Office of the Vice President for the Loyola Schools
Ateneo de Manila University

Telephone No:  (632) 426-6001 local 5000
Address:   Ground Floor, Xavier Hall
           Ateneo de Manila University
           Katipunan Avenue
           Loyola Heights, Quezon City
           Philippines
Email:      vployola@ateneo.edu
Photos:    Office of the Vice President for the Loyola Schools
           University Communication and Public Relations Office
Cover design:  Joanna Ruiz
Photos:    Francis de Guzman, Vincent Cagud,
           Jose Mari Deluria, & Ivan Jacob Pesigan
Layout:    Bebs Pavia
Vision of the Loyola Schools

The Ateneo Loyola Schools is a Filipino, Catholic and Jesuit center of excellence of higher learning that is globally competitive while Asian in perspective; a community that transforms society through its research and creative work, its leadership in service to others and for the environment, and its formation of persons for others.

The regulations of the Loyola Schools as set forth in this handbook are calculated to secure the good order necessary for the effective pursuit of knowledge, to help the students attain the level of quality work required of them, and to ensure proper deportment of the entire body.

The student’s registration in the Loyola Schools is considered an expression of willingness to abide by all the rules and regulations prevailing in the Loyola Schools. Every student, therefore, is committed to the observance of these rules.
A handbook like this is supposed to be a guidepost for your student lives here in the Loyola Schools. You can choose to see it as just a set of rules and regulations that can only constrain your lives even more. Guides do constrain and limit, but they also help in bringing you where you need to go.

This updated version of the student handbook has been prepared by the Office of the Vice President for the Loyola Schools so that you may also discern the things we value in our mission of education here at the Loyola Schools. I hope you will devote time to read this and interiorize our “modo de proceder” (of way of proceeding) here at the Ateneo de Manila.

While you are here at the Ateneo, I hope you will not take things (such as matters in this handbook) for granted. I hope you will not take people (including yourself) for granted. Surely you will find support and guidance here from people who are concerned about your life. My hope is that you too will be concerned about others, especially those whose future will depend on how you shape your life even as early as now here at the Ateneo de Manila.

Ad majorem Dei gloriam,

Jose Ramon T Villarin, SJ
President
To our dear students,

Your years in the Loyola Schools are packed with lessons, activities, friendships, and memories. All these, we hope, will combine to form you into an Atenean whose mind is anchored in excellence, whose heart is filled with the zeal to serve others, and whose life direction is guided by the wisdom of the Holy Spirit. Your life in the university will be shaped by your own efforts and decisions, but it will be supported and guided by a structure of systems, procedures, and programs which keeps order in the institution and builds discipline and a moral sense in our students.

It is this structure that this handbook details, and we hope you will take the time to go through it and refer to it as needed.

We wish you a memorable and fruitful journey here at the Ateneo, as you become Lux-in-Domino – Light in the Lord.

Maria Luz C. Vilches, Ph. D.
Vice President for the Loyola Schools
# Table of Contents

## Section I: The Ateneo Education
- History of the Ateneo de Manila University and the Loyola Schools ........................................ 3
- Vision and Mission of the Ateneo de Manila University ......................................................... 5
- Purposes and Aims of the Loyola Schools ............................................................................. 6
- Vision of the Loyola Schools ............................................................................................... 7
- Goals of the Loyola Schools ............................................................................................... 9
- Specific Objectives of the Loyola Schools ........................................................................... 9
- The School of Humanities .................................................................................................. 10
- The John Gokongwei School of Management ................................................................. 11
- The School of Science and Engineering ........................................................................... 12
- The School of Social Sciences .......................................................................................... 14
- The Government of the Loyola Schools ............................................................................. 15

## Section II: Loyola Schools Rules and Regulations
- General Regulations ......................................................................................................... 21
- Academic Regulations ...................................................................................................... 22
- Code of Conduct for Students
  - I. Responsibilities ........................................................................................................ 30
  - II. Procedures ............................................................................................................... 32
  - III. Offenses ................................................................................................................ 39
  - IV. Clearance and Hold Orders .................................................................................. 42

## Section III: Holistic Formation
- Student Formation ........................................................................................................... 45
- The Integrated Ateneo Formation (InAF) Program .......................................................... 45
- Introduction to Ateneo Culture and Traditions (InTACT) .............................................. 46
- National Service Training Program – PLUS (NSTP-PLUS) ........................................... 46
- Junior Engagement Program (JEEP) ............................................................................... 47
- Senior Integration Program (SIP) .................................................................................... 47
- Student Formation Offices and Offerings ....................................................................... 48
- LS Office of Campus Ministry (OCM) ........................................................................... 48
- Office for Social Concern and Involvement (OSCI) ....................................................... 49
- Office of Student Activities (OSA) .................................................................................. 49
- LS Office of Placement and Career Services (LSOPCS) .............................................. 50
- Office of College Athletics (OCA) .................................................................................. 51
- Physical Education Program ............................................................................................ 52

## Section IV: Student Services and Aid
- Student Services ............................................................................................................. 55
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health and Wellbeing Services</td>
<td></td>
<td>55</td>
</tr>
<tr>
<td>LS Office of Health Services (OHS)</td>
<td></td>
<td>55</td>
</tr>
<tr>
<td>LS Office of Guidance &amp; Counseling (OGC)</td>
<td></td>
<td>56</td>
</tr>
<tr>
<td>Safety, Security and General Welfare Services</td>
<td></td>
<td>57</td>
</tr>
<tr>
<td>Office for Student Services (OSS)</td>
<td></td>
<td>57</td>
</tr>
<tr>
<td>Office of Facilities and Sustainability (OFS)</td>
<td></td>
<td>59</td>
</tr>
<tr>
<td>Office for Food Safety and Quality Assurance (OFSQA)</td>
<td></td>
<td>59</td>
</tr>
<tr>
<td>Registration and Document Services</td>
<td></td>
<td>61</td>
</tr>
<tr>
<td>Office of the Registrar</td>
<td></td>
<td>61</td>
</tr>
<tr>
<td>Information Technology Services</td>
<td></td>
<td>63</td>
</tr>
<tr>
<td>Information Technology Resource Management Office (ITRMO)</td>
<td></td>
<td>63</td>
</tr>
<tr>
<td>Student Housing</td>
<td></td>
<td>64</td>
</tr>
<tr>
<td>Residence Halls (RH)</td>
<td></td>
<td>64</td>
</tr>
<tr>
<td>Library Services</td>
<td></td>
<td>65</td>
</tr>
<tr>
<td>Rizal Library</td>
<td></td>
<td>65</td>
</tr>
<tr>
<td>International Student &amp; Study Abroad Services</td>
<td></td>
<td>67</td>
</tr>
<tr>
<td>Office of International Relations (OIR)</td>
<td></td>
<td>67</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td></td>
<td>70</td>
</tr>
<tr>
<td>Office of Admission and Aid (OAA)</td>
<td></td>
<td>70</td>
</tr>
<tr>
<td>Scholarships</td>
<td></td>
<td>70</td>
</tr>
</tbody>
</table>

**Section V: Essentials of Student Life**

| ESL1 | The Registration process | 75 |
| ESL2 | The Magna Carta of Undergraduate Student Rights | 77 |
| Guiding Principles | | 77 |
| Academic Rights | | 77 |
| Access to Information | | 80 |
| Freedom of Expression | | 81 |
| Right to Participate in Policy-Making | | 82 |
| Right to Organize | | 83 |
| Right to Security | | 85 |
| Right to Due Process in Disciplinary Proceedings | | 85 |
| General Provisions | | 86 |
| Final Provisions | | 86 |

| ESL3 | Academic Procedures and Services | 87 |
| General Academic Procedures and Services | | 87 |
| Change of Degree Program (Shifting) | | 87 |
| Clearance | | 88 |
| Cross-Enrollment | | 89 |
| Double Degree | | 90 |
| INC or NE Grade | | 90 |
| Leave of Absence | | 92 |
Minor or Specialization ................................................................. 93
Taking an Advanced Final Exam .................................................. 93
Taking a Deferred Final Exam ...................................................... 93
Transfer Credentials .................................................................... 94
Validation of Courses for Transferees ............................................ 94
Procedures Involving Load Revision .............................................. 95
Addition of Courses ...................................................................... 96
Change of Section(s) ..................................................................... 96
Change os Status from Credit to Audit or Audit to Credit ............... 97
Leave of Absence ......................................................................... 97
Overloading .................................................................................. 97
Transfer Credentials ..................................................................... 98
Withdrawal from a Course with Permission ................................... 98
Procedures Involving the Standards Committee ................................ 99
Appeal for Probation .................................................................... 99
Request for Change of Grade (Student Initiated) ......................... 100
Request for Change of Grade (Teacher Initiated) ......................... 101
ESL4: Student ID ......................................................................... 102
ESL5: Loyola Schools Dress Code ................................................ 103
ESL6: AISIS Information .............................................................. 104
ESL7: Ateneo Student Blueboard ................................................ 104
ESL8: Campus Mobility, Traffic and Parking .................................. 105
ESL9: Dining Options ................................................................... 106
ESL10: Collaborative Anti-Drug Abuse Program (CADAP) .......... 106
ESL11: Emergency Protocols ......................................................... 108
ESL12: Sanggunian ng mga Paaralang Loyola ng Ateneo de Manila . 109
ESL13: Lost and Found ................................................................. 110
ESL14: Protecting Yourself and Emergency Hotlines .................. 110
ESL15: Digital Integrity and Respect for Intellectual Property .......... 112
ESL16: Settling Violations ............................................................ 113
ESL17: Complaints of All Kinds .................................................... 113
ESL18: The Loyola Schools Bookstore and Ateneo Art Gallery .... 114
ESL19: Student Publications ........................................................ 115

Section VI: Quickfire Procedures ..................................................... 117
Appendices
Electronic shuttle (e-jeep) routes
Campus Directory
Emergency Numbers
Index to FAQs / Essentials of Student Life
About the Ateneo Alma Mater Song A Song for Mary
Ateneo de Manila University Campus Map ...................................(fold-out cover)
LS Parking Spaces .....................................................................(Inside cover)
Section I: The Ateneo Education
History of the Ateneo de Manila University and the Loyola Schools

The Ateneo de Manila University traces its roots to 1859 when, at the request of the City of Manila endorsed by Governor Norzagaray, the Jesuits took over the Escuela Municipal in Intramuros, the walled city of Manila. A primary school originally intended for the sons of Spaniards, it was opened by the Jesuits to native Filipinos as well. In 1865, the Jesuits received government approval to add a five-year program leading to the degree of Bachelor of Arts. In keeping with its new academic status, the school was renamed the Ateneo Municipal de Manila. Among the graduates in those early decades was Jose Protacio Rizal, A.B. 1877.

With the withdrawal of city subsidy in 1901, the Ateneo became a private institution dropping the word “Municipal” from its official name. In 1921, the American Jesuits of the Maryland-New York Province replaced the Spanish Jesuits as teachers and administrators of the Ateneo.

The Intramuros fire of 1932 completely destroyed the Ateneo buildings, forcing the school to move to a new location on Padre Faura Street, Ermita. During the battle for the liberation of Manila, the Padre Faura complex of buildings was razed. Temporary structures were quickly built, but in 1952, the Ateneo moved to its present spacious campus in Loyola Heights, Quezon City.

In 1958, the Society of Jesus in the Philippines was raised to the status of a full province. Administration of the Ateneo passed from the New York to the Philippine Province of the Society of Jesus, and shortly after, the first Filipino Rector/President of the Ateneo was named. Since the growth of the Ateneo demanded a new status, the school obtained its charter as a university in 1959.
Today the Ateneo de Manila University comprises the following units of higher education: the School of Humanities (SOH), the John Gokongwei School of Management (JGSOM), the School of Science and Engineering (SOSE), and the School of Social Sciences (SOSS), collectively known as the Loyola Schools (LS); the Ateneo Graduate School of Business (AGSB), the Ateneo Law School (ALS), the Ateneo School of Government (ASOG), and the School of Medicine and Public Health (ASMPH), collectively known as the Ateneo Professional Schools. In addition, like most Philippine universities, it has a grade school, junior high school, and senior high school noted for high educational standards. The LS, the basic education units, and the ASOG are located at the Loyola Heights campus, along Katipunan Road, Quezon City. The AGSB and ALS are located at the Rockwell and Salcedo Village sites, Makati City. Finally, the ASMPH is housed in the Don Eugenio Lopez, Sr. Medical Complex, Ortigas Avenue, Pasig City.

A number of centers are part of the Loyola Schools. These are the Ateneo Center for Asian Studies (ACAS), the Ateneo Center for Economic Research and Development (ACERD), the Ateneo Center for English Language Teaching (ACELT), the Ateneo Center for Organization Research and Development (CORD), the Ateneo Innovation Center (AIC), the Ateneo Institute for Literary Arts and Practices (AILAP), the Ateneo Java Wireless Competency Center (AJWCC), the Ateneo Language Learning Center (ALLC), the Ateneo Teacher Center (ATC), the Center for Communication Research and Technology (CCRT), the Confucius Institute, the Institute of Philippine Culture (IPC), the JGSOM Business Resource Center, the JGSOM Family Business Development Center, the Konrad Adenauer Asian Center for Journalism (ACFJ), the Ricardo Leong Center for Chinese Studies, and the Jaime C. Bulatao, SJ Center for Psychology Services.

Other units associated with the University are the Ateneo Center for Educational Development (ACED) and the Ateneo de Manila University Press. Also located at the Loyola Campus are other institutions: Gawad Kalinga-Ateneo, Kalinga Luzon-Ateneo, Pathways to Higher Education, the Ateneo School of Government’s Center for Community Services and Center for Social Policy, the Arrupe International Residence, the Center for Family Ministries (CEFAM), the East Asian Pastoral Institution (EAPI), the Institute for Church and Social Issues (ICSI), the Institute of Environmental Science for Social Change (ESSC), the Institute of Social Order (ISO), the Jesuit Communication Foundation (JesCom), the Loyola School of Theology (LST), the Manila Observatory (MO), the Philippine Institute for Pure and Applied Chemistry (PIPAC), and San Jose Seminary.
Vision and Mission of Ateneo de Manila University

As a University, the Ateneo de Manila seeks to preserve, extend, and communicate truth and apply it to human development and the preservation of the environment.

As a Filipino University, the Ateneo de Manila seeks to identify and enrich Philippine culture and make it its own. Through the education of the whole person and the formation of needed professionals, and through various corporate activities, the University aims to contribute to the development goals of the nation.

As a Catholic University, the Ateneo de Manila seeks to form persons who, following the teachings and example of Christ, will devote their lives to the service of others and, through the promotion of justice, serve especially those who are most in need of help, the poor and the powerless. Loyal to the teachings of the Catholic Church, the University seeks to serve the Faith and to interpret its teachings to modern Philippine society.

As a Jesuit University, the Ateneo de Manila seeks the goals of Jesuit liberal education through the harmonious development of moral and intellectual virtues. Imbued with the Ignatian spirit, the University aims to lead its students to see God in all things and to strive for the greater glory of God and the greater service of mankind.

The University seeks all these, as an academic community, through the exercise of the functions proper to a university, that is, through teaching, research, and service to the community.
Purposes and Aims of the Loyola Schools

The Loyola Schools seeks to achieve in an eminent way the mission statement of the Ateneo de Manila University.

The Loyola Schools is concerned primarily, though not exclusively, with the pursuit of these goals through the imparting of a liberal education. It seeks to develop in its students the basic liberal arts of thinking and communicating thought, and to bring them into contact with all that is good in their distinctive Filipino heritage, and indeed, in the cultural heritage of the human race.

At the same time, the Loyola Schools introduces students to fields of specialization in which they pursue, in greater detail and with greater attention, one particular area of knowledge suited to their individual talents and goals. Through a program of truly co-curricular activities, it seeks, both on and off campus, to make its students aware of the needs of the nation, especially of the underprivileged, and to help them recognize their potential power to transform Philippine society. It thus seeks to encourage its students to strive courageously towards a more just and equitable world.

The Loyola Schools seeks to build an intellectual tradition within the specific context of the developing nation, wherein the principal problem is the concentration of wealth, power, and access to quality education and public services within a small segment of the population, with the vast majority deprived of the material and spiritual resources necessary for human development. It, thus, seeks to couple the traditional Jesuit educational objective of academic excellence with a sense of service and justice today demanded by our Faith.

The Loyola Schools, through its Graduate Programs, seeks to further the purposes and aims of the University by imparting to its students a high degree of competence in research or professional practice in one of the academic disciplines. It has a special concern for the formation of educators who will contribute to the excellence in the Philippine educational system, and for the formation of scientists, researchers, professionals, creative artists, writers, and others, who will contribute to the development of Philippine society.
Vision of the Loyola Schools

The Ateneo Loyola Schools is a Filipino, Catholic, and Jesuit center of excellence of higher learning that is globally competitive while Asian in perspective, a community that transforms society through its research and creative work, its leadership in service to others and for the environment, and its formation of persons-for-others.

On being a Filipino University: As a university, we actively participate in the discussion of what it is to be Filipino and imbue members of our community with a deep sense of what it is to be Filipino. We develop leaders for the nation and as a community, use our competencies for the service of the nation.

On being a Catholic University: The daily life of our community is animated by faith informed by the person of Christ and Catholic Tradition. We help our community to see how their faith can be lived out in daily life/work and reflect on our Catholic identity as a university.

On being a Jesuit University: Motivated by Ignatian spirituality, our community engages the world in the belief that we can find God in all things. We desire and help our students to become men and women for others who work towards a more just and humane world. We strive to grow in freedom, discernment, and responsible action.

On being a Center of Excellence: As an outstanding academic institution, we distinguish ourselves and demonstrate leadership through our innovative research and creative work, outstanding teaching, learning outcomes, and positive impact on communities that we serve.

On being globally competitive: Our output and quality standards are comparable to internationally recognized Higher Education Institutions in our chosen fields of expertise and we are internationally recognized as such. We are globally networked in both academic and professional fields and give our students global perspective.

On being Asian in perspective: The LS sees itself and its work through a regional perspective. Even as LS engages Philippine society, it will attend to the concerns of the
region and participate in the articulation of Asian identity and in placing Asia on the agenda of global fora.

On being a community that transforms: Our way of proceeding is characterized by critical thinking and discernment, dialogue and trust, engagement and creativity. We nurture and care for the members of this community. Our values include excellence and service, magis and cura personalis, professionalism, and spiritual maturity.

On research and creative work: Scholarly work in the LS generates and communicates new knowledge, understanding, perspectives, forms, and expressions. Our body of work should influence or inform policy, mindsets, and identity, and/or contribute to the advancement of the field.

On leadership in service: The LS takes the lead in initiating and accomplishing transformative change in society, helping to bridge the competitiveness and poverty gaps, and addressing environmental concerns. This service can take the form of civic work, advocacy, or the practice of our respective professions.

On the formation of persons-for-others: Our goal is the formation of the total person, helping all members of the LS community to grow in spiritual maturity, academic excellence, social involvement, cultural rootedness, and emotional maturity, as well as in their ability to use their skills and talents in the service of others.
Goals of the Loyola Schools

Education that is transformative, globally competitive, and Asian in perspective:

- Curricula and Programs: Our academic and non-academic formation programs are responsive to Philippine/Asian/global realities.

- Student Profile: Our students develop spiritual, emotional, and professional maturity that includes dimensions of faith, integrity, service, and love-of-country.

- Faculty: Our faculty members live the magis and cura personalis, reflect, serve, and lead in their teaching, scholarly work, and outreach.

- Instruction: Our faculty and students exhibit growth in their professional and personal lives as manifested in their leadership, knowledge, competence, creativity, and critical thinking.

- Student Services and Administrative Support: Our student services are responsive, available, and accessible.

- Facilities: We have world-class facilities and our services are constantly improved.

Knowledge and outreach that makes a difference:

- Scholarly Work: We generate research and innovation that contributes to the nation’s development and makes a difference in the lives of the marginalized.

- Outreach and Extension Work: Our outreach/formation work has an impact on the communities as seen through improvements in the performance of its members.

Specific Objectives of the Loyola Schools

The Loyola Schools is the tertiary level school unit of the Ateneo de Manila University that offers undergraduate and graduate degree programs in the Arts and Sciences. It operates under the statutes of the Ateneo de Manila University. It is composed of the School of Humanities, the School of Science and Engineering, the School of Social Sciences, and the John Gokongwei School of Management.
THE SCHOOL OF HUMANITIES

VISION

Rooted in the principles of humanistic Jesuit education, the School of Humanities is one of Asia’s leading institutions of critical thinking, creative pursuits, and reflective practice.

MISSION

Drawing on philosophy, faith, literature, language, the arts, and culture, the School of Humanities provides an integrative education that forms articulate, reflective, and creative persons who are grounded in Philippine culture, receptive to other cultures, respectful of religious traditions, and committed to faith and justice. The faculty employs teaching and scholarship to preserve and enrich the humanities, promote human flourishing, and contribute to social transformation.
THE SCHOOL OF SCIENCE AND ENGINEERING

VISION

The School of Science and Engineering at the Loyola Schools is a recognized Southeast Asian center of higher learning with academic leaders engaged in service to the nation and global community through science, technology and innovation.

MISSION

We are a teaching and research community engaged in the formation of scientists and engineers grounded on their Filipino self, high ethical standards, leadership, and who are inspired socially and culturally to advance technologies for sustainability and the betterment of life and environment.
The John Gokongwei School of Management, or JGSOM, is a regionally recognized center of excellence and leadership in graduate business education.

We shape our students into business leaders who are equipped to respond to the needs of tomorrow’s world:

- Young men and women who are global in perspective and interdisciplinary in approach, technically proficient and analytical, yet humanistic and people oriented.

- Achievers guided by a strong set of core values, eager and able to provide ethical and principle-centered leadership.

- Young professionals and entrepreneurs motivated by the spirit of magis or excellence, inflamed by the passion to make a difference, wherever their lives may take them.

- We contribute to the development of graduate business education in the country by offering innovative management programs that are responsive to the needs of a business community that must operate within a fast-changing and technology-driven world.

- Programs that are characterized by a strong liberal-arts core curriculum, overlaid with a business curriculum that will give our students a broad-based perspective of the management challenge.

- Programs that combine the rigors of academic learning with experiential learning, to provide a much more student-centered experience.

We forge strategic partnerships and actively collaborate with business organizations and professional associations to influence management practice as well as national policy on business and economic affairs, thereby contributing to national economic development.
The School of Social Sciences, or SOSS, works toward a society made more humane by its commitment to teaching, research and service. It sees a world dedicated to academic excellence, in which humanistic values and Ignatian spirituality harmonize with modern technology, in which passion for justice bonds with service to the country.

The School seeks to form a world of mature spirituality, focused on respect for the individual, freedom of scholarship, unity in collegiality, and the diversity of disciplines—thus recognizing a multiplicity of perspectives from which to examine society, its history, and its social, political and economic lives.

Its pursuit of scientific study is grounded in Philippine society and culture, from which it seeks to contribute to national development and to Asia-Pacific and ultimately global inter-cultural heritage. It envisions itself collaborating with other Schools of the Ateneo de Manila University, the other Ateneos, and other partners in the education of the Filipino.

The School of Social Sciences thus sees itself in the context of service to the nation, as a partnership of different departments and programs, each offering an expertise and a commitment.
The Government of the Loyola Schools

The Loyola Schools—namely the School of Humanities, the John Gokongwei School of Management, the School of Science and Engineering, and the School of Social Sciences—operate under the Statutes of the University and the By-Laws of the Loyola Schools, and are subject to the government of the University: the Board of Trustees and the officers of the University Administration of which the President is the Chief Executive.

The School Council has co-deliberative powers regarding the internal academic policies of the Loyola Schools. Decisions of the Council are subject to approval or revision by the University Board of Trustees in accordance with Philippine Corporation Law.

The School Forum is the assembly of faculty members and administrators of the Loyola Schools. It meets to present and discuss all significant matters affecting the Loyola Schools before they are deliberated upon by the School Council.

The Vice President for the Loyola Schools and the Deans of the Schools are the principal administrative officers and academic leaders. They are responsible for policy execution, for the enunciation and achievement of the educational goals of the Loyola Schools, and for coordination of the work of the different departments in the Loyola Schools.

Several administrative officers assist the Vice President for the Loyola Schools:

The Department Chairpersons/Program Directors organize, supervise, and evaluate the curriculum, faculty and personnel, including student majors of the individual departments/programs. Academic advisement, load revisions, and other matters affecting student majors usually require their approval.

The Associate Dean for Academic Affairs takes care of the academic welfare of graduate and undergraduate students and oversees the implementation of the academic regulations of the school. S/he guides the review of proposals for new courses/programs, and their subsequent evaluation by the Committee on Curriculum.

The Associate Dean for Student Formation oversees the design, implementation, and evaluation of integrated formation programs and services that facilitate the personal, social, spiritual, communal, physical and leadership development of undergraduate students of the Loyola Schools. The offices in the Student Formation Cluster supervised by the Associate Dean for Student Formation are headed by the following administrators:
The Director of the Placement and Career Services Office is primarily responsible for linking the academic world and the world of work, particularly for the graduating students. S/he promotes career opportunities for the general student body and provides several venues for career orientation and job skills workshops.

The Director of the Office of Student Activities is the ex-officio moderator of the Sanggunian ng mga Mag-aaral ng Mga Paaralan ng Loyola, the student council of the Loyola Schools. S/he oversees the activities of recognized student organizations in the Loyola Schools.

The Director of the Office for Social Concern and Involvement is responsible for providing the Loyola Schools with formation and alternative education programs that contribute toward authentic and humane social transformation. S/he ensures the effective implementation of curricular and non-curricular programs that aim to bring out “the person-for-others” in every Atenean through partnerships with non-governmental organizations, people’s organizations, local government units, government units, and other agencies with the same orientation of concern for the poor.

The Director of the Office of Campus Ministry is responsible for the implementation of the spiritual renewal program for the members of the Loyola Schools community and all the services therein including all student retreats, recollections and all liturgical matters. S/he also takes charge of the Loyola Schools chapel.

The Coordinator for College Athletics implements the sports programs prepared in collaboration with the University Athletics Director. S/he is responsible for providing athletes with their P.E./N.S.T.P exemptions, insurance claims, scholarship grants, and coordinates all of these matters with all the offices involved.

The Associate Dean for Student and Administrative Services supervises the offices that provide different developmental programs and services for the student body. The offices in the Student and Administrative Services Cluster supervised by the Associate Dean for Student and Administrative Services are headed by the following administrators:

The Director of the Office for Student Services oversees the delivery of basic services to students to ensure their over-all safety and well-being.

The Director of the Office of Health Services oversees the administration of acute care (infirmary) services, health awareness and education programs, risk and resiliency assessment, issue- specific interventions, case management, and the Collaborative Anti-Drug Abuse Program.

