

STUDENT HANDBOOK

REVISED 2020



MANILA ADVENTIST COLLEGE

STUDENT HANDBOOK

REVISED 2020



Manila Adventist College

ACKNOWLEDGEMENT

This is to acknowledge receipt of the Manila Adventist College (MAC)
Student Handbook for Academic Year 2019 – 2024

(Date)

I also understand that as a bonafide student of MAC, I am responsible in reading and understanding all the information contained in the Manila Adventist College Student Handbook.

(Signature over Printed Complete Name)

College/Degree Program/ID No. _____

Conforme:

(Signature over Printed Complete Name)
Parents/ Guardian

Note:

Please submit this Acknowledgement Form at the Student Services Office (SSO) of Manila Adventist College during the Enrollment or Orientation.

Thank you.

MESSAGE FROM THE PRESIDENT

Dear MACians:

Dear MACians:

On behalf of the entire institution, I am delighted to present to you this revised MAC Student Handbook - your guide to success and excellence during your stay here. As the President, I warmly welcome you to MAC and as you read this guide book with all your heart which is designed to foster Motivation, Achievement, and Community (M.A.C.).

Motivation: Within these pages, discover inspiration and guidance to fuel your drive. We aim to help you unlock your full potential, set ambitious goals, and offer support to realize your aspirations. Let your inner passion propel you towards greatness.

Achievement: This handbook will navigate your path to success, offering academic requirements, study tips, and strategies for excellence. May this book enables you to seize opportunities, leverage resources, and celebrate accomplishments with pride.

Community: Embrace the inclusive environment we offer at MAC. Engage with peers, faculty, and staff as partners in your transformative journey like a family. Together, we create a collaborative community fostering growth, understanding, and lifelong connections.

Remember, you are not alone. Our team is dedicated to guiding and supporting you. This MAC student handbook showcases our commitment to your success, equipping you for academic excellence, personal growth, and positive impact.

I encourage you to spend some time reading through this manual, to digest the knowledge it contains, and to use it as a compass that will guide you in the right direction. May you embrace the spirit of Motivation, Achievement, and Community; and together, let us establish an extraordinary educational experience that will shape your future.

Best wishes for a fulfilling journey ahead!



Mr. Elias Y. Apacible Jr., CPA, MBA, FPCHA
President

AGE FROM THE VICE-PRESIDENT

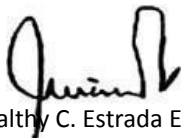
Dear Students:

Welcome to the Manila Adventist College (MAC), a private Christian institution of higher learning dedicated to the pursuit of academic excellence, faith, character and service. Indeed, we are greatly honored that you have decided to come to this school whose humble intention is “to equip you for life.” We are particularly committed to help you succeed in attaining your goal; however, we certainly appreciate your kind and willful cooperation and support.

This Student Handbook is purposely prepared for your information and guidance. We give you the privilege and opportunity to take advantage of the benefits that the school offers. Remember that nothing is impossible with God as you strive to reach the summit of success. The Bible reminds you, “Behold, to obey is better than sacrifice.”

I wish you the best as you continue your academic journey. My prayers go with you, along with my warm encouragement to persevere with confidence and humble heart.

Again, welcome and may God bless you more abundantly!

A handwritten signature in black ink, appearing to read 'Wealthy C. Estrada', with a stylized flourish at the end.

Wealthy C. Estrada Ed.D, Ph.D
VP for Academics and Administration

MESSAGE FROM THE DIRECTOR OF STUDENT SERVICES OFFICE

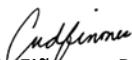
Dear New Student:

Congratulations on stepping up on this exciting journey at Manila Adventist College. As the Director of Student Services, I warmly welcome you to our vibrant academic community.

This student handbook is your most essential reference and source of information about MAC's resources, services, procedures, and policies to ensure a smooth and successful academic journey.

As you navigate through your college experience, remember that our Student Services Office is helping to support you every step of the way. Whether you need academic guidance, personal support, or assistance in any aspect of your student life, we're here to help.

Welcome to MAC family. We are eagerly looking forward meeting you at the General Orientation Program.



Carolyn D. Fiñones, RGC, RPh
Director of Student Services Office

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MAC EDUCATION

A. HISTORY OF MANILA ADVENTIST COLLEGE

Manila Adventist College is the educational arm of Adventist Medical Center Manila which was first established as a dispensary in July 1927 in Malate, Manila, spearheaded by Dr. Horace Hall, an American missionary. The dispensary was soon turned into a small hospital, then later into a new 3-storey building. This was named Manila Sanitarium and Hospital (MSH), which earned a good reputation throughout the Philippines for its efficient nursing service, pleasant Christian atmosphere, clean surroundings, nutritious vegetarian food, hydrotherapy treatments and patient education on the principles of healthful living.

From 1930 to 1959, MSH offered a three-year School of Nursing program (Graduate Nurse), which was endorsed in 1967 to Philippine Union College (now Adventist University of the Philippines). The hospital was expanded with the construction of another three-storey concrete building adjacent to the existing one in 1931. Due to the steadily increasing patronage, the “first” hospital had to be sold. In 1940 a new four-storey concrete hospital building was constructed in its present location in 1975 Donada corner San Juan Streets, Pasay City.

During World War II, the Japanese occupied the MSH and used it as a Navy Hospital. When the Allied Forces gained victory over the Japanese government in December 1945, the latter evacuated the hospital but detonated a demolition bomb that damaged the hospital extensively. Rehabilitation work began in 1946, but it was only on March 3, 1949 that the MSH officially reopened after its temporary stop of operation.

Expansion continued. In 1954, MSH opened the first College of Medical Technology in the country. This was later endorsed again to Philippine Union College. The medical residency training program started in 1955.

Massive renovation and improvement were implemented thereafter which resulted in more facilities acquired and services rendered. The 1980's brought more progress, notably, the opening of a coronary care unit (CCU); the establishment of a satellite medical clinic in the island of Palawan, which was transformed into an independent, major 50-bed hospital; the

launching of the radio program, Fountain of Health; and the acquisition

of US-manufactured ambulance units, diagnostic equipment, and a new telephone system.

It was in the 90's, despite the threatening effects of the country's economic crises, where dramatic changes and more improvements in the institution took place. The major ones were the incorporation of the hospital and the establishment of the college, thus, giving it an official name of Manila Sanitarium & Hospital and School of Medical Arts (SMA).

In Academic Year 1993 – 1994, SMA initially offered 5 vocational and allied health courses namely, 3-year Associate in Radiologic Technology; 2-year Midwifery; 2-year Physical Therapy Technician; 1-year courses in Nurse Assistant and Emergency Medical Technician. The academic year started with only 57 students enrolled in these courses with less than 20 faculty and staff.

After several evaluations done in Physical Therapy and Radiologic Technology programs, the College forwarded a letter of request to the Commission on Higher Education (CHED) asking for the authority to upgrade these to Bachelor programs. Sure enough, CHED gave a nod to the college to offer a 5-year program in Bachelor of Science in Physical Therapy effective Academic Year 1995 – 1996 and a 4-year Bachelor of Science in Radiologic Technology program effective Academic Year 1996 – 1997.

The construction of the 3-storey college building, which started in November 1995 and inaugurated in November 1996, became necessary to answer the need of the fast-growing student population. This housed 6 classrooms, 5 laboratory rooms and 2 offices. To date, more or less 30 classrooms have been constructed to meet the demand in the increase of enrollees. It is with humble pride that in the span of 26 years, since the college has been established, the college population has increased to more than 20 times as well as the faculty and staff.

In the later part of 2002, Manila Sanitarium & Hospital and School of Medical Arts became Manila Adventist Medical Center and School of Medical Arts. The name might have changed but never in identity for its noble mission of educating, graduating and training of competent health care providers, and continuing a lifetime work patterned after the Great Master Teacher.

Academic Year 2003 – 2004 went down in the history of SMA. The Commission on Higher Education (CHED) issued a Government Permit to

offer Bachelor of Science in Nursing. The program attracted more students from all over the National Capital Region and other countries in Asia.

Considering the growing population, resources, and potentials of the institution, the Board of Trustees in consultation with the North Philippine Union Conference Executive Committee, decided to make amendment in the Security and Exchange Commission registration of the company. Through the endorsement of the Department of Health and Commission on Higher Education, the SEC finally approved the amendment on April 16, 2007. Thus, from Manila Adventist Medical Center and Colleges to its present official name Manila Adventist College.

With its present name, the college is given the authority, right and privilege to offer courses not only concentrated on the allied medical professions but in other lines of specializations.

The Adventist Accrediting Association (AAA) on its visit to MAC on June 17-19, 2007 gave a go signal to offer other non-medical programs. With the blessing of the AAA and the CHED, new programs have been offered effective Academic Year 2009 – 2010, under the School of Business; namely, Bachelor of Science in Accountancy; Bachelor of Science in Business Administration, major in Marketing Management and Bachelor of Science in Business Administration, major in Financial Management.

The college took the bold step to undergo voluntary accreditation through the ACSCU-AAI in three academic programs: BS Accountancy, BS Business Administration and BS Nursing. The three programs were evaluated in a preliminary visit of the Agency that resulted in the granting of candidacy status for two years from 2014-2016.

Likewise, the BS Physical Therapy and BS Radiologic Technology took a leap of faith by submitting their programs to PACUCOA who in return visited the college for consultancy in October 2014. These two programs anticipate the preliminary visit of PACUCOA on October 14-15, 2015.

The College has produced board passers who are in the top 10 through the last two decades in the Nursing, Physical Therapy and Radiologic Technology programs. Indeed, God has blessed Manila Adventist College and continues to lead on in her God-given mandate to educate the youth that come into her portals.

Year 2017, marked the offering of Bachelor of Science in Midwifery program with 68 graduates already.

The transition in Philippine educational system brought about the offering of the two-year Senior High School (SHS program) in School year 2016-2017 approved by the Department of Education of the Philippine government with three strands: Accountancy, Business and Management (ABM), Humanities and Social Sciences (HumSS), and Science, Technology, Engineering and Mathematics (STEM). However, only two strands have remained in the year 2017-2018 up to present.

Indeed, God has blessed Manila Adventist College as she continues to lead on in her God-given mandate to educate the youth that come into her portals. The Manila Adventist College formally broke ground on its seven-storey building at a ceremony held on June 2, 2015 at the school recreation area. The new 160-million school facility, houses 31 classrooms, 6 offices, and 1 gymnasium, is aimed at providing better teaching and learning environment for both students and faculty. The building operated in August of Academic Year 2018-2019.

Academic 2018-2019 is another high watermark of MAC. The Commission on Higher Education granted an official permit to operate three additional baccalaureate courses to the present offerings namely; BS Accounting Information System, BS Medical Laboratory Science, and BS Pharmacy.

In addition to the growing number of degree programs, MAC has been authorized by the International Board of Education (IBE) of the Seventh-day Adventist Church and the Legal Education Board (LEB) to commence the Juris Doctor program in the Academic Year 2019-2020. The opening of this post-graduate degree makes MAC the first Adventist school in Asia to offer a law program.

B. STATEMENT OF PHILOSOPHY, MISSION, VISION, GOALS AND CORE VALUES

PHILOSOPHY

Manila Adventist College believes in nurturing (Christian/ noble) character, guided by biblical values and principled choices. Our educational philosophy embraces the balanced development of the physical, mental, and spiritual aspects of our students, promoting a holistic approach to

learning. We instill the ethos of service to humanity, inspiring students to contribute meaningfully to society. Ultimately, we view education as a lifelong journey, a process that extends into eternity.

VISION

The Center of Excellence in Faith- Based Education.

MISSION

Equipping students for life and preparing them for service.

CORE VALUES

The core values of Manila Adventist College- Integrity, Compassion, Excellence, Balance, and Stewardships- reflect its dedication to providing a holistic, faith-based education that prepares student for life and service

C. COLLEGE SEAL



The College Seal reflects the Philosophy and Mission of Manila Adventist College (MAC). The basic figures in the seal, such as: the Torch, Bible, Globe-like Circle, Laurels, and the Square-like Space represent significant meanings.

The Seal shows the College's international reach as depicted by the Globe-like Circle. Students from around the world can come to MAC to be trained for service.

The Laurels encircling the globe portray the accomplishments and successes the school has achieved through its programs and graduates. The

Laurels also stand for excellence in the institution's goal, as inscripted and held since the establishment in 1993, which is "LEAD ON."

The Square-like Space with four corners inside the circle represents the four-fold foundation of Seventh-day Adventist Education: the physical, mental, social, and spiritual dimensions of a person. Considering that education has to do with the "whole being," the school offers curricula that are holistic. As an educational institution of Seventh-day Adventist Church, MAC believes in the soon return of Jesus Christ and commits itself to the proclamation of the everlasting gospel.

The Bible is the basis of all educational philosophies, and practices as shown in the torch's foundation.

The Torch, through which the health-care education is aflame enlightens those who come to the College, and through its alumni, all the corners of the country and beyond.

The Unbroken circle which encompasses the whole seal symbolizes God who is the "same yesterday, today, and forever," "without beginning and without the end." Everything the school offers and upholds is ordained by Him who is "the Source of true education."

D. MAC SONG

Our dear MAC, Faithful we'll always be
Forward we go today,
With praises we honor Thee.
Alma Mater, see!
Our lives to God we give.
Our deeds we offer Thee that humanity may live.

All throughout the land,
Your light shall guide the way.
With dreams and hope, so grand lead on,
Lead on, dear MAC!

E. OBJECTIVES OF SEVENTH-DAY ADVENTIST EDUCATION

Based on its philosophy and mission, MAC aims to equip students, who by the time they graduate, shall have:

1. Personal Relationship with God

- Developed a growing understanding and faith in God.
- Lived in prayer and spiritual experience.
- Recognized the Bible as the holy word of God and the Ten Commandments as the rule of faith and Christian conduct.

2. Rights and Duties of Citizenship

- Manifested love and loyalty for country and respect for recognized authority.
- Learned to adhere to established laws when they are not in conflict with the law of God.
- Learned to exercise their individual rights and performed their duties and responsibilities in the society and the church.

3. Love of Humanity

- Developed readiness and willingness to render service to their fellowmen, through their technical skills, knowledge and expertise.
- Exhibited the ability to share responsibilities and resources to other people.
- Recognized the virtue of respecting human rights.

4. Development of Moral Character and Personal Discipline

- Developed appreciation of Christian ideals, refinement of character and social graces.
- Developed sense of responsibility and initiative.
Learned to uphold Christian principles and standards.

5. Critical and Creative Thinking

- Developed the ability to think critically, creatively and act appropriately.
- Exhibited mental, social, physical and spiritual potentials to achieve knowledge and improvement of one's self for more quality life.
- Acquired knowledge, skills and expertise, enhanced by advanced technology, in preparation for a career.
Exhibited qualities of leadership by leading out in religious and social activities.

6. Ethical and Moral Values

- Had a firm concept of what is right and wrong.
- Developed the ability to make independent and wise decisions.
- Developed strong Christian principles in life.

7. Healthy Lifestyle

- Developed a healthy lifestyle characterized by faith, excellence, virtue and service.
- Developed Christian standard in recreation, personal grooming, diet and attire.

F. ADVENTIST PRINCIPLES AND STANDARDS

Manila Adventist College has always combined a commitment to academic excellence with spiritual values and a noble sense of mission. Leading the youth to Jesus Christ is a continuous effort within the college community. Although the institution is in the midst of crowded and industrialized cities, the Biblical principles are consistently used as its strong foundation.

1. Respect for Religion and Cultural Diversity

Manila Adventist College is owned and operated by the Seventh-day Adventist Church and has a great commitment to respecting the religious and cultural diversities of the students. It recognizes that students come from different faiths and because of this; the college has a high respect to student's religious values that differ from what it believes. It provides programs and activities to enrich the spirituality within its academic community.

2. Healthy Lifestyle

The strong emphasis on health is another distinctive feature in the campus. Adventists strongly believe that life is a gift from God and the human body belongs to Him by creation and by redemption. As a student, one should understand that a drug, alcohol, and tobacco-free lifestyle is essential for health and wholeness. All students and teachers must agree and conform to refrain from the use of tobacco, alcohol and prohibited drugs while enrolled or staying at the college.

3. Spiritual Life

Worship is an important dimension of the educational experience at Manila Adventist College, and as such, is available to the students

throughout the week. Every class starts with a devotional and an opening prayer. Besides regular Midweek, Vesper and Sabbath services, many clubs and college

activities include a component of worship and praise to the Lord. Students who are living in the dormitory are required to attend morning and evening worship. The Chapel Convocation also affords students to worship with the entire College family.

