NATIONAL UNIVERSITY

STUDENT HANDBOOK

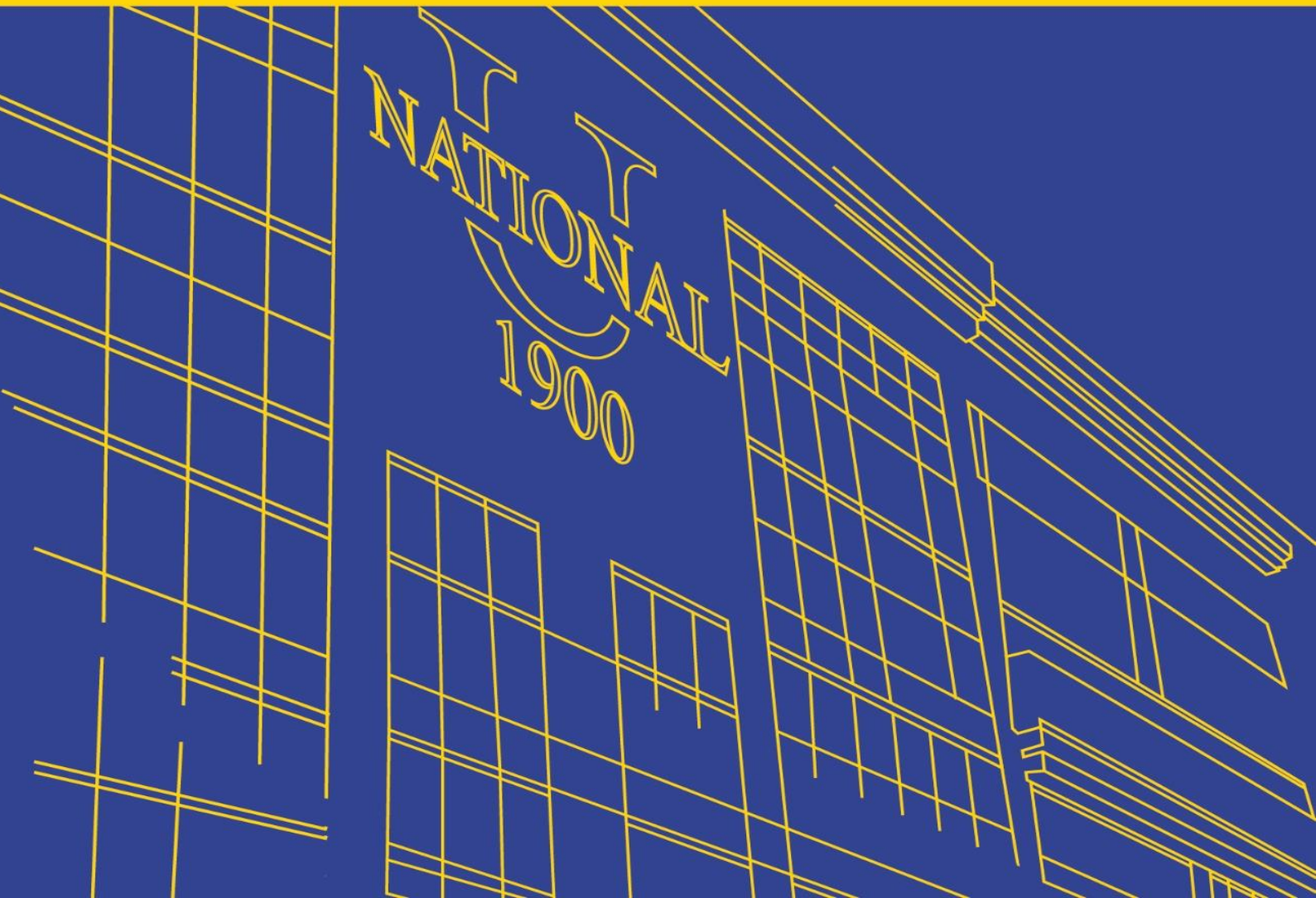


Table of Contents

MESSAGE FROM THE PRESIDENT

Dear Nationalians,

Welcome to National University!

The 2022 National University Student Handbook serves as the guide to everyday life as a National U student. It contains updated information such as academic policies, student privileges, and processes consistent with the shift from the semestral to the trimestral system beginning in June 2018.

The regulations that appear in this Handbook apply to all students who are enrolled in the different colleges of the University and who, upon admission, agree to abide by these same regulations and conduct themselves to maintain discipline, uphold the good order of the school, preserve the good name of the University, and actualize its Vision and Mission Statements.

A student's admission to the university is a privilege and not a right. The University, therefore, has the right and authority to choose the persons or individuals that may be admitted as students at the University.

Aside from the norms contained in this handbook, bulletin board postings, electronic announcements, and published announcements are the usual channels by which the University Administration informs the student body of official business.

The administrative authority of the university is vested in the President of the institution. The continued attendance of any student at National University subjects him/ her to this authority, conforming to the spirit of the ongoing policies set by the academic community.

As members of the National University community, every student is expected to familiarize themselves and be guided by the contents of this handbook.

The 2022 Student Handbook was reviewed and approved by the multisectoral Student Handbook Committee and shall take effect beginning in Academic Year 2022-2023 unless otherwise amended or revoked.

Thank you.

RENATO CARLOS H. ERMITA, JR. PhD
President/CEO

PRIVACY STATEMENT

We, at National University, are committed to protecting your personal information under the provisions of the Data Privacy Act of 2012 (RA No. 10173). We assure you that National University holds all your personal information in the strictest confidentiality while allowing us to provide the academic and other related services you need.

Collection of Your Personal Information

The personal information you provide including, but not limited to, your name, home address, contact information, birthdate, status, gender, and personally identifiable information is necessary for your application, enrollment, and other transactions with the University. Likewise, the information generated as you study at the University, such as grades, health information, financial information, and others, is also treated with utmost privacy. The bulk of your academic records is submitted to the Commission on Higher Education as required.

