University of Cebu
College of Information and Computer Studies

Admission Policy

General
- The college adopts open admission policy but observes the filter-funnel system.
- Upon admission, the applicant must bring the following equally-important requirements:
  - [FRESHMEN] For the applicant who is seeking college admission for the first time.
    - 1 2x2 colored ID picture
    - A copy of the birth certificate (NSO-authenticated)
    - Original certificate of good moral character, and
    - Original high school card (Form138).
  - [SHIFTEES] For the applicant who is coming from another college of UC:
    - A copy of the latest evaluation of his academic records (grades/TOR).
    - An intent to shift form signed by the Dean of the previous program.
  - [TRANSFEEES] For the applicant who is coming from another academic institution:
    - Birth certificate (NSO-authenticated)
    - 1 2 x 2 colored ID picture
    - Permit to enroll from the Student Affairs Office of UC,
    - Original certificate of good moral character,
    - Original certificate of transfer credentials, and
    - Original official transcript of records.
  - [CROSS_ENROLEES] For the applicant who cross-enrolls from other institutions to UC:
    - Permit to cross enroll from the base institution’s registrar
    - Permit to cross-enroll from the Student Affairs Office of UC.
- The applicant, except for cross-enrollees, must take the entrance examination and submit the results together with the appropriate credentials as mentioned above.
- The applicant must fill up the Student Profile form properly.

Specific
- The curriculum that will be followed by the applicant will be based on the result of the entrance/IQ exam:
  - Bachelor of Science in Information Technology (BSIT) – 80% & above, otherwise
  - Associate in Computer Technology (ACT)
- There will be no entrance exam for Associate in Computer Technology major in Animation (ACT-Anim)
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Retention Policy

The college adopts selective retention policy.

- **General**
  - The student will not be readmitted further in any of the courses if:
    - He fails all his subjects for 2 semesters without valid reason, or
    - His accumulated number of failures is more than 30% of the total number of subjects in that curriculum, or
    - He fails in any subject for the third time.

- **For BSIT**
  - Since the curriculum is ladderized a student may be advised to slide down to ACT if:
    - He fails all his subjects for 1 semester without valid reason, or
    - His accumulated number of failures is more than 20% of the total number of subjects in that curriculum, or
    - He fails in any subject for the second time.

- **For ACT**
  - Since the curriculum is a ladder to BSIT a student may be allowed to proceed if:
    - His General Weighted Average is 80%, and
    - His accumulated number of failures is not more than 20% of the total number of subjects in the ACT curriculum