



March 26, 2020

To : Deans and Chairs
Admissions Office
University Registrar

From : Vice President for Academic Affairs

Subject : Simplified Admissions and Enrollment Process for Freshmen

Let us be proactive in addressing the possible effect of the worsening situation of COVID-19 pandemic. Let us simplify the process of admissions and enrollment of the freshmen for AY 2020-2021 as follows:

1. Applicants who have taken the College Admission Examinations (CAE) and met the cut-off scores can now pay the amount of P3,000.00 in the nearest payment channels (see attached list). This serves as their downpayment and reservation fee.
2. Department Chairs concerned shall communicate with the applicants who have not met the cut-off scores through the contact addresses provided by the Admissions Office. They may conduct an online interview and Skills Test with the applicants. If the applicant passes the review/ screening, the Chair shall inform him/her to pay the downpayment to reserve a slot.

Certificate of Acceptance and Registration Form will be given upon coming to school together with the CAE results from the Admissions Office.

3. The following process shall be followed for applicants who are unable to take the College Admission Examinations due to the suspension of work:
 - a. Prospective applicant applies online thru <https://ismis.usc.edu.ph/apply>, and sends his/her scanned credentials - Grade 11 and First Semester Grade 12 grades and valid ID with picture and signature to the Admissions Office through its email address, admissions-apply@usc.edu.ph.
 - b. The Admissions Office forwards the documents to the appropriate Department according to the applicants' credentials or preference.
 - c. The Department Chair concerned checks the grades, communicates with the applicant who is admitted to the program, sends Certificate of Acceptance (PDF file), and advises him/her to pay the downpayment. Those who will not be admitted shall be referred back to the Admissions Office to refer it to the other Departments.
 - Chairs should establish parameters as their guide in the acceptance, e.g., grade average, Science and Math grades, English grades, etc.
 - d. Admitted applicant pays the downpayment in the nearest payment channels.
 - e. Admitted applicant proceeds to the Admissions Office for the admission process and takes the CAE upon coming to school when the situation stabilizes. Applicants must bring the printed Certificate of Acceptance and Validated Payment Slip of the downpayment.
 - f. Admitted applicant submits the documents – CAE results, Certificate of Acceptance, Form 138 to the Respective Chairs before the Registration Form will be issued by the Department.
 - g. Admitted applicant submits all the documents to the Office of the Registrar.

In the meeting with the School Heads of Cebu, the Principals could not assure that they would be able to release the report cards soon. Hence, adjustment on the process has to be made.

Enrollment has been moved to May 4, 2020 with the hope that the situation will get back to normal by then. Let us allay the worries of our prospective clients and let them feel that USC is welcoming them for their college education.

Thank you for all your support. We continue to pray to God Almighty that this crisis will soon end.

FR. ALEKSANDER GAUT, SVD