4. Bible Study and Prayer

Spiritual life must be maintained by spiritual nourishment. The regular Bible study and prayer are essential for spiritual growth and healing. It is through daily communion with God in prayer and Bible study that one can overcome all the trials in life.

5. Reverence for the House of Worship

Students are expected to develop an attitude of reverence for holy things which include God's name and His place for worship. Thus, when one enters the church or any place of worship, one should observe silence and reverence in the spirit of meditation and prayer.

6. Sabbath Observance

The Seventh-day Sabbath is a memorial of God's creative and redemptive power. It is found at the heart of the Decalogue. Keeping the Sabbath is a sign of fidelity to God and an expression of one's love for Him. The Sabbath hours which start on Friday sunset to Saturday sunset is to be used in accordance with God's will. One should make this day a special day of worship in the church and use its hours for religious fellowship and witnessing. All secular activities and ordinary affairs are to be set aside.

7. Simplicity

Simplicity and economy are essential features among God's people. Ellen G. White says that "the Lord condemns needless extravagant expenditure of money to gratify pride and love of display" (TM 179). Therefore, simplicity and economy should guide those people when planning and preparing graduation exercises and similar academic rites and ceremonies.

8. Courtship and Marriage

Ellen G. White says, "Let every step toward a marriage alliance be characterized by modesty, simplicity, sincerity, and an earnest purpose to please and honor God. Marriage affects life both in this world and in the world to come" (MH 359). Students below nineteen (19) engaging in courtship must secure their parents' written consent. Having obtained their parents' consent notwithstanding, they are expected to conduct themselves in a respectable manner, avoiding intimate gestures that are reserved for

married couples.

Lovers are strongly advised against visiting each other's lodging place without any guardian, more importantly; it is not advisable for a lady and a gentleman who are in a special relationship to stay in the same lodging house.

9. Music

Music is intended to praise God. However, there is that kind of music which is debasing to the soul and which also contributes to the breakdown of morality. Thus, great care should be done in the choice of music. Any beat which is jazz, rock or any language expressing foolish or trivial sentiments will be shunned. The use of good music in the home, in social gatherings, in the school and in the church is highly recommended.

10. Recreation and Entertainment

Recreation has a vital effect on the mind and body. However, it should be guarded from popular worldly amusements which have the purpose of exciting the passion and vice. Students are warned against the subtle influence of the pictures shown in the movie houses. Dancing (such as indecent and sensual) is another form of amusement that is debasing to the morals. All types of recreation and amusement that tend to bring evil influence are not allowed.

11. Reading

Feeding one's mind affects the development of his character and the carrying out of his purpose in life. One needs to care-fully choose the books, magazines, and other literature he/she reads because unwholesome literature corrupts the mind and morals. Stories portraying romance, crime or horror and many others are unfit for the youth.

G. LEGAL BASIS FOR POLICIES AND REGULATION

In addition to Adventist values, the following relevant laws and regulations also serve as basis for student life expectations and discipline.

CMO No. 40, 2008 Manual of Regulations for Private Higher Education (MORPHE)

CMO No. 9 S. 2013 Enhanced Policies and Guideline on Student Affairs and Services

21 S. 2006 of Higher Education Act no. 1994 RA 7722

RA 6728 Government Assistance to Students and Teachers in Private Education

RA 9163 National Service Training Program Act of 2001

E.O. No. Foreign 285 S. 2000. Amending the Guidelines Governing the Entry and stay of Students in the Philippines, and the establishment of an inter-agency committee on Foreign Students for the purpose

RA 9442 An Act Amending Republic Act No. 7277, known as the “Magna Carta for Disabled Persons and for other purposes”

RA 10627 Anti-Bullying Act of 2013

RA 8049 Anti-Hazing Law

RA 7877 Anti-Sexual Harassment Act of 1995

RA 9211 Anti-Smoking Law

RA 9262 Anti-Violence against Women and Children Act

Senate Bill 1113 Boarding House Law of the Philippines

RA 7079 Campus Journalism Act of 1991

RA 9165 Comprehensive Dangerous Drugs Act of 2002

RA 10175 Cybercrime Prevention Act of 2012

RA 9512 Environmental Awareness and Education Act of 2008

RA 7277 Magna Carta for Persons with Disabilities

RA 9520 Philippine Cooperative Code of 2008

RA 10121 Philippine Disaster Risk Reduction and Management Act of

2010 RA 6847 Philippine Sports Commission Act

H. GUIDELINES FOR A SUCCESSFUL STUDY AT MAC

1. Acquainting oneself with new environment

- a. Reading of Student Handbook which contains important information, guidelines, rules and regulations.
- b. Trying to know the College administrators, faculty, staff and other workers.
- c. Familiarizing oneself with the physical plant of the campus: buildings, roads and other auxiliary facilities.

2. Establishing proper time management

- a. Beginning the day with God in prayer and Bible study.
- b. Following a systematic schedule.
- c. Prioritizing one's activities, plans or programs.
- d. Being punctual in attending classes.
- e. Strictly observing study periods.

3. Being sociable in a Christian manner

- a. Getting acquainted with as many students as one can.
- b. Being kind and courteous with the school administrators, teachers and staff.
- c. Getting involved in recognized student organizations.
- d. Being careful in choosing friends.

4. Planning one's college life

- a. Taking good care of one's health.
- b. Always engaging in balanced activities.
- c. Asking the assistance of career guidance counselors.
- d. Seeking opportunities to excel in a chosen course.

5. Observing propriety in male-female relations

- a. Mingling with the opposite sex with respect and propriety in words and actions.
- b. Soliciting counsels from parents and teachers when problems about love and courtship occur.
- c. Discouraging courtship except when one is in his/her junior and senior years.
- d. Disallowing intimacy at all levels.
- e. Being careful in choosing one's future life partner.

I. STUDENTS BILL OF RIGHTS AND RESPONSIBILITIES

1. MAC Student Bill of Rights

- a. Every student has the right to receive spiritual training. Our school exists to prepare our students for the world to come. Academic excellence is our priority but only secondary to character development. All students are entitled to learn about God and their relationship to Him. Regardless of what subject of expertise we teach, there is always an integration of Adventist faith and learning.
- b. Every student has the right to physical nurture. We may not have the best facilities in our school but we do not deprive our students of their basic needs. We believe every student deserves a clean and secure environment. Safe stairs, fresh air, nice rooms for studying, adequate resting areas, clean comfort rooms, spacious chapel, youth center, play courts and others.
- c. Every student has the right to receive relevant quality education conducive to his/her full development as a person with human dignity.
- d. Every student has the right to develop his/her talents. We believe that God has endowed each individual student a talent. We see a lot of potential in our students. It is the desire of the school to help each student to improve on their talent by providing them opportunities and exposures.
- e. Every student has the right to free expression of opinion and suggestions and to effective channels of communication with appropriate academic and administrative bodies of the school.
- f. Every student has the right to be heard. He/she has the right to be formally appraised in any complaint against him/her, to be heard by himself/herself or a counsel, to present evidence, to be informed of the decision of his/her case and to appeal the decision to proper authorities.

2. Student Duties and Responsibilities

While the students enjoy their rights, they are bound by the same law to fulfill certain duties.

The students are obliged to do the following:

- a. To exert their utmost effort in achieving their potential for service, particularly by undergoing an education suited to their abilities, in order that they may become an asset in their family and to society;
- b. To uphold the academic integrity of the school endeavor to achieve academic excellence;
- c. To obey and observe all laws and prescribed rules and regulations of the school;
- d. To promote and maintain peace and order of the school by observing its rules and discipline and by exerting efforts to attain harmonious relationships with fellow students and other members of the school community;
- e. To respect proper authority, whether governmental or institutional;
- f. To uphold the aims, ideals and integrity of the school;
 - g. To observe at all times, inside and outside the classroom or campus, the accepted principles of the proper decorum and good behavior; and
- h. To meet promptly the financial and property obligations to the school.

J. COLLEGE PERSONNEL YOU SHOULD KNOW

The College is directly managed by the administrators and their associates. They are always available to give their guidance, decisions, permission, and approval concerning student life in the college.

1. President of the College

The President extends a warm welcome to all students as a loving and concerned leader. He/she is interested in the students' welfare and progress. In spite of his/her busy schedules, he/she is more than willing to take time to talk with students about any problem that may concern one as a student.

2. Vice President for Academics and Vice President for Administration

The Vice President for Academics and Vice President for Administration are the senior officers responsible for overseeing the programs, projects,

and implementing rules and regulations directly affecting the college and provides general supervision over the faculty and students.

3. Administrative Assistant for Quality Assurance & Public Relations

He/she is responsible in monitoring that all denominational recognition and accreditation requirements are fulfilled or complied with and shall also be responsible in planning and organizing strategic linkages and student recruitment activities.

4. Human Resources Director

The Human Resources Director assists in the various functions of the Human Resource Management and Development Department of the institution but especially in the Manila Adventist College.

5. Vice President for Finance (VPF)

The Vice-President for Finance is tasked to ensure the responsibility of making the school to continue operating well financially.

6. Treasurer

The Treasurer is responsible for evaluating and signing financial transactions under the school business with the supervision of the Controller. The Treasurer provides guidance on the students' financial problems and status.

7. School Dean

At the start of each school term, the School Dean assists the students in their present course. He/she gives wise counsel and guidance in considering the changes in the students' program.

8. Program Chair

The Program Chair helps in registration time and acts as major professor in advising a student in his/her chosen course throughout his/her study.

9. Director for Admissions and Records

The Admissions and Records Director plans and carries out the admission program of the college; assists prospective students, both local and foreign, by providing guidelines and following up their applications; and facilitates their admission. He/she is in charge of the registration and helps see that students are properly lined up for graduation.

10. Director for Student Services Office

The Director of Student Services is in charge of managing the programs and activities of the students in the campus and provides supervision to the offices and programs that serve the students. He/she sets standards

and implements policies for students to develop physically, mentally, socially and spiritually.

11. Assessment and Research Officer (CAR)

The CAR officer is directly responsible for all programs and activities of the college related to assessment and research of both faculty and students. He/she provides direction and focus to the pursuit of implementing the approved research agenda of the whole institution.

12. Community Extension Services Head

The CES is tasked to monitor and evaluate the extension services and outreach programs and activities of all the entities of the college. The center initiates awareness of the role of all faculty and students in reaching out for the adopted communities as stipulated in the Extension Services and Outreach Handbook.

13. Officer, Behavior Formation

The Behavior Formation Officer is responsible for the execution of the disciplinary sanctions and assists the Director of Student Services in the implementation of the rules and regulations of the school.

14. Head, Security and Safety

The Head Security and Safety Officer supervises the security personnel of both College and Hospital.

15. Head of Guidance Services/Guidance Coordinator

He/she assists every student solve his/her personal and scholastic problems. He gets acquainted with each student early in college life and serves as a confidential friend and counselor at all times. The Head of Guidance Services is responsible for providing programs and activities towards career preparedness of students.

16. Health Services Coordinator

The Health Service Head is the person concerned with the optimum health and wellness of the college. He/she is a member of the Student Affairs and Services Committee.

17. Librarian

The College Librarian guides students in using the multimedia (print and non-print) resources in the library. He/she plans, organizes and evaluates

the collection and makes and implements policies and does evaluation of the library as the main source of vital information needed by the MAC students.

18. Director for Food Services

The Food Service Director oversees the nutritional needs of the students, especially the boarding ones. Together with other working staff, he/she provides nutritious and health-giving meals to all students and workers alike.

19. College Chaplain

The College Chaplain plans and oversees all religious programs and activities of the school. He focuses his work on the spiritual welfare and growth of every student. He is a member of the Student Services Committee.

20. Dormitory Dean

The Dormitory Dean serves as the father or mother of young men and women staying in the men's and women's dormitories. He/she is tasked to implement the rules and regulations set for the dormitorians and make the college life of students as pleasant as it can be.

21. College Faculty and Staff

All faculty and staff of the college assist the students in their learning experiences by modeling, instruction, and efficient services.

22. Officer, Off Campus

He/she acts as the "other parent" to the group of students staying off-campus. He/she is responsible for making the school life of these students as pleasant and as worthwhile as can be, and he/she welcomes the students wholehearted cooperation. Anyone may consult him/her on life's issues.

23. Athletics Coordinator

The athletics coordinator directs the athletics program and activities of the students, providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with government and school guidelines; and serving as a member of the SSO committee.

24. Alumni Coordinator

The Alumni Coordinator manages all logistics of Alumni Association events in support of the school.

25. College Physician

The staff physician is responsible for providing quality medical care to house cases of the hospital. He/She holds clinics in the Out-Patient Department regularly.

26. IT Officer

As an IT officer, he/ she is the key person in maintaining and providing technical assistance in the operation of the school computer system and the Internet service.

27. MAC Church Pastor

He takes care of the church programs and activities of the College. He is spiritual leader of Manila Adventist College Church, as well as fostering the spiritual formation and development of student while staying in this College.

II

ACADEMIC PROCEDURES AND SERVICES

A. ACADEMIC INFORMATION

1. ADMISSION

The Manila Adventist College accepts applicants for admission irrespective of race, color, sex, and religious affiliation. However, a policy of selective admission is followed based on the applicant's former scholastic achievement, character recommendation, and passing of the entrance examination. Admission for enrolment is dependent on evidence of good moral, intellectual capacity, satisfactory health, financial capability, desire to learn and willingness to abide by the college regulations and practices.

a. Requirements

The general requirements are as follows:

- (1) Interview and Evaluation by the admission officer or program chair
- (2) Assessment Test at the Guidance Office
- (3) Photocopy of Birth Certificate (PSA-authenticated for Filipino applicants)
Photocopy of Marriage Certificate (if married; PSA-authenticated for Filipino applicants)
- (4) Certificate of Good Moral Character (Recommendation Letter for Foreign applicants)
- (5) 2X2 picture

Additional documents are required for the following:

- (1) High school graduates: F138 (Report Card)
- (2) Transferees:
 - (a) Certificate of grades
 - (b) Certificate of transfer credential
- (3) Foreign students:
 - (a) Certificate of completion of high school program authenticated by the Philippine Consular Office

(b) Transcript of Records authenticated by the Philippine Consular Office

- (c) Affidavit of support
- (d) Photocopy of passport
- (e) Study Permit or Student Visa
- (f) Affidavit of Support

b. Curriculum

A student will normally graduate either under the curriculum in force when he/she first entered MAC or the subsequent curriculum if the student chooses it. If there are subsequent changes in the course code, course units, and graduation requirements, the student follows his/her governing curriculum. He/she is to be in constant consultation with his/ her academic adviser.

A curriculum checklist lists all courses in a student's curriculum or program. At the end of each term, a student is required to enter in his/her curriculum checklist all grades that he/she had earned the previous term. He/she is expected to enroll subjects in the sequence they appear in his/ her curriculum unless advised by his/her school dean or academic adviser. The program chair or the school dean serves as the academic adviser. He/she is responsible for monitoring the student's academic progress from start to finish, by reviewing the student's academic progress every semester and verifying all subjects taken and to be entered in the student's curriculum Checklist.

c. Status

For academic eligibility for admission to degree courses, applicants are expected to have a satisfactorily completed secondary education.

Applicants are normally admitted as regular students who have met all admission criteria and they are allowed to pursue their study program at the usual pace and order.

Applicants who do not meet the criteria for regular admission may in certain condition be admitted temporarily for a limited period of time to furnish evidence of completing the deficiency.

2. REGISTRATION

The academic year is divided into two semesters with intersemester. The first semester starts in August and ends in December, while the Second Semester starts in January and ends in May. A semester consists approximately eighteen weeks. Intersemester starts in June and ends in July

which is about six weeks. All students are expected to register on designated dates, scheduled in the academic calendar.

a. Procedure

The new applicant has to follow the procedure below:

- (1) Go to the Student Finance Office to pay the
 - (a) Assessment Test Fee
 - (b) Physical Exam Fee
 - (c) Student Bond (for Foreign students only);
- (2) Take the Assessment Test at the Guidance Office;
- (3) Fill out the application form and submit the documents required at the Admissions and Records Office;
- (4) Line-up the courses for encoding and printing with the approval of the program chair;
- (5) Go the Student Finance Office for financial assessment and payment;
- (6) Proceed to the Admissions and Records Office for ID and enrollment verification.