Use of Your Personal Information

Our primary purpose in collecting information is to provide you with efficient academic and support services. Your personal information will be used only for the fulfillment of the services that the National University provides, promotional purposes, internal processes, and for legal compliance like those mandated by the Commission on Higher Education.

Sharing your Personal Information

National University does not and will not sell or rent your personal information. We will not intentionally share or release your personal information other than to you, National University, your authorized representatives (including parents/guardians), and our employees or partners unless required by law or a valid legal process. Our partners may not use your personal information for any purpose other than in performing their functions about or on behalf of the National University. We take steps to ensure that they are bound by confidentiality obligations in the protection of your personal information.

Accessing or Updating Your Personal Information

As stipulated in the Data Privacy Act of 2012, you have the right to access and update your personal information, subject to exceptions allowed by law. You can review and update any information you have submitted by emailing us at dpo@national-u.edu.ph. The office concerned with safekeeping your information will be happy to assist you in updating your information. To learn more about our Data Privacy Policies, please visit privacy.national-u.edu.ph.

HISTORY

A young man, barely 23 years old, had a vision of inculcating among the youth the qualities of competence and leadership, high moral and spiritual values and development of each individual into a total person. These would be acquired through an educational process guided by the philosophy of Dynamic Filipinism.

> This philosophy has as its guiding tenets, the internalizing all that is good in the Filipino people: warmth, hospitality, innovativeness, and a high emotional quotient that has made Filipinos renowned in service oriented industries."

This young man, Don Mariano Fortunato Jhocson , guided by this vision , founded Colegio Filipino, now NATIONAL UNIVERSITY in August 01, 1900, in Quiapo, City of Manila. It was the first non – sectarian and co – educational institution then. There were only a handful of students at that time in the fledgling School, and they were in the elementary and secondary (High School) levels. Don Mariano, in order to help the school grow, was teacher, director and janitor rolled into one.

In a short span of 5 years, he offered courses in Business – bookkeeping and accounting, convinced that thus armed, his students would be financially secure and respectable after graduation. This led to the changing of the name to Colegio Mercantil, awarding the diploma of Perito Mercantil. A short time later, the Philippine Law School was opened with the collaboration of the Lacson brothers. Don Mariano saw the dire need for training the youth for leadership and responsibility. He firmly believed that the discipline of Law would turn out men and women who would eventually be advocates for Philippine self-government.

In 1916, the Board of Trustees changed the name from Colegio Mercantil to National Academy. The growth of the Academy was continuous, and added Liberal Arts which became the gateway to other disciplines that followed.

After 21 years of educational service, on January 17, 1921, the Board of Trustees applied for and secured permission from the Department of Public Instruction to change the name of the National Academy to NATIONAL UNIVERSITY. On that same day, the University also installed Senator Camilo Osias, one of the most respected and outstanding Filipino educators as President of the University.

Thereafter, the Colleges of Education and Commerce were opened in the same year. During the following years, the Colleges of Pharmacy and Dentistry were opened in 1922. The College of Engineering, offering initially Civil Engineering opened in 1925 and the Normal School in 1930. Sanitary Engineering was initially offered in 1930.

From July 1945, its facilities have since continuously expanded and the following disciplines were added – Bachelor degrees in Chemical, Electrical, Industrial, Mechanical Engineering and Architecture and Arts. Master in Sanitary Engineering was also organized.

Responding to the needs of industry and modern technology, the University started offering the following courses: Computer Science in 1990, Marine Engineering and in 1994 Computer Engineering and Electronics and Communications Engineering. College of Nursing was offered in 2004, Hotel and Restaurant Management in 2008 and Information Technology in 2009.

On January 01, 1998, a disastrous fire razed four buildings of the University – the Main Building, Law and Commerce Building, Elementary Building and the Graduate School Building. The University was able to re-open its doors after three weeks of unrelenting restoration work.

In the last quarter of the year 2008, the SM Group of Companies acquired majority ownership of the National University. The all-out support of the SM Group strengthened the university as a higher

institution with the building of new infrastructure, improved and upgraded laboratories all of which are focused on academic excellence.

Today, the University is engaged in a continuous modernization and upgrading program for its facilities, faculty, and sports development. Our new University infrastructure is an 8-storey modern design building with two units of escalators and four units of elevators.

NATIONAL UNIVERSITY is a founding member of the University Athletic Association of the Philippines (UAAP) and is a pioneer of the Philippine Association of Colleges and Universities (PACU). Its international affiliations and memberships include the Association of Southeast Asia Higher Institutions of Learning (ASAIHL) and the International Association of Universities (IAU).

VISION AND MISSION STATEMENTS

Vision

We are National University, a dynamic private institution committed to nation-building, recognized internationally in education and research.

Mission

Guided by the core values and characterized by our cultural heritage of Dynamic Filipinism, National University is committed to providing relevant, innovative, and accessible quality education and other development programs.

We are committed to our:

STUDENTS, by molding them into life-long learners, ethical, spiritual citizens, and self-directed agents of change.

FACULTY and EMPLOYEES, by enhancing their competencies, stimulating their passion, cultivating their commitment, and providing a just and fulfilling work environment.

ALUMNI, by strengthening their sense of pride through engagement, loyalty, and love for their alma mater.

INDUSTRY PARTNERS and EMPLOYERS, through active collaborations by providing them Nationalians who will contribute to their growth and development.

COMMUNITY, by contributing to the improvement of life's conditions and well-being of its members.

Dynamic Filipinism

Dynamic Filipinism is internalizing all that is best in the Filipino, with the time-honored values and deep spirituality stamped upon our education for Philippine citizenship that is compatible with global progress, kinship, and universal culture guided by intense nationalism, democracy, and evolving internationalism.