The Director of the Loyola Schools Office of Guidance and Counseling is responsible for facilitating the personal growth and adjustment of students with regard to their personal, academic, emotional, and vocational/career concerns.
The Director of the Loyola Bookstore oversees the operation and management of the Loyola Schools Bookstore as the main destination of the entire LS community to avail of a variety of Ateneo products while promoting student entrepreneurship and updating of available publications in the bookstore.

The Director of Management Information Systems oversees the development, implementation, and maintenance of the information systems of the Loyola Schools.

The Assistant to the Director to the Associate Dean of Student and Administrative Services for Campus Events Management (CEM) provides closer focus and more hands-on services. The CEM has three primary services. The first is assessment and approval of requests for use of the facilities and physical resources of the Loyola Schools. The second is general supervision of on-campus events of student groups and offices of the Loyola Schools. Last is events consultancy and coordination with particular focus on large-scale events and those involving external (local and foreign) participants. The CEM aims to contribute to the vibrancy and dynamism of campus activities through the efficient coordination with stakeholders and responsible use of resources.

The Associate Dean for Research and Creative Work is responsible for the promotion of research and creative work in the Loyola Schools, scholarly publications and linkages to scholarly work.

The Associate Dean for Graduate Programs provides academic support services for graduate students and coordinates with other offices in the recruitment and admission of new graduate students. S/he administers financial and scholarship grants for graduate students and handles other administrative duties pertaining to the Graduate Programs.

The School Registrar is responsible for the processing, archiving, and security of all student records. S/he supervises scheduling of classes as well as undergraduate and graduate registration. The School Registrar issues all transcripts and transfer credentials to students.

The Director of the Office of Admission and Aid directs the recruitment and admission of new students to the undergraduate programs and administers the financial and scholarship program for undergraduate students.

The Director of the Rizal Library is responsible for planning and administering the program of library services for teaching and/or research purposes of the Loyola Schools.

The Director of the Residence Halls is the general supervisor of the Residence Halls, responsible for the over-all management, living conditions, general welfare, and discipline therein.
Section II: Loyola Schools Rules and Regulations
General Regulations

The Ateneo de Manila University is a Filipino, Catholic, Jesuit community committed to the preservation, extension and communication of truth and its applications for the fullest development of the human person. The Ateneo de Manila University's Loyola Schools (hereinafter referred to as “Loyola Schools”), founded on the revered tradition of excellence and service, is concerned with the harmonious development of the intellectual and moral virtues of the students so that they may give greater glory to God and greater service to others.

1. The regulations of the Loyola Schools as set forth in this Handbook are calculated to secure the good order necessary for the effective pursuit of knowledge, to help the students attain the level of quality work required of them and to ensure proper deportment of the entire body.

2. The student’s registration in the Loyola Schools is considered an expression of willingness to abide by all the rules and regulations prevailing in the Loyola Schools. Every student, therefore, is committed to the observance of these rules.

3. A student is in college primarily to achieve academic excellence and develop his/her total self for the service of his/her brethren. The standard set before each student presupposes maturity, responsibility, and judicious use of all the opportunities made available by the Loyola Schools.

4. Students are encouraged to use the library facilities and to consult regularly with their faculty advisers, and whenever necessary, with the Guidance Counselors and Campus Ministers.

5. A student whose parents do not reside in Manila should have a guardian in the city who is duly authorized by the parents to assume their responsibilities towards him/her.

6. Special University and School functions, being part of a student’s life, should be attended by all students.

7. The student is encouraged to develop a deep Christian piety by regular participation in the religious exercises and services of the Loyola Schools. Regular retreats are scheduled for student groups; at least two Masses are offered in the Loyola Schools Chapel daily and the Sacrament of Reconciliation (Confession) is available everyday at designated hours.

8. The Ateneo de Manila has always considered co-curricular activities and athletics essential to the balanced formation and development of the student. Activities and athletics are part of the community life of the Loyola Schools. Therefore, each student should participate in one or several activities to the extent that his/her studies will allow.

9. Co-curricular activities, however, are meant to supplement studies, not to interfere with them. Hence, the Loyola Schools reserves the right to advise against participation in activities, if the student needs to devote more time to studies.
10. A student-athlete who is not a full-time student of the Loyola Schools or whose QPI rating is below the published catalog norms may not represent the Ateneo in inter-collegiate sports.

11. Students, as individuals or groups, may not use the name and/or seal of the University without authorization from the activity moderator and the approval of the Director of Student Activities. This applies to printed programs, invitations, announcements, tickets, and similar materials.

12. Activities of Loyola Schools students in the context of their membership in an accredited student organization should have the written approval of the Director of Student Activities. Appeals, however, may be made to the appropriate Associate Dean.

13. Articles and news releases concerning the Ateneo de Manila should be cleared through the offices concerned.

14. The regulations governing the payment of tuition and other fees are issued from time to time by the Office of the Treasurer.

15. The Loyola Schools student, by joining this community of scholars, assumes the responsibilities, rights, and obligations of scholarship, which pertains to his/her status as a student. Because he/she is serving a period of intellectual apprenticeship, the student is expected by both his/her superiors and peers to perform his/her academic duties according to the proper standards. His/her status as a student commits him/her to a time of serious study, the results of which are gauged by the marks he/she secures.

**Academic Regulations**

16. The Committee on Academic Standards interprets the published undergraduate academic regulations of the Ateneo de Manila University Loyola Schools, which is composed of the School of Humanities, the John Gokongwei School of Management, the School of Science and Engineering, and the School of Social Sciences. This Committee reviews all cases of an academic nature, i.e., honors for graduation, program awards, departmental QPI requirements beyond the minimum set by the Loyola Schools, status of deficient students, probation, readmission, the exceptions to a given rule, change of grade, etc. All appeals must be made in writing and submitted through the Associate Dean for Academic Affairs (ADAA) by the deadline set by the ADAA.

17. A student’s list of officially registered courses on the Ateneo Integrated Student Information System (AISIS) is the official record of subjects in which the student is enrolled. Any change must be accomplished by the student on the official load revision forms available at the Office of the ADAA.

18. Students should complete the registration process to be considered officially enrolled. The complete registration process involves:
   a. Enlistment in advised classes
b. Payment of the assessed fees

c. ID validation

A student must be officially enrolled to participate in classes, e.g., join groups, submit papers, or take exams. Only students who are officially enrolled are entitled to grades at the end of the semester or term. If there are any special circumstances that prevent a student from completing registration, he/she should immediately see the School Registrar.

19. Any change in a student’s degree program or major after the initial registration period is permitted only at the written request of the student with the approval of the respective Chairpersons or Program Directors and the ADAA. The copies of the completed Change of Degree Program or Application for Minor/Specialization Form must be signed by the offices concerned and submitted by the student to the Office of the Registrar.

20. Substitution of one subject for another shall not be allowed without the properly accomplished Load Revision form. No request to change a subject shall be entertained after the first week of instruction in the semester. The copies of the completed Load Revision form must be submitted by the student to the different offices concerned, and signed by the receiving offices.

Students may only add subjects after the initial registration period by filling out the Load Revision form. No request to add a subject shall be entertained after the deadline set by the Office of the ADAA or the Office of the Registrar for such changes. The copies of the completed Load Revision form must be submitted by the student to the different offices concerned, and signed by the receiving offices.

No student may drop a registered subject without the approval of the instructor, his/her home Department Chairperson/Program Director, the Department Chairperson/Program Director of the subject, and the ADAA. Otherwise, the student shall receive a grade of W (WITHDRAWAL) for the subject. However, while the request is pending, the student must continue to attend the class(es) that are to be dropped until the completed form has been signed by the offices concerned and submitted by the student to the Office of the Registrar. No request to withdraw from a subject shall be entertained after the deadline set by the Office of the ADAA or the Office of the Registrar. This request may be availed of only by students who have not exceeded the number of absences permitted by the Loyola Schools. (See Section 24.)

21. A student who withdraws from the Loyola Schools is entitled to Transfer Credentials under the following circumstances:

a. The student is free from all financial and/or property accountabilities.

b. The student’s admission credentials are complete and in order.

c. The student is not serving a penalty of suspension or expulsion.

d. The student has secured clearance from the concerned offices within the Loyola Schools.
Withdrawal shall be effective as of the date the completed Clearance and Load Revision forms are filed with the Office of the Registrar.

22. A student who will not enroll at the Loyola Schools for non-academic or non-disciplinary reasons shall secure a LEAVE OF ABSENCE, which may be granted on the following conditions:
   a. the student is in good academic standing
   b. the student is in good disciplinary standing
   c. the student may not study or enroll in another school during the LEAVE OF ABSENCE
   d. the period of leave may not exceed one academic year
   e. the student may normally secure a LEAVE OF ABSENCE only once during his/her entire stay in the Loyola Schools.

23. The unit of instruction used for computing the amount of work required for graduation is the semester hour. One semester hour is equivalent to an hour’s lecture or recitation per week for one semester.

24. Regular attendance in all classes is one of the most important obligations of students. They are expected to attend all scheduled class exercises and activities. Honor students are allowed unlimited absences, unless specified otherwise by the instructor in the class syllabus. Students are held responsible for all matters taken and assignments given in their absence.

25. A limited number of absences is permitted, but these absences must not exceed three times the number of semester hours of the subject. Thus, for a three-unit subject, the maximum allowable absence is nine class hours. The maximum allowable absence in science laboratory classes is three laboratory sessions. The maximum allowable absence in psychology laboratory classes is two sessions. There is no distinction between excused and unexcused absences. There is no such thing as a free cut.

26. For absences beyond this norm, a student receives an automatic grade of W (WITHDRAWAL).

27. Class hours lost by late registration are considered as absences.

28. A student who is absent from class is responsible for all work given by the instructor on the day of his/her absence.

29. Class attendance should not only be regular; it should be punctual. Recording lateness as an absence shall be left to the instructor’s discretion.

30. All subjects that form part of a student’s program of studies for his/her degree in the Loyola Schools are graded on a CREDIT basis, i.e., a letter mark with a corresponding Quality Point Value. A student may register for a subject on an AUDIT basis for those subjects outside a student’s program of studies subject to the approval of the student’s home department chair. No credit is given for subjects taken on an Audit basis.
No student may change the grading option of a subject after the deadline set by the Office of the ADAA or the Office of the Registrar. The change shall only be valid once the completed load revision form is signed by the offices concerned and submitted by the student to the Office of the Registrar.

31. Six units of FREE ELECTIVES are provided for students to pursue their own interests. They can choose these FREE ELECTIVES only from the outer core curriculum subjects and from subjects not required by their home department/program.

32. Students enrolled in less than twelve units are classified as part-time. Units in freshman basic and bridging subjects (English 8, 9, and 10, Filipino 8, 9, and 10, and Math 1, 1.1, and 1.2) are counted as part of the load. Cross-registrants (from other schools) and part-time students are subject to all the academic regulations of the Loyola Schools.

33. The student’s grade in any subject is computed at the end of each semester. A grade is based not only on formal examinations, but on every kind of academic evidence: recitation, term papers, book reports, written and oral tests, class participation, student’s conduct in class, field work, etc. Attendance does not form part of the student’s grade for the subject.

34. A student who cheats in any test or examination receives a grade of F (FAILURE) for that test or examination.

35. The academic performance of students is expressed by the marks they receive in the subjects enrolled. These marks, their respective meanings, and corresponding quality point values, are as follows:

A Fulfillment of the requirements set for the subject to a high degree of academic performance as shown by both an intelligent grasp and superior critical appreciation of the course content. Quality Point Value: 4

B Fulfillment of the requirements set for the subject to a degree above satisfactory performance as shown by both an intelligent grasp and rudimentary critical appreciation of the course content. Quality Point Value: 3

C Satisfactory fulfillment of the requirements set for the subject as shown by a fairly intelligent grasp of the course content. Quality Point Value: 2

The grades of B+ (Quality Point Value: 3.5) and C+ (Quality Point Value: 2.5) are given for those inevitable borderline cases which, in the professor’s estimation, do not merit the higher grade and at the same time definitely deserve better than the lower grade or mark.

D Passing fulfillment of the minimum requirements for the subject. Quality Point Value: 1

F Failure: Non-fulfillment of minimum requirements for the subject. Quality Point Value: 0

W Withdrawal from a subject without permission. Quality Point Value: 0

Besides the marks indicated above, the following supplementary marks also appear on a student’s report:

INC Incomplete (temporary grade)
NE  No final examination (temporary grade)
WP  Withdrawal from a subject with permission. No quality point
AUD Audit. No quality point
  S  Satisfactory performance in a remedial, non-academic, or non-required subject. No quality point
  U  Unsatisfactory performance in a remedial, non-academic, or non-required subject. No quality point

36. The **Quality Point Index (QPI)** or weighted average is the measure of the quality of a student’s general academic performance for a regular academic term. As such, the student’s promotion, graduation, or separation from the Loyola Schools are determined by whether or not the QPI requirement for a given academic year, which consists of two semesters and the preceding summer, is satisfied.

The year’s QPI is computed by:

a. Multiplying the quality point value of the letter grades in each subject by the number of units of credits in the subject, and

b. Adding these products and dividing the result by the total number of units taken during the academic term or year.

c. Grades in basic and bridging subjects (English 8, 9, and 10, Filipino 8, 9, and 10, and Math 1, 1.1, and 1.2), P.E. and N.S.T.P. are not included in the computation of the QPI.

37. The students are responsible for ascertaining their general academic performance periodically and especially at the end of each semester.

38. Students should ensure that they have taken and passed all required subjects/courses towards the completion of their degrees. Students should regularly review their Individual Programs of Study (IPS) on the Ateneo Integrated Student Information System (AISIS) to ensure that they do not lack any subjects to graduate on time. If subjects/courses are not yet listed as “passed” on AISIS but the student believes he/she has already passed the said subjects/courses, the student should report to the Office of the Registrar immediately.

39. Rules on promotion, graduation, and separation of a student from the Loyola Schools:

a. The promotion, graduation or separation of a student from the Loyola Schools is determined by the year’s QPI of the student.

b. For unconditional promotion to sophomore year, a **freshman** should secure a year’s QPI of **1.80** or above at the end of the second semester of the academic year.

c. The required year’s QPI at the end of the second semester of **sophomore** year for eligibility for junior year is **1.90**.

d. The required year’s QPI at the end of the second semester of **junior** year for eligibility for senior year is **2.00**.
e. The required year’s QPI for **seniors** for eligibility for graduation is **2.00**. Seniors who do not meet the required QPI for graduation will not be entitled to a diploma. No degree or date of graduation will be indicated in the student’s transcript of records.

f. No student may repeat more than once any subject where a failure has been incurred. Exception to this rule shall be made upon recommendation of the Chairpersons of the departments concerned.

g. No student who incurred a failure or deficiency in any subject during a semester shall be permitted a recovery overload during the following semesters.

h. College seniors may overload a maximum of six (6) units per semester. However, their total load (regular load + overload) should not exceed twenty-four (24) units.

i. Students who do not meet the QPI requirement for their year level may be admitted on probation and allowed to continue their studies at the discretion of the Vice President for the Loyola Schools after consultation with the Standards Committee. Students must write a letter of appeal to the Standards Committee (through the Office of the ADAA) if they apply for probation.

j. A student may be granted probation only once during his/her entire stay in the Loyola Schools upon the recommendation of the Standards Committee to the Vice President for the Loyola Schools. No second probation is given.

40. Freshman and sophomore students are required to register for all core curriculum subjects designated by their program. They shall not be allowed to withdraw from these subjects. Exceptions to this rule shall be made by the Associate Dean for Academic Affairs.

   Juniors and Seniors shall not be allowed to drop subjects so that their total load falls below twelve units.

41. In extraordinary circumstances, when some requirement of a subject (except the final examination) has not been met, the student shall be given the temporary grade of INC (Incomplete). No student on Probation shall be given the grade of INC or NE. The INC mark is changed to a letter grade following this procedure:

   a. submission of completed work to the instructor
   b. evaluation by the instructor and submission of letter grade to the Chairperson
   c. submission by the Chairperson of the grade to the Registrar.

   The entire procedure must be completed within two weeks after the distribution of grades so that no marks remain INC after the two-week period. Any request for extension of the INC shall be subject to the approval of the Associate Dean for Academic Affairs.

42. The temporary grade of NE shall be reported to the Registrar for every subject in which a student is absent from the final examination. In case the absence is not approved by the ADAA, the grade for the examination shall be changed automatically to F. If the absence has been caused by some grave reason, the student should apply to the Office of the
ADAA not later than the second day following the examination for approval for a deferred examination. When, in the judgment of ADAA, the reason for the absence has been sufficiently justified, the student shall be granted the privilege of a deferred examination.

43. Honors are awarded at the end of each semester on the basis of the semestral QPI. The QPI is based on a semestral load of at least fifteen academic units with all the grades carrying the corresponding Quality Point Values.
   a. **First Honors** are awarded to students with a semestral QPI of **3.70 and above**.
   b. **Second Honors** are awarded to students with a semestral QPI of **3.35 or above but lower than 3.70**.

The semestral QPI is computed by:
   a. Multiplying the quality point value of the letter grades in each subject by the number of units of credits in the subject, and
   b. Adding these products and dividing the result by the total number of units taken during the given semester.
   c. Grades in basic and bridging subjects (English 8, 9, and 10, Filipino 8, 9, and 10, and Math 1, 1.1, and 1.2), P.E. and N.S.T.P. are not included in the computation of the QPI.

44. To be eligible for Graduation Distinction, students must have completed a minimum of 80 percent of the total number of units required for graduation in their program in the Loyola Schools and only resident credits shall be included in the computation.

Latin honors and honorable mention are awarded on the basis of the following cumulative QPI at the time of graduation:
   a. Summa Cum Laude = 3.87 - 4.00
   b. Magna Cum Laude = 3.70 - 3.86
   c. Cum Laude = 3.50 - 3.69
   d. Honorable Mention = 3.35 - 3.49

The cumulative QPI is computed by:
   a. Multiplying the quality point value of the letter grades in each subject by the number of units of credits in the subject, and
   b. Adding these products and dividing the result by the total number of units taken throughout the student’s entire stay in the Loyola Schools.
   c. Grades in basic and bridging subjects (English 8, 9, and 10, Filipino 8, 9, and 10, and Math 1, 1.1, and 1.2), P.E. and N.S.T.P. are not included in the computation of the QPI.

Students who graduate from more than one program may receive Latin honors or honorable mentions only once.
45. A student may take a subject in another school with the approval of the Department Chairperson, the Associate Dean for Academic Affairs, and the Registrar, based on the following conditions:
   a. the subject is not a core curriculum subject
   b. the subject is not offered in the Loyola Schools for that particular term
   c. the subject is validated by the department concerned.

Forms are available at the Office of the ADAA.

46. All students, regardless of citizenship, are required to take the NSTP-PLUS of the Ateneo de Manila University, as part of the Integrated Ateneo Formation (InAF) Program. The NSTP-PLUS Program consists of the following service components:
   a. Reserve Officers’ Training Corps (ROTC)
   b. Civic Welfare Training Service

Students, male and female, shall be required to complete one of the above NSTP components for an academic period of two semesters (three units per semester) unless official exemption is obtained.

The ROTC option is jointly supervised by the Office of the Associate Dean for Student Formation (ADSF) and the Ateneo Department of Air Science and Tactics (ADAST). The Civic Welfare Training Service component is jointly supervised by the Office of the ADSF and the Office for Social Concern and Involvement (OSCI).

47. Physical Education Requirement: All regular students are required to complete eight units of Physical Education in the four semesters comprising their freshman and sophomore years. Students who fail any Physical Education subject must take it the following summer session so that prior to entering junior year, they shall have completed the required eight units. The Commission on Higher Education prohibits students from taking more than two units of PE in one semester or summer session.

Physically challenged students are not exempted from the Physical Education requirement. They are given a special program upon examination by the Loyola Schools physician. While members of varsity teams are excused from the regular PE classes, they are, however, required to:
   a. sign up for an activity class
   b. take and pass the semestral physical fitness tests.

Failure to comply with these requirements shall result in a grade of F.

48. No student may receive official school documents unless all financial obligations to the Loyola Schools are settled. Examples of official school documents are the following:
   a. Transcript of Records
   b. All academic certifications
   c. Diploma
Code of Conduct for Students

Introduction

The Code of Conduct provides the basic framework of normative rules to facilitate the total formation of students according to the Christian ideal of the human person, an individual imbued with dignity inherent in his/her being an image and likeness of God. It embodies the Loyola Schools’ commitment to facilitating the development of students’ moral character and personal discipline. Animated by Ignatian principles and pedagogy, this Code of Conduct aims at engaging students in the world, following from the belief that we can find God in all things.

The proceeding list of responsibilities, procedures, offenses and sanctions contains the modes of conduct conducive to the creation of an Ateneo academic community committed to and consistent with the fundamental values of honesty, fairness, integrity and justice.

I. Responsibilities

Students are expected to conduct themselves in a manner that promotes their continuing development as persons, as well as the continuing development of their peers. They have a responsibility to ensure that the academic environment of the Loyola Schools is wholesome and conducive to human formation.

A. Although no uniform is prescribed in the Loyola Schools, it is the responsibility of the students to dress in a manner that is modest and appropriate to the academic nature of the university.

B. Students are required to wear their Identification (ID) Cards on campus and present the same whenever requested by university personnel.

C. Students are expected to follow classroom policies and procedures set by the school and their teachers. A teacher may send a student out of class for misbehavior. The student is then marked absent.

D. Students are to behave responsibly in the use of communication and information technology, especially when engaging in any action that may impact on the privacy, dignity, and/or rights of institutions, groups or individuals, including themselves.

E. Communication and information technology equipment cannot be used in the classroom without the explicit permission of the teacher.

F. Students are required to keep their contact and personal information on AISIS (Ateneo Integrated Student Information System) up-to-date. Students will be held responsible for instances where they cannot be contacted for this reason.

1 All students: graduate and undergraduate
G. While students are encouraged to participate in off-campus activities, especially those that are cultural and educational in nature, students are expected to conduct themselves properly in such functions and to use the name of the University responsibly. Students officially representing the Loyola Schools or any of its recognized or official sectors or units in activities involving external groups must obtain official approval from a person of authority or from the concerned department or office.

H. Students are held responsible for the behavior of persons or outsiders who come into the campus on their behalf. Bodyguards or chaperones of students are not allowed inside the campus without the proper identification (ID) card issued by the Office for Student Services (OSS). Even with proper identification, bodyguards or chaperones (including drivers) are not allowed to loiter around the campus. The student is charged with an offense when a violation of the Code of Conduct is committed by such persons.

I. The university environment serves and supports the mission of the institution. It must be treated with proper care and respect to ensure the health and safety of members of the community.

1. It is the responsibility of students to take care of school property and to help keep the university clean. Students are expected to make themselves aware of, and comply with applicable guidelines regarding the proper use of school facilities, bearing the cost of any damage or negligence.

2. Students who bring vehicles into the campus should observe all campus traffic and parking regulations. This includes displaying the pass and ensuring that their vehicles do not contribute to environmental pollution.

3. Smoking is prohibited in the Loyola Schools.

4. Eating and drinking are not allowed in classrooms, laboratories, audio-visual rooms, and the Rizal Library.

J. Students should bear in mind that any of their off-campus activities should not directly or indirectly tarnish the name of the school, especially in reference to the values and the principles it stands for.

K. All students should observe the Rizal Library regulations which are meant to give all users of the library facilities equal opportunity for study and research. Students who violate any library rule will be subjected to disciplinary action.

L. All students share responsibility for the creation and maintenance of a healthy, safe and drug-free campus. This includes compliance with policies and measures against the use of dangerous drugs.
M. As members of the ADMU community, students share responsibility for the community’s well-being, protection and integrity. Students are expected to report events which may compromise the community to University authorities, and to assist in arriving at the truth of an incident to the extent of one’s knowledge and ability.

II. Procedures

Procedures related to the Code of Conduct are meant to ensure rationality and order for the members of the Loyola Schools community. These address formative issues through a community-based approach which views maladaptive behavior through a restorative lens, with emphasis on the common good, the social fabric, institutional values and the development of the individual into persons-for-others.

A. Procedures for Minor Violations

Minor violations of the Code of Conduct are addressed through processes facilitated by the Office for Student Services (OSS), under the Associate Dean for Student and Administrative Services (ADSAS). Violations that may come under this banner are those:
1. That do not involve serious injury or harm
2. Lacking evidence of malice or premeditation
3. With little or no serious negative implications for the University or its members
4. Which are uncontested by the respondent
5. Resolved by one of the following means:
   a. Dispute resolution as mediated by the OSS, and upon agreement of all parties
   b. Adherence to terms of a behavioral contract

Whether these criteria are met or applicable is the decision of the following:
1. The Director of Student Services, by default
2. The Coordinator for Student Discipline, during the evaluation of a case reported as a major offense, in instances where strong mitigating factors are present
3. The Committee on Discipline, in instances where a respondent is found not guilty of a major offense, but guilty of a minor violation of the Code of Conduct

Violations deemed “minor” are recorded in a student’s name but do not prevent them from receiving a clean Certificate of Good Moral Character. Repeated minor violations, however, may constitute basis for the filing of a major offense against the student, or serve as an aggravating factor in the evaluation and processing of subsequent misbehavior.