The old student has to compete the following procedure:

- (1) Submit the accomplished clearance to and update the student profile at the Admissions and Records Office
- (2) Line-up the courses for encoding and printing with the approval of the program m chair;
- (3) Go the Student Finance Office for financial assessment and payment;
- (4) Proceed to the Admissions and Records Office for ID validation and enrollment verification.

Registration is official only after all steps in the Registration Procedure Form have been completed, all fees paid, and completed forms are marked “officially enrolled” by the Office of Admissions and Records. Students are not allowed to attend class unless officially enrolled.

Students are also requested to proceed to the College Library, the Student Services Office, and their respective departments for post-enrollment processes.

b. Late Registration

A student who fails to register within the designated dates for registration must seek the approval of the Admissions and Records

Office to enroll and will be charged a late registration fee. No student

is allowed to enroll after the last day of registration as printed in the academic calendar, unless justified and approved by the respective department chair and endorsed to the School Dean, Registrar and VPAA.

c. Adding and Dropping of Courses

Changes in the enrolled courses are scheduled from the first day of classes until the last day of registration indicated in the Academic Calendar.

The reason for change of program should be at least one of the following:

- (1) Conflict of time schedule between two required courses
- (2) Required course is not offered
- (3) Course has been previously taken
- (4) A revised curriculum supersedes outdated course

Any change in program carries a certain fee except when the class is dissolved or when there is an error in the encoding.

The deadline for dropping of courses is specified in the Academic Calendar. Courses dropped after the last day of registration will be reflected in his/her transcript of records.

d. Transfer of Credits

The college can accept transfer of credits of all general courses provided the course description and grades are consistent with the policy requirements and standards of the institution. Transfer of credits for major courses will be decided by the Academic Council.

e. Readmission of Former Students

A student who drops officially or unofficially, stops for one semester or more, or transfers to another school, must accomplish a clearance for readmission.

A former student cannot be readmitted for the following reasons:

- (1) He/she has not been qualified academically or did not pass more than 50% of his/her enrolled units in the previous semester/s.
- (2) He/she has been disqualified for violation of rules and regulations.

f. Student Load Policy

Students will be allowed to carry a maximum of 30 units based on the average grade from the previous semester, the student's workload (for student assistants), and financial arrangement with the College Treasurer.

Graduating students may be allowed to carry a maximum of 30 units during the last semester or 12 units during the last Intersemester, provided their average grade is 2.25 and above.

g. Cross-Enrollment

A student will be allowed to cross-enroll a maximum of 6 units of general education courses in a recognized and accredited HEI on the following conditions:

- (1) The student is intending to spend the school term in his/her home province or region.
A letter of request for cross-enrollment from parents or guardians must be presented.
- (2) The desired courses are not offered during the term of the requesting student's enrollment.
- (3) The courses are offered but the schedules conflict with the requesting student's classes.

h. Leave of Absence

A student who decides to stop schooling for at least one semester is required to file an application for leave of absence. The form is available at the Admissions and Records Office. The approved period of leave of absence will be considered part of the final year of residence for a graduating student.

3. GRADING SYSTEM

a. The grading system for general education courses is as follows:

- (1) Modified Carreon Method

Formula: Grade= Student Score x 50

+ 50

Perfect Score

(2) The components for grading include the following:

- Quizzes
- Exams
- Projects
- Attendance and Class Participation

(3) Weight for Grading

The weight requirement for grading is determined by each department.

b. Grade Equivalence

The academic performance of students will be graded at the end of each term based on the following points:

Percentile	Numeric
98-100	1.00
95-97	1.25
92-94	1.50
89-91	1.75
86-88	2.00
83-85	2.25
80-82	2.50
77-79	2.75
75-76	3.00
74 and below	5.00

Failure due to lack of attendance is recorded as FA. If a course being taken is discontinued after the change of program before the midterm exam and with complete withdrawal procedure, it will be recorded as dropped (DRP); if without withdrawal form, it will be recorded as FA. However, if a course being taken is discontinued after the midterm exam, with or without withdrawal form, it will be recorded as 5.00 or FA.

c. Examination

Students are required to take four major examinations in a semester, namely: Prelim, Midterm, Pre-final and Final. Examinations are included in the academic calendar and schedules are posted two weeks

prior the examination period. Students must take the examinations as scheduled.

Instructors are not permitted to schedule special examinations for any class before or after the scheduled examinations without permission from the dean and the VPAA. Only those with examination permits issued by the Student Finance Office are allowed to take the examination.

Special examinations are given only under exceptional situation such as sickness and extreme emergency. Such examinations should be taken within two (2) weeks from the time the student returns to his class. The student must pay a special examination fee of P150.00 at the Student Finance Office and present the receipt to the teacher before the student is allowed to take the examination.

d. Completion of Grades

An Incomplete (INC) is a temporary mark given at the discretion of the teacher to students who failed to complete the course due to:

- (1) failure to take examination
- (2) failure to submit class requirements
- (3) any reason that affected the student's performance due to illness, emergencies and other valid reasons but not because of negligence, late work, or low performance.

An INC mark must be completed within a year from the date the mark is received. In no case shall the period for the removal of INC be extended beyond one (1) academic year. If after the grace period, the student fails to comply with or fulfill the conditions, the Admissions and Records Office will encode the final grade based on the submitted Incomplete Grade Sheet Form by the concerned instructor.

Grade sheets submitted with INC mark by instructors must include an attached "Incomplete Grade Sheet Form" that contains the current grade of the student, which becomes the final grade after the expiration of the probationary period.

Students who successfully fulfill the requirements of the course will have a final grade based on the recent computation of grade by the instructor.

The student requests a Completion of Grade form from Admissions and Records Office and the instructor submits the said form to the Admissions and Records Office for encoding.

e. Release of Grades

Midterm grades are made available by the respective department to

its students. Final grades are submitted by the instructors to the

Admissions and Records Office one week after the final examination and are kept as part of the students' permanent record. Students may view these grades online or at the portal at the Admissions and Records Office. These grades are also sent to the parents as consented by the students.

f. Appeal for Reassessment

Request for change of grades should be turned in not later than 30 days after the deadline of submission of grades.

The following guidelines are to be considered:

- (1) The student contacts the instructor responsible for the course to ascertain whether the grade agrees with the record.
- (2) The student, appealing for change of grades, should submit a written request addressed to the department stating the reasons for such request.
- (3) The instructor concerned submits to his/her department chair a written explanation why the student's request is to be considered or not, together with the student's written request.
- (4) The request will then be brought to the program chair and the school dean then on to the VPAA for final approval.
- (5) In case there is a growing complaint from some parties or sectors for further clarification on the decision made, the Academic Council may review the particular case.
- (6) All errands and expenses will be shouldered by the teacher who made the mistake in computing the grades.

4. ATTENDANCE

The student is responsible for regular class attendance. It should be recognized that missing a period of instruction for any reason may jeopardize the class standing.

a. Number of Absences

A student who has incurred absences of more than 20% of the required number of hours per class or laboratory period will be given a failing grade when necessary. However, when a student exceeded more than the 20% limit for valid reasons, he/she may be allowed to continue his/her program and be given a chance to fulfill his/her

academic

requirements upon the approval of the VPAA as recommended by the instructor through his/her Dean. (Manual of Regulations for Private Schools, Art. X1V. Sec. 73).

b. Unexcused Absences

Classes missed due to late registration are included in the total number of excused and unexcused absences for the semester's period.

Any student whose absence is unexcused is not entitled to the privilege of making up for work missed.

A student who absents himself from classes for unavoidable cause, such as illness, extreme emergency, or official school function, must obtain an excuse slip from the Student Services Office. The excuse slip should be presented to the instructor concerned not later than the second class session following the student's return.

In case the absence is due to illness, the student must present a medical certificate to the instructors concerned.

5. RETENTION, PROBATION, AND ACADEMIC DISMISSAL

The College practices open admission and selective retention. Each school has a retention requirement for its specific program. Students are expected to reach the standards of their respective discipline.

The first semester of a student's attendance at MAC is his/her time of probation. He/she has to exert all efforts to prove himself/herself worthy of his/her stay at MAC by demonstrating scholastic ability, interest in his/her chosen discipline, an aptitude for the program of study, high moral ideals, and the willingness to abide with the college's policies, rules and regulations.

Scholastic Standing, Probation, Suspension and Dismissal

- a. Every student is expected to maintain a satisfactory record while studying at Manila Adventist College.
- b. Students who are on scholastic probation for two consecutive semesters will have their case taken to the Academic Council for review and may be asked to shift to another program upon consultation with the Guidance Counselor. Students who do not meet the required GWA for two consecutive semesters may be denied admission to the program they already started in the college.

All students on academic probation will have their progress reviewed by the Academic Council. After two consecutive semesters on academic probation and upon the review of the student's overall academic progress and written reports from the college dean or department chair, a decision will be made by the Academic Council regarding the student's enrollment status.

6. ACADEMIC GRIEVANCE

Any student who has a concern regarding his/her academic undertaking such as perceived undeserved grade received, unfair grading, cheating, or general misunderstanding, should bring the matter to the instructor concerned, level chair and school dean and settle the issue in the department before elevating it to the VPAA. Any complaint to be brought to the attention of the VPAA must be made in writing through the department chair and the school dean.

7. SUSPENSION OF CLASSES

In cases of typhoons, classes are automatically suspended with storm signal number 3. For other weather-related concerns, advisories on class suspensions are made by the local government and the College administration.

8. FIELD TRIPS

- a.** Field trips will only be allowed in major courses only.
- b.** Field trip requirements should be reflected in the syllabus.
- c.** Parents/guardians' consent should be required and must be submitted to the instructor concerned by the student joining the field trip.
- d.** The deadline of application for field trips will be on or before the end of the first month of the semester to avoid conflict of schedules.
- e.** Students should evaluate field trips, and the result of which together with the financial reports must be submitted to the respective school dean's office.
- f.** Field trips should not be on a Friday and it must be done two weeks before the final examinations.
- g.** The field trip request form is available at the VPAA Office.

9. GRADUATION

a. Requirements

A student will normally graduate either under the curriculum in force when he/she first entered the college or the subsequent curriculum if the student chooses it. A student must meet all the requirements of the curriculum in force or the subsequent curriculum he/she chooses.

The following requirements should be completed before a student participates in the graduation exercises:

- (1) Completion of the curriculum specified by the department concerned. It is required that any variation from the specified curriculum is subject to the approval of the Academic Council.
- (2) One final year in residence. Transfer students are required to take at least 36 units, taking 50% of the courses in the major field.
- (3) Completion of required Moral Values courses.
- (4) Filing of application for graduation at the beginning of the senior year or as specified in the Academic Calendar.
- (5) Approval of the Academic Council.
- (6) A student has no pending case at the Student Services Office.
- (7) Membership in the Graduating Class Organization unless exempted by the Academic Council for valid reasons.
- (8) All graduating students are expected to attend the graduation ceremony unless granted specific permission to be graduated in absentia by the respective dean. Graduation fee will be charged to the student graduating in absentia.

b. Graduating Class

- (1) The officers are:
 - President
 - Vice President
 - Secretary
 - Associate Secretary
 - Treasurer
 - Associate Treasurer
 - Auditor
 - PIO
 - Class Pastor

- (2) The President and Vice President must have a minimum weighted average grade of 2.00; whereas, all the other officers should have a minimum weighted average grade of 2.25.

All candidates must have a clearance regarding behavior from the Student Services Office.

- (3) The Class Pastor must be Seventh-day Adventist.
- (4) The President and Vice Presidents must not have a major office in other MAC organizations (like SSG President, Editor-in-chief of Traces).
- (5) All candidates should have maintained a residency of four (4) consecutive semesters.
- (6) All candidates should have no INC and failing grades. In case of INC in a research course (FS and thesis), the candidate should complete the requirements on or before December 31. If the student fails to comply with the completion of research, he/she will be replaced as the officer of the graduating class.
- (7) Each department will send two graduating students as nominees. The nominated students will elect among themselves for the positions enlisted.
- (8) All candidates must be present during the election.
- (9) Voting will be done by secret ballot.
- (10) All officers must subscribe to college graduation philosophy in planning for the entire event to be simple, short, significant, academic and sacred.

10. ACADEMIC RECOGNITION

The focus and aim of Christian education is academic excellence and character formation.

a. Objectives

- (1) To provide special recognition to students who demonstrated high scholarship, outstanding achievement and notable ability to engage in independent study or research.
- (2) To give students opportunities for development and acceleration in their educational experiences.
- (3) To encourage students to improve and develop their talents and intellectual endowments in preparation to their service to God and humanity.

b. Dean's List

The following criteria are considered:

- (1) The student must have a previous academic load of no less than 15 units per semester with the following grade:
 - Lowest Grade: 1.75
 - GWA: 1.70 and above
- (2) All unit credits must be taken in MAC.
- (3) The student must have commendable record from the Student Services Office.

c. Graduation Honors

The following criteria are considered:

- (1) BS Programs

Honors	Lowest Grade	GWA
Summa Cum Laude	1.50	1.24 – 1.00
Magna Cum Laude	1.75	1.49 – 1.25
Cum Laude	2.00	1.74 – 1.50
Dean's Award	(With only one) 2.25	1.74 – 1.50

- (2) Non-BS Program
Academic Excellence - With minimum academic performance equivalent to Cum Laude.
- (3) Computation of average grade includes all courses in the curriculum.
- (4) The honor student must have taken 75% of his/her courses in his/her curriculum in Manila Adventist College.
- (5) The honor student must have a load of no less than 15 units every semester. For working students, not less than 12 units per semester.
- (6) The honor student must have commendable citizenship record.
- (7) The honor student must demonstrate good moral character.
- (8) The honor student must have involvement in service - oriented activities such as community outreach, leadership and religious activities inside and outside the campus.

11. OTHER AWARDS

a. BEST IN INTERNSHIP AWARD

The general guidelines include the following:

- (1) The student has the highest internship grade from the different centers, hospitals, or companies.
- (2) He/she has not committed any form of negligence during his/her internship
- (3) He/she has no record of any form of misconduct.
- (4) He/she has the least number of make-ups.

b. LEADERSHIP AWARD

This award is given to a student who:

- (1) Is a bonafide student, enrolled in any program in MAC.
- (2) Has well-developed leadership qualities.
- (3) Has been active in various school activities, be it an academic endeavor or extra-curricular responsibility.
- (4) Has a healthy interpersonal relationship and can carry himself/herself well in all circumstances.
- (5) Has manifested unselfish dedication and service to any organization he/she has led and served during his/her entire stay at MAC.
- (6) Has exhibited self-reliance and confidence in carrying out plans and responsibilities in organizations he/she serves.
- (7) Has shown maturity in thought, actions, and words.

c. RELIGIOUS AWARD

This award is given to a student who:

- (1) Is a bonafide student, enrolled in any program in MAC.
- (2) Has been active in church activities during his whole stay at MAC.
- (3) Is a Sabbath School member of MAC College Church.
- (4) Is a consistent in attending Sabbath services and other religious activities.
- (5) Is an active member of at least one religious club in MAC.
- (6) Has no church and school disciplinary record.
- (7) Is a firm believer of the twenty-eight (28) fundamental beliefs of the Seventh-day Adventist Church.

d. LOYALTY AWARD

This award is given to parents who

- (1) Have sent two or more of their children to MAC.

- (2) Have sent their child to Seventh-day Adventist school from basic education to college.
- (3) Upholds the principles and standard of Seventh-day Adventist Christian Education.

e. ATHLETIC AWARD

This award is given to a student who:

- (1) Has been an active varsity player from his/her first year to completion of his/her academic program at MAC.
- (2) Has exhibited the true value of sportsmanship
- (3) Upholds the value of healthy, happy life through sports.
- (4) Has a good moral character.

12. GUIDELINES ON PLAGIARISM

Definition

A literary offence committed by a researcher when he/she claims words and ideas of another as his own without giving credit where it is due (APA Ethics Code Standard 8:11, Plagiarism, p.15).

“Plagiarism extends to ideas as well as written words. If authors model a study after someone else, the originating author should be given credit” (APA, 2010, p. 16).

Intellectual Responsibility

Plagiarism must be taken as a serious offense in doing academic research and reporting. The instructor is empowered by the institution to campaign against, check, and report acts of plagiarism.