CORE VALUES

The University is a community of men and women dedicated to the task of molding Filipino leaders with spiritual, cultural, and moral values through the delivery of quality education. Each student contributes to this noble mission and supports the successful pursuit of all institutional goals.

The University commits its highest regard for human dignity. It is fair in dealing with students and looks after their well-being. Thus, the University expects students to be efficient and effective as manifested through its core values. A Nationalian possesses the core values as described below:

Integrity
This is a reflection of who and what we are as individuals. We are honest, we are fair, we are just, and we will do right by anybody at all times.

Compassion
This shows how much we value people. We can feel what they feel, and we can treat each one with care and understanding regardless of any situation.

Innovation
We continuously introduce creative change in something established not for the sake of change itself, but with the purpose of constantly improving and being responsive to the times.

Resilience
An evidence of the strength of our character. We are not easily discouraged by trials and tribulations, but we know how to roll with the punches and spring back into action.

Patriotism
Nationalism is rightfully at the center of our institution and community. We display undying and devoted love for our country and everything that it stands for.

NU GRADUATE ATTRIBUTES INTENDED FOR NATIONALIANS (NU GAINs)

These refer to high-level, inter-disciplinary qualities, skills, and understandings that a Nationalian graduate is expected to develop because of the learnings and total NU experiences they engaged with while at National University.

ALIGNMENT MATRIX OF REVISED AND PROPOSED GRADUATE ATTRIBITES INTENDED FOR NATIONALIANS (GAINs)

		REVISED GRADUATE ATTRIBUTES INTENDED FOR NATIONALIANS as of May 3, 2021				
		Conscientious and Reflective Leader	Significant Contributor towards Social Transformation	Possessing an Entrepreneurial Mindset	Knowledge Creator	Competent Communicator and Collaborator
PROPOSED GRADUATE ATTRIBUTES INTENDED FOR	Leadership and Teamwork	✓				✓
	Responsible Citizenship		✓			
	Innovative, Creative, and Critical Thinking			✓		
	Academic and Professional Competence				✓	
	Effective Communication					✓
	Whole-person Character					
	Life and Career Skills Orientation					
	Technological Literacy					

DEFINITION OF TERMS:

- **Leadership and Teamwork:**
  - **Leadership** is characterized by having the ability to manage, guide, inspire, provide direction, delegate tasks to a team and bring them to efficiently work together towards common goals, as well as having the ability to hear different ideas from the team, provide discipline as necessary, set expectations and goals with clear timelines, challenge, and nurture ideas, resolve conflicts within and among team members, with integrity and impartiality.

  - **Teamwork** refers to the ability to work together efficiently as a group, collaborate with others to achieve one goal, communicate to and with each other to improve work relationships, services, and achievement of objectives, regardless of the group's diversity and level of inclusivity.

- **Responsible Citizenship:**
  This refers to a Nationalian graduates' ability to abide by the law and order of the country to be able to exercise their rights and duties, protect and enjoy their privileges, and actively participating in community-oriented advocacies that are significant and relevant to nation-building

- **Innovative, Creative, and Critical Thinking:**
  - Being **Innovative** refers to being able to utilize innovative, original methods and resolutions to solving problems, having an entrepreneurial mindset and adequate resourcefulness, being enterprising enough to take calculated risks and address current and emerging needs of society.

  - Being **Creative** refers to having the ability to generate ideas, designs, systems, and processes, being original, having the imagination for solutions, having the curiosity for learning which results to positive impact in the lives of other people, and being original in tackling problems and seeking out opportunities for learning.

  - **Critical Thinking** refers to being able to objectively analyze and evaluate a situation, issue, or concepts to form and practice good judgment.

- **Academic and Professional Competence:**
  - **Academic Competence** is the multidimensional characteristic of a person that makes them efficient learners, giving them the confidence to participate in any learning environment and exchange ideas with others with adequate success.

  - **Professional Competence** refers to being able to demonstrate the foundational skills, specific knowledge, and capabilities or proficiencies that are particularly valued by professional associations, organizations and other agencies that are related to or associated to one's future career.

- **Effective Communication**
  This refers to the ability to express knowledge, information, ideas, opinions, and thoughts meaningfully, accurately, and appropriately in multicultural and multidisciplinary contexts in such a way that these are received and understood clearly and purposefully.

- **Whole-Person Character**
  This is characterized by having the ability to demonstrate the core values of National University – integrity, compassion, innovation, resilience, and patriotism – in the graduates' personal and professional lives.

- **Life and Career Skills Orientation**
  This refers to being a life-long learner, having the ability to engage in continuing personal and professional development, demonstrating the ability for self-introspection, and exemplifying adaptability, flexibility, productivity, and accountability in diverse life situations

- **Technological Literacy**
  This refers to having the proficiency in utilizing and maximizing available technological tools and techniques to increase productivityand efficiency.

QUALITY POLICY

Guided by the philosophy of Dynamic Filipinism, the National University has developed leaders since its establishment in 1900. It upholds high standards of educational services for the holistic development of lifelong learners.

The President and CEO, with the management team, shall formulate the quality policy of the National University. The quality policy supports the vision, mission, and the objectives of the University.

The management, faculty, and staff commit to continuously improving the efficiency of operational and management processes to meet ISO 9001 and applicable statutory, regulatory, and institutional requirements.

DATA PRIVACY POLICY
(For Applicants, Students, and Alumni)

Welcome to the National University. This Privacy Policy (also known as a Privacy Notice) tells you about our policy regarding the data that we collect, use, or otherwise process your personal data. If you are a parent/legal guardian of an applicant or student (current or former) who is a minor (below 18 years old), understand that this Policy refers to the personal data of your child/ward.