2 For students with special needs and conditions, as enacted by the Coordinator for the same
The following is a listing of minor violations with their legislated penalties to be settled with the Office for Student Services:

1. One (1) to four (4) ID-wearing, Traffic/Parking, and Dress Code Violations within 1 school year

<table>
<thead>
<tr>
<th>cluster</th>
<th>Violations w/in 1 SY</th>
<th>Oral reprimand</th>
<th>Written apologies (to OSS)</th>
<th>Fine</th>
<th>Mandatory work (community service)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic/Parking violations</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>(varies per violation&lt;sup&gt;3&lt;/sup&gt;)</td>
</tr>
<tr>
<td></td>
<td>4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>4 hours</td>
</tr>
<tr>
<td>ID-wearing violation</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>4 hours</td>
</tr>
<tr>
<td></td>
<td>4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>(Php500&lt;sup&gt;4&lt;/sup&gt;)</td>
</tr>
<tr>
<td>Dress code violation</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>4 hours</td>
</tr>
<tr>
<td></td>
<td>4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>8 hours</td>
</tr>
</tbody>
</table>

Students who commit more than 4 violations from the same cluster in one school year will be automatically referred to the Coordinator for Student Discipline for repeated offenses (cf III-D.14)

---

<sup>3</sup> Refer to Facilities Management Office (FMO) for listing
<sup>4</sup> Fine may be converted to 8 hours of community service
2. Failure to perform responsibilities as listed in Section I, specifically:

<table>
<thead>
<tr>
<th>Brief description</th>
<th>Section</th>
<th>Oral reprimand</th>
<th>Written apologies</th>
<th>Mandatory work (community service)</th>
<th>Other requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor disruption of classes / not following class policies</td>
<td>I-C</td>
<td>✓</td>
<td></td>
<td>To teacher of class concerned</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Irresponsible use of information technology (e.g. use of cellphones during lectures, irresponsible online posts, etc.)</td>
<td>I-D</td>
<td>✓</td>
<td></td>
<td>To affected party</td>
<td>4-24 hours</td>
</tr>
<tr>
<td>Failure to update AISIS information</td>
<td>I-F</td>
<td>✓</td>
<td></td>
<td>To Director of OSS</td>
<td>2-4 hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Proof of update of AISIS within 3 days</td>
</tr>
<tr>
<td>Irresponsible behavior of persons who come to campus in your name</td>
<td>I-H</td>
<td>✓</td>
<td></td>
<td>To Director of OSS</td>
<td>2-8 hours</td>
</tr>
<tr>
<td>Accidental damage to property</td>
<td>I-I</td>
<td>✓</td>
<td></td>
<td>To ADSAS</td>
<td>2-8 hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Pay cost of repair/replacement</td>
</tr>
<tr>
<td>Littering</td>
<td>I-I</td>
<td>✓</td>
<td></td>
<td>To ADSAS</td>
<td>2-4 hours</td>
</tr>
<tr>
<td>Use of a smoke belching vehicle</td>
<td>I-I</td>
<td>✓</td>
<td></td>
<td>To ADSAS</td>
<td>2-4 hours</td>
</tr>
</tbody>
</table>

Other violations deemed “minor” but not included in this listing may be given any or a combination of the following penalties as assessed by the appropriate school body/administrator, as mentioned:

1. Written/oral reprimand
2. Written/personal apologies
3. Formation sessions (counseling, moral guidance, anger management, etc)
4. Up to 40 hours mandatory work in the form of community service
5. Temporary suspension of privileges related to the offense (e.g. driving privileges on campus)

An appeal of the decision regarding minor violations may be made to the Chair of the Committee on Discipline.
B. Procedures for Major Offenses

Major offenses of the Code of Conduct are addressed through processes facilitated by the Office of Student Discipline, under the Associate Dean for Student Formation. The resolution of these offenses involve processes which reflect the seriousness of the violation/s through referral to the Committee on Discipline, based upon the investigation of the case. This is with regard for Due Process, especially students’ (1) right to be informed of the charge against him/her, and (2) right to be heard. Upon conclusion of a case, a variety of disciplinary sanctions follow if the respondent is found guilty, that have to be resolved before a student can be cleared for subsequent registration/transfer/graduation.

1. Complaints and Incidents

1.1. Any member of the Loyola Schools may file a complaint or incident report as per suspected violations of the Code of Conduct.

1.2. A written complaint or incident report should be filed with the Office for Student Services stating the nature and the circumstances of the alleged offense for initial investigation and evaluation, along with any supporting evidence available. Any office may also file a complaint against a student on behalf of non-members of the Loyola Schools (e.g. offended partner institutions, visitors, etc.)

1.3. As part of the initial investigation, all respondents will be asked to provide written statements regarding their involvement in the alleged offense. They may also be summoned for additional inquiries.

1.4. The Director of the Office for Student Services (OSS) reviews all reported cases, the results of the initial investigation, and decides on what subsequent step is to be taken for the resolution of the complaint/incident. He/she may decide to:

a) Inform the complainant that there is insufficient basis to pursue the complaint (due to lack of evidence or merit)

b) Require parties to undergo “Dispute Resolution Procedures” before or in lieu of proceeding with formal disciplinary procedures

c) Refer special cases to the Office of Guidance and Counseling for evaluation if the incident possibly involves a student with special needs or conditions

d) Issue a minor violation if the criteria for the same is met, and enforce minor penalties

e) Forward all case materials to the Office of Student Discipline for processing as a possible major offense of the Code of Conduct, except in the case of alleged Sexual Harassment where the summary procedure made explicit in RA 7877, The Anti-Sexual Harassment Act of 1995, and the Ateneo de Manila University’s Implementing Rules and Regulations, shall be followed, as mandated by law.6

---

5 Refer to “Dispute Resolution Assistance” as a Service Provided by the Office for Student Services
6 Refer to the Student Handbook Companion for Student Related Government and Administrative Acts & Implementing Guidelines
2. Notices and Hearings:

2.1. Upon referral by the Office for Student Services, the Office of Student Discipline will:
   a) verify the findings of the initial investigation
   b) conduct any additional inquiries, as necessary
   c) refer any special cases to the accredited healthcare professionals for the same for pre-discipline processing, as necessary
   d) evaluate whether there is sufficient basis to charge the student/s of a major offense to be forwarded to the Committee on Discipline for hearing and deliberation
   e) refer those cases with insufficient basis for processing as a major offense back to the Office for Student Services, with the corresponding recommendations of how to proceed.
   f) for cases which involve imminent, serious or pervasive threat/s to the safety of the Ateneo community, where evidence of serious misconduct or failure to abide by previously established behavioral contracts is strong, the Coordinator for Student Discipline, upon agreement of the Director of OSS and the Chair of the Committee on Discipline, may issue a Preventive Suspension Order congruent with CHED guidelines.
   g) In cases where there is sufficient basis to forward a case to the Committee on Discipline for deliberation and hearing as a major offense, the Office of Student Discipline will issue the respondent a Notice of Formal Charge stating:
      i. the nature of the possible violation, including the specific section(s) of the Code of Conduct possibly violated,
      ii. the right of the student to due process as stated in the Code of Conduct, and
      iii. the right of the student to seek counsel.
         - The respondent may ask any member of the Loyola Schools (except those serving as Associate Dean, Dean or Vice President), to serve as counsel at the hearing of the case.

---

7 According to Section 106 of the MORPHE: “A student under investigation may be preventively suspended from entering the school premises and from attending classes, when the evidence of guilt is strong, and the responsible school official is morally convinced that the continued stay of the student pending investigation would cause sufficient distraction to the normal operations of the institution, or would pose real or imminent threat or danger to persons and property inside the institution’s premises.” This is a procedure, not a penalty; hence, it is not to be confused or equated to a sanction of suspension post-hearing.

8 In general, the role of counsel in this context is to:
   - prior to the hearing: guide the student in the understanding of what responsibilities one bears in the matter in question, providing perspective regarding the incident/offense; also serve as emotional support regarding feelings and concerns about the case.
   - during the hearing: serve as moral support and act as observer to the respondent student’s testimony; can also be a character witness.
   - after the hearing: assist in the processing of the student’s testimony/responses and continue providing support...
• If the student has no counsel of his/her own choosing, a counsel will be assigned to the respondent through the assistance of the Loyola Schools Guidance and Counseling Office.

2.2. The student shall be required to submit his/her written response to the Notice of Formal Charge, including relevant material to support the statement, within one (1) calendar week of being informed. Failure to do so shall be taken to mean that the student chooses to waive his/her rights to present his/her side of the case as requested.

2.3. The date of the hearing shall not be earlier than one (1) calendar week from the student’s receipt of the Charge Notice.

2.4. The Office of Student Discipline shall notify the parents/guardian of undergraduate students charged before the Committee on Discipline through a duplicate copy of the Notice of Formal Charge, which shall be sent through registered mail/courier service, to the official mailing address entered in AISIS.

2.5. The Committee on Discipline, convened by the Coordinator for Student Discipline, shall require the physical presence of the parties on the set date and time of the Discipline Committee hearing.

2.6. Discipline hearings are formative in nature. As administrative processes, they are not subject to the rules of court.9

2.7. The parent(s) may be present as observers during their son/daughter’s personal testimony at the hearing, upon written or verbal notice to the Committee Chair. They may not address their son/daughter, or the Committee, during his/her oral testimony, nor give testimony themselves. However, parents may submit their sentiments regarding the case in writing, prior to the hearing, for inclusion in the case file to be evaluated by the Committee. Any concerns about the conduct of the hearing itself may likewise be submitted in writing to the Chair of the Committee on Discipline after the proceedings.

2.8. After questioning the parties and witnesses, the Committee shall deliberate on the case and determine whether or not the student is guilty of the offense as charged. Appropriate sanctions will also be deliberated on, along with any mitigating or aggravating factors, if the student is found guilty.

2.9. The Committee shall thereafter submit its findings and recommendations in writing to the Associate Dean for Student Formation.

3. **Major Sanctions**

   Major offenses shall warrant one or a combination of the following sanctions:

   3.1. any of those listed as penalties for minor offenses
   3.2. loss of privileges related to the nature of the offense

---

3.3. disciplinary probation (first warning or final warning status)\(^{10}\)
3.4. mandatory drug testing at the student’s expense, at the discretion of named school administrators, for a specified period of time (especially in cases related to dangerous drugs, substance abuse or endangering behavior)
3.5. mandatory psychological/clinical assessment and compliance with the recommendations of an accredited specialist
3.6. public reprimand through the posting of a memorandum/notice on bulletin boards of the Associate Dean for Student Formation, the OSS, and all Loyola Schools departments and offices
3.7. restriction against participation in school activities / further contact with aggrieved parties
3.8. ban from campus
3.9. suspension / deferment of graduation
3.10. non-readmission after the end of the current semester
3.11. dismissal (Exclusion)\(^{11}\)
3.12. expulsion\(^{12}\)

4. Decisions and Appeals

4.1. After careful evaluation of all the evidence, testimonies and precedents of the case, the Associate Dean for Student Formation shall notify the student in writing of the decision on the case through the Coordinator for Student Discipline.
4.2. The Office of Student Discipline shall see to the implementation sanctions, if any, as well as the notification of stakeholders regarding the decision made by the Associate Dean for Student Formation.
4.3. Students may appeal for reconsideration of the verdict/sanctions to the VP-LS, provided that he/she can present new evidence or basis for any change.
4.4. The Associate Dean for Student Formation’ decision on a student disciplinary case becomes final and executory unless otherwise modified or repealed by a subsequent decision emanating from the VP-LS or the University President\(^{13}\) upon consideration of an appeal.

\(^{10}\) For “Probation, First Warning Status”: Any future violation of the Code of Conduct, whether deemed a minor violation or a major offense, for the duration of probation, will merit a higher sanction in reference to the nature of the case and/or the sanctions of the previous case. Standard discipline processes will apply depending on whether the violation is considered minor (where the case will be evaluated by the Director of the Office for Student Services or the Coordinator for Student Discipline and sanctions imposed), or major (where the case will be again referred to the Committee on Discipline). The elevation of the probation to Final Warning Status should also be expected.

For "Probation, Final Warning Status": Any future violation of the Code of Conduct, whether deemed a minor or major offense, during the duration of probation, will be automatically referred to the Committee on Discipline for adjudication. It should be considered that given Final Warning status, subject to standard disciplinary processes, dismissal from the University is a distinct probability.


\(^{12}\) Ibid., p. 481

\(^{13}\) A student may appeal the verdict and/or the sanctions of his/her case to the University President in cases of dismissal or expulsion from the university, or to the VP-LS in cases of lesser sanctions.
III. Offenses

Students are expected to exercise freedom and maturity in the process of self-development. This entails the ability to distinguish between acts that shall promote their well-being as a person according to the Christian ideals and those that subvert this.

As a general principle, cases are considered major if any of the following conditions are present: against the laws of the land, endangering the life and safety of the members of the community, recidivistic, or against the core principles of the Ateneo de Manila University. Students can be suspended, dismissed or expelled for these reasons.

The following are considered imimical to the dignity of the members of the Loyola Schools community:

A. **Offenses Against Security**

1. Failing to wear the student identification card visibly on one’s person
2. Bringing into and/or drinking alcoholic or any intoxicating beverages on campus
3. Coming into the campus under the influence of alcohol or prohibited substances, and/or acting in a disruptive way
4. Possession, use, or distribution of dangerous drugs (according to RA 9165) for something other than their intended medical purpose
5. Possession of deadly weapons
6. Computer hacking
7. Engaging in endangering behavior, defined as any action that might lead to loss of life or injury, whether intentionally or as a result of recklessness or gross negligence (as with removing fire alarms, tampering with fire extinguishers, sitting on ledges, dropping objects from buildings, refusing to conform to safety protocols, reckless driving, etc.)

B. **Offenses Against Persons**

1. Acts of disrespect or discourtesy
2. Proselytizing or promoting one’s faith by attacking or denigrating others’ religious beliefs
3. Acts of misconduct of a sexual nature

---

14 The sub-section headings regarding categories of offenses are guides in organizing the proceeding list. They are not to be treated as restrictions to the interpretation of the spirit and nature of an actual offense.

15 **Section 33-a of Republic Act No. 8792, otherwise known as the “Electronic Commerce Act of 2000”** states: “…Hacking or cracking which refers to unauthorized access into or interference in a computer system/server or information and communication system; or any access in order to corrupt, alter, steal, or destroy using a computer or other similar information and communication devices, without the knowledge and consent of the owner of the computer or information and communications system, including the introduction of computer viruses and the like, resulting in the corruption, destruction, alteration, theft or loss of electronic data messages or electronic document…”

4. Physical assault
5. Threatening members of the University community
6. Engaging in a pattern of conduct that vexes or compromises the physical/psychological wellbeing of a person, as with acts of harassment, stalking, coercion, goading, ridicule, etc.
7. Preventing members of the University community from discharging their duties, which include attending classes, submitting requirements or entering school premises
8. Instigating and/or engaging in activities resulting in injury or moral damage to persons
9. Any act by word or deed that degrades or debases the dignity of a person

C. Offenses Against Property
1. Disobeying school regulations on the care of the university environment (cf Section I-I of the Code of Conduct)
2. Gross negligence with personal property, especially when the same becomes involved in, or the object of, a violation or incident (e.g. leaving belongings unattended at length; repeated, unreasonable losses of one’s LS ID within 1 school year, etc.)
3. Stealing and/or unauthorized possession of others’ property
4. Selling/disposing of/tampering with stolen property
5. Vandalizing personal and/or Ateneo property on campus
6. Instigating and/or engaging in activities resulting in damage to school property

D. Offenses Against Order
1. Wearing attire inappropriate to the academic nature of the University. Administrators and faculty members, acting individually or in groups (for instance, as a Department, or as a School) may stipulate more precisely the appropriate modes of attire in designated classrooms or other areas and for designated events or occasions
2. Disturbing or disrupting a class or a school function without just cause
3. Profiteering and/or engaging in disreputable or unfair business practices, especially when done with the use of the Ateneo name, school resources and/or affiliations
4. Preventing the circulation of a recognized student publication
5. Gambling within school premises, during or in relation to school sanctioned events, and/or through University resources (e.g. LS LAN)
6. Bribery, or acceptance of a bribe, or any act meant to give or obtain favor or advantage illegally or unfairly, whether attempted, frustrated, or consummated
7. Illegally obtaining or gaining access to and/or using restricted school documents, facilities or equipment
8. Invasion of privacy, as with unauthorized use of recording equipment or access to facilities, especially when the same is likely to cause distress

17 Refer to Section II-B.1.4e of the Code of Discipline for cases of sexual harassment
9. Dereliction of duty, especially when resulting in loss or damages
10. Obstructing the conduct of necessary administrative processes
11. Organizing or being involved in groups or organizations which
   a. Use violence, or
   b. Require members/applicants to act in any manner that is personally degrading and not directly related to what the group or organization is aiming to accomplish, or
   c. Express their exclusion of others through disrespect for and disregard of the rights and dignity of members and/or non-members
12. Disregarding the Code of Discipline by repeatedly failing to perform, or acting in gross negligence of student responsibilities, and/or frequently committing offenses
13. Violating rules and regulations of the Residence Halls and the Rizal Library and their facilities
14. Repeatedly violating rules and regulations of the University or Auxiliary units
15. Deliberate disregard or defiance of a penalty or a sanction imposed by the Office for Student Services/of Student Discipline or by pertinent authority.
16. Committing, inside the campus and/or during a school function, any acts considered crimes under the laws of the land
17. Committing acts outside the campus which affect the good name, order or welfare of the school or have direct and immediate effect on the discipline, morale, or general welfare of the school, especially acts considered crimes under the laws of the land of which the person has been formally charged or convicted
18. Gaining undue advantage over others for personal benefit by illegitimate means
19. Aiding in the violation of the Code of Conduct by another student or any school rule or law of the land, whether wittingly or unwittingly (e.g. sharing a copy of one’s paper/exam which is then used for an act of academic dishonesty; negligence in the treatment of one’s ID which is then used for misrepresentation, etc.)
20. Violation of official policies and measures implemented against the use of dangerous drugs
21. Unreasonable repeated and/or willful failure to comply with official summonses issued by administration offices and/or academic departments
22. Failure to perform responsibilities as students as listed in Section I (Responsibilities)

E. Offenses Involving Dishonesty.

Dishonesty runs counter to the very essence of the Ateneo de Manila University as an educational institution. All cases involving dishonesty will be treated as major cases.

1. Any form of dishonesty committed in the context of an academic exercise. This includes but is not limited to the following:

   18 Cheating in any major course requirement will merit an academic penalty of F in the course and will be regarded as a major disciplinary offense. Major course requirements would include mid-term or final examinations, or any other academic requirements that constitute twenty (20) percent or more of the final grade in the course. Cheating in any other course requirement will merit a minimum academic penalty of F in that academic requirement, and will be subjected to the usual review befitting a disciplinary case.
a. Dishonest behavior during examinations or tests. Dishonest behavior is manifested by but not limited to:
   1. any form of unauthorized communication
   2. making unnecessary noise (e.g. talking to one’s self)
   3. calling the attention of others; looking at the papers of others
   4. making one’s test paper visible to others
   5. possession, or presence attributed to the person, and/or use of unauthorized notes or of any materials or equipment that may have relevance or usefulness to the subject of an ongoing examination, or that may be used in a dishonest act related to the examination

b. Plagiarism

c. Fabrication or submission of falsified data, information, citation, source/s, or results in an academic exercise

d. Deception or providing false information to the teacher regarding a formal academic activity or requirement, for example, providing a false reason for failure to meet a deadline, or falsely claiming to have submitted work

2. Tampering with and/or falsifying school or public documents and/or communication, whether physical or electronic, especially those that are part of, or affect, the official processes of the University

3. Committing any form of misrepresentation

F. Offenses Against Public Morals

1. Accessing, possessing or distributing pornographic materials on campus, whether in physical or electronic form

2. Initiating, engaging in, or promoting indecent and/or offensive behavior in public, especially when resulting in scandal

3. Moral turpitude, defined as gross disregard of moral standards expected of a human being while engaging in some activity or in the commission of a violation

IV. Clearance and Hold Orders

Clearance to enroll every semester, or to leave the University at any time, requires satisfaction of pending academic and non-academic obligations. Students who have not resolved their disciplinary cases or have inadequately served their sanctions will not be allowed to proceed with enrollment, transfer or graduation.19

19 The signatures of the Director for Student Services and the Coordinator for Student Discipline are part of the requirements for clearance
Section III:

Holistic Formation
STUDENT FORMATION

The Office of the Associate Dean for Student Formation (OADSF)

The Office of the Associate Dean for Student Formation (OADSF) oversees the design, implementation, and evaluation of integrated formation programs and services that facilitate the personal, social, spiritual, communal, physical and leadership development of undergraduate students of the Loyola Schools.

It supervises and coordinates the work of the Formation Cluster which is composed of the:

1. Office for Social Concern and Involvement
2. Office of Campus Ministry
3. Office of Placement and Career Services
4. Office of Student Activities
5. Office of College Athletics
6. Physical Education Program/ROTC
7. Coordinator for Faculty Social Involvement

Together with the above units, and through formation programs and services inspired by the Ignatian charism, the OADSF seeks to form students to become men and women dedicated to the service of others, especially the poor and marginalized.

THE INTEGRATED ATENEO FORMATION (InAF) PROGRAM

The Loyola Schools’ InAF program is aimed towards the formation of persons-for-and-with-others who will contribute meaningfully to the transformation of Philippine society as servant-leaders engaged in various fields of endeavor.

In line with the formation of the whole person characteristic of Jesuit education, the InAF program seeks to provide students with opportunities that can help develop and integrate the personal, academic, socio-cultural, and spiritual dimensions that comprise each student’s person.

In forming students to be professionals-for-and-with-others, the InAF program seeks to develop graduates who are: able to apply their academic competence and training in the service of nation building; conscious of their responsibilities as global citizens; guided by Ignatian discernment and rooted in a personal relationship with God; strongly oriented to faith and justice; and critically rooted in their culture.

To achieve the abovementioned goals, all undergraduate students of the Loyola Schools undergo four programs as part of their holistic formation—the Introduction to Ateneo Culture and Traditions (InTACT), the National Service Training Program—Preparatory Leadership Undertaking for Sophomores (NSTP-PLUS), the Junior Engagement Program (JEEP), and the Senior Integration
Program (SIP). These programs are supervised by the Office of the Associate Dean for Student Affairs and involve the following offices—the Office of Campus Ministry, the Office of Guidance and Counseling, the Office of Placement and Career Services, the Office for Social Concern and Involvement, and the Office of Student Activities.

**Introduction to Ateneo Culture and Traditions (InTACT): First Year**

The InTACT program aims to help freshmen develop self-awareness and self-empowerment by providing them with opportunities to take a closer look at themselves and at how they relate to their family, friends, school, country, and God. As freshmen are welcomed into the Ateneo community and introduced to the university’s culture and traditions—which are rooted in Filipino, Catholic and Jesuit values—they not only go through a journey of self-discovery but one of formative growth as well.

The InTACT program is designed to assist students in their academic adjustment to college life; raise their self-awareness; introduce them to the value of Ignatian Spirituality; and develop their sense of community and awareness of social realities.

**National Service Training Program – PLUS (NSTP- PLUS): Second Year**

The NSTP-PLUS was conceived in response to the National Service Training Program (NSTP) Act of 2001 or Republic Act 9163, which seeks to “promote civic consciousness among the youth and ... develop their physical, moral, spiritual, intellectual and social well-being. It shall inculcate in the youth patriotism, nationalism, and advance their involvement in public and civic affairs.” As such, the program seeks to develop the ethics of social involvement and patriotism among sophomores as they undergo training in any of the following components—Civic Welfare Training Service (CWTS), Literacy Training Service (LTS), or Reserved Officers Training Corps (ROTC).

Through the guidance of formators and faculty from their home departments, students render **3 hours of discipline-based or interest-related service to a particular community or partner institution for the entire school year.** These weekly engagements are analyzed further via processing sessions and reflected upon more deeply through sessions for prayer and Ignatian discernment.

The NSTP-PLUS aims to provide students with opportunities to get to know their neighbor from the marginalized sectors of society and to respond to the call of being a gift to others through their particular academic disciplines or fields of interest. These opportunities also hope to deepen the students’ knowledge of themselves through the continuous exploration of their gifts.
Junior Engagement Program (JEEP): Third Year

To enable third year students to further engage the world beyond the self, the JEEP aims to help juniors develop a deeper awareness of their responsibility towards the “other” and of their role as members of society.

The JEEP is designed to provide opportunities that will allow students to critically engage in the life experiences of people who experience, or work to address the reality of marginalization. Through these experiences, it is hoped that students will gain an understanding of the various contexts of the “other” in relation to economic, political, and socio-cultural realities as well as grow in social responsibility.

Senior Integration Program (SIP): Fourth Year

The SIP is designed to form leaders who possess a strong sense of their personal giftedness, competence in their respective fields of study, a genuine desire and commitment to be of service to the nation, and a capacity to ground their decisions in Ignatian discernment.

The SIP aims to help graduating students reflect on and integrate their Ateneo college experience in light of their personal vocation and the call to help build the nation. By helping seniors discern how their respective disciplines and future career decisions can respond effectively to societal needs, the program seeks to form graduates who will be catalysts for change as professionals-for-and-with-others.

Several activities comprise the SIP:

- Through the PRAXIS program—a two-and-a-half-day immersion experience with marginalized communities coursed through their Theology classes—students analyze Philippine social reality in light of the Church’s social teachings and the social dimension of Christian witness, and reflect on the demands such a reality makes on their lives.

- Through a recollection, seniors are provided an opportunity to look back at their years in the Ateneo, to prepare to deepen their commitment and involvement during their senior year, and to reflect on their future with the help of Ignatian Discernment talks.

- Through guidance testing, placement talks and a job fair, future graduates are provided an opportunity to meaningfully explore career options.
• Finally, through the culminating ritual known as the “Pabaon,” the graduating students are led through a prayerful reflection about the meaning of their Ateneo education and formation and receive an inspiring send-off as they venture forth from the Ateneo to be professionals-for-and-with-others.

CONTACT US:
Office of the Associate Dean for Student Formation
G/F MVP, Rm 102
(632) 426-6001 loc. 5008
Email: adsf.ls@ateneo.edu

STUDENT FORMATION OFFICES AND OFFERINGS

LS OFFICE OF CAMPUS MINISTRY (OCM)

The LS Office of Campus Ministry, as animators of spiritual formation in the Ateneo de Manila University, is faithful to the Catholic identity, rooted in Ignatian spirituality, and open to dialogue with other traditions and beliefs. Centered on Christ, the office nurtures the spiritual growth of the members of the Loyola Schools, ignites them to share in the mission of forming persons-for-others, and as one community sheds light to the world.

Spiritual Formation Programs

• Recollections, prayer sessions and discernment talks for the Integrated Ateneo Formation (InAF) program from first to fourth year
• Ignatian Retreats
• Retreat in Daily Life/First Spiritual Exercises
• Spiritual Direction and Pastoral Counseling
• Workshops on Prayer and Spirituality

Other offerings:

• Use of Blessed Sacrament Room and Prayers Rooms
• Training for Mass Service
• Mass Cards, Mass Intentions and Mass Sponsorship
• Rupert Mayer Library of Spiritual Formation Resources

CONTACT US:
Office of Campus Ministry
G/F MVP, Rm 109
(632) 426-6001 loc. 5161
https://www.facebook.com/ls.ocm
Email: campusministry.ls@ateneo.edu
Fax: (632) 426-6522

Liturgy and Sacraments:
• Daily Masses and Regular Confessions at the College Chapel
• Special Community Liturgies (St. Ignatius, Freshmen OrSem, Holy Spirit, Immaculate Conception, Christmas, Ash Wednesday and Baccalaureate Masses)
OFFICE FOR SOCIAL CONCERN AND INVOLVEMENT (OSCI)

Following the Ignatian Pedagogical Tradition, the Office for Social Concern and Involvement (OSCI) seeks to deepen social awareness and intensify the passion for social involvement among Loyola School students in order to create positive impact among marginalized communities through:

1. Raising awareness of the reality of poverty and fostering solidarity action and advocacy work;
2. Utilizing service-learning as a pedagogical strategy across various academic disciplines; and
3. Serving as a principal link of the Loyola Schools to marginalized communities.