Implementing Guidelines

If a student commits plagiarism as qualified by the instructor, the following guidelines will be implemented:

a. First Offense. (Verbal Warning)

The instructor of the course must make a record of the student’s case and reports the matter to the department chair. The chair or the instructor will give the student a verbal warning.

b. Second Offense (Written Reprimand)

Considering the evidence of the student's previous offense, a student who repeats the same offense will be reported to the program chair. The chair upon his/her knowledge will issue a written reprimand noted by the School Dean. The copy of the reprimand or notice shall be kept on file for future reference.

c. Third Offense (Failing Grade in the Course)

Any student who commits plagiarism for the third time after the previous warnings will be given a grade of 5.0 in the course.

B. SCHOLARSHIPS

1. GENERAL GUIDELINES

- a. A scholar has to accomplish an application form to be submitted to the chairman of the Scholarship Committee on or before the deadline of submission of documents. Failure to submit denies the applicant of the privilege.
- b. The required documents must be submitted on or before the following dates:
 - (1) First Semester — last Friday of August
 - (2) Second Semester — last Friday of January
 - (3) Intersemester — third Friday of June
- c. This program provides financial assistance that is limited to tuition fees and is renewable every semester.
- d. Being a scholar is a privilege granted by the College (whether Academic or SESFA), thereby the institution expects him/her to show exemplary behavior in and out of the campus.
- e. A student having two (2) or more scholarships is entitled to a grant equivalent to the payment of the total tuition and general fees for the said semester only.

2. ACADEMIC SCHOLARSHIP PROGRAM

The Academic Scholarship Program of Manila Adventist College is an incentive to the high achievers and honor students. This program aims to:

- Give special recognition for student with outstanding academic achievement.

- Encourage students to develop their potentials toward academic excellence and research.
- Train students to make use of their intellectual endowment in rendering service to God and mankind.

a. New Students (Freshmen)

- (1) An applicant has graduated from an accredited or recognized senior high school.
- (2) An applicant is a recipient of academic achievement award with the following corresponding scholarship grants.

HONORS	TUITION GRANT
With Highest Honors	100%
With High Honors	75%
With Honors	50%

- (3) The grantee will enjoy for one semester only.
- (4) An applicant must have a score of at least 7 in the Otis-Lennon School Ability Test (OLSAT).

(5) Requirements

An applicant must submit the following documents:

- Form 138 (HS)
- Certification of awards
- Certification of good moral character
- Scholarship Contract

Retention

- (1) A scholar should maintain a minimum GWA of 1.70 and should have no grade below 1.75.
- (2) Continuance of scholarship grant is subject to semestral review. If the student is unable to achieve the required GWA, the scholarship grant is forfeited for the next semester, which classifies the scholar under probation status.
- (3) The scholar is required to file a scholarship reapplication every school term. Forms are available at the ARO.

Cancellation

A scholar must uphold the vision, mission, philosophy and objectives of MAC and actively participate in its programs. Committing any Type B and C offenses under the Student Policy Handbook will cause cancellation of the scholarship.

Other Provisions

- (1) The scholarship covers one program only. Extra courses taken for double majors will not be covered and must be paid by the scholar.
- (2) The tuition for courses dropped after the allowed period is not part of the scholarship grant and must be paid by the scholar. Only one dropped course is allowed a scholar.

b. Old Students

Qualification

- (1) An applicant must have one semester residency and previous academic load of no less than 15 units per semester with the following conditions:

	General Weighted Average	Lowest Grade	Tuition Grant
Full Scholarship	1.30 – 1.00	1.5	100%
Partial Scholarship	1.70 – 1.31	1.75	75%

- (2) All unit credits must be taken in MAC for the application term.
- (3) An applicant must have completed the one-year residency requirement prior to the application term.
- (4) An applicant must have active involvement in service-oriented undertakings such as community outreach and religious activities on or off campus.

Requirements

An applicant must submit the following documents:

- (1) Duly accomplished application form

2. Certification of Grades from the Admissions and Records Office
3. Certification of Good Moral Character from the Student Services Office

3. WORKING STUDENT SCHOLARSHIP PROGRAM

A scholarship program for indigent yet deserving students who wish to finish college through working and studying at the same time.

Guidelines:

a. The following scholarship schemes are to be observed:

	Plan A	Plan B	Plan C
(1) No. of Units enrolled	9	10-12	13-15
(2) No. of hours required	30/ week	25/ week	20/week

b. Application for Working Student Scholarship Program must be accompanied by the following requirements:

- (1) Certification for passing the entrance examinations.
- (2) Receipt for having paid the registration and the physical examination.
- (3) To qualify for the scholarship, the student should meet the weekly hour work requirement. Failure to meet the required hours may automatically disqualify him from the specified program.
- (4) All applicants for the Working Student Scholarship Program must be approved by the College Administrative Committee.
- (5) The department head screens all applicants for Working Student Scholarship, evaluates their work performance and recommends continuation or termination of the scholarship.
- (6) All students under the Working Student Scholarship program should maintain a GPA not lower than 2.5 and not lower than 2.75 grade from any of the subjects taken.
- (7) The hourly minimum and maximum rates are P45 for office

work and P50 for non-office work respectively.

- (8) A working student must secure the signature of the department head or the supervisor where he is assigned after every time-in and time-out. The signature must be right beside the machine-punch time. No written time-in or time-out is allowed unless the machine is out-of-order. In case the machine is not functioning, timecard must be brought to the hospital's payroll officer and have it signed.
- (9) Daily Time Record (DTR) must not be brought home. A specified location within the department must be assigned where to place the student's time cards or DTR.
- (10) DTR or timecards must be forwarded to the Student Finance Office every 21st day of the month. If the 21st day of the month falls on a Saturday or Sunday, DTR or timecards must be submitted on Friday prior to the 21st day of the month. DTR or timecards must be duly signed by the student, the supervisor or department head, and the treasurer before they are submitted to the Student Finance Office. DTR or timecards with incomplete signatures will not be computed and will not be credited to the student's account.
- (11) All labor reports will be summarized by the supervising department head every two weeks and submit the on the following working day to the Student Finance Office.
- (12) A student, under the Working Student Scholarship program is not allowed to work in a department where he/she has a blood relationship with any of the department's staff.
- (13) Students must first secure a contract form from the student finance office before he is allowed to start working. The contract is renewable every semester and must be signed by the student, academic department head, work department head, and treasurer. It is the management's prerogative to pull-out, transfer or terminate any working student from any department on valid reasons.
- (14) Excess labor hours of up to 10 hours per week may be allowed under special arrangement with the department head with consultation with the Finance Officer.

- (15) All the names of students approved for Working Student Scholarship Program must be forwarded to the Student Finance Office.

- (16) Application for Working Student Scholarship Program should be secured from the office of the Student Services Office.
- (17) Any remaining college accounts after computing all labor credits must be paid within the semester.
- (18) A maximum of 2% of the total enrolment will be accommodated for the Working Student Scholarship Program.

4. SPECIAL EDUCATION STUDENT FINANCIAL ASSISTANCE (SESFA)

It is the policy of the State that national government shall contribute to the financial support of the educational programs pursuant to the goals of the education as declared in the Constitution. Towards this end, the government shall (1) adopt measures to broaden access to education through financial assistance and other forms of incentives to school, teachers, pupils, and students; and (2) encourage and stimulate private school support to education through, among others, fiscal and other assistance measures.

a. Program

Pursuant to the state policy, the Manila Adventist College takes the initiative of providing Special Education Student Financial Assistance (SESFA). This is an appropriate step to protect and promote the right of the poor and underprivileged students to enroll in quality Adventist Christian Education.

b. Funding

The Manila Adventist College shall assign and shall hold in reverse an amount of money for the poor and underprivileged students under the Special Education Student Financial Assistance plan. The funding shall be taken from the following sources:

- (1) Ingathering Fund
- (2) Trust Funds
- (3) Donations

c. Guidelines:

- (1) A letter of request and an application form must be submitted to the Academic Council which shall be forwarded to the AdCom for moral

and academic evaluation.

2. Financial assistance will only cover the total amount of tuition per semester.
3. Every semester, all recipients must reapply for renewal.
4. The number of applicants to be approved shall be determined by the AdCom based on the availability of funds.
5. An applicant should appear before the Scholarship Committee for interview.

C. FINANCIAL POLICIES

1. Payment Schedule

The College Administrative Committee shall recommend to the board the tuition and college fees of Manila Adventist College subject to the approval of Commission on Higher Education. The fees may be paid on cash or installment basis. Payment on installment basis shall be as follows:

- a. 50% of tuition fees upon enrollment
- b. 20% must be paid before the Prelim examination
- c. 20% must be paid before Midterm examination
- d. 10% must be paid the Pre-final examination
- e. All fees must have been paid before the Final examination

2. Tuition Refund

Total assessment will be refunded accordingly provided the official dropping/withdrawal of enrollment had been submitted to the Admissions and Records Office.

- a. 25% - 5 days after the start of regular class.
- b. 50% - 10 days or two (2) weeks after the start of regular classes regardless of attendance/non-attendance.
- c. No refund after third (3) weeks from the start of regular class.

Any student who does not officially complete the Withdrawal Procedure with the Admission & Records Office will be responsible for the full amount of the applicable tuition and fees. Non-attendance at classes, notification to the instructors or notification to the department head does not constitute formal withdrawal.

3. Discount on Full During Enrolment

A student with a minimum of twenty (20) units load, who pays total assessment in full duty registration date will be given 10% discount on tuition fee only.

4. Family Discounts

A discount on tuition fee only is given to a family who does not enjoy the SDA educational benefits. Students with scholarships, including those under the Work Scholarship Program, are not covered by this policy. The discounts to be granted are as follows:

No. of Children Enrolled	Discount Given to the Youngest Student Enrolled at MAC at the same time
3	25%
4	50%
5 or more	75%

5. Additional Non-regular Charges

Non-regular charges such as books, school uniforms, and others are not to be paid in cash. They can be charged only when the student has signed or has sufficient credit balance in his/ her account.

6. Change of Program Fee

A fee of Php100.00 is required for each change of program (Course Withdrawal form, Course Adding form, Directed Individualized Study) made by the student after he/she is officially enrolled.

7. Directed Individualized Study

Courses taken on independent/ tutorial basis and Filipino Lab Fee (for Foreigners) will have additional charges of Php1, 500.00 per subject.

8. Late Enrollment Fee

A student who does not officially complete the Enrollment Process before the regular start of classes will be charged with applicable fee of Php1,500.00

9. Method of Payment

Payments can be done in cash, money orders, and manager's check payable to Manila Adventist College. Major credit cards are also acceptable.

Payment must be made in Philippine peso or in US dollars only.

III

STUDENT SERVICES

A. STUDENT WELFARE

1. GUIDANCE AND COUNSELING SERVICES

MAC Guidance Services Office helps the students to understand themselves and world on how God understands and sees them as a person. Every student is positively regarded as a child of God because he/she is created after His own image. When it comes to the services provided for the students, MAC aims to help the students to excel towards character building and academic development by using all the resources available in the system.

a. Information Drive and Orientation Services

The information drive is provided during orientations, seminars and other meetings for the students to know and learn more about their educational, vocational, personal, social and religious opportunities. Students are likewise updated with the guidance news and views that are posted in bulletin boards and in social media.

b. Career Services

Career services are an academic support program that seeks to assist students in achieving their career goals. Career services offer assistance in the areas of career assessments, choosing a major, placement files, resumes, job searches, and the interview process.

c. Counseling Services

The counseling services can be for an individual or for a group either scheduled or unscheduled. All MAC students are encouraged to avail of this service. The student is assisted in the interpretation of the test results and other inventories for self-understanding, while facilitating decisions about life goals, behavioral changes, and developmental adjustments.

d. Testing Services

This service uses standardized psychological tests to be administered, scored and objectively interpreted to students for awareness and realization of their potentials and interests and other factors.

e. Research and Evaluation

The Guidance Office is also engaged in a variety of research and evaluation, such as school surveys and follow-up studies for the guidance staff to better understand the students and significant others.

2. FOOD SERVICES

The food service department plans and provides healthy meals to MAC students.

3. HEALTH SERVICES

- a. The Adventist Medical Center Manila observes the government policy of having a yearly medical examination of all students enrolled. The primary concern of the college is the well-balanced life and well-being of the students.
- b. The Health Services Coordinator, Adventist Medical Center Manila (AMCM) physicians, and college clinic Registered Nurse are designated for the maintenance of the health of the students in the College.
- c. The Physical Examination consists of laboratory tests, dental and x-ray for all new and old students once a year. The main objectives are to assist, to eliminate and to detect early health problems that will deter the student's academic performance, and affect their social, spiritual, mental, and physical well-being. Students are required to undergo the drug test and hepa screening for admission and promotion to higher levels.
- e. Medical staff will attend to any student who is ill. Referral is made for special cases. Any student who had been sick with communicable disease like typhoid, measles, conjunctivitis and chicken pox should have a clearance from the school physician before resuming to his/her normal routine at school.
- f. Annual Physical Examination. Upon enrolment all students are required to undergo Annual Physical Examination with the following services: Routine Test such as CBC, Urinalysis, drug test, X-RAY

Results of the laboratory tests will be evaluated by the AMCM physicians/ college physician who will recommend the students to proceed to the next enrolment procedure if the result is acceptable. If a

particular

result needs a second opinion or repeat test, then it will be forwarded to the Office of the Director for Student Services Office to decide if the case will be accepted or not (case-to-case basis).

g. Dental Health Services. Every first semester enrolment, all students are required to have a dental examination. Results are recorded and kept in the students file under college physician's supervision.

h. During school days the college physician and college clinic Head Nurse are in charge of the students' healthcare. They are responsible as well for the first aid treatment of students such as wounds, fever, headaches, sore eyes, colds, cough, diarrhea, asthma, sprain and other illnesses. Cases requiring further evaluation and management will be referred to the medical specialists or to AMCM.

4. STUDENT JOB PLACEMENT SERVICES

The college is interested in the success of its students and assists them to find job employment after graduation by marketing its graduates to various denominational and government agencies.

5. SAFETY AND SECURITY SERVICES

The Chief of the Campus Safety and Security is under the supervision of the Vice President for Academics and Administration. It has a unit called *Task Force Security*. It is responsible for the peace and order situation and to protect persons and properties within the College.

a. Fire and Earthquake Drill

A fire, earthquake, and flood drill is undertaken regularly for the safety and security of the faculty, staff and students of the College. The Pasay City Fire Department and other government agencies are invited to handle these training programs. Other details of the program are as follows:

- (1) The safety drills are scheduled every first semester of the collegiate year.
- (2) Faculty members who are having their classes during the scheduled drill are required to participate and will have to excuse the students from their respective classes.
- (3) All students are required to attend the annual fire and earthquake drill.

(4) Security personnel and staff are involved in the drill.

b. Crime Prevention

PREVENTIVE ACTIONS

POTENTIAL PROBLEMS	PROBABLE CAUSE	ACTION TAKEN	STATUS
BOMB THREAT	A terrorist is able to enter the school premises.	A routine search must be done for all persons carrying large bags or boxes. All suspicious-looking characters without identification papers or any business in the college must not be allowed to enter.	
HOSTAGE SITUATION	A discontented student or watcher who has a firearm suddenly goes berserk and take someone hostage.	No firearm must be allowed inside the college premises. Extra watchfulness for volatile situations, & alertness on the part of security personnel must be observed.	
RIOT	Distraught student may suddenly become violent.	Be alert for volatile situations. Proper explanation should be given to students.	
HOLD-UP	Unsavoury characters with deadly weapons are able to enter the college premises undetected by security guards.	Guard should be trained to detect unsavoury characters; Request ID of all persons entering the premises without official business and check all suspicious looking bags.	

ABSCONDED STUDENT	Student that has no ID so the guard was not able to identify the student.	Ensure that all students have ID. Make periodic rounds of floor. Be alert for suspicious actions of students. Secure a list of students from the Admissions & Records Office. Be alert for persons who look like students exiting the school and make sure they have their ID.	
THEFT AND ROBBERY	Unauthorized persons with no business were able to enter the college premises.	Ensure that all persons coming into the college premises have proper identification and have official business. Logging in and requiring them to leave their ID cards may lessen the incidents of theft. Checking all bags of those exiting. Make sure all exits are closed after 9pm. Make rounds of the premises periodically.	
CARNAPPING	No guard at night.	Only one gate should open during night time and the guard should attend to the remaining exit.	

c. HOSTAGE

- (1) All non-involved personnel have been evacuated.
- (2) Hostage area has been secured, if possible.
- (3) Secure the door, if appropriate, so as to isolate the incident.
- (4) Immediately report the hostage situation to the police.
- (5) Conduct negotiations to the captors.