We, at National University (NU), are committed to protecting your personal information as prospective students, students, and alumni pursuant to the provisions of the Data Privacy Act (DPA) of 2012 (R.A. No. 10173). We assure you that NU holds all your personal information in the strictest confidentiality while allowing us to provide the academic and other related services you need. This document informs/explains the personal data that NU processes, how NU processes your data and for what purpose it is processed. This document shall inform you of our data protection in general and may serve as your guide in exercising your rights under the DPA.

All throughout this policy, we will be using the following terms:

- Data Subject - refers to an individual whose personal, sensitive personal, or privileged information is processed by NU. As for this policy, they are our students and applicants for admissions.

- Personal Information - refers to any information whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by NU as the entity holding the information or when put together with other information would directly and certainly identify the student(s) or applicant(s) for admissions; this may be used interchangeably with the term 'personal data'.

- Processing - refers to any operation or any set of operations performed upon personal information including, but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure, or destruction of data.

Information We Collect, Acquire, or Generate

We collect, acquire, or generate your personal data in many forms. They may consist of written records, photographic and video images, digital material, and even biometric records. Examples include:

a. Information you provide us during your application for admission. When you apply with us for admission, we collect, among others:

    1. Your personal and sensitive information such as:
        a. complete name
        b. date and place of birth
        c. civil status
        d. gender
        e. religion
        f. citizenship
        g. name of your parents or legal guardian
        h. photos

    2. Your contact information such as:

    a. physical address
    b. mobile and phone number
    c. email address

3. Your other personally identifiable information such as:
    a. family background
    b. educational background
    c. medical/health records and other related medical histories
    d. copies of passports for international students
    e. copies of student visa and alien certificate of registration (ACR) for international students

4. Any privileged information obtained during your interview and other necessary documents collected upon admissions such as:
    a. school achievements from previous schools
    b. scholarship grants
    c. good moral and honorable dismissal certifications
    d. birth certificate
    e. scholastic records

5. And any or all information obtained during entrance tests or admission examinations.

b. Information we collect or generate after enrollment and during your stay with the University. After you join the University, we may also collect additional information about you, including:

    1. Your academic or curricular undertakings, such as the classes you enroll in, scholastic performance, attendance record, etc.;
    2. Co-curricular matters you may engage in, such as service-learning, outreach activities, internship, or apprenticeship compliance;
    3. Your extra-curricular activities, such as membership in student organizations, leadership positions, and participation and attendance in seminars, competitions, programs, outreach activities, and study tours; and
    4. Any disciplinary incident that you may be involved in, including accompanying sanctions.
    5. There will also be times when we will acquire other forms of data like pictures or videos of activities you participate in, via official documentation of such activities, or through recordings from closed-circuit security television cameras installed within school premises.

c. Unsolicited Information. There may be instances when personal information is sent to or received by us even without our prior request. In such cases, we will determine if we can legitimately keep such information. If it is not related to any of our legitimate interests, we will immediately dispose of the information in a way that will safeguard your privacy. Otherwise, it will be treated in the same manner as the information you provide us.

Use of Your Personal Information

National University will only use your data to the extent that it is permitted by law and relevant to our legitimate purpose of being an academic institution. We may use your data for the purpose:

1. evaluating your eligibility for admissions to NU;
2. sending communication about your eligibility or application to NU;
3. processing or confirming any processes or requests on your behalf for all kinds of school documents;
4. generating your scholastic records required for your degree including the generation of directories of alumni;

5. maintaining your school records of academics, co-curricular, extra-curricular, and sports affiliations as a member of the University Athletics Association of the Philippines (UAAP) and other sports leagues;
6. recording, storing, and evaluating student work in both manual and digital formats, such as homework, seatwork, quizzes, long test, exams, term papers, theses, dissertations, culminating or integrating projects, research papers, reflection papers, essays, and presentations;
7. recording, processing, and maintaining all kinds of forms whether manually or electronically your academic records such as grades, class schedule, and other scholastic activities that may result in generating additional information that may identify you as a student of NU;
8. maintaining the National University Information System (NUIS);
9. processing your university-issued communication tools such as Office 365 services;
10. processing of any scholarship grants whether internal or external of NU;
11. investigating incidents that relate to student behavior and implementing disciplinary measures;
12. compiling and generating reports for statistical and research purposes;
13. providing services such as health, insurance, counseling, information technology, library, sports/recreation, transportation, safety, and security;
14. posting school achievements or official announcements to any forms such as school banners, bulletin boards, websites, and social media platforms;
15. sharing marketing and other promotional materials for the benefit of both the students and NU;
16. soliciting your participation in research and non-commercial surveys sanctioned by NU; and
17. adhering to any legal obligations that are required by the existing bylaws and policies of NU.

If we require your consent for any specific use of your data, we will collect it at the appropriate time. We will not subject your data to any automated decision-making process without your prior consent.

How We Share, Disclose or Transfer Your Information

National University does not and will not sell or rent your personal information. We will not intentionally share or release your personal information other than to you, NU, your authorized representatives (including parents/guardians), and our employees or partners unless required by law or a valid legal process. Our partners may not use your personal information for any purpose other than in performing their functions with or on behalf of the National University. We take steps to ensure that they are bound by confidentiality obligations in the protection of your personal information.

