There are also nearby private dormitories and boarding houses with lodging fees that range from P1,500-P3,000.00 per month.

Acceptance of accomplished application with requirements is scheduled on 15 April to 15 May 2019. Application forms can be downloaded at the UPV CRSIS (crs.upv.edu.ph). Processing of application is from June 3 to June 21, 2019. Posting of results through CRSIS will be on June 24, 2019.

The university cafeteria is located at the College Union Building (CUB) for food services and grocery needs. Within the dormitory area, there are also restaurants and carinderias where students can buy their food.
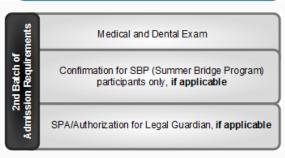
ADMISSION

No student shall be denied admission to the University by reason of age, sex, nationality, religious belief, or political affiliations.

Every applicant for admission shall undergo a thorough health examination. No person shall be admitted to this University who is found by the University Health Service to be suffering from a dangerous, communicable, contagious, or infectious disease or who is physically unfit to take courses in any college or school of the University.

1st Batch of Entrance Credentials

- Original copy of High School card (Form 138)
- Secondary Permanent Record (Form 137)
- Original Certificate of Live Birth issued by NSO
- Two identical 2x2 colored pictures with your name and signature at the back

2nd Batch of Admission Requirements

- Medical and Dental Exam
- Confirmation for SBP (Summer Bridge Program) participants only, **if applicable**
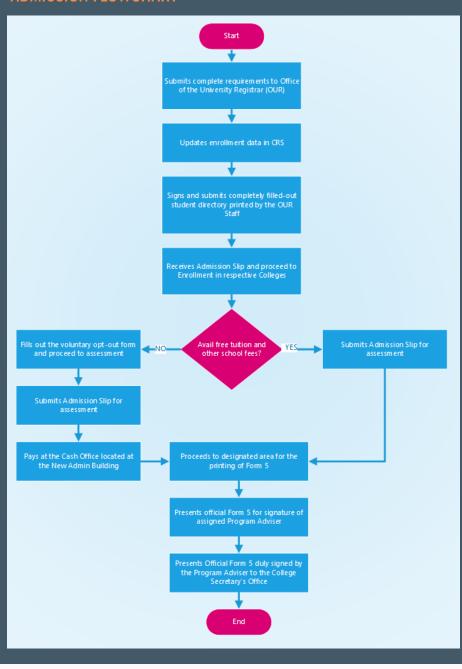- SPA/Authorization for Legal Guardian, **if applicable**

REGISTRATION

A student must be officially registered in order to receive credit for course work. The official registration form (UP Form 5) which is a record of classes for which the student has enrolled in is filed in the Office of the University Registrar.

OTHERS

For more information on UPV Academic guide and admission processes, just visit the official website www.upv.edu.ph and the UPV Computerized Registration and Student Information System (CRSIS) at crs.upv.edu.ph

ADMISSION FLOWCHART

Start

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Submits complete requirements to Office of the University Registrar (OUR)

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Updates enrollment data in CRS

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Signs and submits completely filled-out student directory printed by the OUR Staff

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Receives Admission Slip and proceed to Enrollment in respective Colleges

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Avail free tuition and other school fees?

- NO → Fills out the voluntary opt-out form and proceed to assessment → Submits Admission Slip for assessment → Pays at the Cash Office located at the New Admin Building → Proceeds to designated area for the printing of Form 5
- YES → Submits Admission Slip for assessment → Proceeds to designated area for the printing of Form 5

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Presents official Form 5 for signature of assigned Program Adviser

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Presents Official Form 5 duly signed by the Program Adviser to the College Secretary's Office

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End