(6) If law enforcement officers do stage an assault, get on the floor quickly and down.

d. BOMB

- (1) Immediately evacuate the area.
- (2) Cordon the area.
- (3) Do not touch or move the object.
- (4) Report to Police bomb squad.
- (5) Move people away from the package.
- (6) Reviewed the CCTV cameras (if captured in CCTV) to know the identity of a suspect.

e. CARNAPPING

- (1) Report to the anti-car napping police that the car has been stolen.
- (2) Get much detail of stolen car such as color, plate no. and body type.
- (3) Get the name of car owner.
- (4) Review the surveillance or CCTV cameras which may have captured the events as they happened.
- (5) Make an incident report.

f. HOLD-UP

- (1) Stand still.
- (2) Obey the robbers' instructions.
- (3) Remain calm and quiet.
- (4) Observe if you can do so safety (hair, height, race, color, clothing, age, type of weapon and plate no., model, color and year of get-away car.
- (5) Stay where you are, do not chase.
- (6) Stay out of the danger area.
- (7) Call the Police.
- (8) Seal off the hold-up area.
- (9) Ask witnesses to remain.

g. KIDNAPPING

- (1) CODE RED to announce that a suspected infant abduction has occurred.
- (2) Call the operator and report the abduction.
- (3) Security Personnel/ Staff must post at perimeter doors/ gates to look for possible suspect (s).
- (4) Strictly monitor all people bringing infants/child that are going out of the Hospital.
- (5) Report to the Police.
- (6) If you can see an unidentified individual in scrubs and/ or individual is carrying a large bag.

(7) Report code pin with the location of the abduction.

h. THEFT

- (1) Report to the Police.
- (2) Get the identity of the suspect.
- (3) Blotter to the Barangay.
- (4) Investigate the incident.
- (5) Review the CCTV cameras.
- (6) Make an incident report.
- (7) Record the event in USB flash drive.

6. STUDENT HOUSING AND RESIDENTIAL SERVICES

Although the College is a day college, the Hospital however, operates dormitories for men and women. Those students wishing to stay in the Hospital-operated dorms need to make arrangements with the dormitory deans during the pre-registration period. The Hospital Dorms have their own policies and rules. There are however certain offenses that are covered by the Student Code of Conduct in this Handbook that are still referred to the Student Services Office for disciplinary action.

7. FOREIGN/ INTERNATIONAL STUDENT SERVICES

The Bureau of Immigration (BI) has given to MAC an approval to accept foreign students to be trained in the confines of MAC. This service provides activities wherein cultural sensitivity and global awareness are instilled in the development of all students.

8. SERVICES FOR STUDENTS WITH SPECIAL NEEDS AND PERSONS WITH DISABILITIES

An act providing for the rehabilitation, self-development and self-reliance of disabled person and their integration is being upheld in the college.

9. STUDENT INSURANCE

- a. Manila Adventist College is covered by Personal Accident Insurance.
- b. Any accident that happens to the students must be reported to the Director of Student Services Office within ten (10) school days for proper documentation and arrangements with regard to the Insurance claim for the expenses resulting from such accident.
- c. The Director of Student Services Office will submit to the person in charge of the Insurance claim all documents and reports in connection

with any accident reported by any students to his office as soon as possible.

- d. Any student who incurred expenses upon consultation, treatment and/or confinement at Adventist Medical Center Manila will be charged to student account whereas it covers injuries resulting from accidents happened during non-school hours, outside school premises and activities not sponsored by the school.
- e. The student is required to comply with the requirements needed for the processing of the insurance after the procedures administered by the college, which then insurance will be credited to students account.
- f. All provisions of the Personal Insurance Policy will apply to any case of accident resulting in injury or death of any student of Manila Adventist College. Details of the provisions of the Insurance Policy are available at the SSO.

B. STUDENT DEVELOPMENT

The College is committed to whole person student development. The extra-curricular aspects of student life in school are planned by Student Services to assist the students in achieving a healthy balance in every dimension of their student life by:

1. Fostering a caring Christian environment;
2. Encouraging the demonstration of a personal Christian faith;
3. Inspiring respect for diverse cultural and religious backgrounds;
4. Providing opportunities for personal growth and development;
5. Nurturing the development of social bonds;
6. Helping in the management of personal conflict and crisis;
7. Cultivating a lifelong commitment to service;
8. Promoting an active and healthy lifestyle;
9. Establishing an environment that supports the pursuit of personal and professional excellence; and
10. Molding students to become competitive citizens of the country and the world.

1. RELIGIOUS LIFE

Adventist education is engaged in character formation of the students, not just in the transfer of knowledge, skills and information. Knowledge is incomplete if the student does not have a love for God, and obedience to His will, who is the Source of true education.

a. Chaplaincy Service

The college provides holistic religious program and spiritual guidance to both faculty and students. It is the priority of the college to prepare students to eternity.

b. Worship at MAC Church

In addition, religious meetings are held regularly in MAC Church sponsors the Adventist Youth meetings, the Sabbath School, the Sabbath morning Worship Service, the Baptismal Classes, the Baptisms and the care and nurture for new member.

c. Outreach Activities

Student religion organizations and other groups conduct outreach and community visits on Sundays. Prior approval by the Student Services Office is required before any group is allowed to conduct their outreach when done within a regular semester or summer period.

d. Religious Organizations

Religious organizations exist to cater the spiritual needs of students. Each religious organization provides nurturance and training for growth in faith ad service.

e. Chapel Convocation

Chapel convocation is held once a week usually scheduled on Mondays from 10:30am-12:00nn. Attendance is checked for grade credits toward Chapel Convocation.

2. STUDENT ACTIVITIES

Life outside the classroom and laboratories is an important part of education. Student clubs and organizations provide the students the opportunity for professional leadership and social relationship skills. Students are encouraged to join any of the college's recognized clubs or

organizations. The Student Services Office has the following programs and activities:

a. Intramurals

The Intramurals is a sports program that provides opportunities for students to deepen their friendships and stay physically active throughout the year. Participation in different sports and games are made through the academic departments or year levels. The Supreme Student Government (SSG) is the major organizer of this event which is usually scheduled during the second semester. College students from all levels are encouraged to participate.

b. Foundation Day

MAC commemorates annually the school foundation day to remind its students of its humble beginning and see how the Lord established and sustained the institution.

c. Acquaintance Programs

The College holds an acquaintance program at the start of each semester to welcome the new students. The Supreme Student Government is the primary organizer of the program in collaboration with the professional clubs and other student organizations.

d. Year-End Celebrations

The College holds a year end program at the end of the year to celebrate God's faithfulness to the institution. The Supreme Student Government is the primary organizer of the program in collaboration with the professional clubs and other student organizations.

e. MAC Youth Camp

The MAC Youth Camp is an annual spiritual retreat of the College for the students which is usually scheduled at the early part of the first semester. This spiritual retreat, in a nature setting, affords to the students to connect with God and with fellow students at the very start of the school year. The lead organizer of this retreat is the Office of the Chaplain in collaboration with other offices and departments of the college.

f. Cultural and Arts Program

Cultural development is one area that the student needs to work on. Cultural programs and activities are conducted throughout the school

year. Music, cultural and other interest organizations sponsor the various cultural programs. The student participation in these programs would definitely enhance their cultural experience in the College.

g. Off-Campus Activities

Field Trips, retreats, community services and religious outreach and other forms of off-campus activities may be conducted as part of the over-all learning experiences while in college. Groups and students who participate in these activities are required to seek permission from the Student Services Office. A collective pass is issued as proof that permission has been granted and the same shall be presented to the security check before they are allowed to leave the campus.

h. Formation of New Organizations

Students who desire to organize a new group must seek the approval from the Student Services Office. They must submit their constitution and by-laws. List of members, mission and purpose, and names of faculty advisers. The proposed organization's existence must be in total agreement with the philosophy and mission of the College. Once the application is approved, the Student Services Office will issue a certificate of recognition.

i. Student Publications

Students with interest and skills in writing, photography, graphic arts and design are free to join either the Traces or the Semblance. These are the student publications managed by separate editorial boards. Joining these student publications is done through a selection process administered by the Publications Committee of the College.

j. Professional Clubs

There are several professional clubs in the campus where students join according to their major field of study. Aside from promoting fellowship and camaraderie among the students in their academic department, these clubs sponsor or promote seminars, workshops, conventions and other for that will enhance the professional development of the students. Some of these professional clubs are the: Nightingale Club for students taking the nursing program; RTFacts for the students majoring in Radiologic Technology; PTKan for the students enrolled in Physical Therapy; JBE Club (Junior Business Executives) for those taking accountancy and business administration; and Midwifery Club for the students enrolled in the Midwifery course.

k. Sports Club

Sports club is created to organize the students who have athletic talents and skills. The objective of this club is to enhance the athletic skills of the students; develop leaders; promote sportsmanship through games with other institutions and schools; and promote health through sports.

3. STUDENT ORGANIZATION

a. Supreme Student Government

The Supreme Student Government is the umbrella organization of student groups and organizations in the College.

b. Off-Campus Student Organization is an organization of students staying outside the campus, with or without their parents. The purpose of this organization is to create activities/programs that would deepen personal relationship with God and to take account and monitor the off-campus students.

c. Traces

Traces is the official publication of the Manila Adventist College Supreme Student Government. It serves an avenue of information and a means of developing journalistic skills among the members of the academic community. It also promotes common welfare and harmonious relationship among the various sectors of the academe.

d. International Student Association

All foreign students enrolled in MAC are encouraged to join this organization which primarily helps them to cope and still enjoy college life even while away from home.

e. Work Scholars

The College recognizes the value of work in helping the youth who are financially challenged. Application is filed with the Student Job Placement Office and the applicant may be accepted and given work depending on job openings and the applicant's qualification.

Students applying for work must do so at the start of the pre-registration period and pay the required deposit. No student will be accommodated in any department unless he/she is officially enrolled.

f. Dormitory Club

The dormitory club is an organization of residents of both men and women's dormitory. The purpose of this club is to create activities/environment that would deepen personal relationship with God,

to develop social programs that would foster interaction, promote friendship and enhance interpersonal relationship among dormitorians; to support and encourage the academic and professional pursuits of dormitorians; and to promote and support the Dormitory and College mission values

4. LEADERSHIP TRAINING

The college provides opportunities for all students to develop their God-given leadership skills in influencing others for good.

5. SPORTS DEVELOPMENT PROGRAMS

The charter of sports development program of Manila Adventist College is to deliver programs for:

- a. Skills development; developing and enhancing student skills scientifically.
- b. Sports club training: club trainings for basketball, badminton, futsal, table tennis and swimming.
- c. School representation: student-athletes will have the opportunity to represent Manila Adventist College in Government and Inter-Scholastic athletic programs.

6. SOCIAL AND COMMUNITY INVOLVEMENT PROGRAMS

The Manila Adventist College has a community service program whose advocacy is to serve the deprived community for holistic change. This is a non-academic program which encourages students and alumni to work voluntarily with the faculty and staff for the community development.

MAC has diverse programs, strategic plans from respective colleges with adopted barangays. There is Community Extension Services (CES) coordinators, who manage, organize, work and implement respective programs based on the needs of the community. These CES coordinators are monitored and supervised by the over-all community extension services officer to make sure that the implemented and continuing programs are active, effective and aligned with their own strategies.

The Calendar of Events supports the program of CES where volunteers are working together to help their chosen barangay community to be part of the programs. Further, all volunteers have respective points as part of

their involvement in the community and will be recognized accordingly. The Student Services Office recognizes the CES club which is composed of student leaders, volunteers, and barangay youth representatives (see clubs/ organizations).

a. CES Philosophy, Vision, Mission, Goals, and Objectives

Philosophy

True education imparts service, integrates Christ-like character, bridges the gap and links to the advancement of people and communities

Vision

An agent of transformation of community through service and outreach

Mission

To reach, develop and move onward in creating holistic and God-fearing communities

Objectives

CES aims to help improve and develop ways in life of the Filipino citizens by dealing with their social, economic, physical, emotional, moral and spiritual status, and to conserve and preserve the environment. This program incurs responsibility not just to the individual Filipino but to his family, community and country as a whole in coordination and partnership with non-government organizations (NGO's), local government units (LGU's), church, and government agencies.

b. Service and Programs

- (1) Social Awareness Program
- (2) Resource Mobilization Program
- (3) Volunteer Formation Program
- (4) Environmental Conservation Program
- (5) Technology Transfer Program
- (6) Socio-Economic program

c. MAC EXTENSION SERVICE THRUSTS

Thrusts	Description	Programs
Livelihood/ Skills Training	A service which will be offered based on the needs assessment of the community. Further, this maybe included in the program as needed and aligned with the LGU's project	Respective departments/ colleges may apply this program to their adopted barangays with skilled trainers to increase source of living.
Sports and Cultural Development	A program that may increase good rapport between community and the college. Develop friendship and camaraderie.	This maybe aligned with the college sports program to let the community feels they are part of the MAC community.
Health and Wellness	A service that may include medical outreach to improve health and prevention in the community.	This may focus on health, nutrition, sanitation, and population.
Clean-up Drive	A community program which encourages cleanliness and orderliness. This is also to encourage the community to love the environment.	This is aligned with the MAC Foundation Day Reduce, Reuse and Recycle program.

<p>Literacy Program: Tutorial Classes to elementary and high school students Alternative Learning System (ALS) for Adult education and Out-of-school youth</p>	<p>This program involves values formation and character development, academic and education goals, and supports education for all advocacies.</p>	<p>There is a specific program for out-of-school youth and drop-outs, the ALS.</p> <p>Tutorial classes may be scheduled accordingly with the assigned implementers.</p> <p>The education goals aim to inculcate the values formation and character development base on the Philosophy, Mission and Vision of MAC.</p>
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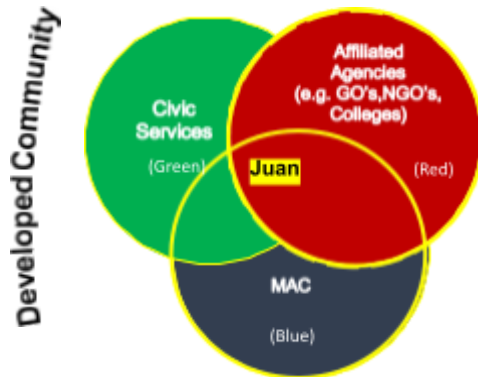
d. Enhancing Knowledge of the Community Involvement at MAC

To intensify the participation in the community of MAC student volunteers, they must involve themselves in the activities, cooperate with the faculty and staff and coordinate possibilities that will boost the support that meets its cause, help make diversified social programs that will benefit the target participants, be ready and be prepared with social issues, problems, actions, behavior and accountability prior to immersion, attend trainings and seminars in relationship to community involvement and awareness and be an active member of CES Club.

Community Extension Services Logo



Community Extension Program Paradigms



Colors Legend:

Joy, happiness, stimulates mental activity, honor, loyalty, and optimism

Yellow

Well-being, nature, harmony, durable persistency, and honesty

Green

Passion, love, leadership, determination and vigor

Red

Loyalty, trust, power, knowledge, integrity, professionalism, and reliability

Blue

C. STUDENT CODE OF CONDUCT

Manila Adventist College follows the Christian approach in discipline. Seventh-day Adventists view discipline as a redemptive act and is used not to condemn nor destroy the students. The Philippine Constitution mandates all schools “to teach the rights and duties of citizenship, strengthen ethical and spiritual values, and develop moral character and personal discipline.” The Manual of Regulations for Private Schools stipulates that “every private school shall maintain good school discipline inside the school campus as well as outside the school premises when pupils or students are engaged in activities authorized by the school.” (1998 ed., p. 313). Moreover, “Admission to any private school is open to all pupils and students who meet its specific standards, requirements and regulations as expressed in printed publications or other written materials.” (MRPS, Sec.61)

Therefore, students are expected to respect the authority, and strictly observe the rules and regulations of MAC at all times. The administration, after due process, reserves the right to suspend, dismiss from the COLLEGE at any time, remove from the list of candidates for graduation and/or withhold the Transcript of Records or Diploma, or expel any student who violates any of the provisions of this CODE or fails to satisfy the academic standards of the College.