We may share with, disclose, or transfer your data to other organizations permitted by law or upon your requests and with adherence to our legitimate purpose of providing you with efficient academic and support services. We may share your data by means of:

1. posting of acceptance to the University, awarding of merit scholarship grants, class list, class schedules, online, on school bulletin boards, or other places within the campus;
2. sharing your information to your authorized representatives, parents/guardians with your consent, and if required by law or determined by NU on your behalf as necessary for your best interest, protect your interest or health, safety, and security, or that of others;
3. publishing your achievements, awards, and success related to your academic residency at NU both within the campus or online through different social media platforms including official school publications;
4. sharing information to donors, or funders for purposes of scholarship, grants, and other forms of assistance;
5. reporting and/or disclosure of your information to the NPC and other government agencies such as the Commission on Higher Education (CHED), TESDA, Bureau of Immigration, and Professional Regulation Commission (PRC) when required by law;
6. posting of NU Admission Test passers and other related services to the Admissions Office;
7. sharing of information with entities or organizations such as the University Athletic Association

of the Philippines (UAAP) and other sports bodies for determining eligibility in sports or academic competitions, as well as other similar events;
8. sharing of information involved in accreditation or ranking purposes done by the Philippine Association of Colleges and Universities Commission of Accreditation (PACUCOA), International Organization for Standardization (ISO), QS World University Rankings;
9. research or surveys done internally for academic purposes and advancement of NU;
10. complying with court orders, subpoenas, and/or other legal obligations;
11. sharing your academic accomplishments or honors and co-curricular or extra-curricular achievements with schools you graduated from or were previously enrolled in, upon their request;
12. promoting the school, events and activities, marketing and advertising materials such as newspapers ads, brochures, website articles, bulletin boards, and social media platforms;
13. live streaming of University events;
14. publishing of communications with journalistic content, such as news information in University publications, and social media sites; and
15. providing the official class list to our partners and external linkages such as SM Group of Companies, hospitals, and other similar organizations where our students are spending their internship programs, immersion, and other related academic services.

How We Store and Retain Your Information

National University treats your personal information with the utmost security and is handled with the strictest confidentiality. They are transmitted securely in different formats such as paper and electronic through NUIS and Office 365 services. Access to your data is limited to the authorized personnel of the National University including, but not limited to, teachers, staff, unit heads, and officers. Modification of your personal information is done through your legal requests.

Your data are retained securely by NU for as long as they serve the legal purpose to the function of NU as an educational institution such as historical and statistical purposes. When your personal information is no longer required, an official institutional procedure will be followed for its disposal.

Your Rights as Data Subject

In compliance with the DPA, we recognize your rights for your personal information as the data subject. If you want to add, update, delete, or any concern related to your data or matters concerning data privacy, please contact:

NU Data Protection Office
Email: dpo@national-u.edu.ph
Phone: (02) 8712-1900
Website: https://national-u.edu.ph/privacy/
Address: 551 MF Jhocson Street, Sampaloc, Manila 1008

Changing This Policy

We may, from time to time, make changes to this Policy. On such occasions, we will let you know through our website and, when permissible, other means of communication. Any modification is effective immediately upon posting on the website or uploading to NUIS.

SECTION I. MAIN DIRECTIVES

A. General Norms

1. All undergraduate students enrolled in National University are required to comply with the provisions of the Student Handbook. They should familiarize themselves with its content. Ignorance of any provision of the Student Handbook does not excuse any student from being sanctioned for non-compliance. Parents, as well as guardians, must also familiarize themselves with its content.

2. Subject to the duties and responsibilities corresponding to each right as well as the limitations provided for in the Student Handbook, and provided the exercise of a right does not infringe the right of others, National University recognizes the rights of students, more specifically the following:

    a. the right to express concern through dialogue on matters related to the quality of education they deserve;
    b. the right to express oneself provided it is exercised without malice or ill will; and
    c. the right to due process of law.

3. The University recognizes the hazards of smoking to health and declares the University premises as a cigarette (including electronic) and tobacco-free campus.

4. Guided by Republic Act No. 9165, also known as the "Comprehensive Dangerous Drugs Act of 2002," the University secures its campus and protects the physical and mental well-being of its students from the use of dangerous drugs. Under the rules and regulations as contained in this handbook and with notice to the parents, students shall undergo a drug testing procedure.

5. Students should be courteous towards all persons within or beyond the University premises and even during online classes or meetings.

6. All students should come prepared for each class.

7. All students in campus should properly observe the health and safety protocols prescribed by the Health and Safety Committee (HESACOM).

8. The University acknowledges the right of the student to equal access to available campus spaces. Benches and tables for students shall be accessible to all who wish to use them on a principle of right by physical presence. It is understood that students will occupy only the space they need. No permanent "reservation right" is acknowledged by the University.

9. Students are regarded as responsible individuals by the University from the time they are admitted. Consequently, it is the responsibility of students to keep their parents or guardians informed or updated on their academic standing, attendance, and the consequences of their failures and absences. Ignorance on the part of the parent or guardian of the academic standing of the student may not be imputed to the University.

10. All official businesses by a student with any office, unit, or department of the University, or with any administrative personnel, should be transacted in writing via email following the standard correspondence. The students' names, signatures, year level, and the course must be included. Oral arrangements or agreements have no merit.

11. Students' hairstyles must always be kept neat regardless of length; however, a college may require an appropriate hairstyle and hair length.

12. The University administrators, faculty, and staff including security personnel shall have the right and duty to approach any erring student to confiscate the school ID, refer the student to the Student Discipline Office for appropriate action, and to report any cases of violation.

13. It is the duty of the student to keep their things/belongings attended to at all times. The procedure for lost items can be seen under Section VIII Disciplines Office. The University shall not be held liable for the loss of such items.

B. Rules of Conduct

Each student at the University is always expected to act like a mature individual, whether on or off-campus, showing respect to proper authorities and fellow students for the good name of the University. To maintain an order necessary for the common good, and a campus conducive to the formation of Nationalians, students are expected to adhere to the following norms:

1. In dealing with all the members of the University community, students are expected to observe the usual norms of politeness, etiquette, and courtesy. Faculty members, administrators, or University staff, in their obligation to exercise the judgment of good parents, may call the attention of students who display unbecoming behavior on campus, online environment, or during officially sanctioned University activities outside the campus.