As such, OSCI Formators take the lead in all the social involvement components of each of the InAF programs, with the goal of developing Filipino citizens and world leaders who possess a critical consciousness and the “heart” for the marginalized, in living a life of faith that does justice.

CONTACT US:
Office of Social Concern & Involvement
G/F MVP, Rm 104
(632) 426-6001 loc. 5090-93
http://www.ateneo.edu/ls/office-social-concern-and-involvement-osci

OFFICE OF STUDENT ACTIVITIES (OSA)

The Ateneo brand of Transformative Leadership underlies the multitude of opportunities afforded students of the Loyola Schools to apply and sharpen skills learned in the classroom through participation in student organizations and activities. As leaders and members of diverse groups, in engaging different community and nation building initiatives, students hone real-world competencies, live out Ignatian principles, and develop personal character, towards the actualization of Ateneo ideals.

The formation, supervision, and recognition of student organizations and their members, in relation to the extra- and co-curricular activities in the areas of leadership development, socio-civic involvement, culture and arts, and publications, to name a few, fall under the responsibility of the Office of Student Activities.

Programs and Offerings

1. Leadership formation programs and activities for current leaders of student groups.
2. Leadership development programs for prospective and emerging leaders
3. Accreditation of student organizations
4. Organizational guidance for recognized and non-recognized student groups on campus
Others:

- Legislates and implements the Guidelines for Student Activities (i.e. policies and process related to on and off-campus activities).

- Provides administrative services that are complementary to the formation goals for student organizations (e.g. finance services, MVP-CSL building administration, etc).

**CONTACT US:**

Office of Student Activities

G/F MVP, Rm 100
(632) 426-6001 loc. 5050-52
http://ateneo.edu/ls/osa

Email: osa.ls@ateneo.edu
Fax: (632) 426-0795

https://www.facebook.com/ateneo.ls.osa

---

**LS Office of Placement and Career Services (LSOPCS)**

The Loyola Schools career guidance programs and services aim to help students transition from the academe to the workplace through career consultation. Committed to helping ensure graduates find employment appropriate to their individuality for positive contribution to self, family, and society, the Office of Placement and Career Services (LSOPCS), through Career Development Programs and networking with the four market sectors--business, government, non-government and education -- assists in the formation of students as professionals-for-others within a globally competitive environment.

In addressing the student’s transition from the world of school to the world of work, LSOPCS maintains systematic contact with its graduates and alumni, and involves them in its programs and services for job placement, continuing education and community involvement. Formal linkages are maintained and expanded with the employment sector for systematic recruitment and orientation of graduating students, and follow-up studies of graduates are made to track their whereabouts and provide feedback for program evaluation in terms of preparedness for work and work performance.

Programs and Offerings:

- **Self-assessment Sessions**
  To identify strengths and weaknesses in the areas of abilities, personality traits, interests, and values.

- **APEx (Ateneo Placement Exposure) Sessions**
  To match one’s individuality with occupational interests by listening to career stories of alumni and captains of industry from various fields, and by going on company tours.

- **G.O.T. Work (General Orientation on Transitioning to Work)**
  To polish one’s job application through resume-writing, job interview tips, and networking skills.
• **On-Campus Recruitment**

To acquaint and provide students with employment and practicum/internship opportunities in the 4 market sectors through Career Fair, Career Talks, Mock Interview Sessions, Testing, Job Postings, Company Presentations, and Graduate Listing.

• **Career Consultation**

To help take into account career thoughts, plans and objectives in discerning, and making goals and action plans through individual and group career consultation sessions.

**CONTACT US:**

2/F SocSci Bldg, Rm 265  
Email: placement.ls@ateneo.edu  
Office of Placement and Career Services  
(632) 426-6001 loc.5040 & 5041  
Fax: (632) 426-6077  
http://placement.ateneo.edu  
https://www.facebook.com/AteneoLSOPCS

**OFFICE OF COLLEGE ATHLETICS (OCA)**

Athletics is an effective and powerful tool for developing character and leadership as well as physical prowess, as proven by generations of Ateneo student athletes.

The University recognizes different sports as legitimate venues for student development, and supports the formation of varsity teams that are allowed to carry the University’s official name and represent the institution in University-sanctioned athletics competitions in an extension of its formative responsibility to students.

The Office of College Athletics (OCA) is responsible for the effective and efficient implementation of all athletic activities and programs in the Loyola Schools. It concerns itself with the total development of the student-athlete, ensuring their safety and well-being in the process of proudly representing the ADMU.

Programs and offerings:

1. Varsity sports in Arnis, Badminton, Baseball, Basketball, Beach Volleyball, Chess, Cheerleading, Fencing, Football, Golf, Judo, Lawn Tennis, Rowing, Shooting, Softball, Swimming, Track and Field, Table Tennis, Taekwondo and Volleyball

2. Academic Support and Services for Student-Athletes

3. Administrative representation and organizational support in sports leagues

4. Accident insurance for athletes

5. Awards and recognition for outstanding performance (e.g. the Ambrossio Padilla Student-Athlete of the Year, Athlete’s Night Awards)
6. School spirit rallies (Blue Eagle Cheer Rally)

**CONTACT US:**
G/F Physical Education Complex
https://www.facebook.com/goATENEO

**Office of College Athletics**
(632) 426-6001 loc. 5080
https://www/goateneo.com

**PHYSICAL EDUCATION PROGRAM**

The Physical Education Program of the Ateneo de Manila Loyola Schools is a program committed to:

- the growth and excellence in the areas of service and academic programs in P.E. sports, fitness recreation, and health geared towards the total development of the individual;
- being respected and recognized as an authority in the department’s areas of specialization; and
- being responsible to the needs of the country by actively contributing to the educational enhancement of professionals in the same field of specialization.

As an integral part of the Jesuit education, the Physical Education Program seeks to:

- enhance its services and expand its academic thrusts through various educational programs and activities geared towards the development of the individual;
- elevate the level of competence of the program’s faculty pursuant to its desire to be recognized as a leading entity in the field of sports, physical education, fitness, recreation, and health; and
- make itself relevant to society by contributing to the formation and scientific education of professionals who will serve as agents of change in allied fields of specialization.

**CONTACT US:**
2/F Old Communication Bldg
(632) 426-6001 loc. 5016-17

**Physical Education Department**
SECTION IV:

Student Services
Student Services

Driven by the Jesuit spirit of *cura personalis*, or care for the person, the Loyola Schools is dedicated to providing a sturdy support system and dynamic services for students in all aspects of their University life.

Under the supervision of the **Associate Dean for Student and Administrative Services (ADSAS)** are the units for Campus Events Management, Office for Student Services, Office of Health Services, Office of Guidance and Counseling, Office of Management Information Systems, Office of Facilities and Sustainability, and Maintenance Unit, and the Loyola Schools Bookstore.

**HEALTH AND WELLBEING SERVICES**

The **LS Office of Health Services** is dedicated to promoting optimal health and wellness of the LS community by providing quality, accessible primary outpatient medical services and relevant health programs to foster a healthy campus in partnership with students and in collaboration with other student-centered offices of the University.

What medical services are available for students at OHS?

- **Acute Care Services**
  
  Doctors and nurses are available for varied health care needs that students encounter while in school. Referrals to other health care units/providers can also be made when necessary.

- **Comprehensive Health Assessment**
  
  LSOHS does annual physical examinations and history taking for students at various year levels, assisting adolescents and young adults in dealing with critical health issues and developmental concerns.

- **Immunization Advice**
  
  LSOHS promotes the control and prevention of serious communicable diseases by reviewing requirements for active immunization on entry of students. The LSOHS health professionals can advise students on the recommended vaccines they need to receive in accordance with national guidelines for vaccinations required for the adolescent and young adults.

- **Drug Abuse Prevention, Testing and Treatment Monitoring**
  
  LSHS is the lead office in the implementation of the school’s Collaborative Anti-Drug Abuse Program (CADAP). The program includes educational fora and Random Drug Testing activities of students in accordance with the mandate given to schools by RA 9165 (Comprehensive Dangerous Drugs Act of 2002) to employ reasonable means to ensure a healthy, drug-free environment. Under the CADAP, LSOHS works closely with the LS Guidance and Counseling Office and the Office of Student Services to execute the three-pronged approach involving awareness, random drug testing, & intervention.

**Clinic hours:**

- Mon-Fri: 8am-7pm
- Sat: 8am-4pm

For medical emergencies outside of these hours, call any member of security for the assistance of ARMU (Ateneo Risk Management Unit: local 4911)
• Education, Promotion and Advocacy on Health and Wellness
LSOHS also conducts trainings and workshops on specific topics. Multi-media use is also maximized to communicate important health messages to students.

CONTACT US:
Office of Health Services
1/F SocSci Bldg, Rm 105
(632) 426-6001 loc.5106 / 0918-9445997

The Loyola Schools Office of Guidance & Counseling (LSOGC) offers programs and services designed to equip the students with the necessary tools for self-actualization in the context of personal, familial and societal realities. The office assists in the formation of the students through the developmental stages of self-awareness, self-exploration, self-enhancement, and self-offering.

LSOGC professionals have two teams. Guidance counselors conduct the routine interviews and partner with OSS, OCM, OSCI for the Integrated Ateneo Formation programs (INTACT, NSTP-plus, JEEP, and SIP). School psychologists handle special concerns of students.

Who can I approach if I need to talk to someone about academic and socio-emotional concerns?

The LSOGC provides counseling services for students to address concerns which include but are not limited to the following:

• Academic Concerns (struggling academically in a class, missing classes, fear of public speaking)
• ADHD
• Addiction (substances, video games, etc.)
• Adjustment to College (homesickness, difficulty being in an extroverted environment as an introvert, etc.)
• Adjustment Returning from an Off-campus Program
• Anxiety/Panic Attacks
• Boundaries
• Cutting/Self-Injury
• Dating/Loss of a Relationship
• Depression/Mood Swings
• Difficulty with Living Situations
• Divorce/Separation of Parents
• Eating Concerns/Body-Image Concerns
• Family Issues
• Grief and Loss
• History of Abuse
• OCD
• Identity Questions
• Perfectionism (pervasive sense of not feeling good enough, need to ensure others see you in a positive light, tendency to over-commit even when feeling overwhelmed)
• PTSD
• Relationship Concerns
• Self-Image
• Sexual Assault/Rape
• Sleep Disturbance
• Stress (feeling overwhelmed, can’t keep up)
• Sexuality
• Stress related to role as an RA, athlete or other campus leader
• Uncontrollable Thoughts or Feelings
How do I make arrangements to talk to a guidance counselor or psychologist?

Appointments can be made in person or scheduled over the phone. Walk-ins are also welcome from Monday-Friday, 8:00am to 6:00pm, and Saturdays from 8:00am to 12:00nn.

CONTACT US:
Office of Guidance and Counseling
2/F SocSci Bldg, Rm 266
(632) 426-6001 loc.5031-32

SAFETY, SECURITY AND GENERAL WELFARE SERVICES

The Office for Student Services (OSS) oversees the delivery of basic services to the LS student body. These encompass a wide range, covering daily student life, emergency scenarios, and everything in between, in the fulfilment of the general mandate to attend to the variety of concerns related to the overall welfare of students.

In general, OSS attends to:

1) The systematic approach to LS security
   - Processing of all ID-related requests
   - Processing of Traffic/Parking tickets/appeals
   - Liaising with Central Administration and the ADMU Security Office regarding LS security concerns
   - Representation of student concerns involving external groups (e.g. Loyola Heights Barangay, Tricycle Unions, etc)

2) The integrity of Student Information
   - Processing of requests for student information from various offices
   - Record keeping of minor student violations

3) The dissemination of student-related announcements and bulletin
   - Releasing of memos, email and official announcements on social media channels, including those related to suspension of classes/special schedules
   - Updating of the Ateneo Student Blueboard on Facebook
   - Management of the Ateneo SMS broadcast service for LS students
   - Information campaigns for care for belongings, travel safety, etc.

Inspection of Student Property.

The school has the right to inspect student property on campus in the presence of the student concerned, if the following conditions are met:

- There is a signed testimony by a witness that a violation of school regulations have been committed
- The OSS and an officially designated representative of the Sanggunian agree that there is sufficient reason to inspect the student property

In cases considered as being in flagrante delicto, (caught in the act of committing the offense) the students property will be confiscated by school officials, ie. campus security personnel, faculty, staff and professionals, and turned over to the Office for Student Services for processing and inquiry. Proper measures shall be taken to ensure the security of the student’s property.
4) Specialized Services related to:
   - Persons with Disabilities
   - Situational assistance (for calamities, personal tragedies, etc.)

5) Responses to emergent concerns related to student welfare
   - Emergency response
   - Security assistance
   - Dispute resolution assistance
   - Student accident insurance processing
   - Investigation and processing of complaints
   - Processing of minor violations
   - Referral to service providers

**What do I do if I can't go to my classes because of a calamity or personal tragedy?**

OSS can help students and their families in times of unexpected strain, offering concrete assistance in terms of the varied areas (physical, psychological, academic, etc.) affected by an emergent tragedy, calamity, or adverse situation, in order to help the student get back on his/her feet.

**Does the LS provide support for students with disabilities?**

Upon entry to the LS, students are asked to disclose any conditions they have been diagnosed with that may affect their studies in the ADMU. Upon disclosure, teachers are briefed about what issues might present themselves, and the student is also monitored periodically.

**List of Window Services:**

- ID application, validation & replacement
- Temporary ID application
- Bodyguard/Chaperone IDs
- Special (temporary) Parking Pass (for Disabilities/ injuries or repairs)
- Applications for the Certificate of Good Moral Character
- Lost and Found
- Theft reports
- Student Insurance Claims
- Special Needs/PWD assistance
- Security concerns
- Filing of complaints / incident reports
- Emergency assistance
- Settling of minor violations (e.g. ID-wearing violations & Traffic/Parking Tickets)

**CONTACT US:**

G/F Xavier Hall, Rm 103
(632) 426-6001 loc.5020-22 / 0920-9142372

**Office for Student Services**

Email: oss.ls@ateneo.edu
Fax: (632)4266098
The **Office of Facilities and Sustainability (OFS)** is responsible for ensuring that the planning, design, construction, operation, and maintenance of all Loyola Schools’ facilities, equipment and grounds are met in coordination with the sustainability initiatives of the university. In particular, the OFS has the following responsibilities:

- **Sustainability:** (1) provides facilities that would advance AIS’ initiatives on sustainability (e.g. water treatment and materials recovery); (2) provides education/information on eco-friendly efforts that would promote a cleaner and greener environment
- **Project Management:** (1) recommends and implements physical improvements on facilities; (2) provides safe and sound structures
- **General Housekeeping and Maintenance (Minor Repairs):** (1) provides exceptional cleaning services; (2) provides timely manpower & technical assistance (e.g. hauling needs, equipment and facility repairs and troubleshooting)
- **Events Management:** (1) assigns, reserves, and confirms venues based on clients’ needs; (2) provides logistical requirements for approved event requests

### CONTACT US:

<table>
<thead>
<tr>
<th>Contact Information</th>
<th>Office of Facilities and Sustainability</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/F Gonzaga Hall, Rm 103</td>
<td>Email: <a href="mailto:ofs.ls@ateneo.edu">ofs.ls@ateneo.edu</a></td>
</tr>
<tr>
<td>(632) 426-6001 loc.5101-03</td>
<td>Fax: (632) 426-5666</td>
</tr>
</tbody>
</table>

The **Office for Food Safety and Quality Assurance (OFSQA)** subjects all food service providers (whether an in-house food concessionaire a sub-concessionaire, external food providers, and student-run foodservice operators) in the LS to assessment and approval in terms of safety, nutrition and quality (in terms of both product and service).

The OFSQA has 10 core functions:

1. Water quality and food safety monitoring (University Cafeteria Faucets and Drinking Fountains)
2. Food, Facility and Personnel Hygiene Monitoring of all Food Business Operators
3. Promote Environmental Sustainability Advocacies on Food Packaging Materials
4. Support Services for Student Formation (Student Groups, SOMBA and LS 126&127)
5. Equipment and Utilities Surveillance and Monitoring including Vending Machines
6. Training and Development of Food Business Operators Personnel and Management including the Ateneo Food Safety and Nutrition Advisory Council & Cafeteria Committee
7. Food Complaint Investigation
8. Support Services on the Screening, Approval and Accreditation of Food Concessionaires
9. Monitoring and Control of Food Borne Outbreak
10. Nutrition Assessment & Development of Health Policies (Food Safety, Nutrition)
What type of foods are not allowed for food sales?

Alcohol and Tobacco, Fried Rice unless cooked on the spot, like rice toppings, Dairy Products like: Ice cream which make use of pressurized machines or dispensers, Mixed Balls: FishBalls, Kikiam etc. with their sauces, Dishes with coconut cream and/or milk, Pasta with Tomato-based sauce, Items bought in wet markets in portions (Bagoong, Peanut Butter, etc.) Desserts with Fresh Coconut shavings (ex. Buko Pandan), Mango Crepes and Lechon paksiw.

What packaging materials are allowed?

Reusable materials like melamine and ceramic tableware, metal cutlery, glassware and polycarbonate tumblers, non-wax paper, aluminum foil and natural material (banana leaves, chopsticks, coconut shell, etc.)

What packaging materials are not allowed?

Disposable materials such as Styrofoam, Laminate and Plastic plates, spoon & fork, cups, bowls etc. Reusable but not durable containers such as a microwavable containers.

What do I do if I fell ill after consumption of food/beverage from a food service provider inside Ateneo?

Immediately report to the Loyola School Office of Health Services (LSOHS). They will attend to your medical needs and will follow protocol regarding food complaints. As much as possible bring any portion/leftover of the food/beverage consumed for laboratory analysis and submit to LSOHS.

What should I do if I have concerns regarding the food/beverage product I ordered or the food service operator?

For any quality related or food business operations concerns, immediately report this to the Food Safety Compliance Officer (FSCO) or the General Manager/Owner of the food establishment. If you think you were not given proper assistance, submit the Food Incident Form to OFSQA at fsqa@ateneo.edu. The Food Incident Form may be filled up online at the OFSQA website.

What do I do if I have doubts about the food item I bought?

If you sense a problem with any food and/or beverage item bought from the school cafeteria or student/departmental/university activities you attended, whether a catered or food sales event, don’t consume it. Approach the manager or a school administrator and report your concern.

CONTACT US:
Office of Food Safety and Quality Assurance
2/F Faber Hall, Rm 202
(632) 426-6001 loc. 4175-76
Email: fsqa@ateneo.edu
REGISTRATION AND DOCUMENT SERVICES

The **Office of the Registrar** is the central repository of student and curricular information. It is composed of two units -- Records and Registration, and Liaison and Document Services -- that cohesively offer services related to enrollment and the academic/scholastic records of students. It serves the (1) currently enrolled students, (2) alumni, and (3) those who left the University without finishing a degree. Primary services are registration, record management, student evaluation, curricular maintenance, and document and liaison services.

Services offered:

- **Registration**
  
- **Records Management**

Records management is the efficient and timely implementation of a systematic process for recording, maintaining/updating, monitoring, evaluating, releasing (when necessary and relevant), and safekeeping student records.

The management of records also covers maintaining the integrity of the data contained in the AISIS and the ability to access relevant information when needed.

The information contained in the AISIS and/or in hard copies are the bases for screening the student’s eligibility to request for documents such as transcripts of records and certifications.

<table>
<thead>
<tr>
<th>Personal records</th>
<th>Academic Records</th>
<th>Other Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth certificate</td>
<td>Form 137/Form 138,</td>
<td>Enrollment records</td>
</tr>
<tr>
<td>Marriage certificate</td>
<td>transcripts of records from previously enrolled schools</td>
<td>Editions of curricula</td>
</tr>
<tr>
<td>Alien Certificate of Registration</td>
<td>transfer credentials</td>
<td>Course descriptions</td>
</tr>
<tr>
<td>study permits</td>
<td>Clearance forms</td>
<td>Commencement programs</td>
</tr>
<tr>
<td>visa</td>
<td>Grade reports</td>
<td>Gov’t regulations</td>
</tr>
<tr>
<td>passport</td>
<td>Application for admission</td>
<td></td>
</tr>
</tbody>
</table>

- **Student Evaluation**

Student evaluation is the process that determines and assesses the credentials and monitors the accomplishment of the academic requirements of a student to ensure eligibility to enroll in the next semester and to graduate.

---

20 Refer to Section 5 of this Handbook (ESL1) for a detailed explanation about the Registration process
It involves the analysis of the educational history of students, especially those who attended several schools. It also covers the proper sequencing and transfer of credentials and the sufficiency, and validity and authenticity of credentials.

It also includes:

- Checking the validation of subjects taken by students in another school to ensure that they are credited for equivalent subjects in the LS
- Ensuring that the standard equivalencies of academic credits/units from foreign schools/universities is applied by the academic departments.
- Confirmation of the correctness of the curricular versions applicable to each student and the consequent evaluation of the students’ Individual Program of Study.
- Tracking of curricular requirements in the event the student shifts to another degree program, changes concentration, adds a minor or specialization or pursues double major.

4. **Curriculum Maintenance**

Curriculum maintenance is the process that ensures the proper implementation of the students’ curricular requirements based on the applicable curricular version to each student. In a larger spectrum, curricular maintenance also covers curriculum development and processing to ensure compliance to CHED’s requirements, i.e., completeness of curriculum documentation to be submitted to CHED. Its scope includes the introduction of new courses and degree programs, the revision of existing degree programs, and the introduction of minors and specializations.

5. **Document Services**

Standard document requests include the Diploma, transcript of records, certifications (i.e., enrollment, graduation, English as a medium of instruction, course description, candidacy for graduation, etc.), English translation of diploma, etc.

Important requirements:

1. Official documents will be processed/released to the student upon settlement of all financial, disciplinary, academic, and documentary liabilities with the school and upon full payment of the documents requested.

Documents can be requested through over-the-counter, email or fax.

To facilitate the request, the requesting party must fill up all the necessary information in the request form, including the purpose of the request. The mailing address and contact number of the entity should also be specified if the document is to be mailed locally or overseas.

Remember:

Students are responsible for ensuring the timely completion of his/her degree. The student must be aware of all specific courses that need to be completed for graduation.
2. The claim stub and official receipt must be presented when claiming the requested document/s.

3. Representatives must present an authorization letter with a copy of the student’s valid ID with picture and signature and a copy of the representative’s valid ID with picture and signature.

4. Unclaimed documents beyond 90 days from due date will be destroyed and payments made will be forfeited.

6. Liaison Services

Liaison services include establishing and/or maintaining business relationships with specific government agencies (i.e., CHED, DFA, BI, etc.) to ensure curricular development and maintenance, certification and authentication of documents, and visa processing. This specifically includes providing certification and authentication services of documents, particularly, the transcript of records and the certified true copy of the diploma of students/alumni by submitting these documents to CHED, who in turn will forward the same to the Department of Foreign Affairs. The student/alumni will be given a claim stub which will enable them to pick up the CHED/DFA authenticated documents.

Liaison activities also cover providing documents and endorsements necessary for visa and ICard processing services for international students.

- International students must coordinate with the Office of International Relations regarding submission of student visa requirements and payment of visa fees.
- The processing of the ICards can be done after the student visas have been issued.

**CONTACT US:**

G/F SocSci Bldng
(632) 426-6001 loc.5130-39
http://www.ateneo.edu/ls/registrar

**Office of the Registrar**

Email: registrar.ls@ateneo.edu
Fax: (632) 426-6123

---

**INFORMATION TECHNOLOGY SERVICES**

The Office of Management Information Systems (OMIS) oversees the development, implementation, and maintenance of the Information Systems of the Loyola Schools.

In collaboration with the University IT -- Information Technology Resource Management Office (ITRMO), the OMIS oversees the development of the academic and administrative Information Systems (IS) for the Loyola Schools, takes care of the education of the students, faculty and staff who will be involved in the IS, assists the departments and offices in the implementation of the IS and ensures the security and maintenance of the school records.
What is AISIS?

The Ateneo Integrated Student Information System (AISIS) is the official online system for Ateneo students. Through AISIS, officially enrolled Ateneo students may view pertinent school information including their basic information, official curriculum and their Individual Program of Study (IPS), grades, class schedules and the like. Students may also enlist online and eventually complete their registration using AISIS.

What is OBF?

Each incoming student is assigned a Google Apps Ateneo OBF Account which he or she is expected to use throughout their stay in the Loyola Schools. Each OBF account gives the student access to Gmail, Google Drive, Google Docs, Google Forms, and other apps within the Google Apps ecosystem that encourages online collaboration.

All important school announcements, circulars, and memos are sent to the OBF email. Students with un-activated OBF email accounts are likely to miss important school announcements. Students may keep their accounts even after graduating from the Ateneo.

Can I connect my devices for Wifi?

WiFi connectivity is available at most common areas on campus, such as the cafeteria, Rizal Library, Study Halls, and most classrooms. Students can register one laptop or mobile device to connect to the WiFi network in the Loyola Schools campus. To do this, they must obtain the Media Access Control (MAC) address of their device and register it. You may access the link as a guide: http://itrmo.ateneo.edu/wlansignup.html

CONTACT US:  
Office of Management Information Systems  
3/F Faber Hall, Rm305  
Email: omis.ls@ateneo.edu  
(632) 426-6001 loc. 5170-71

STUDENT HOUSING

Dormitories on campus provide comfortable and sanitary living quarters for students living away from home. On-campus resident students are supervised by professionally-trained resident managers and directors, enjoy support services and programs organized and managed by the Loyola Schools Residence Halls (RH). University residential life is also kept enriching, vibrant and dynamic with the help of the Ateneo Resident Students Association (ARSA).
Cervini Hall and Eliazo Hall house 200 male and 160 female freshmen respectively. The twin towers of the University Dormitory has a 600-bed capacity for upperclassmen.

Alternatively, there are many off-campus living arrangements available for students nearby. Inquiries about these off-campus housing can be made through the Office for Student Services (OSS).

CONTACT US:
Director of Residence Halls
G/F Cervini Hall, Rm 101
(632) 426-6001 loc. 5900 / (632) 426-6119
www.ateneo.edu/residence-halls

LIBRARY SERVICES

The Rizal Library’s mission is to facilitate learning by providing information services to the Loyola Schools, enabling the members to excel in the three areas of University life, namely, research, teaching, and community service.

Who can use the Rizal Library?

Only students, faculty, staff, alumni, administrators, and officials of the Loyola Schools and the Ateneo de Manila University (ADMU) may use the library upon presentation of a valid identification card. Grade school and high school students, including those from the ADMU are not allowed to use the facilities except during pre-arranged visits. Researchers from other institutions may use the library for a nominal fee and upon presentation of a valid ID and/or a letter of introduction from the librarian of his/her institution.