D. DEFINITION OF TERMS

1. **Due process** refers to the right of a student complained of to be given the opportunity to be heard, to explain or defend his/her side in a controversy, to refute the charges/complaint/accusation against him/her, or to seek reconsideration of any disciplinary action or ruling which may have already been taken by proper authorities in the MAC.
2. **Days** means the regular school days. It shall not include Saturdays, Sundays or administrative holidays.
3. **Group** means a number of persons who are associated with each other and who have not complied with College requirements for registration or recognition as an organization.
4. **Institution, School or College** means Manila Adventist College.
5. **Organization** means a number of persons who have complied with College requirements for registration or recognition.
6. **Reckless** means conduct which one should reasonably be expected to know would create a substantial risk or harm to persons or properties or which would otherwise be likely to result in interference with normal College or College – sponsored activities.
7. **Student** means a person currently enrolled at the College and includes all persons taking courses at the College, both full-time and part-time. During the recess period between semesters or the summer period, it includes one who has completed the immediately preceding term and is eligible for enrolment or graduation.
8. **Complaint** means accusation or charges filed against the respondent.
9. **Complainant** means the one who files charges against the respondent.

10. **Respondent** means the person accused of any offense enumerated in this handbook.

11. **AMCM/MAC community** means a student, employee or faculty member or any person associated with the AMCM/MAC family.

12. **College premises** means building or grounds owned or leased, operated, controlled or supervised by the College.

13. **College sponsored activities** means any activity on or off-campus which is initiated, aided, authorized or supervised by the College.

14. **Program** means authorized activities.

15. **Immorality** refers to sexual matters or contrary to the accepted moral principle. It includes all forms of conduct inconsistent with rectitude or an indicative of moral depravity which includes but not limited to the acts mentioned in the categories of offenses.

16. **Sexual Harassment** means inappropriate or unwanted sexual advances, such as requests for sexual favors or other verbal or physical conduct of sexual nature.

17. **Therapy** is the treatment to help someone better and feel stronger.

18. **Counseling** refers to the provision of assistance and guidance in resolving personal, social or psychological problems and difficulties, especially by a professional.

Seminar is a meeting in which you receive information on and training in a particular subject.

Suspension is a penalty in which the school can deny or deprive an erring student of attendance in classes for a period not exceeding than (20%) of the prescribed class days for the school term. (Article I Section 6 Administrative Sanction).

Preliminary Hearing refers to a proceeding after a violation has been found.

ARTICLE I

ADMINISTRATION OF STUDENT DISCIPLINE

SECTION 1 – STUDENT DISCIPLINE DEFINED

Student discipline is defined as the desired and/or expected norm of conduct of students and the corresponding sanctions for violations therefore, as set forth in the duly approved and promulgated rules and regulations, guidelines and policies embodied in this Student Handbook and other basis for student discipline. “As far as possible, the objective of the disciplinary procedure should be to improve conduct, rather than simply to punish wrongdoing. Sometimes, it will be cleared that an allegation of misconduct is being made... any action taken should be in line with proper disciplinary procedures.”

SECTION 2 – ADMINISTRATION OF DISCIPLINE

- 2.1 Faculty members, as trustees of parental and governmental authority, have the obligation and corresponding authority to support and encourage student efforts at self-discipline, and to promote and maintain order and harmony in their respective areas of responsibility. They may be requested to conduct preliminary investigation first. If the problem is unresolved, the Department Head may do a follow-up. If not successful, the Department Head may bring the matter to the Student Services Office for proper action.
- 2.2 The Administration, as the partner in the mission of the family and the state in the rearing of the youth for holistic development, guarantees support to the disciplinary initiatives of students and teachers, and supplements said efforts with a Program of Discipline based on due process and equity in order to provide educational venue with an atmosphere of justice, peace, order and harmony. The administration is represented by the Director of Student Services Office in the management of this Program.
- 2.3 The Behavior Formation Officer (BFO) is the executive of the Student Services Office in the implementation of the Program. In the absence of the DO, the Director of Student Services Office may do disciplinary complaints of the preliminary hearing; imposes sanctions under

category A offenses and imposes recommendations after the preliminary hearings under

category B & C offenses; assists the Student Services Office Committee in the conduct of Disciplinary Hearings; and submits required reports and recommendations. The Behavior Formation Officer may convene, if he finds appropriate, the Behavior Formation Committee to conduct the preliminary hearings. If the student concerned accepted the sanctions on ordinary and routinely Handbook discipline matters in the Preliminary Hearing, this case shall no longer be subject for application for review of the Director of Student Services Office or the Student Services Office Committee. He/she records and facilitates application for Identification Card (ID) retake, and provides disciplinary counseling, and performs such duties as required by the Director for Student Services Office.

2.4

Behavior Formation Committee

General Function

The Behavior Formation Committee members are responsible for handling category B to C offenses, and violation of the rules and regulations, and guidelines and policies found in the Student Handbook. The decision over Category A infractions and 1st offense of Category B infractions is final and executory. Decisions on all dismissal cases are recommendatory to the higher committee which is the Student Services Office Committee.

Specific Functions

1. To administer the rules and regulations justly and to deal fairly with the offenders.
 2. To handle sensitively any infractions in the rules and regulations.
 3. To integrate faith in dealings with students involved in the discipline problems.
 4. To indicate the biblical principles and Christian perspectives as guide in the efforts to help students who have gone beyond the limit of moral and ethical boundaries as set school rules.
 5. To discipline the students by binding them to the hearts of the school administration by the cords of love and kindness and strict discipline.
 6. To be responsible to provide and observe due process and to follow certain guidelines and policies for administering discipline measures to ensure that justice and fairness are observed in the process.
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7. To integrate “redemptive discipline” principle to enable students to understand God’s loving nature and His forgiving spirit, and develop in them faith in His saving grace toward sinners. On the other hand, to give violators a second chance and an opportunity to rectify their wrong course of action that would deter them from treading on the enemy’s enchanted ground.
8. To investigate other violations where there are no formal complaints.

Behavior Formation Committee Members

The committee is composed of the following:

Behavior Formation Officer
College Chaplain
Chief Safety and Security Officer
Guidance Designate/Counselor
Faculty Invitee

The chairman and secretary of the committee will be chosen from among the members. The Behavior Formation Committee will review the piece of evidence, and give the final verdict.

Invitees

Invitees can be the Department Head or College Dean of the respondent. Invitees are entitled to vote.

Guidance Counselor

The Guidance Counselor will act as a mediator.

The complainant/s (faculty, staff and students)

Director of Student Services Office

The Director of Student Services and VPAA act as an ex-officio officer. In the absence of the Behavior Formation Officer, the Director of Student Services will be the one who will present the case/s under Type B and Type C of the Student Handbook to the Behavior Formation Committee. The Behavior Formation Office will act as investigator and is not allowed to vote. The respondent will be endorsed to the Guidance Office for counseling

and interviews. The case will be endorsed to the committee together with the pieces of evidence that needed to be evaluated.

2.5 Investigating Committee

Function:

To investigate cases where no formal complaint has been filed. It is chaired by a college officer (faculty or staff) appointed by the Director of Student Services Office, assisted by two other members, one of whom should preferably be a lawyer (or any much knowledgeable of legal procedures), a College Dean or his representative, and the Student Government President. However, non-academic cases involving students/group of students against a faculty, and administration or any college officer are handled by the Student Services Committee.

2.6 The Student Services Office Committee handles all appealed cases from Behavior Formation Committee and reviews the decision of the Behavior Formation Committee.

The Student Services Committee shall be composed of the following members:

Chairman: Director of Student Services

Secretary: Guidance Services Ddesignate

Behavior Formation Officer

College Chaplain

Safety and Security Officer

Adviser of the Supreme Student Government

President of the Supreme Student Government

Alumni Coordinator

When acting as a body, the Committee decides by a majority vote of its members. The Chairman shall vote in case of a tie.

The committee sets up mechanisms for the investigation and hearing of the case and ensures that all concerned are accorded due process. The verdict on the respondent's guilt is in the applicable sanctions in accordance with College policies.

SECTION 3 – JURISDICTION

Any violation of the rules and regulations, guidelines and policies done inside and outside of the school and hospital premises shall be dealt with accordingly. Further, if the student's conduct tarnishes the good name or reputation of the Manila Adventist College, or the student's conduct brings reproach to himself in a Seventh-day Adventist institution, corresponding disciplinary action will be accorded to him by the Behavior Formation Officer, Behavior Formation Committee or Student Services Office Committee.

SECTION 4 – COVERAGE

The Student Services Committee may promulgate other rules and may add coverage as time and situation demands.

SECTION 5 – DISCIPLINARY PROCESS AND PROCEDURES

Self – government is the object of discipline, hence, the student is given the trust and responsibility to conduct himself/herself properly. A copy of the Student Handbook is given him to be aware of this expected norm and for the student to be adequately informed of the rules and regulations of the school.

After reading the handbook, the student is expected by MAC to be a law-abiding citizen of the college. The signature on the Student Contract expresses the student's commitment to observe willingly and faithfully all existing rules and regulations of the college as contained in this handbook and such other rules and regulations which shall be subsequently promulgated by the Student Services Committee. The Behavior Formation Officer shall be informed of the case and the measures undertaken.

Imposition of Disciplinary Action

"School officials and academic personnel shall have the right to impose appropriate and reasonable disciplinary measures in case of minor offenses or infractions of good discipline committed in their presence. However, no cruel or physically harmful punishment shall be imposed or applied against any student." Sec. 75, MRPS pg. 417

PROCEDURES:

5.1 Complaint and Incident Report

5.1.1 Filing a Complaint

A complaint is filed by the aggrieved party in three typewritten copies

or Complaint Form from the Student Services Office which shall be filed at the office of the Director of Student Services.

The SSO will conduct investigation, through the Behavior Formation Officer, which complaint shall contain the following:

1. Name, course, year and ID number of student
2. Name and position of the school official/personnel
3. Date, time and place of incident
4. Detailed narration of the circumstances
5. Signature of the official and other witnesses

5.1.2 Filing an Incident Report

An incident report involving a student is filed by school official/personnel in three copies using the incident report form available at all offices of the School Deans or Department Heads (or may get the copy at SSO), which report shall contain the following:

1. Name, course, year and ID number of student
2. Name and position of the school official/personnel
3. Date, time and place of incident
4. Detailed narration of the circumstances
5. Signature of the official and other witnesses

The respondent is summoned and is given the opportunity to answer the complaint or explain his/her side in writing, in three typewritten copies, within a period of three (3) school days. Behavior Formation Officer informs the Director of Student Services Office of the complaint/incident and furnishes him/her a copy of the same.

5.1.3 All other complaints filed by any person must be submitted in a signed letter and may be addressed to any of the head of the office of the College where he/she belongs then will be referred to the Behavior Formation Officer. It shall contain the following:

1. Name, course, year and ID number of student
2. Name and position of the school official/personnel
3. Date, time and place of incident
4. Detailed narration of the circumstances
5. Signature of the official and other witnesses

5.2 Response

The answer/explanation shall be filed in three typewritten copies, through the Behavior Formation Officer, containing the following:

- a. Name, course, year and section of the respondent
- b. Specific admissions or denials of the allegations in the complaint
- c. Other special defenses, if any;
- d. Signature of the respondent

5.3 Action on the Complaint

5.3.1 The student is summoned to appear before the Behavior Formation Officer to be informed of the charge against him/her, and afforded the opportunity to present his/her side. The Behavior Formation Officer is empowered to summon student(s) involved in a discipline case. He/she may be informed by the summon from his/her classes for the student involved in a disciplinary case to attend disciplinary counseling/or other disciplinary requirements.

5.3.2 The failure or refusal of the student, without just cause, to appear before the Behavior Formation Officer despite being summoned, shall be construed as a waiver to answer on his/her part. However, if the case is under Category B & C and the respondent fails to appear despite notice, the Behavior Formation Committee may continue to investigate. In this case, the Behavior Formation Committee may give outright sanction.

5.3.3 The failure of the respondent, within the prescribed period and without just cause, to answer the complaint is deemed an admission of the act or acts being complained of. The Behavior Formation Committee may likewise give outright sanction.

5.3.4 The Behavior Formation Committee may, upon a majority vote and after determining that the issues involved are sensitive to handle may elevate the matter to the Student Services Committee, through the Director of Student Services, who shall convene and appoint its members for a disciplinary hearing and adjudication.

5.3.5 Should the Behavior Formation Committee, upon a majority

vote, find the respondent guilty, it shall decide the appropriate disciplinary

sanction. The Behavior Formation Committee, upon majority vote, may dismiss the case upon determination that the complaint is baseless or maliciously filed.

- 5.3.6 Any decision rendered by the Behavior Formation Committee should be in writing, stating the grounds for which disciplinary action is taken.

5.4 Disciplinary Hearing

Cases elevated to the Student Services Committee shall be resolved through a Disciplinary Hearing. Following are the guidelines:

- 5.4.1 Both parties will be properly notified about the hearing at least two days before the date and time of the hearing;
- 5.4.2 For major offenses, parents are invited to a conference at the Student Services Office informing them that the case may be subject for hearing;
- 5.4.3 The members of the Student Services Committee shall be given copies of complaint, answer and pertinent documents;
- 5.4.4 The hearing shall be recorded;
- 5.4.5 Both parties may speak for themselves and present their respective evidence;
- 5.4.6 The Committee may call any witness to testify at the hearing;
- 5.4.7 The public shall be excluded from the hearing;
- 5.4.8 If the complainant fails to appear at the hearing without any excusable reason, the Committee may dismiss the complaint for lack of interest to prosecute.
- 5.4.9 If the respondent fails to appear at the hearing without any excusable reason, he/she may be declared in default and denied the right to present evidence.
- 5.4.10 Guilt of the respondent after the hearing shall be determined by a majority vote of the Committee.

5.5 Inherent Authority

The College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. The College also reserves the right to take necessary and appropriate

action as result of student incidents off-campus which may affect the well-being of the Manila Adventist College community. Further, the College has the right to choose its students. If the student is undesirable, continued presence in the institution will cause more threat to the other members of the institution, the student must not be accepted.

5.6 Focus of the Proceedings

The focus of the inquiry in disciplinary proceedings shall be to determine if the individual is responsible or not responsible for violation of the disciplinary regulations. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding, unless significant prejudice to a student or to the College may result.

5.7 Violations of Law and Disciplinary Regulations

Students may be accountable to both civil authorities and the College for acts which constitute violations of law and of this Student Handbook. Disciplinary action at the College will normally proceed during the pendency of criminal proceedings and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

5.8 Implementing Rules and Procedures

All cases filed involving students are resolved by the Behavior Formation Officer or Behavior Formation Committee. Resolutions are to be forwarded to the Dean's Office for implementation.

If the violation is punishable by suspension, the order of suspension must come from the Student Services Office to be forwarded to the dean for implementation. The Dean of the School or the Program Chair/ Department Head must provide the Behavior Formation Officer or Behavior Formation Committee of the report on the details of the implementation of the suspension after its execution. Eventually the Behavior Formation Officer or Behavior Formation Committee will close the case for CLEARANCE purposes. The recommendation of the Student Services Office to suspend the student shall be final and executor.

The dean of school where the concerned student belongs shall implement any suspension but the suspension order must come from the Student Services Office.

5.9 Appeal

Any appeal from a disciplinary decision must be filed within five (5) days from the date the student is notified of such decision. The student may be allowed to attend classes while awaiting resolution of his/her appeal. Without any appeal or reconsideration, the Student Services Committee's decision becomes final, official and executory.

5.9.1 Appeal or reconsideration on decisions by the Behavior Formation Committee on cases Categories B and C must be made in writing to the Student Services Committee.

5.9.2 Appeal for reconsiderations on decisions by the Student Services Committee on cases Category C must be made in writing to the College Administrative Committee.

5.9.3 Grounds for appeal may be:

5.9.3.1 There was no due process.

5.9.3.2 There was grave abuse of discretion on the part of the body which rendered a decision.

5.9.3.3 Relevant evidence was not appreciated.

5.9.3.4 Material evidence was newly discovered.

SECTION 6 – ADMINISTRATIVE SANCTION

The rules on reprimand, suspension, dismissal or expulsion from the school as promulgated by CHED and found in the Manual of Regulations for Private Schools shall apply.

Suspension is a penalty in which the school is allowed to deny or deprive an erring student of attendance in classes for a period not exceeding twenty percent (20%) of the prescribed class days for the school term.

SECTION 7 - OFFENSES OF NON – MAC STUDENT

When the violation is perpetrated by a non – MAC student within the College with the cooperation or participation of the MAC student, the latter shall be responsible for the acts of the former. The offense of the non-MAC student will be referred or filed with the appropriate government agencies.

