



University of San Carlos
Cebu City

Office of the Registrar

USC - STC Consortium Form

Name: _____, _____ STC ID No. _____ USC ID No. _____
 (Family) (First) (M.I.)

1st Semester 2nd Semester Summer School Year: _____

Courses to enroll in USC:

| Catalog No. | Section | Descriptive Title | Units | Days | Time | Room No. | Chairperson's Signature |
|-------------|---------|-------------------|-------|------|------|----------|-------------------------|
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Student's Signature

Noted:

ROMEO E. YAP
University Registrar

System Support Section

INSTRUCTIONS:

- Fill out this form **COMPLETELY and LEGIBLY**.
- Proceed to the *Admissions Office* and present the STC Permit to Study, fill out the *Student's Personal Data Form* and attach 1 copy of recent 2"x2" picture with white background.
- Proceed to the Department *Chairperson's Office* for approval of course/s to enroll.
- Secure the signature of the *University Registrar* and submit the STC Permit to Study and the Student's Personal Data form
- Proceed to the *System Support Section (Registrar's Office)* for encoding of subjects/courses.
- Claim your validated admission slip at the *Assessment Counter* as proof of official enrollment under USC-STC consortium program.
- Go to the Office of Students Affairs for issuance of Gate Pass after presenting the validated admission slip.
- Present this form together with your validated admission slip to your instructor on the first day of classes.
- The USC Registrar's Office will furnish a copy of your final grades to the Registrar of St. Theresa's College at the end of the semester upon request.*

Note:

1-copy for student
1-copy for Registrar's Office