2. Students should follow the usual classroom policies and procedures as well as those preset by the teacher, provided these are communicated and accepted beforehand by the students. Any student who violates usual classroom policies and procedures will be reported to the Student Discipline Office. A student cannot be admitted back to class without a re-admission slip from the Student Discipline Office.

3. Students who disregard classroom policies repeatedly may be referred by the Student Discipline Office to the Guidance Services Office.

4. To help keep the peace and order of the campus, students should observe silence and proper decorum inside elevators, along corridors, the stairways, and other areas where classes or student activities are going on. Unbecoming behavior such as boisterous conduct, whistling, running, or any action that may disturb classes or student activities should be avoided.

5. Mobile phones and other electronic communication devices are to be switched off or kept in silent mode during class hours or official University activities, inside or outside the campus unless authorized by the attending teacher or responsible personnel.

6. Smoking, drinking alcoholic beverages, and playing cards inside school premises are strictly prohibited.

7. Racist, sexist, and unfavorable or unethical language is prohibited.

8. Areas exclusively used by men or women, marked accordingly as Ladies' and Men's Room, are off-limits to the opposite sex.

9. Healthy interaction with members of the opposite sex is encouraged by the University. However, acts or gestures that tend to offend other members of the community, including

public displays of physical intimacy, are not tolerated.

10. The University may allow recognized professional/technical organizations to use University facilities for business meetings and social, cultural, and recreational activities. However, the University also reserves the right to deny the use of such facilities to policy violators.

11. Recognized professional/technical organizations who invite guests from outside the campus (e.g., lecturers, speakers, and seminar participants) should submit a letter to the Office of Student Development and Activities indicating the purpose of the visit, the name of the campus visitors, and the expected time of their arrival. This will be forwarded to the Security on Duty for proper information. Guests should always be accorded appropriate courtesy.

12. Any report of a student exhibiting unbecoming behavior automatically brings about an inquiry by the Student Discipline Office.

13. Any student suspected of being a threat or danger to himself/herself and others due to psychological reasons must be referred to the Guidance Services Office.

14. Students are not allowed to participate in any outside activity, contest, play, band, orchestra, choir, conference, association, society, or group as representatives of the University or any recognized student organization without the written authorization of the Director of Student Development and Activities or the concerned College Dean. However, students have the discretion to participate in activities as individuals and not as representatives of the University.

15. Recognized organizations or students may make announcements and post notices about University-issued communication or approved student activities through allowed public communication channels.

16. Hazing and initiation activities that inflict bodily or psychological harm or demean an individual's dignity are not allowed. Such an act constitutes a major offense and is subject to the disciplinary sanctions listed in this handbook. The University is not responsible for the actions of students who, on their own, without regard for the existing law, and despite awareness of possible grave punitive sanctions, will engage in such activities, either actively or passively.

17. Organization of fraternities, sororities, varsitarians, and "samahan" are strictly prohibited. Students shall be asked to sign a Non-Fraternity Contract stating their discontinuance of membership during their stay at the University.

18. The University recognizes the value of being genuinely concerned for the environment. All members of the University are encouraged to observe practices that put this value into action.

C. Academic Integrity, Honesty, Preparation of Papers, and Other Works: Plagiarism Policy

1. All works submitted, such as homework, assignments, papers, examinations, and the like, are expected to be the student's own work. Students should always take great care to distinguish their own ideas and knowledge from information derived from sources. The term "sources" includes published primary and secondary material and information and opinions gained directly from other people. The responsibility for learning the proper forms of citations lies with the students. Quotations must be properly placed within quotation marks and must be completely acknowledged. The sources must be indicated whenever ideas or facts are derived from a student's reading and research.
2. Students reiterating or drawing on ideas or facts from another paper they are writing, or have

written, should properly cite that paper as the source.

3. A computer program written to satisfy a course requirement is like a paper that is expected to be the original work of the student submitting it. Copying a program from another student or any other source is a form of academic dishonesty, as is deriving a program substantially from the work of another.

4. Students' papers and other works are expected to be submitted in only one course. If the same or similar work is to be submitted in more than one course, the written permission of all instructors involved must be obtained.

D. Student ID

1. Upon enrollment, a student is issued an identification card (ID) with a computer-registered student number. Students should always wear their IDs with the official ID lace inside the school premises.

2. The ID is valid if the student is enrolled in the University.

3. Students should surrender their ID to authorities if requested by the latter.

4. Students who lost their IDs should follow the procedure below:

   a. Inform the attending security personnel about the loss of the ID and present their Certificate of Registration (COR) as proof of their enrollment. The attending security personnel shall record the case in the logbook.
   b. Secure an Affidavit of Loss and present a copy to the Student Discipline Office (DO) for verification.
   c. Request a temporary pass from the Student Discipline Officer.
   d. Pay for the ID replacement at the Credit and Collection Office.
   e. Present a copy of the Affidavit of Loss and the Official Receipt of payment for ID replacement to the Information Technology Resources Office (ITRO) for the processing and issuance of the new ID.

5. Students are liable for any false information in the ID, registration form, and other school documents. Any change in the students' information should immediately be reported in writing to the Registrar's Office. Requests for a change of address should carry the approval of the parent or guardian of the students. Any written communication sent by the school to the last recorded address of the students shall be considered delivered even if returned.

6. Students who forget to bring their school ID will have to go through the following procedure:

   a. Inform the attending security personnel and present the Certificate of Registration as proof of enrollment. The attending security personnel shall record the student's name, program, and year level in the security logbook.
   b. Request for a temporary pass from the Student Discipline Officer. The DO issues a Violation Slip to students who forget their IDs within the same term twice. A third violation of the same nature is considered a Major Offense and shall be dealt with according to the provisions of Section VIII Student Discipline.

E. Uniform Policy

Students are required to wear the prescribed uniform when coming inside the school premises from Mondays through Fridays and during official University activities outside the campus unless specific

instructions are given. The course pin must always be worn with the school uniform. Please refer to Section VIII for visual reference.