ARTICLE II

GENERAL BEHAVIOR AND OFFENSES

The College's chief concern for the students is character development. Students are considered a heritage from the Lord, so they should be treated with love and respect. Teachers should help them to be drawn to the Savior, JESUS CHRIST. "Be ye therefore perfect, even as your Father which is in heaven is perfect." (Matthew 5:48). Such is the behavior and standard of character expected of MAC students.

Each student is expected, by the grace of God and by the guidance of the Holy Spirit, to be true, honest, courteous, and respectful. Thoughts, feelings, speech, and acts are to be noble and refined. The body, being the temple of God, is to be preserved pure and healthy through a temperate way of life.

Cooperation is expected from everyone so that the school and hospital communities will have peace, order, cleanliness and decency.

An offense or deviation from the expected norm of behavior of MAC student calls for disciplinary sanction. The offenses and corresponding sanctions are as follows:

CATEGORIES OF OFFENSES

Category A

The minor offenses are under this category. The Behavior Formation Officer may give outright sanction if there is admission of guilt. If the respondent denies the charges, the Behavior Formation Committee shall conduct preliminary hearings. Decision may be made by the Behavior Formation Officer.

Category B

The Behavior Formation Officer may give outright sanction if there is admission of guilt. If the respondent denies the charges, Behavior Formation Committee shall conduct preliminary hearings. For all students found guilty of the offense/s charged, their parents shall be informed in

writing.

Category C

The Behavior Formation Committee shall conduct preliminary hearings, and/or require submission of written testimonies. The student/s' parents shall

be informed in writing of the case filed against their child. Thereafter, the Behavior Formation Officer shall consult the Behavior Formation Committee for proper action.

SECTION 1 – CATEGORY A OFFENSES

Administrative sanctions classified as minor offenses which range from reprimand to suspension.

First Offense	Verbal Reprimand
Second Offense	Written Reprimand, Counseling and Notice to parents
Third Offense	1-2 day suspension, Therapy and Conference with the parents

Students who committed a minor offense will have their ID's confiscated by the SSO and will be given three (3) days to process the sanction. Excuse Slip of non-wearing ID will be issued.

1.1 Discourtesy and Belligerence

A rude and impolite behavior towards teachers, administration, hospital workers, patients, fellow students, other school officials and authorities includes the following:

- 1.1.1 Deliberate inattention to the teacher
- 1.1.2 Verbal utterances against school personnel, faculty, staff, administrators, and fellow students.
- 1.1.3 Impolite gestures against school personnel, faculty, staff, administrators, and fellow students

1.2 The use of vulgar and obscene language

1.3 Unacceptable Music

- 1.3.1 Listening or playing, or singing any type of music that contains sexually explicit lyrics and message that promotes, supports, or highlights Satanism's, occultism, drugs, sex, violence;
- 1.3.2 Volume that cause public disturbance;
- 1.3.3 Playing or listening to music during class hours and school programs.

1.4 Violation of the School Uniform Policy and Unbecoming Personal Grooming

- 1.4.1 Non-wearing of prescribed uniform
- 1.4.2 Wearing of jewelry like earrings, necklaces, bracelets of any type, anklets, and rings (except wedding bonds) are prohibited to all students.
- 1.4.3 Funky, bald and weird hair styles, dyeing of hair with striking colors and growing of beard.
- 1.4.4 Wearing heavy make-up, colored nail polishes; and
- 1.4.5 For ladies, having a haircut that resembles of a man's prescribed haircut.
- 1.4.6 Having visible tattoos.

1.5 MAC ID Violation

- 1.5.1 Putting non – official stickers on ID/ mutilation of ID/ using non-MAC ID lace is prohibited.
- 1.5.2 Non-wearing of validated ID

1.6 Unauthorized Solicitation / Fund Raising

1.7 Unauthorized Use of School Facilities and Equipment such as:

- 1.7.1 Rooms
- 1.7.2 Laboratory Equipment
- 1.7.3 Audio-visual System
- 1.7.4 Airconditioning Unit
- 1.7.5 Elevator

1.8 Unauthorized Posting and/or Removing of Announcements and Posters

1.9 Using Cell Phones and Other Communication Devices without professor's consent.

Using the cell phones during class hours, examinations, and inside the library.

1.10 Possession of Gambling Devices.

1.11 Non-observance of Campus Curfew Hours

1.12 Unauthorized programs, meetings, and rehearsals

1.13 Unacceptable Behavior in the Campus

- 1.13.1 Loitering or creating any disturbance in the corridors during class hours.
- 1.13.1 Shouting, loud talking, and boisterous laughing in stairways and corridors;
- 1.14.1 Intentionally blocking doors and passageways.

1.14 Violation of laboratory rules

1.15 Unsanitary practices (littering, spitting, and urinating)

1.16 Irrelevant conduct in the chapel

1.17 **Refusal to be inspected.** The School has the right to inspect anywhere in the campus including main gate, dormitory, etc. Refusal to be inspected is therefore an offense.

1.18 Keeping of pets

1.19 Failure to report to SSO Office in three working days upon receipt of message slip.

SECTION 2 – CATEGORY B OFFENSES

Administrative sanction with a minimum of three (3) days of suspension but not more than ten (10) days suspension to maximum penalty of dismissal.

First Offense 3 day suspension with therapy and conference with parents

Second Offense 6 day suspension with therapy and conference with parents

Third Offense Dismissal

2.1 Multiple Various Minor Offenses

Four or more same type of offense and three or more various minor offense committed per semester

2.2 The possession, display or sale of pornographic materials in any media.

2.3 Possession, sale and use of firecrackers in the campus

2.4 Stealing, extorting or any attempt thereof; misappropriation of or failure to account for funds belonging to the Manila or any recognized organization;

2.5 Alcoholic beverages and Smoking-Related Violations

2.5.1 possession of alcoholic beverages and or/cigarettes including e-cigarettes and its paraphernalia;

2.5.2 posting of pictures/videos on social media possessing and/ or using alcoholic beverages and/or cigarettes including e-cigarettes and its paraphernalia.

2.5.3 delivery and sale of alcoholic beverages and/or cigarettes and its paraphernalia.

2.5.4 entering the campus under the influence of alcohol.

2.6 Any form of gambling and betting

2.7 Dishonesty

2.7.1. Cheating in any form

2.7.2. Forging signatures

2.7.3. Tampering, altering or falsifying credentials, documents, or records

2.7.4. Presenting altered and tampered forms

2.7.5. Plagiarism and other academic dishonesty

2.7.6. Illegal use of ID; usage of other student's ID (e.g. using of other student's RFID when entering the school campus).

2.9 Unauthorized Use of College Seal, letterhead, etc.

2.10 Stalking

Stalking or deliberately following/tailing a person for reasons known only to the stalker which behavior seriously alarms, intimidates, torments and terrorizes the person being followed.

2.11 Offensive Behavior

2.11.1 Using language and committing acts that are disrespectful and vulgar;

2.11.2 Indecent and scandalous acts, and;

2.11.3 Any form of immoral behavior in the campus which in any manner may tend to vex or offend other students, faculty members, patients and other employees of the school or hospital.

2.12 Physical Assault/ Fighting

Settling personal differences by physical assault such as fist fighting, karate, judo, taekwondo, arnis, or other acts involving violence either upon person/s or property whether inside or outside the college premises.

2.13 Vandalism

Intentionally damaging or destroying the property of students, college personnel and hospital workers; and intentionally damaging or destroying any property of the College and the hospital.

2.14 Slander and Libel

2.14.1 Malicious accusations against administrations, teachers, students, workers and patients of the hospital either by word or by letter, social media and other forms of media;

2.14.2 Making statements, either by word or by letter, with the purpose of defaming a person.

2.15 Computer Security Breach

Unlawful and unauthorized accessing to, intruding in and interfering with the privacy and confidentiality of computer data programs or systems of another student, faculty, college personnel or the MAC management.

2.16 Giving or offering a false testimony during a school investigation.

2.17 Social Network Offense

Posting of cryptic and malicious messages against the institution, its administrators, faculty, staff and students.

2.18 Any form of bullying

This refers to repeated verbal, physical, social or psychological behavior that is harmful and involves the misuse of power by an individual or group towards one or more persons. Bullying can involve humiliation, domination, intimidation, victimization and all forms of harassment including sex, race, disability, homosexuality or

transgender. Bullying actions though done once is not encouraged and may subject the bully and the bullied for counseling. Classifications are;

- 2.18.1 Verbal - name calling, testing, abuse put downs, sarcasm, insults and threats.
- 2.18.2 Physical - hitting, kicking, scratching, tripping, and spitting.
- 2.18.3 Social, ignoring, excluding, alienating, and making inappropriate gestures.
- 2.18.4 Psychological - spreading rumors, dirty looks, hiding or damaging possessions, malicious SMS and email messages, and inappropriate use of camera phones.
- 2.18.5 Cyber - usage of digital and electronic tools to shame, make another person sad, scared or angry.

2.19 Displaying contemptuous attitude during the discipline process

2.20 Physical Intimacies

This refers to the improper intimate relations with a person of the opposite sex, or even with the same sex, and includes the following acts:

- 2.20.1 Public display of affection
- 2.20.2 Person of the opposite sex riding together on a bicycle or motorcycles on a straddling position
- 2.20.3 Sitting, petting or necking;
- 2.20.4 Sitting or lying on another's lap;
- 2.20.5 Staying in the night alone with an intimate friend;
- 2.20.6 Frequent going together in isolated, dark or restricted places;
- 2.20.7 Other acts of indiscretion.

2.21 Unauthorized use of fire exits and improper use of turnstile.

2.22 Failure to comply with violation/s notification/s within three (3) school days without valid reason.

SECTION 3 – CATEGORY C OFFENSES

A student who has been proven to have committed these offenses shall forfeit his privilege to remain as a student of MAC. Administrative sanctions call for minimum penalty of voluntary withdrawal by the student or

dismissal

or expulsion from school. The following are the Category C Offenses:

Dismissal or Expulsion from School (Can be reduced to 1 year suspension depending on the gravity of offense.)

3.1 Immorality, Sexual Harassment and Pregnancy outside Marriage

- 3.1.1 Engaging in extramarital sex/premarital sex
- 3.1.1 Maintaining homosexual or lesbian relationships;
- 3.1.1 Having or maintaining a relationship with a married man or woman;
- 3.1.1 Engaging in any relationship not his or her spouse;
- 3.1.1 Being pregnant outside of marriage; and,
- 3.1.1 Sexually harassing schoolmates or any faculty and staff.

3.2 Deadly Weapons

- 3.2.1 Carrying, possessing, threatening with, or using deadly weapons such as bladed or non-bladed instruments or firearms
- 3.2.2 Possession of other instruments or explosives that may cause fatal or serious injury to persons, or damage to property.
- 3.2.3 Use of other objects that may cause harm, hurt or loss of lives.

3.3 Possession, delivery, use or sale of dangerous or prohibited drugs.

3.4 Involvement in Unauthorized Organizations

- 3.4.1 Membership in fraternities and organizations which run contrary to the values upheld by the school.
- 3.4.2 Recruiting students to become members of prescribed organizations under section C.4.a; and
- 3.4.3 Participating in hazing or other similar acts which in any form or manner prejudices or exposes the student to grave danger whether inside or outside the school premises.
- 3.4.4 Hooliganism includes forming or being a part of a gang which sows dissension, confusion, violence, or threat of violence, as means of advancing its interests which are against those prescribed in the school rules and regulations, and the laws of the Land.
- 3.4.5 Actively participating and supporting activities of an unrecognized organization as shown in social media.

3.5 Commission of at least two offenses falling under category B in the entire period of stay.

3.6 Threatening and/or assaulting any member of the college or hospital personnel whether inside or outside the school premises.

3.7 Strikes and Boycotts/Demonstrations

3.7.1 Participating in violent activities, demonstrations, strikes or boycotts;

3.7.2 Obstructing, disturbing or stopping classes and other school activities.

3.8 Illegal or Unauthorized Production of University Materials

This include illegal reproduction of ID's, gate passes, and receipts.

3.9 Commission of any crimes or offenses which are punishable under the Revised Penal Code of the Philippines and other pertinent laws of the land.

ARTICLE III

GROUNDNS FOR NON-READMISSION

Students have the right to be enrolled for the entire duration of their courses, however, their readmission may be legally denied under the following circumstances:

1. In case of academic deficiency (120 SCRA 370);
2. Violation of rules and regulations (sec 74 MRPS);
3. Closure of a program or course of study by the school or the closure of the school itself (178 SCRA 493);
4. Failure to meet financial obligations (par. 119 MIPS, 1960);
5. Membership in fraternities/sororities (CHED Memo No. 97, Aug. 22, 1995)

ARTICLE IV

GUIDELINES ON THE REGISTRATION/ACCREDITATION OF STUDENT ORGANIZATION

SECTION 1

Every student shall have the right to form or join campus organizations for purposes not contrary to law and school policies.

SECTION 2

It shall be the duty of the Director of Student Services, through the Commission on Accreditation, to screen, evaluate and recognize student organization/s applying for (re) accreditation.

SECTION 3

The Supreme Student Government, by virtue of the Student Organization Constitution which created it, shall be recognized as a legitimate student campus organization.

SECTION 4

The College publications such as the Traces and the Semblance (Year-book) are institutionalized by virtue of their importance in the delivery of student services.

SECTION 5

All other campus clubs or organizations shall seek or renew accreditation every school year.

SECTION 6

Recognition conferred may take any of the following:

6.1. Probationary Accreditation

For new applicants and existing organizations which fail to meet the minimum criteria set by the Committee or Recognition.

6.2. Full Accreditation

For student organizations which have satisfactorily met the criteria set by the Commission on Accreditation.

SECTION 7

The Commission on Accreditation is composed of the following:

- 7.1 Guidance Office representative
- 7.2 College chaplain as chairman
- 7.3 Advisers of Supreme Student Government
- 7.4 Athletic director
- 7.5 Vice-Presidents, Supreme Student Government

SECTION 8

During the pre-screening of the college organizations/clubs, the Art and Entertainment Committee shall be invited.

SECTION 9

- 9.1 Any campus club or organization seeking accreditation shall submit the following requirements:
 - 9.1.1 Formal letter of application addressed to the Commission on Accreditation
 - 9.1.2 Endorsement by a College faculty who will serve as adviser
 - 9.1.3 Constitution and By-laws
 - 9.1.4 Calendar of activities for the 1st semester of the next school year
 - 9.1.5 List of officers (and their contact numbers) and members (minimum membership)
 - 9.1.6 The required number of members is twenty five (25)
 - 9.1.7 Official name and logo of the organization
- 9.2 For campus organizations/clubs seeking re-accreditations, the following are the additional requirements:
 - 9.2.1 Three (3) copies of Accomplished Activity Summary Sheet (see Appendix C-8) of the current school year, 1st and 2nd semesters
 - 9.2.2 Certificate of clearance from College treasurer

SECTION 10

Any student organization seeking (re) accreditation must submit to the Commission the above mentioned requirements on or before the date to be determined by the Chair of the Committee.

SECTION 11

Club activities shall be evaluated according to the following aspects:

- 11.1 Members' Personal Development. A club exists primarily to enhance and develop its members socially as well as to train them for leadership.
- 11.2 Community Outreach Component. The MAC student organization should exhibit deep concern for others especially for the less privileged. Sustainable and worthwhile outreach programs should be designed and executed. A program which reflects and shares and skills as well as the charisma of the organization is highly encouraged.
- 11.3 Support to School Activities Component. Any campus organization is part of the animated MACian family campus organizations and may be asked by the administration and/or the Supreme Student Government to spearhead an activity, or assist in the implementation of a program, or simply participate in the meaningful celebration of institutional events.
- 11.4 Observance of SSO Requirements and Policies. In the formation and implementation of the clubs' activities, this criterion must be included as an important component of MAC student organization. Adherence to the policies provided in this Implementing Rules, the procedures and policies of the Student Services Office, attendance to meetings, submission of reports and requirements, and other similar norms must be observed.
- 11.5 Spiritual Component. A student organization must be Bible- based and Christ-centered. This is an important criterion in the sense that the MAC is an Adventist institution. Hence, student organizations must anchor their existence and programs on the teachings of God through the SDA doctrines and practices.