Students are required to present their identification cards upon entry to the Library. The identification card is required to be worn within the library premises and presented for all transactions in the library. The identification card is the document that allows users to enter the Library and use its resources and services. Anybody found without a valid ID may be requested to leave the Library premises and anybody caught using the ID of another person to gain entry into, borrow materials from, or avail of the services of the Library may be recommended for disciplinary action.

Before leaving the library, students should make sure that they do not still have in their possession any material that has not been properly borrowed. Unauthorized taking out of the library materials is considered unauthorized possession of others’ property/stealing.

---

21 Some rooms are occasionally available for exchange students, visitors and transients
22 The Library Director or any member of the staff has the right to request any person within the premises of the Library to present his/her ID or to confiscate it for violation of library rules.
Who can borrow books from the Rizal Library?

Only currently-enrolled students of the Loyola Schools; faculty, staff, administrators, and officials of Ateneo de Manila University (ADMU) may borrow materials from the library upon presentation of a valid identification card. Only books from the general circulation and the Reserve Section may be borrowed for home use.

Number of Books, Loan Period, and Overdue Fines

<table>
<thead>
<tr>
<th>Type of Material</th>
<th>Number</th>
<th>Loan Period</th>
<th>Fines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation Books</td>
<td>15</td>
<td>2 weeks</td>
<td>P5.00/day</td>
</tr>
<tr>
<td>Multimedia</td>
<td>2</td>
<td>2 days</td>
<td>P50.00/day</td>
</tr>
<tr>
<td>Reserved Books</td>
<td>1</td>
<td>overnight</td>
<td>P10.00/hr</td>
</tr>
</tbody>
</table>

Rizal Library Dos:
1. Share RL materials by returning them on time
2. Respect the academic space by keeping your activities limited to those that are consistent with the nature of the Library
3. Be sensitive of others around you
4. Keep the environment clean
5. Treat the materials, equipment and facilities and personnel with due respect
6. Be responsible for your own belongings
7. Follow RL protocols to avoid confusion and violations
8. Practice honesty at all times
9. In cases of loss or damage, report the incident and pay the costs

Rizal Library DON'Ts
1. Don’t engage in unnecessary discussion
2. Don’t make noise
3. Don’t distract other library users from their studies (e.g. by playing games, lying down on the floor/sofa, engaging in public displays of affection)
4. Don’t eat/drink inside the facility
5. Don’t Litter
6. Don’t leave your belongings unattended
7. Don’t hog the space or materials
8. Don’t use someone else’s ID
9. Don’t deface/damage any of the materials/furniture/equipment

Grave/repeated offenses will result in ejection from the facilities and/or other disciplinary/administrative action.

CONTACT US:
Email: rizal.library.ls@ateneo.edu
(632) 426-6001 loc.5551-5582
www.facebook.com/rizallibrary

Rizal Library
(632) 426-5961
www.rizal.library.ateneo.edu
twitter: @Rizal_Library

23 The student is required to pay the fines incurred before the book was reported lost, the cost of the replacement copy, and processing charges. If a replacement copy is not yet purchased when the book is found and returned by the student, only the cost of the replacement copy is reimbursed to the student. If however, a replacement copy has been purchased, no amount is reimbursed to the student.
INTERNATIONAL STUDENT & STUDY ABROAD SERVICES

The Loyola Schools acknowledges the special needs of its international students. The Office of International Relations (OIR) is dedicated to be of service to international students of the various units of the Ateneo. Orientation programs are offered to facilitate adjustment to the country and campus in cooperation with representatives from the Office of the Associate Dean for Academic Affairs (ADAA), Office of Student Services (OSS), Office and Guidance and Counseling (OGC), and Health Services (OHS).

The Office of International Relations assists (1) international undergraduate and graduate degree students, (2) international undergraduate and graduate exchange students (non-degree), (3) student participants of short-term programs on language and cultural immersions, overseeing their attainment of their educational goals, seeing to their general welfare, and assisting in daily concerns of student life in the Loyola Schools.

As an International Student, what assistance can I expect through OIR?

OIR provides the following basic services for International Students:

- Facilitation of the processing of student visas, special study permits, and other related documents for endorsement to the Commission on Higher Education (CHED), Bureau of Immigration (BI), and the Department of Foreign Affairs (DFA). This includes checking completeness of requirements for international students as may be required by government agencies. Validity of documents (e.g. visa, passport) is also monitored.
- Country and campus orientations
- Temporary lodging identification, booking and transfer assistance (on and off-campus)
- Information dissemination regarding changes in processes (e.g. visa application and immigration rules)
- Liaising with foreign embassies and consulates in Manila on behalf of international students in case of emergencies and other concerns.
- Facilitation of academic enlistment for non-degree exchange and visiting students
- Home country communication needs assistance through in-house courier services in cooperation with the Purchasing Office
- Community building through platforms where international students can interact with one another and with members of the Ateneo community with the help of the student organization Ateneo Student Exchange Council (ASEC)

Anticipate:
- The Annual Study Abroad Fair
- Information Sessions on study opportunities from Embassies and foreign universities
- Information bulletins on available international grants/scholarships for student mobility programs and further studies (Masters and Ph.D.)

Ateneo de Manila University • Loyola Schools | 67
What opportunities are available for LS students to study abroad?

OIR facilitates the following international programs for LS Students:

- Junior Term Abroad (JTA) program in coordination with LS JTA Coordinators
- Summer Term Abroad (STA) program
- Internship opportunities with partner universities abroad
- Short-term international programs/conferences organized by Ateneo partner universities and international education networks

What kind of support can I expect from the LS if I participate in these?

- Assistance in the application requirements of universities abroad under the JTA/STA programs
- Liaising with JTA coordinators to address administrative concerns of students such as course validation process, learning agreements, etc.
- Liaising with foreign universities on behalf of Ateneo students for application processing and academic registration
- Provision of copies of transcripts of records from JTA/STA host universities abroad
- Pre-departure orientation seminars for students participating in JTA and STA programs
- Logistic support for student representatives in international youth conferences abroad
- Liaising with Philippine embassies and consulates abroad on behalf of Ateneo students in case of emergencies and other concerns

CONTACT US:
Office of International Relations
3/F Faber Hall, Rm 304
(632) 426-6001 loc. 4036-38
http://www.ateneo.edu/oir
Email: oir@ateneo.edu
Fax: (632) 426-5907
https://www.facebook.com/OIR-Ateneo-de-Manila

STUDENT FINANCIAL AID

For over five decades now, the Ateneo College Scholarship Program for deserving but financially challenged students continues to thrive — thanks to the University’s unwavering commitment and the constant support of many generous alumni and other benefactors. Around 18% of the total college population enjoy various scholarship support. The Ateneo College Scholarship Program is under the auspices of the Office of Admission and Aid (OAA).

24 Requests for student subsidies may be made through the Office for Student Services
What scholarships are available to students?

Merit Scholarships

The Ateneo Freshman Merit Scholarship is an academic distinction awarded yearly to the top freshman applicants who have excelled in the Ateneo College Entrance Test, have distinguished themselves in their respective high schools, and who also show great promise for the future.

The San Ignacio de Loyola Merit Scholarship for public high school students is awarded yearly to the top freshman applicants from public or state-supported high schools across the country. These students must have distinguished themselves in both their academics and co-curricular involvement and more importantly, show potential to become future leaders and catalysts for national development.

The Merit Scholarship Awards include a full tuition and fees grant for any undergraduate degree of the awardee’s choice.

Director’s List Scholarship

The Loyola Schools Director’s List Scholarship is a grant awarded to the top freshman applicants of the Loyola Schools who have stood out and have done very well in the Ateneo College Entrance Test (ACET), in their academics, as well as in co-curricular activities. For School Year 2015-16, each Director’s List Scholarship recipient was awarded a P50,000 scholarship grant.

Academic Scholarships

The Fr. Thomas B. Steinbugler, S.J. Academic Scholarship is an academic grant awarded to Valedictorians and Salutatorians of Jesuit High Schools who are accepted to the Loyola Schools.

The Fr. Bienvenido F. Nebres, S.J. Science Academic Scholarship is an academic grant awarded to Valedictorians and Salutatorians of science high schools who are accepted to the Loyola Schools in any degree program under the School of Science and Engineering.

For both academic scholarships, upon presentation of a certification from the high school principal, a Valedictorian receives a 100% Tuition and Fees Scholarship, while a Salutatorian receives a 50% Tuition and Fees Scholarship.

Athletic Scholarships

Athletic Scholarships are awarded to student-athletes who have excelled in sports and academics. Aside from being financially challenged, applicants must have outstanding athletic ability and must be a recipient of awards in their specific sport. Applicants must complete the Athletic Scholarship Application Form from the University Athletics Office and secure the recommendation of the Ateneo coach and program head for the sport.
Financial Aid Scholarships

Financial Aid grantees are selected on the basis of:

a. Financial need as clearly evident in the Scholarship/Financial Aid Questionnaire
b. Intellectual ability and proven consistent academic performance
c. Service to the community and potential for greater service in the future

Financial aid grants are awarded to students in all undergraduate programs of study in the Loyola Schools. The grant is given for a year only but may be renewed upon evaluation of the student’s continued financial need and above satisfactory academic performance. It covers Intersession terms and introductory courses if these are required.

Can upperclassmen apply for financial aid?

Upper class applicants (or current students) may fill out a Scholarship/Financial Aid Questionnaire to request either a 25% TF or 50% TF grant. Issuance of the questionnaire will be from March to June of the current school year. Application results will be released by July of the same school year. Furthermore, the grant takes effect starting the first semester of the next school year.

What other services and opportunities can scholars avail of through OAA?

1. Psychosocial support for scholars– For scholars who need someone to talk to, have difficulty coping with ADMU life, or find themselves in a crisis
2. Emergency Medical Assistance – Support for medicines, lab & other medical tests, immunizations, doctor and therapist fees, etc.
3. Meal and Food Discount Coupons – Assistance provided by the Ateneo Multi-Purpose Cooperative (AMPC) and Ateneo Alumni Scholars Association (AASA).
4. Retreat Subsidy – Financial subsidy for graduating scholars who participate in the Seniors’ Retreat handled by the Campus Ministry Office.
5. Mentoring – Academic guidance and counseling
6. Tutorials–Academic assistance for difficult subjects through the assistance of upperclassmen scholars who are tapped as tutors.
7. Support for participation in contests and conferences abroad, etc. – Monetary assistance for their official, school-endorsed travel abroad.
8. Support for management entrepreneurial project, thesis, etc. – Financial support for scholars required to undertake special projects or thesis with huge expenses projected

Types of Grants

Financial Aid takes various forms:

a. 25% tuition and fees
b. 50% tuition and fees
c. 75% tuition and fees
d. 100% tuition and fees
e. Book and/or transportation allowance
f. Dormitory assistance
9. Petty Cash Loan - Loan for P500 or less for emergency personal needs (payable within a week of borrowing).

10. Allowance Opportunities – Ateneo offices coordinate with the OAA in providing various part-time jobs in the campus for selected scholars. Student rate is P50/hour. Tutoring other students to earn additional allowance may also be arranged.

11. Incentive for Honor Students – An incentive of P4000 is awarded to scholars who have a perfect 4.0 QPI every semester.

12. Allowance support during calamities – Families of scholars affected by calamities such as strong typhoons, flood and earthquakes may request for emergency assistance for the needs of the scholar concerned.

A handbook for scholars which includes policies and procedures is distributed to freshman scholars each year.

CONTACT US:
G/F Kostka Hall
(632) 426-6001 loc. 5154 to 5155 / (632) 426-6075
http://www.facebook.com/ADMUadmissions
Office of Admission and Aid
Email: admissions.ls@ateneo.edu
Fax: (632) 426-1214
www.ateneo.edu/ls/undergraduate-programs
Section V:

Essentials of Student Life
THE REGISTRATION PROCESS

I. Registration is the process that provides the student with an official capacity in the university. The complete registration process involves:
   i. Enlistment in advised classes
   ii. Payment of assessed fees
   iii. ID validation

II. A student is assigned his/her AISIS (Ateneo Integrated Student Information System) account prior to registration and upon confirmation of his/her slot for admission. A username and password are sent to the student.

III. Registration/enlistment can be done online or manually.
   A. Online registration/enlistment is done through the AISIS. By logging in to http://aisisonline.ateneo.edu a student can enlist in classes, assess and pay tuition online, update student information, view pertinent school information including his/her Individual Program of Study (IPS), grades, class schedules and important announcements/notices.
   B. Manual or Regular registration is performed if a student is unable to complete registration online. Manual or regular registration requires students to be on campus. In most instances, regular registration is done by students who:
      1. Missed their online batching schedule and the free-for-all enlistment
      2. Failed to enlist online because of technical difficulties
      3. Failed to enlist online because of an existing HOLD ORDER
   C. Late registration is performed if a student is unable to register during the designated schedule for regular registration. The student proceeds to the Office of the Registrar to secure his/her late registration form, then, proceeds to the different departments to sign up and secure approval for the courses they intend to take during the semester/term. The student returns registration form to the Office of the Registrar for enlistment and secures an endorsement for assessment and payment of tuition and miscellaneous fees.

Students may use services of the Loyola Schools only upon completion of registration. Otherwise they may not borrow books from the library, use parking and internet facilities, join student organizations, participate in graduation exercises, or avail themselves of any other facilities of the Loyola Schools. Most importantly, students may only participate in and receive grades for classes they have officially enrolled in.
IV. The following must be noted:

A. Random numbers are systems-generated to determine the order in which students will enlist online for their classes or line up during regular registration.

B. Online enlistment is done by batching. Students may enlist only during their enlistment schedule determined by their specified random number.

C. Regular registration is also done by batching. Students may enlist during their enlistment schedule determined by their specified random number and their school’s ETA. ETA stands for “Expected Time of Arrival” at the designated registration waiting areas. The ETA indicates the estimated earliest time that the random numbers will be served for registration. Students are expected to be at their waiting areas at the specified ETA.

D. A Hold Order prohibits a student from enrolling/registering. If a student has a hold order, it will appear in his/her AISIS account. All hold orders must be settled before the designated schedule of online registration.

E. Registration by proxy or representative will be allowed during registration proper with the following requirements to be presented:
   1. Ateneo ID or any ID with picture and signature of the student being proxied
   2. Typewritten or Word-Processed Authorization Letter
   3. Any ID with picture and signature of the Proxy
   4. AISIS Account Password of the student being proxied

F. To avoid long lines at the Cashier’s Office, payment of tuition and miscellaneous fees may be made through the following:
   1. Electronic Payment System
      0.1 BPI (www.bpiexpressonline.com)
      0.2 BDO (www.bdo.com.ph)
      0.3 BancNet (www.bancnetonline.com)
      0.4 Metrobank
         (https://personal.metrobankdirect.com)
      0.5 Unionbank (www.unionbankph.com)
   2. Over-the-Counter deposit at any branch of the following banks:
      2.1 BPI
      2.2 BDO
      2.3 Metrobank
      2.4 Unionbank

There is no need to line up at the Cashier’s Office to get your Tuition Receipt. On the 2nd banking day after payment, the receipt can be downloaded from the AISIS:
   1. Log in to AISIS.
   2. Click on PRINT TUITION RECEIPT link.
   3. Choose school year and semester.
   4. Receipt may be viewed and printed or saved as PDF by clicking on the corresponding links.
THE MAGNA CARTA OF UNDERGRADUATE STUDENT RIGHTS

Introduction

As a locus of critical and systematic search for the truth, the Ateneo de Manila Loyola Schools upholds the rights of all students as one of its foundational principles.

The right of students to proactively participate in their education to ensure its high quality and standard is recognized. Their right to be involved in the shaping of school policies and their right to organize according to their directions and goals are granted, that they may be formed in creative and responsible leadership. Their fundamental constitutional rights are respected that they too may respect the rights of others, become men and women with a sensitive social conscience, truly a leaven in the renewal of society.

True to its nature as a university and faithful to its Filipino, Catholic, and Jesuit tradition of service and excellence, the Ateneo de Manila Loyola Schools enacts the Magna Carta of Undergraduate Students’ Rights.

ARTICLE I. GUIDING PRINCIPLES

Section 1. The provisions of the Magna Carta of Undergraduate Students’ Rights shall be interpreted in the light of the University’s Mission Statement. Its meaning shall also be interpreted in a spirit of dialogue between and among the various sectors of the school, acting as one community sharing the same mission.

Section 2. The provisions of the Magna Carta of Undergraduate Students’ Rights shall be taken in the context of students’ responsibilities found in various University documents. Students shall exercise their rights responsibly and with due regard for the rights of others.

ARTICLE II. ACADEMIC RIGHTS

Section 1. Academic Freedom. Students’ academic freedom shall consist of but not be limited to the following rights:

a. To choose their field of study from among existing curricula, given the specific conditions and requirements for acceptance in a certain field.
b. To conduct research and to freely discuss and publish their findings and recommendations as long as they present them as their own.

c. To express their opinion inside and outside the classroom in a manner acceptable to the academic community.

d. To resort to procedures, as provided for in the Students’ Handbook and the Faculty and Administrative Manuals, for the redress of their grievances concerning teachers, grades, class policies, and other academic-related matters.

Section 2. Academic Procedures.

a. **Student Handbook.** Students shall be given a copy of the Student Handbook, along with the Manual on Academic Procedures, upon entry into the Loyola Schools.

b. **Academic Advisement.** Students shall have the right to complete information on their individual program of study. They are encouraged to keep updated records of their academic records and their academic curriculum.

c. **Class Schedules.**

   i. Classes should follow the schedule issued by the Registrar. Should there be any change of schedule initiated by the teacher, the official approval of the Registrar must be secured. If the change is initiated after the deadline for submission of load revision forms, the official approval of the Registrar and the consent of the class must be secured without undue prejudice to the rights of individual students.

   ii. Within the prescribed time, students may effect changes in their prescribed load according to their departmental requirements.

   iii. Regular classes shall not be scheduled during co-curricular activity hours prescribed by the Office of the Associate Dean for Academic Affairs.

   iv. Students shall not be obliged to attend an academic activity during university mandated and/or national holidays.

d. **Course Syllabus.** Students shall be provided with a written course syllabus at the beginning of every semester. The syllabus shall contain the following:

   i. course description

   ii. course outline

   iii. course policies

   iv. course requirements

   v. grading system

   vi. teacher’s consultation hours

e. **Academic Evaluation.** Students shall have the right to be graded according to their merits.
i. Students shall have the right to know at the start of the semester how they shall be evaluated in their course.

ii. Should there be any change of requirements initiated by the teacher, the approval of the departmental chair and the consent of the class must be secured without undue prejudice to the rights of individual students.

iii. Absences shall not be taken against the grades of student unless they have gone over the prescribed number of allowable cuts.

f. Class Performance. Students shall have the right to know their class performance data during the semester.

i. They shall have the right to see their graded quizzes, exams, projects, among others, before final examinations.

ii. They shall have the right to an explanation concerning the bases of their grades for particular items, especially essays, oral exams, and group work.

iii. In the case of group work, it is the right of students to be provided a system of marking by the teacher that ensures just and equitable grading of individual members of the group.

g. Major Requirements.

i. Major Exams. Students shall be informed of long examinations one (1) week in advance, and midterms and/or finals at least two (2) weeks in advance.

ii. Other Major Requirements. Students shall be informed of major papers and projects (including timetable for submission) within the first three (3) weeks of the semester.

iii. Students shall have the right to do make-up work, pending the presentation of relevant documents, in the event that they cannot accomplish major requirements because of some grave reason or because they are representing the school in an official capacity (such as student seminars, cultural performances, debates, athletic competitions, among others.)

h. Final Examination.

i. Students shall have the right to see their papers and the computation of their final grades after the distribution of corrected final marks within the prescribed period for appeals for change of grade.

ii. All students shall be issued exam permits upon the completion of requirements. In cases where the students are unable to comply with such requirements, they can make necessary arrangements with the respective offices.

i. Final Grades. Students shall have the right to know their final grades at the date appointed by the Registrar.
j. Consultation. Students shall have the right to consult their teachers. The faculty should inform the students of their consultation hours within the first week of classes.

Section 3. Security of Tenure. Students shall have the right to complete their program of study in the school, except in cases of academic deficiency, violation of disciplinary regulations, or non-payment of tuition and fees.

Section 4. Evaluation of Teachers. Students shall have the right to excellent education through competent and committed teachers as evidenced by their regular presence and punctuality in their classes, their expertise in their field, the quality of their course content, and their teaching competence and effectivity. They shall have the right to make a written evaluation of the performance of teachers toward the end of the semester.

Section 5. Evaluation of Courses. Students shall have the right to evaluate their program of study, and through their official representatives, to propose the creation and deletion of courses, and to participate in the progressive updating of the curriculum.

Section 6. Faculty Hiring Procedures. All departments are encouraged to have teaching demonstrations in the hiring of new faculty, where students are allowed to participate and give feedback.

Section 7. School Facilities.

a. It is the right of the students to have adequate academic facilities. It is the responsibility of the school authorities to provide the students with adequate classrooms, library, research, laboratory, and physical education facilities. The school shall also provide students with open spaces for student academic interactions.

b. The school administration shall ensure that the existing housing facilities for students within campus are safe, clean, and affordable.

c. The school administration shall provide a list of accredited adjacent housing/dormitories. There shall be a Dormitory Committee that shall supervise the accreditation of off-campus dormitories and ensure that the requirements for dormitory facilities are met.

Article III. ACCESS TO INFORMATION

Section 1. Access to Official and Public Documents. Students shall have access to all official public information on matters directly affecting their individual and/or collective welfare.

Section 2. Access to School Records and Other Vital Documents. On the condition that all requirements and obligations have been settled, all students shall have access to their own school records, confidentiality of which the school shall maintain and preserve. Students shall have the right to be issued official certificates, diplomas, transcripts of records, grades, transfer credentials, and other similar documents within thirty (30) days from the filing of request and accomplishment of all pertinent requirements.
Section 3. Access to Information on Tuition and Fees.

a. Students shall have the right to be informed of tuition fees, special fees, and their breakdown, as well as deadlines for payments.

b. Students shall have the right to be properly informed of the periods during which refunds can be claimed for laboratory breakage fees and other such fees. School authorities shall mount a reasonable number of prominent notices in the most frequented locations within the school campus informing them of such periods. The information campaign shall start at least one (1) week before the refunds are given.

Article IV. FREEDOM OF EXPRESSION

Section 1. Right Against Prior Restraint. Students shall have the right to express their views and opinions freely in a manner acceptable to the academic community. Furthermore, opposition to school policies detrimental to students’ interest shall not be a ground for denying or withdrawing scholarship grants and privileges of deserving students.

Section 2. Right to Privacy of Communication. The privacy of communication and Correspondence of students is inviolable. However, any form of private communication and correspondence that violates class policies is not allowed.

Section 3. Rights of Student Publications.

a. Students shall have the right to publish student newspapers and other similar publications, as guided by Republic Act 7079 (otherwise known as the “Campus Journalism Act”.) These rights shall be exercised without fear of persecution from authorities, and without threat of being in any way penalized or punished by authorities for any view responsibly expressed. The student publication shall not be subjected to any kind of coercion, bribe, or duress.

b. The selection of the student editor-in-chief and his/her staff shall be made by annual competitive examinations to be administered by representatives of the respective publications according to official procedures. School authorities and other governing bodies shall not interfere in, nor influence, the decisions of each publication’s selecting body.

c. The editor and the editorial staff, unless removed for a just cause and with due process, shall be assured of security of tenure for the duration of their term.

Section 4. Right to Peaceably Assemble.

a. Students shall have the right to peaceably assemble and petition school authorities and/or government authorities for the redress of any grievances.
b. Military elements and/or policemen in uniform or in plain clothes and school security forces shall not interfere with any legitimate student activity, particularly peaceful mass actions inside the school campus.

Section 5. Right to Religious Formation and Practice.

a. Students shall have the right to proper religious formation. As a Catholic university, the administration is responsible for providing students with adequate Catholic religious services and facilities.

b. Students shall have the right to practice their respective religions as long as they do not impede the practice of other faiths and beliefs and they do not transgress the University’s Vision and Mission.

Section 6. Right to Dress. Students shall have the right to dress according to their individual tastes outside the classroom while keeping within the academic context of the University. Teachers have the prerogative to implement this rule according to certain specifications inside the classroom.

As a Jesuit and Catholic university, the Ateneo de Manila urges students to promote a lifestyle that is simple, value-oriented, and spirit-inspired. Students are required to dress simply, appropriately, and decently.

Administrators and faculty members, acting individually or in groups (for instance, as a Department, or as a School) may stipulate more precisely the appropriate modes of attire in designated classrooms or other areas and for designated events or occasions.

ARTICLE V. RIGHT TO PARTICIPATE IN POLICY-MAKING

Section 1. Observer Status in the Board of Trustees. The students of the Loyola Schools, through their elected representative, shall have the right to observe the meetings of the Board of Trustees in the discussion of formal policies directly concerning students. The President of the Student Council or any designated representative chosen from and by the Student Council may act as the observer.

Section 2. Representation in the School Council and Committees. Students shall have voting and deliberating rights in the following committees of the Loyola Schools.

a. School Council (2 representatives)

b. School Forum (2 representatives)

c. Administrative Council (2 representatives)

d. Standards Committee (1 representative)

e. Curriculum Committee (1 representative)
f. Discipline Committee (2 representatives)
g. Budget Committee (2 representatives)
h. Committee on Social Involvement (2 representatives)
i. Agenda Setting Committee (1 representative)
j. Dormitory Committee (2 representatives)
k. Cafeteria Committee (2 representatives)

The Student Council shall appoint the representatives to the aforementioned councils and committees. If a committee is dissolved or the number of students in the committee is increased, the Magna Carta shall be amended accordingly.

Section 3. On the Matter of Tuition and School Fees.

a. The Loyola Schools Budget Committee shall act on a proposal to adjust tuition fees only after students and their parents have been consulted at least thirty (30) days before the start of the academic year when the adjustments are to take effect.

b. The students shall have the right to be consulted on any proposed increase or creation of school fees as well as their justification. There shall be dissemination of adequate information regarding tuition and school fees. Any necessary adjustments and objections shall be discussed in consultative meetings which shall be properly documented and circulated.

c. In justifying any tuition adjustments before the Loyola Schools Budget Committee, the School Administration shall be required to present the pertinent financial statements for the last five (5) years immediately preceding the proposal for such adjustments.

d. The school shall not impose involuntary contributions from students.

Section 4. Students’ Initiative. Students shall have the right to initiate the formulation, modification, and rejection of a school policy affecting students by making proper representation to official bodies.

Section 5. Right to Consultation. Beyond the student representation in the different committees, students shall have the right to be consulted before any school rule affecting them is approved and implemented.