Prescribed Uniform shall consist of: (except for the College of Allied Health and the College of Tourism and Hospitality Management)

For Male Students:

1. Navy blue slacks/pants
2. Light blue polo with National University logo
3. Black leather shoes

For Female Students:

1. Navy blue slacks or skirt
2. Light blue blouse with National University logo
3. Black leather shoes

Students need to be in their prescribed school uniform even during school days when they have classes in Physical Education (PE) and/or NSTP. With this said, students shall wear their PE uniform and NSTP uniform only during their classes in the respective courses.

In case the student does not have classes but needs to enter the school premises due to meetings, or any other school-related activities, a letter must be given to the Student Discipline Office ahead of time, stating the reason for his/her entry without wearing the school uniform.

Students shall be allowed to enter the school premises wearing their PE uniform and/or NSTP uniform if:

1. Their only classes for the day are Physical Education and/or NSTP; or
2. Their first class for the day is either of the two aforementioned courses. However, they shall be required to change to their prescribed uniform immediately after for their succeeding classes.

Wednesdays and Saturdays are washdays. The prescribed uniform is not required unless specific instructions are given by the College Dean. During washdays, the following are not allowed:

1. Shorts, torn or worn-out jeans and ripped jeans
2. Sleeveless and haltered tops, spaghetti straps, razor back, tube, backless upper garment
3. Blouses and dresses with plunging neckline
4. Midriffs, hanging blouses, off shoulder blouses and dresses
5. Miniskirts (more than 2 inches above the knee)
6. Rubber slippers and worn-out shoes
7. Body hugging blouses and tight-fitting skirts and pants
8. Revealing see-through attires
9. Jogging pants
10. Cross-dressing

Non-compliance in wearing the prescribed uniform is considered a Major Offense on its third occurrence as defined in Section XVIII Student Discipline unless the student secures a written permit from the Student Discipline Office.

Management may prescribe a specific uniform policy when necessary.

F. Suspension of Classes

1. The University follows the Commission on Higher Education (CHED) memorandum CMO No. 19, Series of 2005, “Revised Guidelines on the Suspension of Classes in the Tertiary Level on the Occasion of Typhoon/Storms, Earthquakes, Floods, Fires and Other Natural and/or Man-Caused Calamities.” Class suspensions are usually announced through radio, television, and social media. (See Appendix IIII)

2. In cases of inclement weather, the following are observed:

    a. Classes are suspended when the local government or the University President declares suspension due to heavy rains and flooding even in the absence of typhoons.
    b. For Typhoons with Signal No. 1 and 2, classes shall continue unless an announcement is made by the local government or the University President.

3. For Typhoon Signal No. 3 or 4, classes at all levels are automatically suspended. The campus shall be closed, and all activities are suspended.

SECTION II. ACADEMIC POLICY ON NU FLEXIBLE LEARNING EXPERIENCE

A. What is NU FLEx

This is the new academic normal for National University. FLEx adopts innovative instructional strategies and educational technologies such as Microsoft Teams and other Office365 apps to deliver the curriculum.

FLEx offers three (3) approaches to providing instruction meant to address the unique needs, learning pace, and resources of each student: Face-to-Face (F2F), Remote Asynchronous/Synchronous Learning (RASL), and HyBlend Learning (HBL).

- **Face to Face (F2F) -** The students and teachers must be physically present in the classroom. F2F requires students to be active listeners and participate in the learning environment. This promotes an open exchange of ideas and face-to-face interaction between the students and the teachers. A course designed to be delivered in a mode through F2F implies that all sessions or meetings will be conducted on campus.

- **Remote Asynchronous/Synchronous Learning (RASL) -** This home-based learning combines real-time and not real-time remote learning. The synchronous aspect involves videoconferencing that simulates face-to-face instruction. The asynchronous aspect relates to the use of downloadable materials that students use at their own pace.

- **HyBlend Learning (HBL)** – This is an institutional-defined learning model that combines the main elements of hybrid and blended learning. Depending on the course, HyBlend is a combination of remote and on-campus learning. During F2F, teachers are required to deliver the session virtually and in-person simultaneously. The number of F2F sessions depends on the nature of the course.

An essential element in all approaches is the availability of **Course Materials (CM)**, the specific and/or specialized resources made available to learners through which the course or program is taught, and learning opportunities are facilitated. Course Materials (CM) contain modules, lecture materials, references, course requirements, and other materials to help with the lesson. Learning materials may be in any media such as hard copy, electronic, digital, audio, or visual.

B. Responsibilities of the Academic Leadership

1. Provide ongoing and appropriate training in course design for FLEX for faculty and relevant staff.
2. Support program chairs and faculty members in developing, utilizing, and evaluating FLEX-appropriate learning approaches.
3. Ensure that the academic standards and quality assurance of programs delivered through FLEX are maintained.
4. Provide guidelines for calculating student workloads in offered courses.
5. Determine the delivery mode to be applied in a particular term.
6. Establish and maintain a robust ICT infrastructure capable of efficiently supporting a university-wide flexible learning initiative.

C. Responsibilities of the Faculty

1. Engage in continuous training.
2. Collaborate with other faculty in preparing the Course Materials and other instructional materials.
3. Prepare and distribute a course outline that specifies the deliverables for the course and their suggested timeline.
4. Have course recordings available asynchronously so that students can review them.
5. Upload course materials and other supplemental materials on the prescribed period.
6. Explain the rationale for using a flexible learning approach and list the learning benefits.
7. Provide an orientation to the technology required in the course and inform students of where to go for additional support.
8. Discuss time management strategies and communicate expected time-on-task for online learning activities.
9. Provide structure for all activities and give students ample time to finish all requirements.
10. Explain the assessment and the feedback mechanism to be implemented in the class.