APPENDICES

A. CAMPUS DIRECTORY

VPAA (Dr. Wealthy Estrada)	693
VPAA Secretary	280
Student Services (SSO)	656
Community Extension Services (CES)	661
Chaplaincy Office	717
School of Allied Health (SAH)	680
School of Business (SOB)	688
School Youth Center	673
Computer Room	742
School of Nursing (SON) Dean	517
School of Nursing (SON) Secretary	290
Finance/ Accounting	602
General Education	727
Guard (MAC Gate)	729
Guidance Office	281
HRMD (RRamos)	743
College Advancement	726
PT Department	157
RadTech Department	284
Admissions & Records	282
Research Center	702
Pharmacy Department	714
MLS Department	715
Library	508

B. EMERGENCY NOS.

Makati Fire Station	8185150/ 8162533
Malate Fire Station	5280624
Pasay Fire Station	8442120/ 8448719

C. CONTRACT

STUDENT CONTRACT

REPUBLIC OF THE PHILIPPINES

CITY OF PASAY

That I, _____ years old, born on _____, am an applicant for admission to Manila Adventist College and in consideration of the admission herein applied for, I voluntarily willfully, and knowingly hold myself bound by, committed to, the observance in good faith of the following stipulations and covenants to WIT:

1. That my acceptance is more of privilege than a right, which means that my acceptance and retention as a bonafide student depends upon y observance in good faith of all the agreement in this contract and of the duly promulgated Rules and Regulations that govern the religious, moral, social, and academic conduct and behavior of students of MAC;

2. That I will thoroughly read and familiarize myself with the existing rules and regulations stipulated in MAC Student Handbook that govern the religious, moral, social and academic conduct and behavior of students of MAC and hold myself unconditionally and without any reservations bound and obligated by such Rules and Regulations that may hereinafter be duly promulgated;

3. That I will be prompt, as well as cheerful in my personal disposition, be appropriate in my attire and bearing, in meeting and keeping all my religious, social academic, clinical and professional appointments. Knowing that MAC is an educational institution operated by the Seventh-day Adventist Church, I hereby obligated myself to be faithful in attending all religious activities of the school including social, cultural, and extra-curricular activities;

4. That should I be unable to continue with my studies by reason of accident, illness or other justifiable causes and on written recommendation of the physician, or by parents or guardian, I will immediately notify in writing the Vice President for Academics and Administration of MAC of such inability on my part. Failure to comply with this requirement, coupled with my subsequent nonattendance in the activities of the college constitutes authorization to the concerned Administrators of the college to terminate

my retention in the Manila Adventist College;

5. That should I be found guilty after due process of violating or infracting any of the Standards and Policies of the College as the same are implemented among students of MAC thoroughly duly promulgated Rules and Regulations and the code of student conduct in the Student Handbook, I will withdraw from the college voluntarily and failure on my part to do so shall constitute unconditional recognition by me of the authority of the college to terminate my status as student of MAC;

6. That I should maintain satisfactory grades in all subjects enrolled. That I will automatically withdraw from MAC in case I fail majority of my subjects in two (2) consecutive semesters. Failure on my part to withdraw shall constitute unconditional recognition by me of the authority of the college to terminate my status as student of MAC;

7. That I authorize the college to immediately notify my parents, guardian, financial sponsor, or scholarship grant administrator, should I fail in my studies, or should I fail to live up to any of my academic duties, undertakings, or obligations under and by virtue of this student contract;

8. That I understand my acceptance to MAC does not guarantee continuity of my status as a regular student, and understand that my retention as a bonafide student is dependent of the outcome of the evaluation of my academic performance at the end of every semester, so that in case of negative or unfavorable evaluation for two (2) consecutive semesters, I will voluntarily withdraw from the College or Department I am affiliated and take other program or course offered at MAC that suit my capabilities, otherwise transfer to other school;

9. That I will pay upon enrollment, half (50%) of my total school fees, as initial payment for the semester study, followed by 20% for Prelim and Mid-Term exam Periods, and the remaining 10% for the Final Period. I give to the college the prerogative to implement this financial policy as part of its program and operation;

10. That should I decide to withdraw, the school has the sole discretion over financial refund that I may be entitled to recover from the total amount that I have paid thus far according to the financial policies of MAC;

11. That during my academic stay at MAC, I will not join and or be actively involved in any way, if already affiliated, any existing and known sororities and fraternities as to its promotion, recruitment, initiation, and all

other related

programs and activities of such organization. That I will not any way hold the college liable for any ill effects, injury, hospitalization, and legal impediments that may arise due to my own violation of this contract, I will voluntarily withdraw from MAC. Failure on my part to withdraw shall constitute unconditional recognition by me of the authority of the college to terminate my status as a student of MAC;

12. That on or before second week of the regular classes, I will submit the original copy of the Student Contract to the Director of Student Services Office or to the representative of the same. Failure on my part to comply shall constitute authorization to the concerned Administrators of the college to deny me of my admission.

IN WITNESS WHEREOF, I have affixed my signature this ___day of ____, of the year ____, at _____, Philippines.

Student's signature over printed name

Parent's/Guardian's signature over printed name

Director of Student Services

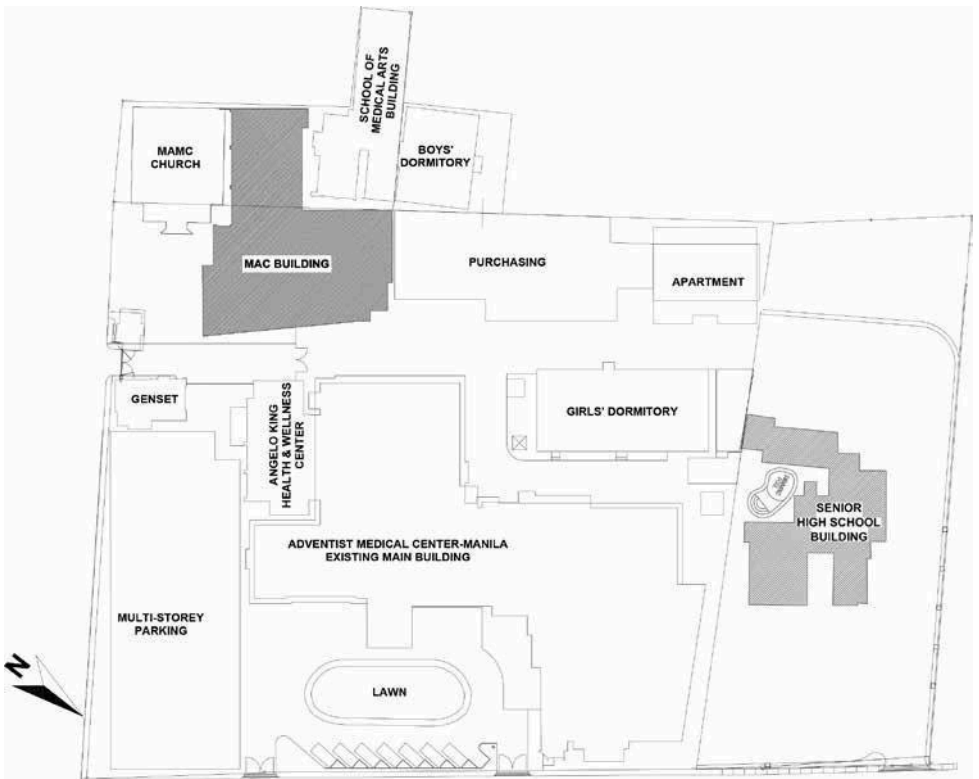
Note: Submit original copy of this contract to the Office of the Student

Services Office and retain a copy of the same for the student's personal file.

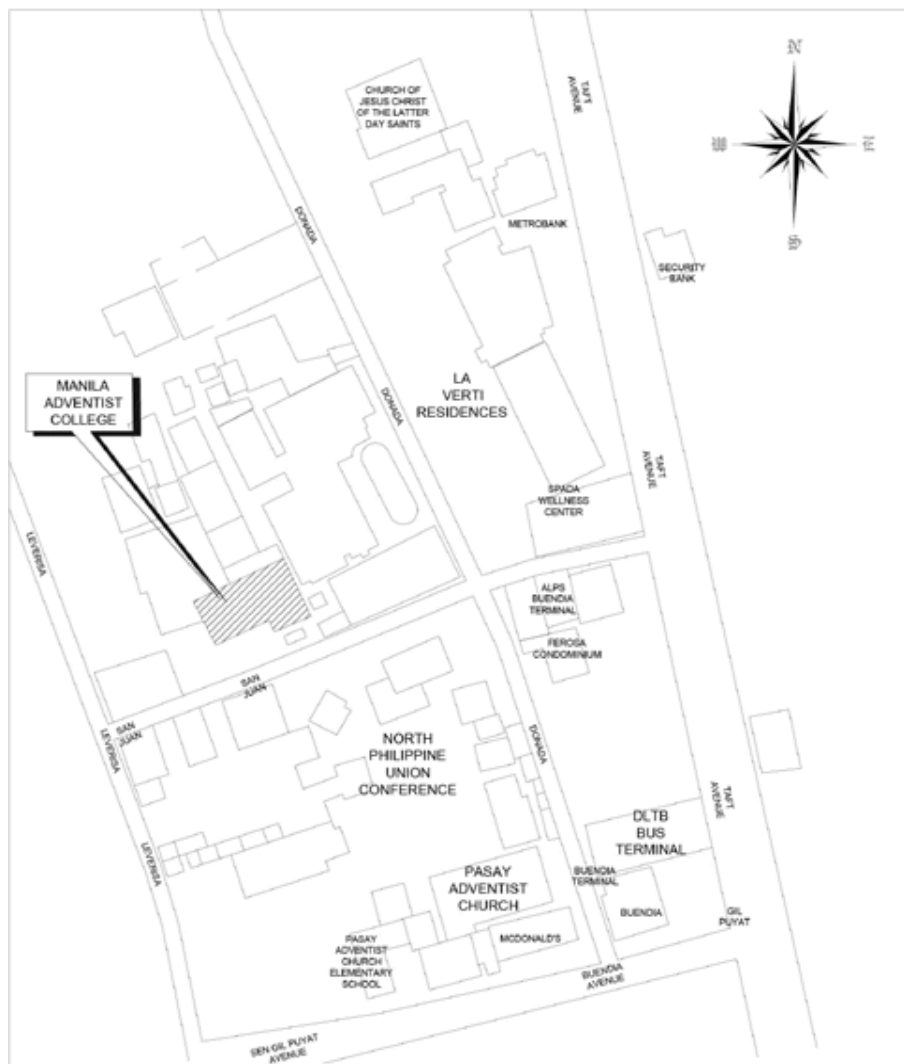
D. VICINITY



PERSPECTIVE



VICINITY MAP



MANILA ADVENTIST COLLEGE LOCATION MAP

SCALE: NTS

E. PRESCRIBED UNIFORM

1. General Education

a. Female

- (1.) Blouse- light green twill long sleeves, with an embroidered logo on collar and a scarf.
- (2.) Skirt- Pleated dark green wool.
- (3.) Foot socks- Skin tone or black.
- (4.) Shoes- Black flat or low heeled (maximum of 1" heels)



b. Male

- (1.) Short sleeves with logo on collar.
- (2.) Undershirt- May wear V-necked T-shirt or camisoles in plain white color.
- (3.) Pants- Dark green wool slacks
- (4.) Socks- Black dress socks.
- (5.) Shoes- Black dress shoes.



c. P.E Uniform

Prescribe P.E T-shirt with logo, prescribed green P.E shorts and rubber shoes as prescribed by the General Education.

2. General Rule:

- a. Wearing of I.D attached to the prescribed MAC ID lace completes the wearing of prescribed uniform.
- b. Non-wearing of complete uniform inhibits student from entering school campus.
 - (1.) In case of unavoidable circumstances, a student may secure an excuse slip, which will be subject for SSO's / Behavior Formation Officer's approval. Reasonable accommodation may be given for first timerequests.
 - (2). Students who will have to attend to some task requirements inside the school premises but without class schedule must show the Registration card/ enrollment card to the guard on duty.
 - (3). All exceptions to school uniform must be subject to SSO's approval.
- c. All faculties are encouraged to ensure that the policy is enforced in consistent manner.
- d. Disciplinary action shall be taken for violation of school uniform in accordance with the Student Handbook.

F. BASIC SAFETY MEASURES

GENERAL SAFETY RULES

- You should always be alert and aware of your surroundings. Be sure to observe and pay attention to where you are and who is around you.
- Avoid isolated, dark, or unknown areas and vary both your pattern and route. Avoid walking or jogging alone, especially at night, unless absolutely necessary.
- If you feel that you are being followed, precautions include crossing

the street, locating an emergency phone, or entering store or place

of business even if you have just left it. If there isn't one, keep moving.

- Vary your pace, change directions, and go to a well-lit area. Always remember, if you ever feel like you're in danger, please don't hesitate to call the police by dialing Pasay Police 8318070.

IN CASE OF FIRE

If you become aware of a fire or hear a fire alarm, the first priority is getting out safely. Once clear of the building and in a safe location, call Pasay Fire Station 8442120 to report the emergency.

- Take ALL fire alarms seriously and leave the building immediately. Do not stop.
- Feel door handles. If they are warm, do not open them. Find another way out of your room. If you can't get out, signal for help.
- Close doors behind you.
- Stay low when there is smoke, where the air is cleaner and cooler.
- Always use closest exit or stairway; never use elevators.
- If the alarm is in your way out, pull it!
- Once outside, do not go back in!
- If your clothes are on fire, stop, drop and roll.
- Quickly cool any burns with water and seek medical attention.

IN CASE OF EARTHQUAKE

- Stay indoors until the shaking stops and you're sure it's safe to exit.
- Stay away from bookcases or furniture that can fall on you.
- Stay away from windows. In a high-rise building, expect the fire alarms and sprinkles to go off during a quake.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot way from building trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to clear place. Stay in the car until the shaking stops.

BEFORE THE FLOOD

- Find out how often your location is likely to be flooded.
- Know the flood warning system in your community and be sure your family knows it.

- Keep informed of daily weather information.
- Designate an evacuation area for the family and livestock.
- Assign family members instructions and responsibilities according to an evacuation plan.
- Keep a stock food which requires little cooking and refrigeration; electric power may be interrupted.
- Keep a transistorized radio and flashlight with spare batteries, emergency cooking equipment candles, matches and first aid kit handy in case of emergency.
- Store supplies and other household effects above expected flood water level.
- Securely anchor weak dwellings.

WHEN WARNED OF FLOOD

- Watch for rapidly rising flood waters.
- Listen to your radio for emergency instructions.
- If you find it necessary to evacuate, move to a safe area before access is cut off by flood waters.
- Store drinking water in containers, water service may be interrupted.
- Move household belongings to upper levels.
- Give livestock to higher ground.
- Turn off electricity at the main switch in the building before evacuating and also lock your house.

DURING THE FLOOD

- Avoid areas subject to sudden flooding.
- Do not attempt to cross rivers of flowing streams when water is above the knee.
- Beware of water-covered roads and bridges.
- Avoid unnecessary exposure to the elements.
- Do not go swimming or boating in swollen rivers.
- Eat only well-cooked food. Protect leftovers against contamination. Drink clean or preferably boiled water ONLY.

AFTER THE FLOOD

- Re-enter the dwellings with caution using flashlights, not lantern or torchers. Flammables may be inside.
- Be alert for the hazards like broken wires.

- Do not eat food and drink water until they have been checked for flood water contamination.
- Report broken utility lines (electricity, water, gas and telephone) to appropriate agencies authorities.
- Do not turn on the main switch or use appliances and other equipment until they have been checked by a competent electrician.
- Consult health authorities for immunization requirements.
- Do not go in disaster areas. Your presence might hamper rescue and other emergency operations.
- Flood is aggravated by factors resulting from the carelessness and indifference of people usually before floods occur.

SEXUAL ASSAULT PREVENTION

- Be alert. Don't assume that you are always safe. Think about your safety everywhere. Your best protection is avoiding dangerous situations.
- Trust your instincts. If you feel uncomfortable in any situation, leave.
- Always walk in well-lit areas.
- Walk confidently at a steady pace on the side of the street facing traffic.
- Walk close to the curb. Avoid doorways, bushes and alleys.
- Wear clothes and shoes that allow freedom of movement.
- Never give the impression that you are home alone if strangers telephone or come to the door.
- If a stranger asks to use your phone, have him wait outside while you make the call.
- If you come home and find a door or window open signs of forced entry, don't go in. Go to the nearest phone and call Post 1 or the local law enforcement authorities.

WHAT TO DO WHEN SOMEBODY WANTS TO COMMIT SUICIDE:

1. Talk to the person.
2. Do not leave the person alone.
3. Call for a help (Home Deans, Guidance Counselor, School Chaplain).
4. Remove any lethal weapons like gun, knives, and other things that he/ she can use like drugs, pills etc.
5. Offer help and support.