Article VI. RIGHT TO ORGANIZE

Section 1. Student Organizations.

a. Students shall have the right to form, assist, or join any campus organization, alliance, or federation for the promotion of Ateneo ideals.
b. Student groups shall have the right to seek accreditation subject to set standards as determined by the Office of Student Activities and the Council of Organizations of the Ateneo.

c. Student organizations shall enjoy autonomy. This means that they have their own leadership structure; they shall set their own directions and goals; they shall plan and manage their accounts. The student organization moderators act in an advisory capacity. The Office of Student Activities sets the parameters within which the organizations shall operate.

Section 2. Student Council.

a. The school shall ensure the democratic and autonomous existence of the Student Council. Pursuant thereto, there shall be one supreme body, the Student Council, which shall be the official representative of the student body and which shall be given recognition by the Loyola Schools. It shall have its own set of officers, both elected and/or appointed. It shall have the right to determine its policies and programs on matters within its jurisdiction, guided by its duly ratified constitution and policies.

b. The school shall also provide, free of charge, a space or a hall to house the office/s of the Student Council.

Section 3. Security of Tenure of Student Leaders. Student leaders shall be assured of security of tenure in their positions for the duration of their term, unless removed due to academic cases, disciplinary cases, or impeachment.

Section 4. Student Activities Finances.

a. Collection of Student Publication Fees and Student Activity Fees. On behalf of the Student Council and the Student Publications, the school shall collect the student activities fee and the student publication fee.

b. Allocation of Student Activity Fund and Student Publication Fund. The allocation of student activity fund and student publication fee shall be agreed upon by the Office of Student Activities, Student Council, and the Student Publications. The allocation shall be subject to the auditing procedures of the OSA and the Accounting Office.

Section 5. Allocation of Facilities for Student Activities.

a. The School shall provide, free of charge, a space, hall, or building to house the offices of the different recognized student organizations and athletic teams within the campus.

b. Excessive charges for the use of school facilities shall be prohibited. Whenever possible, the School shall allow student organizations and athletic teams to use school facilities free of charge, to support and encourage student participation in co-curricular and extra-curricular activities.
Article VII. RIGHT TO SECURITY

Section 1. Rights Against Unreasonable Searches and Seizures. Every student of the Loyola Schools shall be free from any form of unreasonable search and seizure as defined by law.

Section 2. Rights to Security of Person and Honor. All students shall have the right to be treated with courtesy and respect. They shall have the right to be free from physical and sexual harassment. Moreover, they shall have the right to be protected from libelous and slanderous statements.

Section 3. Rights Against the Militarization of the School Campus. The pursuit of Academic excellence and exercise of academic freedom can be attained only in an atmosphere free from fear and unreasonable restraint. Pursuant thereto, no military detachment shall be installed or maintained in the school campus, except in the case of national or local emergencies, such as war, natural calamities, or if the prevailing situation so requires.

Article VIII. RIGHT TO DUE PROCESS IN DISCIPLINARY PROCEEDINGS

Section 1. Right to Due Process.

a. Students shall have the right to be informed of their offense, to defend themselves, and to be rendered an impartial decision.

b. Penalties of suspension, exclusion, or expulsion shall not be meted out unless the following rights have been observed and accorded the student:
   i. The right to be presumed innocent until proven otherwise
   ii. The right to be informed in writing of the charge(s)
   iii. The right to full access to the evidence in the case
   iv. The right to defend oneself and to be defended by a representative or counsel of one’s choice. (The counsel may be a faculty member, a counselor, or a fellow student.) Adequate time as prescribed by the Discipline Committee shall be given for the preparation of the defense.
   v. The right to appeal decisions of the Vice President of the Loyola Schools to the University President.
   vi. The right to have their parents witness the presentation of their defense during the hearing conducted by the Discipline Committee.

Section 2. Rights in Disciplinary Proceedings

a. To safeguard the right of students against arbitrary enforcement of rules, the Associate Dean for Student Affairs shall consult the members of the Discipline Committee to determine the nature of all reported cases without precedent.
b. In cases which may merit suspension, exclusion, or expulsion, the Discipline Committee is convened for final proceedings.

c. All decisions in any disciplinary proceeding of the student involved must be rendered on the basis of relevant and substantial evidence and testimonies.

d. The gravity of disciplinary sanctions must be proportionate to the seriousness of the violation committed.

e. The Discipline Committee and the Office of the Associate Dean for Student Affairs shall post notices when necessary of acts which are deemed violations of school rules and the corresponding disciplinary sanctions, provided that such rules and sanctions do not violate the rights guaranteed herein and under the Constitution.

**ARTICLE IX. GENERAL PROVISIONS**

*Section 1. Right Against Enactment of ex post facto policy.* No policy shall be enforced ex post facto.

*Section 2. Right to File an Appeal.* Students shall have the right to file an appeal on any policy and decision of the school, in accordance to existing structures and procedures.

**ARTICLE X. FINAL PROVISIONS**

*Section 1. Rules and Regulations.* The Student Council, the School Administration, faculty and staff shall uphold, promulgate, and publish the necessary rules and regulations to implement the provisions of this act.

*Section 2. Separability Clause.* If any provision of this act is declared invalid, the remainder thereof is not affected.

*Section 3. Repealing Clause.* Rules and regulations inconsistent with the provisions of this act are hereby repealed or modified accordingly.

*Section 4. Effectivity.* The provisions of this Magna Carta shall take effect in the regular semester after its approval.

*Section 5. Amendments and Revisions.* The Magna Carta can be amended two school years after the semester in which it has taken effect, unless justifiable causes warrant amending it outside the prescribed timeframe. Any sector of the Loyola Schools, through its official representatives, may propose amendments through the School Forum, and these shall be approved in the School Council.

*Section 6. Final Interpreter of Provisions.* The School Council, as the highest policy-making body of the Loyola Schools, shall be the final interpreter of the Magna Carta.

*Approved: August 2001*
ACADEMIC PROCEDURES AND SERVICES

This section describes the conditions and procedures for academic processes and services that students might need to complete during their stay in the Loyola Schools. These are divided into three main categories: (1) General Academic Procedures and Services, (2) Procedures Involving Load Revision, and (3) Procedures Involving the Standards Committee.

GENERAL ACADEMIC PROCEDURES AND SERVICES

The following requests fall under General Academic Procedures:

1. Change of Degree Program (Shifting)
2. Clearance
3. Cross-Enrollment
4. Double Degree
5. INC or NE Grade
6. Leave of Absence
7. Minor or Specialization
8. Taking an Advanced Final Exam
9. Taking a Deferred Final Exam
10. Transfer Credentials
11. Validation of Courses for Transferee Students

Each request is discussed by first enumerating the conditions that allow it, and second, by noting the steps undertaken to effect such a request.

CHANGE OF DEGREE PROGRAM (SHIFTING)

Conditions

i. A change of degree program required/recommended by a department may be processed at any time. However, a change of degree program initiated by the student must be done within the period prescribed by the Office of the ADAA and the Office of the Registrar.

ii. The student should inquire from the department/program concerned about any shifting requirements that have to be met before he/she can be accepted into a degree program.
iii. A student who shifts will likely be on an irregular status, with some back subjects still to be taken. It is therefore advisable for him/her to adjust his/her program of study in consultation with his/her new degree program’s adviser or coordinator. This can be done at the time he/she is accepted into the program or shortly thereafter. In the following semesters, he/she should adhere to this program of study as faithfully as possible in order to avoid any further or unnecessary delays in graduation.

iv. If the student is enrolled at the time the change in his/her degree program is effected, the student should continue attending all his/her classes even if some of these may no longer be required in his/her new degree program. Should the student decide to withdraw from any of his/her enrolled classes, he/she must first get the approval of his/her home department chair/program director and then accomplish a Load Revision Form. The deadline for withdrawal from a course with permission must be strictly observed. See the section on WITHDRAWAL WITH PERMISSION FROM A COURSE for the procedure to be followed.

Procedure

i. The student, with a particular degree program in mind, proceeds to the department concerned and inquires about the requirements for shifting into that degree program.

ii. The student submits all needed documents and completes other requirements (e.g., interview with the Department Chair/Program Director) for shifting into a particular degree program.

iii. Upon receiving favorable advice, the student downloads from AISIS and accomplishes the Form for Change of Degree Program or Application for Minor/Specialization. The student must obtain all the signatures required for his/request as indicated in the form.

iv. The student submits the completed form to the Office of the Registrar.

Clearance

a. Clearance is the process by which students are made to ensure that they have settled all hold orders, accountabilities, and/or financial liabilities. It is a process that a student must undergo if he/she intends to:

   i. Cease studies
   ii. Transfer to another school
   iii. Graduate

Note: Students who do not complete clearance may not be eligible for transfer to another school. Clearance is also a requirement for inclusion in the official list of graduates and commencement exercises. Students who do not complete academic clearance will also not be allowed to receive official scholastic documents such as academic transcripts, certifications, and diploma.
b. Students who decide to cease studying in the Loyola Schools without completing the requirements of their degree program and will transfer to another school will need to secure a clearance form from the Office of the Registrar, then, proceed to secure the signatures from authorized personnel of the different offices specified in the clearance form. Securing all the signatures in the clearance form will allow the student to be eligible for transfer and have his/her credentials transferred to another school.

c. Graduating students will be able to generate the clearance form from their respective AISIS accounts, then, proceed to secure the signatures from authorized personnel of the different offices specified in the clearance form where he/she has pending liabilities.

**CROSS-ENROLLMENT**

**Conditions**

i. The course to be taken in another school is not a core curriculum course.

ii. The course is not offered in the college during the particular semester.

iii. The total number of units of the courses registered in Ateneo and cross-enrolled course(s) must not exceed the prescribed maximum load of the student’s degree program for that particular semester.

iv. Approval of the Home Department Chair/Program Director and approval of the Department Chair/Program Director who will validate the course to be cross-enrolled are required.

v. Unless the cross-enrolled course is to be validated as a free elective, it must have an equivalent in Ateneo and can be validated for a specific Ateneo Course Catalogue Number.

vi. Endorsement to cross-enroll in another institution does not automatically mean approval of validation of the course for its Ateneo equivalent. The validating department may require a minimum final grade or a validation exam before the course is validated as an Ateneo subject. It would help a student if these conditions for validation are determined before proceeding with cross-enrollment.

vii. The grade for the validated course is not computed into the QPI.

viii. The grade for the course to be entered in the transcript is the grade given by the receiving institution.

**Procedure**

i. Accomplish three (3) copies of the Permit to Cross Enroll Form, which may be obtained from the Office of the Associate Dean for Academic Affairs (OADAA).

ii. Obtain the approval and signatures of the Department Chair/Program Director, the Associate Dean for Academic Affairs, and the Registrar. Leave one copy each of this form with the Office of the ADAA and the Office of the Registrar. Submit the third copy to the receiving institution.

iii. Once the course(s) is/are completed, process the OADAA Validation Form. Submit the Validation form and the Transcript of Records from the receiving institution to the Office of the Registrar before the registration period of the semester following the cross-enrollment.
**Double Degree**

**Conditions**

i. Only three (3) major courses from the first degree may be credited as major courses of the second degree.

ii. Free Electives in the first degree may be used towards fulfilling the requirements of the student’s double degree and vice versa.

**Procedure**

i. Inform your home Department Chair/Program Director of your intention to take a double degree.

ii. Seek the advice of the Department Chair/Program Director that you wish to take a double degree in, particularly for the major courses required for the second degree and any pre-requisites required for admission into the program.

iii. Upon consultation with both Department Chairs/Program Directors, prepare a program of study for the remainder of your stay in the Loyola Schools. This program of study should plot the courses required for the completion of both degrees and should also follow the maximum semestral loads of your first degree.

iv. After receiving the endorsement of both Department Chairs/Program Directors for your proposed program of study, submit a letter requesting for your double degree to the Associate Dean for Academic Affairs. The following documents must be attached to the request: (1) the curriculum of first degree, (2) the curriculum of second degree, and (3) the program of study combining the curricula of the two degrees as endorsed by both Department Chairs/Program Directors. The letter must also indicate up to three courses (if any) that are double-counted towards both degree programs.

v. If approved, the Office of the Associate Dean for Academic Affairs forwards a copy of your documents to the Office of the Registrar.

**INC or NE Grade**

In extraordinary circumstances, when some requirement(s) of a course (except the final examination) have not been met, the student will be given the temporary grade of INC (INCOMPLETE). If the requirement is not completed within two weeks after the distribution of grades, the grade will be changed automatically to F (FAILURE). A grade of INC may cause a delay in enrolling for the following semester if the INC grade was given in a subject that is a pre-requisite of another subject or if the required yearly QPI has not been met on account of the INC grade.

The grade of NE is reported to the Registrar for every subject in which a student was absent from the final exam.

If a student is on academic probation, he/she should not get a grade of INC or NE so as not to cause delay in the computation of his/her yearly QPI.
Conditions

i. An INC/NE mark must be removed within two weeks after the electronic release of grades.

ii. Any request for an extension of the INC/NE grade should be made by accomplishing the Request for Extension of INC/NE Grade form, which is available at the Office of the ADAA.

Procedure for INC

i. Coordinate with the teacher about accomplishing the incomplete requirement(s).

ii. Submit the completed work to the teacher. The teacher evaluates the work and submits the new grade to the Department Chair/Program Director by accomplishing a Completion form.

iii. The completion form is submitted to the Registrar within two weeks after the distribution of grades.

iv. If the grade is submitted after the deadline for completing grades, the Completion form should be submitted to the Associate Dean for Academic Affairs, who takes note of the change from INC to the final grade. The Office of the ADAA then forwards the Completion form to the Office of the Registrar.

Procedure for NE

i. Seek permission from the teacher concerned about taking a make-up final exam.

ii. If the absence from the final exam was caused by grave circumstances, submit papers/documents that will support/testify to the validity of the reason for your failure to take the final exam. If the reason is medical in nature, submit a medical certificate from your attending physician stating the reason for the absence from the final exam.

iii. If the teacher approves the request, the arrangement for the exam depends on the teacher concerned.

iv. The completed grade is submitted to the Registrar within two weeks after the electronic release of final grades.

v. If the grade is submitted after the deadline for completing grades, the Completion form should be submitted to the Associate Dean for Academic Affairs, who takes note of the change from NE to the final grade. The Office of the ADAA then forwards the completion form to the Office of the Registrar.

Procedure for Requesting for an Extension of INC/NE Grade

i. Obtain the Request for Extension of INC/NE form from the Office of the ADAA.

ii. Use one form for each course/subject.

iii. The request should be filed within one week after the electronic release of final grades.

iv. Submit the completed form to the Department/Program where the subject is offered, together with the pertinent documents. Upon endorsement by the teacher and the Department Chair/Program Director, the Department will handle its transmission to the Office of the ADAA.
**Leave of Absence**

A student may apply for leave of absence if he/she wishes to temporarily separate himself/herself from the university for non-academic and non-disciplinary reasons.

**Conditions**

i. The student should be in good academic and disciplinary standing at the time when the request is made.

ii. Enrolling or studying in another school during the leave of absence is prohibited.

iii. The leave of absence is normally secured only once during a student’s entire stay in college.

iv. A leave of absence (LOA) can be granted for a period no shorter than one semester. The time of leave normally does not exceed one academic year.

v. A student who cannot enroll for an Intersession Term need not apply for a leave of absence. The student should instead request for an adjustment of his/her Individual Program of Study (IPS) so that the subjects that he/she is required to take during the Intersession can be moved to a succeeding term.

vi. If the student has not yet enrolled for a particular semester, and wishes to take a leave of absence (LOA) starting that semester, he/she should accomplish and submit his/her LOA paper work (letter of application and completed form) before the last day of registration.

**Procedure**

i. Submit a letter of request signed by your parent(s) to the Associate Dean for Academic Affairs. The reason and the duration of the request should be indicated in the letter.

ii. Attach other pertinent documents, e.g., a medical certificate from the student’s attending physician, if the reason for the leave is medical in nature.

iii. The request is subject to approval of the ADAA.

iv. Once approved, accomplish three (3) copies of the Leave of Absence form.

v. If currently enrolled, accomplish the Load Revision form to officially withdraw from the classes. See the section on WITHDRAWAL FROM A COURSE WITH PERMISSION.

**Note:** If a student is returning from an (official) Leave of Absence, he/she must submit a letter of intent to re-enroll to the Associate Dean for Academic Affairs (ADAA). The student must also submit any additional documents that may be required by the ADAA. For example, if the reason for the LOA was medical in nature, the student must submit a medical certificate from his/her attending physician stating his/her fitness to resume his/her studies. The request is subject to approval of the ADAA.

The letter and accompanying documents should be submitted to the Office of the ADAA one month before the registration period for the semester in which the student plans to re-enroll.
MINOR OR SPECIALIZATION

Procedure

i. The student informs the Department Chair/Program Director of his/her degree program that he/she wishes to take a minor.

ii. The student then seeks the advice of the department that administers his/her intended minor.

iii. Once the student has been accepted into the minor program, he/she should download and accomplish the Form for Change of Degree Program or Application for Minor/Specialization. The student must obtain all the signatures required for his/her request as indicated in the form.

iv. The student submits the completed form to the Office of the Registrar.

TAKING AN ADVANCED FINAL EXAM

Conditions

i. Taking an advanced final exam is a privilege that is NOT AUTOMATICALLY GRANTED TO STUDENTS. The conditions depend on the teacher concerned.

Procedure

i. Submit a letter of request to take an advanced final exam to the Associate Dean for Academic Affairs for approval of his/her request.

ii. The letter must be endorsed by the teacher and the Department Chair/Program Director of the subject concerned.

iii. The arrangement for taking the advanced final exam depends on the teacher concerned.

TAKING A DEFERRED FINAL EXAM

Conditions

i. If the absence from the final exam was caused by grave circumstances, the student can request for a deferred exam.

Procedure

i. Submit a letter of request to the Associate Dean for Academic Affairs no later than the second day following the examination. The letter must be endorsed by the teacher and the Department Chair/Program Director of the subject concerned.

ii. Attach papers/documents that will support/testify to the validity of the reason for his/her failure to take the exam.

Note:

1. A deferred final exam is a privilege that is not automatically granted to one who failed to take a Final Exam.

2. The grade “NE” (No Exam) is reported to the registrar for every subject in which a student was absent from the final exam.
iii. If the reason for the request for deferment is medical in nature, submit a medical certificate from one’s attending physician.

iv. When, in the judgment of the Associate Dean for Academic Affairs, the reason for the absence has been sufficiently justified, the student will be granted a deferred final exam.

**TRANSFER CREDENTIALS**

*Conditions*

i. If a student withdraws from the Loyola Schools and intends to transfer to another school, he/she may apply for Transfer Credentials

ii. Transfer Credentials consists of the Certificate of Eligibility to Transfer and Transcript of Records for evaluation purposes is issued to student.

iii. Transfer Credentials indicate that a student:
   
   a. is free from all financial/property accountabilities
   b. has an orderly and complete admission credentials
   c. is not serving a penalty of suspension or expulsion

*Procedure*

i. Accomplish a clearance form obtained from the Office of the Registrar.

ii. If currently enrolled, withdraw from courses by accomplishing a Load Revision Form.

iii. Obtain the Certificate of Eligibility to Transfer and a copy of Transcript of Records marked “For evaluation purposes” from the Office of the Registrar.

**VALIDATION OF COURSES FOR TRANSFERES**

*Conditions*

i. Validation of subjects taken from one’s previous college/university must be done within the first semester of one’s stay in the Ateneo.

ii. No more than one third of the (academic) units earned from the previous college/university may be validated.

iii. Double crediting of courses is not allowed (e.g., a course validated as a major elective may not be validated as a free elective as well).

iv. Standard equivalencies are to be observed in the validation of courses taken from foreign universities/colleges.

*Procedure*

i. Seek advice from your home department as to which subjects you are advised to validate.

ii. Proceed to the concerned departments/programs to determine the requirements for validation of their courses/subjects.
iii. Bring with you several copies of your Transcript of Records and the course descriptions of the courses/subjects taken and passed in your previous college/university.

iv. Accomplish the necessary steps (e.g. take the validation exam) required by the concerned departments/programs for the validation of courses/subjects.

v. Return to the concerned departments/programs after the release of the results of the validation exam. Bring with you Validation of Courses/Subjects for Transfer Students form. Obtain the necessary signatures from the departments/programs concerned.

vi. Submit to the Office of the Associate Dean for Academic Affairs (ADAA) the duly accomplished Form for Validation of Courses/Subjects for Transfer Students together with a copy of your Transcript of Records from your previous college/university. This should be done by deadline set by the Office of Admission and Aid (OAA). The OADAA will forward a copy of your accomplished Form for Validation of Courses/Subjects for Transfer Students to the Office of the Registrar.

vii. Your validated courses will be reflected on AISIS upon receipt by the Office of the Registrar of your official Transcript of Records.

**PROCEDURES INVOLVING LOAD REVISION**

Load revision refers to the process of officially changing a student’s academic load after the student has been officially enrolled. In particular, load revision involves the following requests:

1. Addition of course(s)
2. Change of section(s)
3. Change of course status from audit to credit or from credit to audit
4. Leave of absence
5. Overloading
6. Transfer Credentials
7. Withdrawal from a Course with Permission

For each of the above academic procedures/requests, the Load Revision Form should be accomplished.

**General Guidelines**

i. The Load Revision form (LRF) is downloadable from the student’s AISIS account once he/she is officially enrolled (i.e., the student has (1) enlisted in advised classes, (2) paid the assessed tuition and fees, and (3) had his/her ID validated).

ii. The student obtains the signatures indicated on the form as required for his/her request. Signatures must be obtained in the sequence indicated in the LRF.
iii. If the student wishes to keep a copy of the form, he/she must photocopy the form before submitting it to the Office of the Registrar.

iv. While the request is pending, the student must attend all classes in which he/she is officially enrolled in.

Each load revision request is discussed by first enumerating the conditions that allow it, and second, by noting the steps undertaken to effect such a request.

**ADDICATION OF COURSE(S)**

**Conditions**

i. Addition of course(s) must be done within the load revision period prescribed by the Office of the ADAA and the Office of the Registrar. (The dates are indicated in the Academic Calendar of the Loyola Schools and the Registration Reminders sent out by the Office of the Registrar.)

ii. For each degree program, there is an official CHED-approved curriculum, indicating the courses and the corresponding units to be taken for each semester. The units in the curriculum correspond to the maximum load for a particular semester.

iii. Addition of courses is allowed provided a student remains within the maximum semestral load of his/her degree program.

iv. A student is deemed to have an overload if his/her total semestral load is beyond the maximum load required for his/her degree program. For the conditions covering enrollment beyond one’s maximum load, see the section on OVERLOADING.

**Procedure**

i. Accomplish the Load Revision Form and submit the completed form on or before the deadline prescribed by the Office of the ADAA and the Office of the Registrar.

ii. Obtain all the signatures required for the request as indicated in the form.

iii. Submit the completed form to the Office of the Registrar.

**CHANGE OF SECTION(S)**

**Conditions**

i. The student should make sure that the class to be entered is still open.

ii. If the class is still open, the student should inquire about the possibility of changing sections from the department/program offering the class.

iii. If the student receives a favorable reply, he/she must formalize the change of section by accomplishing a Load Revision Form.

*Note:* Requests for change of section do not require the signature of the Associate Dean for Academic Affairs, Central Accounting Office, and Cashier. Load Revision forms for change of section are submitted directly to the Office of the Registrar, within the prescribed deadline, after obtaining approvals from the concerned teacher, department chair/program director, and the student’s home department chair/program director.
**Procedure**

i. Accomplish the Load Revision Form and submit the completed form on or before the deadline prescribed by the Office of the ADAA and the Office of the Registrar.

ii. Obtain all the signatures required for the request as indicated in the form.

iii. Submit the completed form to the Office of the Registrar.

**Change of Status from Credit to Audit or Audit to Credit**

**Condition**

i. Changing a course from credit to audit status or audit to credit status should be done within the period prescribed by the Office of the ADAA and the Office of the Registrar. (The dates are indicated in the Academic Calendar of the Loyola Schools and Registration Reminders sent out by the Office of the Registrar.)

**Procedure**

i. Accomplish the Load Revision Form and submit the completed form on or before the deadline prescribed by the Office of the ADAA and the Office of the Registrar.

ii. Obtain all the signatures required for the request as indicated in the form.

iii. Submit the completed form to the Office of the Registrar.

**Leave of Absence**

Please refer to the entry on Leave of Absence under General Academic Procedures and Services in this section. A student who is applying for a Leave of Absence, and is currently enrolled, must accomplish a Load Revision Form to withdraw from all of his/her classes.

**Overloading**

**Conditions**

The following students are automatically granted permission to carry an overload:

i. An honor student (i.e., a student who has a QPI of at least 3.35 in the previous semester with at least 15 academic units) is allowed to overload up to 3 units beyond his/her maximum load for a semester

ii. A graduating student (i.e., a student in his 4th year of a 4-year program or a student in his 5th year of a 5-year program, provided his/her total load (regular load + overload) does not exceed twenty four (24) units for each semester of the final year of his/her program.

Exceptions to the above guidelines are subject to the approval of the Associate Dean for Academic Affairs.
**Procedure for Graduating Students**

i. Graduating students are authorized to overload by academic advisement. Advisements should include all advised courses within and beyond the regular load. All advisements must be inputted into AISIS within the period prescribed by the Office of the Registrar.

ii. Graduating students may enlist for all their subjects (including overload subjects) during the regular registration period.

**Procedure for Honor Students**

i. Honor students should obtain and accomplish a Load Revision Form (LRF) within the period prescribed by the Office of the ADAA and the Office of the Registrar.

**TRANSFER CREDENTIALS**

i. Please refer to the entry on Transfer Credentials under General Academic Procedures and Services in this section. A student who is applying for Transfer Credentials, and is currently enrolled, must accomplish a Load Revision Form to withdraw from all of his/her classes.

**Withdrawal from a Course with Permission**

**Conditions**

i. Freshman and Sophomore students are not allowed to withdraw from any core curriculum courses designated by their program. Exceptions to this rule shall be made by the Associate Dean for Academic Affairs.

ii. Juniors and Seniors shall not be allowed to withdraw from courses such that their total load falls below twelve (12) units.

iii. Withdrawal with Permission of course(s) must be done within the period prescribed by the Office of the ADAA and the Office of the Registrar. (The dates are indicated in the Academic Calendar of the Loyola Schools and Registration Reminders sent out by the Office of the Registrar.)

iv. For Withdrawal from a course with permission, the student must not have exceeded the maximum number of allowable absences for that course.

v. At the end of the semester, the student will get a grade of WP mark (Withdrawn with Permission) for that particular course. The WP grade has no bearing on the QPI.

**Procedure**

i. Accomplish the Load Revision Form and submit the completed form on or before the deadline prescribed by the Office of the ADAA and the Office of the Registrar.

ii. Obtain all the signatures required for the request as indicated in the form.

iii. Submit the completed form to the Office of the Registrar.

*Note:* Freshman and Sophomore students seeking exception to prohibition against withdrawing with permission from a core curriculum courses must submit a letter of request to the Associate Dean for Academic Affairs.
PROCEDURES INVOLVING THE STANDARDS COMMITTEE

The Committee on Academic Standards (also known as the Standards Committee) interprets the published undergraduate academic regulations of the Ateneo de Manila University Loyola Schools. The Loyola Schools include the School of Humanities, the John Gokongwei School of Management, the School of Science and Engineering, and the School of Social Sciences.

This Committee reviews all cases of an academic nature, i.e., honors for graduation, program awards, departmental QPI requirements beyond the minimum set by the Loyola Schools, status of deficient students, probation, readmission, the exceptions to a given rule, change of grade, etc.

All appeals must be made in writing and submitted through the Associate Dean for Academic Affairs (ADAA) by the deadline set by the ADAA.

Among the procedures involving the Standards Committee are:

1. Appeal for Probation
2. Request for Change of Grade (Student-Initiated)
3. Request for Change of Grade (Teacher-Initiated)

Each of the above-listed requests/appeals is discussed; first, by enumerating the conditions that allow it and second, by noting the steps undertaken to effect such a request.

APPEAL FOR PROBATION

Conditions

i. An appeal for probation may be done when a student did not obtain the required QPI for his/her year.

ii. There is no such thing as a “right to probation.” The essence of probation is that since a student is having difficulty adjusting to college, he/she is given a chance to do so. Hence, probation is seen primarily as an aid for freshmen.

iii. The Standards Committee, the body that deliberates on the requests, is stringent when it comes to sophomores and juniors who request for probation.

iv. If a student, after not having been granted probationary status, studies elsewhere and does well, he/she may apply for readmission to the college. A checklist on readmission is available at the Office of the ADAA.

v. A student should check with Office of the ADAA for the actual deadlines for submission of appeals for probation.

vi. The Loyola Schools allow only one probation. If the student has previously been on probation, he/she is ineligible to apply for probation.
Procedure

i. Accomplish the Appeal for Probation form. This will be treated with strict confidentiality.

ii. Attach any supporting documents, e.g., a medical certificate from the student’s attending physician, if the reason for the appeal is medical in nature.

iii. Students granted probationary status have to obtain the required yearly QPI, as indicated by the Standards Committee in the student’s condition letter.

iv. Students who were not granted probationary status must file for clearance and Transfer Credentials with the Office of the Registrar.

REQUEST FOR CHANGE OF GRADE
(Student-Initiated)

This applies to students who think that there was a miscalculation of the final grade or typographical error in the transfer of grade to the official grade sheet by the teacher.

Conditions

i. Appeals for change of grade must be made within the semester following the electronic release of final grades (Check with the Office of the ADAA for actual deadlines.)

ii. An appeal for change of grade should be substantiated with available test papers, reports, assignments, and projects.

iii. Opinions such as “I feel I deserve a better grade” are not valid as reasons in themselves. Even if the student succeeds in convincing his/her teacher of the opinion, but it is not supported by material evidence, then the appeal is not endorsed by the Standards Committee.

iv. Having a perfect attendance record is not in itself a valid reason for a change of grade.

Procedure

i. Accomplish the Appeal for Change of Grade form (Student Initiated).

ii. Support the form by attaching available test papers, reports, assignments, projects and other material evidence.

iii. Submit the completed form to the Department where the subject is offered, together with all the pertinent documents.

iv. The teacher and the Department Chair /Program Director will indicate their recommendation on the form.

v. The Department of the subject concerned handles the transmission of the form to the Office of the Associate Dean for Academic Affairs.

vi. The Standards Committee deliberates on the appeal.

vii. Check with the Office of the ADAA for the Standards Committee’s decision on the appeal.

Note:
All appeals for change of grade (student-initiated), whether or not these are endorsed by the teacher and/or department chair/program director, must be submitted to the Standards Committee for deliberation.
REQUEST FOR CHANGE OF GRADE
(Teacher-initiated)

A request for a change of grade may also be teacher-initiated if the teacher inadvertently made a mistake in the calculation or recording of a student’s grade.

Conditions

i. Appeals for change of grade must be made within the semester following the electronic release of final grades (Check with the Office of the ADAA for actual deadlines.)

ii. The appeal for change of grade should be substantiated with test papers, reports, assignments, and projects, and other documents that may be required by the Standards Committee.

Procedure

i. The teacher accomplishes the Appeal for Change of Grade Form (Teacher-Initiated).

ii. The teacher substantiates the appeal by attaching test papers, reports, assignments, projects and other material evidence.

iii. The teacher attaches the following documents:

   a. Class syllabus with grading scheme (indicating both letter and percentage equivalence)
   b. A photocopy of the class record and the submitted grading sheet
   c. Computation of the final grade:
      ▪ Give the original computation
      ▪ Give the revised computation indicating where the change was made
      ▪ Explain how the final mark was arrived at

iv. The teacher submits the appeal to his/her Department Chair/Program Director for his/her recommendation.

v. The Department handles the transmission of the form to the Office of the Associate Dean for Academic Affairs.

vi. The Standards Committee deliberates on the appeals for change of grade.

vii. Check with the Office of the ADAA for the Standards Committee’s decision on the appeal.

Note:
All appeals for change of grade (teacher-initiated), whether or not these are endorsed by the department chair/program director, must be submitted to the Standards Committee for deliberation.
ESL4:  
*Always wear your LS Student ID when on campus*

The **STUDENT ID** is a vital component of the Loyola Schools security system as it identifies you as a bonafide member of the Loyola Schools. It should be worn visibly and clearly on your person at all times while in the Loyola Schools premises. This constitutes a basic act of social responsibility given that campus safety and security is the responsibility of all members of the Ateneo community.

The ID is considered an official school document to be treated with care and respect. It is **NOT to be defaced, altered, or misused** in any way, shape or form. It is **non-transferable**, not to be lent or copied, nor discarded indiscriminately.

<table>
<thead>
<tr>
<th>Examples of MINOR ID violations</th>
<th>Examples of MAJOR ID-related Offenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Wearing the I.D. underneath one’s clothing (shirt, jacket, etc.)</td>
<td>• Tampering with the I.D. Card (ie. defacing ID picture, putting stickers, changing info)</td>
</tr>
<tr>
<td>• Carrying the I.D. inside a personal article, for example, a bag, notebook or wallet</td>
<td>• Using another person’s ID or allowing another person to use one’s ID</td>
</tr>
<tr>
<td>• Hanging the I.D. on your bag instead of wearing it on your person</td>
<td>• Making a fake LS Student ID card</td>
</tr>
</tbody>
</table>

**Why do I have to get my ID validated?**

ID Validation is the final stage of the registration process. Student IDs without a validation sticker for the current semester will not be honored. Deadlines for validation are announced each semester.

**What do I do if I lose my ID?**

For your own protection, report the loss of your ID immediately the Office for Student Services. You should then secure a temporary ID if your ID cannot be replaced immediately. Sometimes lost IDs are recovered and returned to OSS. If it has not been found in 3 days, apply for a replacement ID.

**ADMINISTRATIVE PENALTIES**
- Late ID application: 2 hours of mandatory work
- Late ID validation: 2 hours of mandatory work

The deadline for ID application and validation is the last day of late registration.
What will happen if I forget my ID at home?

Students are required to have their IDs upon entry into the Ateneo campus. Those who forget theirs are asked to sign an ID-violations sheet and provide a secondary ID as proof of identity. If you sign your name and proceed directly to OSS to get a temporary ID, the violation will be nullified. If you do not, this will count as an ID violation in your record of conduct where violations are cumulative within the school year and may result in minor penalties or a major offense depending on the accumulated record of neglect.

ESL5: Dress decently and appropriately given the academic nature of the University

The LOYOLA SCHOOLS DRESS CODE. In accordance with the Implementing Guidelines of the Loyola Schools Dress Code, students are expected to dress simply, appropriately, and decently at:

1. all official functions and events of and in the Ateneo de Manila University, including commencement exercises, convocations, conferences, receptions, and assemblies;
2. the offices of all Ateneo administrators (Heads of offices of Central Administration and the school units; Heads of auxiliary units, affiliated units, and centers; Department Chairs and Program Directors), as well as any meetings, appointments, or transactions with Ateneo administrators outside of their offices;
3. all LS Administrative offices, including adjacent corridors and waiting areas;
4. the Rizal Library and the Ateneo Art Gallery;
5. the Office of the Registrar;
6. all events and activities in major Audio-Visual Rooms, such as the Irwin Theater, Faura AVR, Escaler Hall, and Leong Hall Auditorium;
7. all functions, events, and activities where the Ateneo de Manila University is represented, except those that clearly require other attire, such as in sports tournaments.

Schools or Departments may also come out with more specific guidelines for implementation in their respective areas of jurisdiction.

Sanctions for Dress Code violations are specified in the Code of Conduct

Examples of clothing which are NOT allowed:
- Soiled clothing
- Lounging / gym/athletic /cycling shorts
- Short shorts
- Lounging / gym / athletic tops
- Sleeveless shirts (for men)
- Low-cut / backless / strapless-tops
- Bare midriff
- Very short skirts / dresses
- Very low-rise jeans
- Slippers

Please refer to the Student Handbook Companion (School Memoranda)
ESL6: Keep your AISIS information up-to-date

It is of vital importance that you keep your **AISIS information** current. This is how you will be contacted by the various departments and offices for important notices, and how the school can get in touch with your next of kin/guardians during emergency situations. So if you change cellphone numbers or move residences, make sure to update your online information. Neglect and dishonesty here can have serious consequences.26

Always update:
• Personal cellphone/s
• Parent’s mobile number/s and landline/s
• Emergency contacts (e.g. guardian for students living away from home)

ESL7: Stay up-to-date with Ateneo news and announcements

The LS, through the Office for Student Services, has set up several channels for you to stay updated of important news and announcements related to the classes, events, inclement weather, emergency situations, etc. School Bulletins and Announcements are posted on the **Ateneo Student Blueboard on Facebook** (www.facebook.com/AteneoSBB).

Important announcements during the start of the semester are also posted on **AISIS Online** and whenever necessary, sent through e-mail through your **Ateneo OBF** email. For emergency bulletins, a textblast service called the **Ateneo Infocast**27 is used to send an official SMS to all students.

Other channels to check for official announcements:
• Sanggunian Facebook Page - FB/ADMUSanggu
• Ateneo de Manila Facebook Page - FB/Ateneodemanila

26 This may also constitute a violation of the **Code of Conduct**
27 Students are registered for the service when they tick the “OPT IN” box during online registration using AISIS. OSS can handle further inquiries about the service.
CAMPUS MOBILITY, TRAFFIC & PARKING. There are many ways to get around campus but the school encourages walking from building to building, hence the expanded walkways and brick roads. If you must ride, an E-Jeep also makes the rounds of the campus.

Bringing a car on campus is a huge RESPONSIBILITY -- one which includes driving safely, considerate use of roads and parking spaces, and respect for regulations and those who implement them. You’ll need a Gate Pass sticker\(^28\) to be able to enter and park. Traffic during peak hours can be very heavy though, so best to find ways to get around being stuck (like carpooling\(^29\)). You need to know ALL the rules imposed by Central Administration,\(^30\) and orient anyone entering campus for you because students will be held responsible for the behavior of those who enter campus on their behalf.\(^31\)

For starters, REMEMBER the following:

- Parking on campus is on a first-come, first served basis.
- A gate pass allows you to park in the COLLEGE STUDENT PARKING designated areas, but does NOT guarantee you a parking spot (Being a responsible student includes coming early so you don’t end up late for class because you have to search for legitimate student parking).
- Don’t even try to park in a RESERVED spot (for Carpools, Faculty, Administrators, visitors, etc) unless you want a hefty fine as well as a violation in your name. Repeat violators will also merit a Major Offense of the Code of Conduct.
- Overnight parking (i.e. keeping your car on campus after the cut-off for the specific lot you are parked on\(^32\)) is also disallowed -- except in emergencies, which ought to be brought to the attention of security personnel as soon as possible, before the cut-off, for advice on what to do.

\(^28\) Available through the Campus Safety and Mobility Office (CSMO) at the Blue Eagle Gym

\(^29\) Check out the carpool options with DSW at G/F MVP building

\(^30\) Acceptance of guidelines is part of the Gate Pass sticker application process. A list of the violations and fines are printed on the violation tickets.

\(^31\) Refer to the Code of Conduct, Section I: Responsibilities

\(^32\) 12 midnight for parking lots other than the Northwest (near Arete) which closes at 10pm.
ESL9:  

Your body and brain need fuel to function properly

**DINING OPTIONS.** The following are the Food Business Operators in the Loyola Schools:

<table>
<thead>
<tr>
<th>FOOD BUSINESS OPERATOR</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ateneo Multi-Purpose Cooperative (AMPC)</td>
<td>Ground Floor, Gonzaga Building</td>
</tr>
<tr>
<td>Blue and Gold Catering Services</td>
<td>2nd Floor, Gonzaga Hall</td>
</tr>
<tr>
<td>JGSOM Student Enterprise Center (JSEC) stalls</td>
<td>School of Management (SOM Mall)</td>
</tr>
<tr>
<td></td>
<td>1st Floor, Rizal Library</td>
</tr>
<tr>
<td></td>
<td>Ground Floor, MVP Building</td>
</tr>
<tr>
<td></td>
<td>2nd Floor, Mateo Ricci Building</td>
</tr>
<tr>
<td>Ebai’s</td>
<td>University Residence Halls</td>
</tr>
<tr>
<td>Zekaf</td>
<td>Jose Mari Chan Hall, Level 1</td>
</tr>
<tr>
<td></td>
<td>University Residence Halls</td>
</tr>
<tr>
<td>Manang’s Clubhouse</td>
<td>Physical Education (PE) Complex</td>
</tr>
</tbody>
</table>

You’ll also chance upon food sales and the like throughout the school year care of the different fund raising activities of orgs, or the student business accelerator start-ups.

ESL10:  

Expect to be tested

All members of the University share in the duty to create and maintain a healthy learning environment through a safe, drug-free campus. As part of our efforts towards this goal, the Loyola Schools developed the comprehensive, **Collaborative Anti-Drug Abuse Program (CADAP)** that includes the conduct of our own random drug testing which expands the scope of RA 9165 (the “Comprehensive Dangerous Drugs Act of 2002”) by covering a more diverse range of drugs, and a larger percentage of our student population.

Consistent with the spirit of the Commission on Higher Education (CHED) Memorandum Order (CMO) 19, Series of 2003, measures, programs and campaigns are in continuous development at the LS. These are aimed at increasing awareness of the perils of dangerous drug use, towards the greater aim of encouraging our students to conscientiously opt for choices that contribute to their overall well-being and positive development.

Random Drug Testing is only one of the three prongs of the CADAP, with Awareness and Intervention rounding out the comprehensive approach to the problem of drug use. As an educational institution, the LS believes that punishment alone is an insufficient response, and emphasizes measures (both medical and disciplinary) that best enable wellness while continuously considering public welfare and the common good.
Some FAQs:

1. What is a random drug test (RDT)?
   - A random drug test is a urine test done to detect possible exposure to drugs.

2. Which drugs are tested during the RDT?
   - Tetrahydrocannabinoids (Marijuana), Methamphetamine (shabu), MDMA (Ecstasy), and Benzodiazepines.

3. How are students chosen for RDT?
   - Students are chosen through a computer-generated randomization procedure witnessed by parents, a faculty representative, a student representative from the Sanggunian ng Mag-aaral, with the Office of Health Services.

4. Can a student be chosen more than once for RDT?
   - Yes.

5. Who conducts the RDT?
   - Specimen collection and testing is done under the supervision of licensed medical technicians who are under a drug testing agency accredited by the Dept. of Health (DOH), under the auspices of our own LSOHS.

6. What happens if a student’s screening test is positive?
   - The school follows procedures outlined by the Commission on Higher Education, which outlines the school’s compliance with the law (RA9165). Findings are considered a health issue. As students are interviewed by a doctor at the Office of Health Services. A Confirmatory test is done to rule out the possibility of the intake of other substances with parental consent. Quantitative levels are also determined.

7. What happens if a confirmatory test is positive?
   - The student, in counsel with parents, is required to undergo a drug dependency evaluation by a Dangerous Drugs Board accredited physician. Counseling sessions follow.

What can I expect from the Random Drug Testing (RDT) Procedures?

1. At any time within the school year, you may get notice that you have been selected for RDT.
2. If selected, you are expected to present yourself at the testing venue by your next free period. The process takes around 20 minutes or so.
3. Make sure to follow the protocols given in submitting your urine sample and fill up the paperwork (declaration of meds) properly.

The following are considered violations of the Code of Conduct (incidents will be submitted for investigation as a disciplinary complaint):

1. Failure to respond to summons
2. Failure to abide by standard protocols for RDT
3. Refusal to cooperate with measures implemented against the use of dangerous drugs
4. Committing any form of misrepresentation
5. Tampering with any part of the RDT process
6. Any disrespect towards RDT/school personnel
7. Possession, use or distribution of dangerous drugs and their paraphernalia.
8. Repeated drug use.
The school abides by the recommendations of the physician. Random monitoring tests are done throughout the remaining semesters of the student’s stay at the Ateneo.

8. Who shoulders the cost of drug testing?
   • The fee for the standard RDT is integrated in the tuition fee and is subsidized by all students. Subsequent tests if confirmed positive, however, are at the expense of the student concerned.

9. What if I am confirmed positive for a second time?
   • Cases of repeated use of dangerous drugs are reported to the Student Discipline Office for processing as a disciplinary case

**ESL11: Know the emergency protocols by heart**

Remember: Preparedness makes sense.
The Loyola Schools has set in place, safety protocols for various levels of emergencies and calamities, whether natural or man-made, which require the cooperation of our general student body for preparedness, response and possible relief and recovery operations. In this regard, regular drills are scheduled and carried out during the school year which train students to handle:

- Fire and/or Earthquake
- Shelter in Place (eg. mass shooting involving an armed attacker)
- Campus Shutdown (general evacuation eg. bomb threat)

**Emergency Numbers**

- Office for Student Services (OSS) Helpline
  0920-9142372

- Campus Emergency Hotline / Ambulance Service
  426-6001 loc. 4911

- Campus Security Mobile Hotline
  0999-9925715 (Smart)
  0917-5628641 (Globe)

**EARTHQUAKE EVACUATION**

- Duck, cover and hold!
- Evacuate to designated assembly area
- Wait for confirmation that it is safe to return to the building

**FIRE EVACUATION**

- Evacuate to designated assembly area
- Wait for confirmation that it is safe to return to the building

**SHELTER IN PLACE**

- Lock all doors, window blinds
- Turn off lights
- Keep cellphones on silent mode
- Seek cover

**CAMPUS SHUTDOWN**

- Immediately evacuate campus in a calm and orderly manner (do not return for your vehicle or belongings until the campus is cleared of potential threats)
ESL12:  
Know your Sanggu and what it can do for you

The Sanggunian ng mga Paaralang Loyola ng Ateneo de Manila, commonly known as the Sanggunian (or Sanggu for short), is the sole autonomous student government of the Ateneo de Manila University Loyola Schools. It operates under the four pillars of student representation, basic services, students’ rights, and student mobilization.

The Sanggunian is committed to:

- Protecting the rights and advancing the general welfare of the student body
- Empowering the Atenean in becoming a critically aware and proactive individual who can respond to issues affecting society and the environment
- Developing the means for effective student participation in all aspects of University life
- Cultivating a sense of University spirit through its structures, projects and other initiatives.

In essence, Sanggu is the VOICE of the study body, in whatever context that voice is needed or called upon:

- In school legislation (through representation in policy-making)
- In judicial decision-making (through membership in committees)
- In the building blocks student life (through corner-stone departments like the Department of Student Welfare Services)
- In emergent challenges (through dispute assistance and liasing with administrative bodies)
- As responsible members of the Loyola Heights community (through involvement in Loyola Heights issues and concerns)
- As committed Filipino citizens engaged in nation-building (through initiatives spanning national issues in light of Ateneo’s Transformative Leadership in the youth sector)

If I have a concern or problem, how can the Sanggunian help me?

Sanggunian representatives are available for consultation from 9:00am – 6:00pm during weekdays at MVP200. Sanggu reps are there to listen to your concerns, help you sort out what you can do next, and assist in coming to a resolution by bridging you with the appropriate offices or individuals.

Long term solutions can also be sought with problems that cut across individuals by addressing school policy and/or the creation of comprehensive programs.

What concerns can Sanggu assist me with?

ANYTHING related to the right to quality education – curriculum concerns, academic demands, Faculty issues, student-to-student disputes, sexual harassment and gender-equality issues, traffic, violations, etc. Even if it’s beyond their capabilities, they’ll know who can help.
Why join Sanggu?

Because student government is only as strong as student participation. Whether you run for a top position or course representative, or apply to be part of a department (e.g. Department of Student Welfare and Services, Department of Finance, Department of Communications etc.), or just volunteer in task forces (e.g. DReaM Team, Intellectual Property Task Force) and project teams (e.g. Constitutional Convention, school camps), you give your fellow students a voice, strengthen your own, and ultimately amplify the Ateneo’s voice in the spirit of Lux-in-Domino.

CONTACT US:
Sanggunian Office
2/F MVP Bldng, Rm 200
(632) 426-6001 loc. 5400
http://www.facebook.com/ADMUSanggu

Email: sanggusecgen@gmail.com
(632) 929-1029
twitter.com/ADMUSanggu

ESL13:
Take care of your personal belongings

Your stuff is your responsibility. While the school attempts to ensure security for all, negligence is a huge factor in how people lose their belongings. Lost items found by security and maintenance personnel are usually turned over to the OSS on a daily basis. Do NOT assume that if you leave your bag with a group of friends that they will stay in that place until your return. Do NOT use your stuff to save a spot in the cafeteria, library, study hall or benches. As much as it is about being careful with your things and respectful to those who provide it for you, it’s also about being sensitive to those who may not have as much as you.33

ESL14:
Be street smart and alert to your surroundings

• Keep an eye on your personal belongings and never leave them unattended, especially in establishments outside of the Ateneo. Neither should you hand over your personal belongings to strangers for whatever reason

33 Refer to Offenses Against Property in the Code of Conduct
• Avoid walking alone along Katipunan at night unless completely necessary. Carry a whistle with you to call attention to yourself or a problem.
• Do take note of tricycles body number or taxi license plates if you commute and text it to a friend
• Avoid using your cellphone (and other devices) while walking along Katipunan or commuting. It can attract the wrong kind of attention and can distract you from your surroundings.
• Avoid interacting with strangers especially at night. Never divulge personal information to complete strangers especially those who try to draw you into a questionable discussion (e.g. budol-budol modus operandi)
• Do not share your passwords / PINs with anyone.

What do I do if I am the victim of a crime?
Whenever harassed or held up along Katipunan, seek assistance from the nearest security guard (at footbridges or commercial establishments) or barangay tanod. If possible go back inside campus and report to Ateneo Security (G/F Blue Eagle Gym near Gate 1) After the fact, proceed to the OSS to report the incident. OSS, as liaison between LS students and the ADMU Security Office, guides and supports students through whatever processes are necessary to address the concerns to the extent possible within the context of the school.

What do I do if I witness an emergency situation or threatening scenario with no school personnel nearby?
The OSS keeps a 24/7 Hotline for emergencies.
In case there is no one in the immediate vicinity to assist you, or you suspect immediate danger for the Ateneo community, call 0920-9142372 (the number indicated in your Student ID) and report what you witnessed. The concern will be directed to the appropriate agency or personnel as necessary.
If robbed or harassed along Katipunan, you may also contact the 24/7 Barangay Hotline (02) 666-6603

In case of serious injury / life threatening condition (e.g. epilepsy attack, difficulty breathing or risky behavior):
• Call the attention of the nearest security personnel.
• Keep the victim still and comfortable. In cases of physical trauma, DO NOT MOVE THE VICTIM. ONLY TRAINED PERSONNEL SHOULD PROVIDE TREATMENT (eg. artificial respiration, first aid, CPR)
• Ask: “Are you ok?” “How do you feel?” and “What is wrong?”
• Continue to assist the victim until emergency personnel arrive.
ESL15: 
Post, comment, share and duplicate judiciously

DIGITAL INTEGRITY AND RESPECT FOR INTELLECTUAL PROPERTY. It’s an increasingly digital world we live in and we may have learned to take certain things for granted – like what we post online, what digital images we share, or whose intellectual property we have appropriated for our own use. The antidote to complacency is awareness, so remember:

1. Post, comment and share RESPONSIBLY:

<table>
<thead>
<tr>
<th>Cool</th>
<th>NOT Cool</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Self-expression</td>
<td>• Cyberbullying</td>
</tr>
<tr>
<td>• Connecting with friends</td>
<td>• Cyberlynching, stalking</td>
</tr>
<tr>
<td>• Selling stuff you don’t need anymore</td>
<td>• Profiteering and selling contraband</td>
</tr>
<tr>
<td>• Sharing what you think about an issue</td>
<td>• Spreading misinformation</td>
</tr>
<tr>
<td>• Putting up pictures and posting hugot lines</td>
<td>• Oversharing and disregarding notions of privacy (yours and others’)</td>
</tr>
<tr>
<td>• Ranting judiciously</td>
<td>• Degradling the dignity of others and lying</td>
</tr>
<tr>
<td>• Light-hearted joking around</td>
<td>• Pretending to be someone else</td>
</tr>
</tbody>
</table>

2. If it’s not yours, GIVE CREDIT TO THE SOURCE

<table>
<thead>
<tr>
<th>Cool</th>
<th>NOT Cool</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Using an existing image as a “peg” for inspiration</td>
<td>• Zero creativity</td>
</tr>
<tr>
<td>• True originality</td>
<td>• Passing off a copy of someone else’s idea as your own</td>
</tr>
</tbody>
</table>
| • Loving someone’s opinion or way of saying things | • Claiming it as your own by neglecting to give proper credit (i.e. committing plagiarism)

3. Bootleg products and unlicensed use of copyrighted material deprive the original artist/legitimate institution of the RIGHT TO PROFIT FROM HARD WORK

<table>
<thead>
<tr>
<th>Cool</th>
<th>NOT Cool</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Utilizing texts and products for educational purposes only, within the legal bounds of replication</td>
<td>• Disregard of limits of use</td>
</tr>
<tr>
<td>• Asking permission before using the name of the Ateneo in any product</td>
<td>• Commercially profiting from unauthorized use or bootlegging of originals</td>
</tr>
</tbody>
</table>

---

34 Most of these behaviors are covered by the Code of Conduct and a student may be subject to complaint, depending on the gravity and context of his/her actions

35 Refer to the separate Student’s Guide to the Code of Academic Integrity for elaboration

36 Inquire with the University Business Affairs Office at 2/F, Xavier Hall (4266001 loc 4056)
Minors violations are settled with the Office for Student Services. The most common of these are the ID-wearing violations, and Traffic/Parking violations.

In the case of **ID-wearing violations**, the student who has been asked to sign a violations sheet for failure to wear his/her valid ID on his/her person should proceed to the OSS windows after each instance. Office personnel will assist the student in what needs to be done to settle the violation.

For **Traffic/Parking violations**, the student should bring the traffic/parking ticket issued to OSS. It the student accepts culpability for the offense, he/she is to pay the fine and serve any other accompanying penalties for the violation. In case of protest, the student may submit a formal written appeal (with supporting evidence) addressed to the Director of the OSS within ten (10) calendar days of the issuance of the violation ticket. Investigation into the claims (including interviews and ocular inspections) will then proceed and the appeal will be deliberated upon by the Director and/or a Committee constituted for such purpose. The issue will then be decided upon with finality and the student will be informed of the decision and the student will need to resolve penalties, if any, prior to registration/graduation/transfer.

---

**ESL17:**

*Voice your concerns and know the established channels for complaints*

**Complaints of all kinds** (e.g. against fellow students, school personnel, establishments, etc) can be filed with OSS in relation to its mandate to assist in student welfare in general. OSS personnel can help in the general assessment of the scenario and redirect the complaint if necessary to the appropriate venues (e.g. the ADAA for academic concerns, FMO for facilities, the School Deans for Faculty, etc.) and provide support in that process.

For complaints against fellow students, OSS, upon the filing of a written complaint or incident report, will investigate claims, ask the other party to respond, and decide on how to address the concern with fairness, practicality, judiciousness, speed and regard for all parties concerned. It may forward sensitive cases to other offices for counseling, recommend dispute resolution procedures if appropriate and agreed upon by all parties, decide on minor violations and their penalties, or forward the case for adjudication as a major offense to the Student Discipline Office.

---

37 Please refer to the *Code of Conduct* for details
38 Also consult the *Code of Conduct* for processes and offenses
THE LOYOLA SCHOOLS BOOKSTORE

The Loyola Schools Bookstore is a **one-stop shop for basic school supplies**, including PE and NSTP shirts, lab gowns and exam bluebooks. It’s also the hub for **textbook orders** for the LS, with in-store printing and photocopying services available.

You can browse through books from Ateneo publishers, as well as other titles courtesy of the **National Bookstore section**, and shop for official Ateneo merchandise. It also houses the **i-Campus store** which offers discounts to Ateneo students and employees for Mac products.

**CONTACT US:**
LS Bookstore
Basement MVP
(632) 426-6001 loc. 5184 to 87
Email: bookstore.ls@ateneo.edu
(632) 426-2951
http://www.facebook.com/LoyolaSchoolsBookstore

THE ATENEO ART GALLERY

Located in the Second Level of the Rizal Library Special Collections Building, the university museum seeks to animate cultural life on campus and serve as an art resource for students as well as the general public.

The Ateneo Art Gallery -- widely recognized today as the first museum of Philippine modern art -- was established in 1960 through Fernando Zóbel’s bequest to the Ateneo of his collection of works by key Filipino post war artists. Through the years other philanthropists and artists followed Zobel’s initiative, filling in the gaps so that the collection now surveys every Philippine art movement in the post war era: from neo-realism and abstract expressionism to today’s post-modern hybrid tendencies.

The Ateneo Art Gallery hosts innovative exhibitions and public programs highlighting works from its permanent collection as well as works from other collections for special shows.

**Offerings:**

1. **Exhibitions** – Students and outsiders alike are welcome to tour the museum’s exhibitions. Tours are free.
2. **Group Services** - Group tours are available for free by appointment. As the museum can only accommodate a limited number, please call the Ateneo Art Gallery in advance to secure arrangements. For groups larger than 20, there is a fee of Php 30.00 per head.

3. **ArtSpeak** – A lively lecture series featuring artists, curators, scholars and art writers, ArtSpeak aims to increase awareness, knowledge and understanding of modern and contemporary art.

4. **Internships** – Internships are available to interested students. Applications may be sent via email.

5. **Rizal Library Art Book Collection and Reading Area** – Books on art from the Rizal Library as well as the Fr. Rene B. Javellana, S.J. and Teodoro Locsin, Jr. Collections, are now housed in the Ateneo Art Gallery office. Students may access them upon request and browse through them in the reading area.

6. **Gallery Shop** – Catalogues, books and other souvenirs in line with the permanent and temporary exhibitions are available for sale at the museum’s reception area.

**Museum Rules:**
Please abide by the following to protect the artworks on view and to allow everyone to enjoy their museum experience:

- Do not touch works of art.
- Keep a safe distance between you and each work of art.
- No leaning on walls, pedestals, or cases (whether for physical support, to write, etc).
- Non-commercial photography and video are allowed except where noted otherwise. Use of flash, tripods and selfie sticks is not allowed.
- No food, drink or gum is allowed in the premises.
- Running, pushing, rough-housing are not allowed.
- Backpacks, laptop bags, large bags and umbrellas must be checked in.

**CONTACT US:**
L2 Rizal Library Special Collections Building
(632) 426-6001 loc. 4160 / (632) 426-6488
http://ateneoartgallery.org

**Ateneo Art Gallery**
Email: aag@ateneo.edu
Fax: (632) 426-6488

**ESL19:**
*Read the various Student Publications*

As the official student newspaper of the Ateneo, the **GUIDON** chronicles Ateneo history as it happens, delivering the burning issues and events that matter. Through fair, accurate and responsible campus journalism, the Guidon seeks to enlighten and inspire Ateneans to make a change. The organization molds its members into skilled and principle leaders, as the Guidon looks into the life inside Ateneo and beyond.
What to expect:
1. Monthly distribution of the school paper
2. Seminars on Campus Journalism
3. Coverage of notable events inside and outside the campus
4. Breaking news on relevant happenings

As the official literary and artistic publication of the Ateneo, **HEIGHTS** aims to continue and contribute more to the Ateneo literary and artistic tradition of excellence through developing a community of readers, artists, and writers within and outside the University.

What to expect:
1. Quarterly distribution of the literary folio magazine
2. Creative writing seminars and workshops
3. Talks on literature and arts

As the official Filipino magazine of the Loyola Schools, **MATANGLAWIN** seeks to be an eye that is critical of the pressing issues present in Philippine society. The publication also seeks to illuminate sectors that lie on the fringes by giving voice to them. Lastly, Matanglawin aims to pose probing questions regarding prevailing systems and structures of the society.

What to expect:
1. Bi-monthly distribution of the magazine
2. Fora on pertinent local issues
3. Seminars on Campus Journalism in Filipino
Reference Guide to FAQs/Essentials to Student Life

What medical services are available for students at OHS? ........................................ 55
Who can I approach if I need to talk to someone about academic and socio-emotional concerns? ........................................ 56
How do I make arrangements to talk to a guidance counselor or psychologist? ............ 57
Does the LS provide support for students with disabilities? ........................................ 58
What do I do if I can’t go to my classes because of a calamity or personal tragedy? ...... 58
What are the functions of the OFSQA? ................................................................. 59
What do I do if I fell ill after consumption of food/beverage from a food service provider inside Ateneo? .................................. 60
What packaging materials are allowed? ................................................................. 60
What packaging materials are not allowed? ......................................................... 60
What should I do if I have concerns regarding the food/beverage product I ordered or the food service operator? ................................. 60
What type of foods are not allowed for food sales? ................................................. 60
What do I do if I have doubts about the food item I bought? ................................ 60
Can I connect my devices for Wifi? ................................................................. 64
What is AISIS? ................................................................. 64
What is OBF? ................................................................. 64
Who can use the Rizal Library? ................................................................. 65
Who can borrow books from the Rizal Library? ................................................. 66
As an International Student, what assistance can I expect through OIR? ............. 67
What kind of support can I expect from the LS if I participate in these? .................. 68
What opportunities are available for LS students to study abroad? ...................... 68
What scholarships are available to students? ................................................. 69
What other services and opportunities can scholars avail of through OAA? ............ 70
Can upperclassmen apply for financial aid? ................................................. 70
It all starts with Registration ................................................................. 75
Get to know the Magna Carta for Students ........................................ 77
Know your way around the basic academic procedures you’ll need for the rest of your college stay .................................................. 87
Always wear your LS Student ID when on campus ................................ 102
Dress decently and appropriately given the academic nature of the University ... 103
What will happen if I forget my ID at home? ........................................ 103
Stay up-to-date with Ateneo news and announcements ........................... 104
Walk whenever you can. Avoid the traffic ......................................... 105
Expect to be tested ........................................................................... 106
Your body and brain need fuel to function properly ............................ 106
If I have a concern or problem, how can the Sanggunian help me? ........ 109
Be street smart and alert to your surroundings ..................................... 110
Take care of your personal belongings ............................................. 110
Get to know the following places on Campus .................................... 114
Keep your AISIS information up-to-date .......................................... 104
Know the emergency protocols by heart ........................................... 108
Know your Sanggu and what it can do for you .................................... 109
What concerns can Sanggu assist me with? ....................................... 109
Why join Sanggu? ........................................................................... 110
What do I do if I am the victim of a crime? ....................................... 111
What do I do if I witness an emergency situation or threatening scenario with no school personnel nearby? ................................. 111
Post, comment, share and duplicate judiciously ................................ 112
Settle your violations immediately to avoid hold-orders & further penalties ............ 113
Read the various Student Publications ............................................ 115
Voice your concerns and know the established channels for complaints ........ 113
The following tables contain quick references for the most common processes one will encounter in undergraduate student life. They provide the basic information regarding the different procedures at a glance – including the host office, location, costs (if any), requirements and basic steps – for ease of understanding. However, the list is meant as a SUMMARY of procedures – not to be regarded as either exhaustive or constricting. Validation and queries about the details of anything contained here should be made with the office concerned, especially given possible modifications by the department post-production of this guide.
<table>
<thead>
<tr>
<th>Objective</th>
<th>Apply for Temporary ID</th>
<th>Apply for Replacement ID</th>
<th>Apply for Certificate of Good Moral Character</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ofc concerned</strong></td>
<td>OSS</td>
<td>OSS</td>
<td>OSS</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>Xavier Hall, Window12</td>
<td>Xavier Hall, Window12</td>
<td>Xavier Hall, Window12</td>
</tr>
</tbody>
</table>
| **Fees**                  | Fine of: Php30 – 1st – 5th in 1SY  
Php60 – 6th-9th in 1SY  
Php 300 (1st instance)  
Php500 (2nd instance)  
Php 1000 (3rd instance) | Php 10/copy              | Php10/copy                            |
| **Standard process**      | 1. Fill up application form  
2. Get charge slip from OSS  
3. Pay at cashier  
4. Claim Temporary ID | 1. Submit a formal explanation letter addressed to the Director  
2. Pay at cashier using Charge Slip issued  
3. Return to OSS to present official receipt of payment.  
a. Provide name, year & course & ID number  
b. Indicate the purpose of the request  
c. Indicate number of copies requested  
2. Pay at cashier using charge slip |
| **Processing time**       | While you wait         | 1-2 days                 | 3 working days                             |
| **Other requirements**    |                        |                          | Requests may be made by email. Send a request containing the information in Item #1 above to oss.ls@ateneo.edu and confirm the request by calling or sending a text message to the Student Services Helpline – 0920-914-2372. CGMC requested through e-mail may still be claimed at the OSS or may be mailed at the expense of the requesting party. |
| **Notes**                 | • Temporary IDs are only valid for the day of the application  
• The 10th instance within 1SY will result in a minor offense in the name of the student, and the forced replacement of his ID  
• Php100 if due to damage (damaged ID must be surrendered)  
• A temporary ID will be issued to the student until the new ID is available. |                          |                              |
<table>
<thead>
<tr>
<th>Objective</th>
<th>Appeal for Probation</th>
<th>Apply for Leave of Absence</th>
<th>Apply for Double Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ofc concerned</td>
<td>OADAA</td>
<td>OADAA</td>
<td>OADAA</td>
</tr>
<tr>
<td>Location</td>
<td>G/F Kostka Hall</td>
<td>G/F Kostka Hall</td>
<td>G/F Kostka Hall</td>
</tr>
<tr>
<td>Fees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard process</td>
<td>1. Accomplish the Appeal for Probation form and submit to the Standards Committee c/o the OADAA. 2. If approved, students should make an appointment with the ADAA regarding the conditions of his/her probation.</td>
<td>1. Submit letter of request signed by student’s parents to the ADAA. The reason and duration for the LOA should be indicated. 2. Upon approval of request, secure and accomplish 3 copies of the Leave of Absence form. 3. Also secure the Load Revision form if currently enrolled, and accomplish the Load Rev in order to officially withdraw from all classes.</td>
<td>1. Inform your home department of your intent to take a double degree. 2. Seek advice from the department that you wish to take a double degree in. 3. Upon consultation with both department chairs, prepare a program of study for the remainder of your stay in the Loyola Schools. 4. Submit a letter to the ADAA requesting for approval of your double degree. It must be endorsed by both department chairs/program directors. 5. If approved, the OADAA forwards a copy of your documents to the Office of the Registrar.</td>
</tr>
<tr>
<td>Processing time</td>
<td>Varies (Students should check with the OADAA for the deadlines.)</td>
<td>A few days to one week</td>
<td>Varies</td>
</tr>
<tr>
<td>Other requirements</td>
<td>Other pertinent documents, such as medical certificates, must be attached to the appeal for probation form.</td>
<td>Other pertinent documents, such as a medical certificate, must be attached to the letter of request.</td>
<td>A copy of the curriculum of the first and second degrees must be submitted with your double major application.</td>
</tr>
<tr>
<td>Notes</td>
<td>• Students granted probationary status have to obtain the required yearly QPI, as indicated by the Standards Committee in the student’s condition letter. • Students who are not granted probationary status must file for their Transfer Credentials with the Office of the Registrar.</td>
<td>• Upon returning from LOA, student must submit a letter of intent to re-enroll. • Additional documents may be required. • All of the above must be submitted to the OADAA before the registration period for the semester in which the student plans to re-enroll.</td>
<td>• Only 3 major courses from the first degree may be credited as major courses of the second degree. • Free Electives in the first degree may be used towards fulfilling the requirements of the student’s double degree and vice versa.</td>
</tr>
<tr>
<td><strong>Objective</strong></td>
<td><strong>Request for:</strong> Transcript of Records, Certifications, (enrollment, graduation, QPI, ranking, etc.) and Diploma</td>
<td><strong>Accomplish Clearance for Graduation</strong></td>
<td><strong>Request for Transfer Credentials</strong></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>Ofc concerned</strong></td>
<td>Registrar</td>
<td>Registrar</td>
<td>Registrar</td>
</tr>
</tbody>
</table>
| **Fees** | • Transcript of Records-Php200/copy  
• Certifications-Php90/copy  
• Diploma-paid upon graduation; Storage fee of Php500.00 if applicable | None | • Certificate of Eligibility to Transfer - Php90.00  
• Transcript for Evaluation Purposes - Php200  
• Transcript for Transfer Purposes – Php200 |
| **Standard process** | 1. Fill up form over the counter or email registrar. ls@ateneo.edu  
2. Pay on campus at the Cashier or deposit payment through BPI Acct # 3083-6478-83  
3. Present Official Receipt or email scanned copy of deposit slip to the Registrar  
4. Claim documents on assigned due date | 1. Download from respective AISIS account during the designated period.  
2. Secure signatures from the offices specified in the form.  
2. File request for certification and transcript  
3. Pay on campus at the Cashier or deposit payment through BPI Acct # 3083-6478-83  
4. Present Official Receipt or email scanned copy of deposit slip to the Registrar  
5. Claim documents on assigned due date |
<p>| <strong>Processing time</strong> | 3 working days | Allotted period for processing is 1 week | 3 working days |
| <strong>Other requirements</strong> | Representatives must present an authorization letter and ID with picture and signature of the students and ID with picture and signature of the representative | | Representatives must present an authorization letter and ID with picture and signature of the students and ID with picture and signature of the representative |
| <strong>Notes</strong> | The Registrar also provides CHED/DFA Document Authentication and Verification services | Clearance is a requirement for inclusion in the official list of graduates and commencement exercises. | |</p>
<table>
<thead>
<tr>
<th>Objective</th>
<th>Settle minor ID violations and traffic/parking tickets</th>
<th>Request for Special Temporary Car/Parking Pass</th>
<th>File Accident insurance claim</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ofc concerned</td>
<td>OSS</td>
<td>OSS</td>
<td>OSS</td>
</tr>
<tr>
<td>Location</td>
<td>Xavier Hall, Window9</td>
<td>Xavier Hall, Window12</td>
<td>Xavier Hall, Window12</td>
</tr>
<tr>
<td>Fees</td>
<td>Variable according to offense</td>
<td>Php50</td>
<td></td>
</tr>
</tbody>
</table>
| Standard process | 1. Report at window  
2. Get charge slip from OSS  
3. Pay fine at cashier (if any) and present Official Receipt to OSS  
4. Settle any other requirements for that violation | 1. Submit request at window, along with supporting documents  
2. Submit accomplished form with required documents.  
3. Student claim is forwarded to insurance provider.  
4. Student will be informed when reimbursement is ready or upon denial of request. |
| Processing time | Variable | 1-2 days | 1-2 weeks from submission of complete documents |
| Other requirements | Each offense has a prescribed requirement for settlement, depending on frequency | Proof of repair from a legitimate repair shop, letter of request from parent/s, police report, medical certificate, etc. | For Accident claims:  
1. Medical Certificate from attending physician  
2. Official Receipt of Medical expenses and medications  
3. Endorsements (if any)  
For Death claims:  
1. Death Certificate  
2. Funeral/Burial Receipts  
3. Medical Certificate (if hospitalized) |
| Notes | Qualifications:  
• Temporary car repairs for vehicle w/ existing pass  
• Medical condition or injury that necessitates one be allowed access near buildings  
• Verifiable existent threat to person | All undergraduate students enrolled with the Loyola Schools (except those enrolled in a non-degree course) pay a student accident insurance fee as part of their miscellaneous fees. Students are covered 24 hours a day, anywhere in the world. Students, or their representatives, can claim for reimbursement of accident-related medical and other expenses covered by the insurance policy. |
<table>
<thead>
<tr>
<th><strong>Objective</strong></th>
<th><strong>Report Theft/loss</strong></th>
<th><strong>Apply for a Food/Beverage event</strong></th>
<th><strong>Reserve Facilities/Equipment</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ofc concerned</strong></td>
<td>OSS</td>
<td>FSQA</td>
<td>OFS</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>Xavier Hall, Window 9</td>
<td>Faber Hall, Rm202</td>
<td>Gonzaga Hall, Rm 203</td>
</tr>
<tr>
<td><strong>Fees</strong></td>
<td>1. Complete the theft/loss report form 2. Submit a written statement about the incident (with the “what”, “when”, “where”) 3. Submit request for CCTV footage if applicable 4. Student will be texted for viewing of CCTV 5. Student will be updated of results of investigation</td>
<td>1. Fill out F-QA-01 Food Event Application Form (Form1) downloadable at <a href="http://www.ateneo.edu/ofsq">http://www.ateneo.edu/ofsq</a>. 2. Secure requested documents based on Part II: Requirement checklist per type of event. 3. Fill out page 2 of the form signed by each participating food business operator. 4. Secure endorsement from concerned Unit/Office/Adviser by having him/her sign page 3 of Form1. 5. Submit Form1 and corresponding requirements to OFSQA for assessment and approval.</td>
<td>1. View facilities and equipment’s availability online by logging-on to <a href="http://www.ateneo.edu/oas">www.ateneo.edu/oas</a> 2. Fill out the LS Facility and Equipment Request Form (short form/ request slip) or LS Facilities / Equipment Reservations Submission Form (checklist) 3. Attach necessary documents (e.g. program flow, layout, etc.) 4. Secure the necessary endorsements/signatures (depending on nature of request) prior to submission of request (e.g. FSQA approval of menu, etc) 5. Return to OFS for online encoding of the request. 6. Successful online requests will be issued a Request (Reference) Number. Write the Request Number/s on the space provided on the request form. 7. Await approval</td>
</tr>
<tr>
<td><strong>Processing time</strong></td>
<td>Variable</td>
<td>Dependent on size of event applied</td>
<td>Up to 2 working days for large events</td>
</tr>
<tr>
<td><strong>Other requirements</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Notes</strong></td>
<td>You only need to submit Form1 for events with 50 and above expected attendees, and only 1 accomplished Form1 per event.</td>
<td>• Requests with incomplete documentation / signatures will not be processed. • “Availability” of facility/equipment does not automatically mean approval; reservations remain subject to approval</td>
<td></td>
</tr>
</tbody>
</table>
Did you know that...

Up to the time that the Ateneo de Manila had moved to Loyola Heights, the school anthem was “Hail Ateneo, Hail”, a song of triumph, of marching on to victory with loyalty. However, the move from Padre Faura to Loyola Heights seems to have evoked change. The new campus stood for something new, something nobler.

Fr. James Reuter, S.J. wrote a song that seemed to embody the “newness” that permeated the new Ateneo. It, perhaps, better suited what the school is all about.

Its music is adapted from Calixa Lavallée’s music to the hymn “O Canada”, composed in 1880, which is why many people believe that the Ateneo copied the music of Canada’s national anthem. However, it is interesting to note that Canada only adopted “O Canada” as its own national anthem in 1980. The Ateneo de Manila adopted “A Song for Mary” as its alma mater song three decades earlier.

“A Song for Mary” speaks more clearly and more ardently from the Atenean’s heart. Life is not merely about competition or about assailing enemies “in strong array.” The struggle is, as in chivalry, for one’s Lady. And the Ateneo’s own Lady is no less than Mary, the Mother of God, and our own mother. The aim is not merely victory, but steadfast faith and commitment—to keep “constantly true”, whether we win or lose.

The song also speaks of a purpose higher than to “win our laurels bright,” a greater challenge than being able to “do or die.”

The song declares that we go “down from the hill, down to the world,” to live, to give, and to serve.

That is the Ateneo way.

Source: www.ateneo.edu
Parking Guide

North Parking for LS students only. Parking for carpool slots also available.

Northwest Parking for LS students, faculty, visitors

Central Parking for LS students

Bellarmine Parking for students & faculty

Upper East Parking for LS students

Lower East Parking for LS students

North Parking for LS students only. Parking for carpool slots also available.
LINE A:
AGS → G2.5 → Leong Hall → Xavier Hall → Old Comm → LHS → AGS
ELECTRONIC SHUTTLE (E-JEEP) ROUTES

LINE B:
NW Parking → Xavier Hall → AHS → SDC → NW Parking
Electronic Shuttle (E-JEEP) Routes

Express Line (6:00 AM - 8:00 AM only)

LHS → G2.5 → Xavier Hall → LHS
# Campus Directory

## Central Administration
- Office of the President ........................................... 4000/4002
- Academic Vice President ........................................ 4030/4032
- VP, Finance and Treasurer ....................................... 4060/4061
- Art Gallery .................................................................. 4160
- Campus Network Group ............................................. 4185
- Central Accounting .................................................. 4141
- Central Purchasing ................................................... 4130
- University Dev’t./Alumni Relations .............................. 4080/4081
- Office of Mission & Identity ------------------------------- 4011
- Campus Safety and Mobility Office .............................. 4104/4107
- Facilities Management Office .................................... 4100/4101
- University Athletics .................................................. 4191
- University Press ........................................................ 4613

## Loyola Schools Administration
- VP For the Loyola School ........................................... 5000
- Associate Dean for Academic Affairs ........................... 5011
- Associate Dean for Graduate Programs ......................... 5140
- Administrative Services ............................................. 5101
- Admission and Aid .................................................... 5151
- Campus Ministry Office ............................................. 5160
- College Athletics ...................................................... 5080
- College Infirmary ...................................................... 5110
- LS Guidance ............................................................. 5030/5031
- LS Bookstore ............................................................ 5185
- Management Info Systems .......................................... 5170
- Physical Education Program ....................................... 5016
- Placement .................................................................... 5040
- Registrar ..................................................................... 5130
- Residence Halls .......................................................... 5901
- Rizal Library .............................................................. 5551
- ALIWW ........................................................................ 5561
- Circulation .................................................................. 5561
- Computer Lab ............................................................. 5568
- Filipiniana ................................................................. 5558
- Matteo Ricci ............................................................... 5571
- Reference .................................................................... 5559
- Reserve ....................................................................... 5557
- Social concerns and Involvement ................................. 5090
- Student Activities ........................................................ 5050
- Student Discipline ....................................................... 5023
- Student Services .......................................................... 5020/5021

## School of Humanities
- Office of the Dean ....................................................... 5303
- English ....................................................................... 5310
- Filipino ....................................................................... 5321
- Fine Arts ..................................................................... 5331
- Interdisciplinary Studies .............................................. 5340
- Modern Languages ..................................................... 5350
- Philosophy ................................................................... 5360
- Theology ...................................................................... 5370
- Theology FIRE .............................................................. 5372

## John Gokongwei School of Management
- Office of The Dean ....................................................... 5504
- Finance and Accounting ............................................ 5511
- Leadership & Strategy ................................................. 5521
- Marketing & Law ......................................................... 5531
- QMIT .......................................................................... 5541

## School of Science and Engineering
- Office of the Dean ....................................................... 5602
- Biology ........................................................................ 5610
- Chemistry .................................................................... 5620
- ECCE ......................................................................... 5641
- Environmental Science ............................................... 5650
- DISCS ......................................................................... 5660
- Mathematics ............................................................... 5683
- Physics ........................................................................ 5691

## School of Social Sciences
- Office of the Dean ....................................................... 5202
- Chinese Studies .......................................................... 5280
- Communication .......................................................... 5210
- Development Studies ................................................... 5238
- Economics ................................................................. 5221
- Education .................................................................... 5230
- European Studies ....................................................... 5238
- History ......................................................................... 5241
- Japanese Studies ........................................................... 5248
- Political Science ........................................................... 5250
- Psychology ................................................................... 5260
- Sociology & Anthropology .......................................... 5271
CONTRACT

Date: ______________________

To: The Ateneo de Manila University Loyola Schools

I have read, studied and understood the contents of the Ateneo de Manila Loyola Schools Student Handbook 2016 and will abide by the school policies.

Signature of the Student:

________________________________________________________________________

Printed Name of the Student:

________________________________________________________________________

Year and Course:

________________________________________________________________________

ID#:

________________________________________________________________________