D. Responsibilities of Students

1. Be aware of the different delivery modes, the technological, and other special requirements in FLEX.
2. Inform the instructor of major difficulties in meeting the requirements of the course under the prescribed delivery mode.
3. Have access to the Internet and the appropriate device to optimize learning under FLEX.
4. Adhere to the course policies set by the Instructor, the provisions of the Student Handbook, and other University policies governing the students.

E. Classification of Courses

All courses are classified under each of the following categories:

- **Category 1 Courses**
  - These courses with CHED-issued guidelines must be delivered as mandated.
  - For programs without CHED-issued guidelines, colleges can classify a course under Category 1 if it requires purely F2F delivery to achieve the required course outcomes.
- **Category 2 Courses**
  - These courses are preferably delivered face-to-face, but simultaneous remote delivery is available to offer flexibility.
  - Courses with laboratory components that use NU equipment and facilities and are not placed under Category 1 will be classified under this category.
- **Category 3 Courses**
  - These are courses that do not fall under Categories 1 and 2.

F. NU FLEx Delivery

The table shows the delivery approach of each course category per alert level status:

Course Category	ALERT LEVEL CLASSIFICATION					
	0	**Alpha**	**Bravo**	**Charlie**	**Delta**	**Echo**
1	F2F	F2F	F2F	HyBlend	RASL	RASL
2	HyBlend	HyBlend	HyBlend	RASL	RASL	RASL
3	HyBlend	RASL	RASL	RASL	RASL	RASL

Determination of the NU FLEx approach to be implemented during the term will depend on the Alert Level classification set by the NU Health and Safety Committee (HESACOM). The following are the alert level classifications:

- Alert Level 0
- Alert Level Alpha
- Alert Level Bravo
- Alert Level Charlie
- Alert Level Echo

These classifications are aligned with NU's work arrangement categories grounded on three indicators: IATF declaration, DOH report on positivity rate, and positivity rate at the NU campus.

G. Conduct of Classes

1. Face-to-Face (F2F) Classes

a. F2F classes are conducted on-campus.
b. All meetings or sessions for the term, as stated in the course syllabus, shall be conducted F2F.
c. All students, faculty, and staff present on campus for F2F classes should strictly observe the health and safety guidelines released by HESACOM.

2. HyBlend Learning Classes

a. This is a combination of the hybrid and blended learning approaches.
b. Meetings/Sessions may be conducted in two ways:
    - Simultaneous F2F and Remote Synchronous: Some students attend the meeting on-campus, while some attend it virtually.
    - Remote Asynchronous: Students are given tasks or activities to be performed off-campus or offline.
c. Students must decide whether to attend F2F or remotely before the start of classes, which should be followed throughout the term.
d. The course syllabus and outline should indicate the F2F and asynchronous meetings/sessions to guide faculty and students.
a. All students, faculty, and staff present on campus for F2F classes should strictly observe the health and safety guidelines released by HESACOM.

3. **Remote Asynchronous/Synchronous Learning (RASL) Classes**
   a. This is a combination of asynchronous and synchronous delivery modes, with at least 50% of the sessions conducted synchronously.
   b. Students are required to attend the synchronous sessions.
   c. The course outline should indicate the synchronous and asynchronous meetings/sessions to guide faculty and students.
   d. The faculty may request a F2F meeting at the end of the term for any of the following:
      - pen-and-paper final exam
      - culminating activity
      - final course requirement that has to be performed on-campus.
   e. Synchronous learning channels include but are not limited to:
      - Videoconferencing
      - Live chatting
      - Live-streaming lectures
      - Live webinars.

H. Schedule of Classes

1. The schedule of classes will follow the pairing as indicated below:
   - Monday and Thursday (MTh)
   - Tuesday and Friday (TF)
   - Saturday (S)
2. The class hours will be from 7:00 AM to 9:00 PM unless otherwise shortened to comply with guidelines set by the national or local governments and other authorized agencies.
3. Wednesday is the University break, and it should be free of scheduled classes.

I. Rules on Attendance

1. Attendance of students in F2F and synchronous classes is required.
2. The policy on excessive absences stated in the Student Handbook will be applied, i.e., a student is considered to have incurred excessive absences if he or she has missed more than 20% of the scheduled F2F or synchronous classes. In Excessive Absences: 4 and 8 are based on semestral set up; with 18 weeks as the basis.
3. As stated in the Student Handbook, students who incur excessive absences are considered deficient in course requirements and will be given a final grade of 0.0 (Failed).

J. Assessment Activities

1. Student grades should be based on the submitted output. Student submissions should be marked according to the rubrics, if applicable.
2. Students should be given sufficient time to complete an assigned task based on the timetable of deliverables approved by the Program Chairs
3. Tasks and worksheets, with the assessment criteria (e.g., rubric), should be available and downloadable for students' offline processing.
4. Faculty should explore appropriate platforms when employing multiple forms of assessment.
5. Faculty should ensure the validity of assessment when administering multiple-choice questions (MCQ) and other traditional forms of assessment. Preferably, these should be conducted during F2F sessions.

6. Faculty should provide timely and effective feedback to students' work to guide students in achieving the desired outcomes.

K. On-the-Job Training / Internships / Clinicals / Community Immersions

Conduct of school activities, including community immersions, on-the-job training (OJT), internships, and clinicals shall adhere to the policies and guidelines established by CHED and other government agencies.

L. NU FLEx Etiquette

1. Face-to-Face Classes

a. Observe the entrance health and safety protocols of the University. These protocols should be maintained while inside the campus.
b. Wear a mask on campus.
c. Avoid touching your face.
d. Observe respiratory etiquette. Avoid coughing or sneezing directly onto others. Instead, try to cough/sneeze into a paper tissue (carefully disposed of afterward), or into the crook of your elbow if you do not have tissues.
e. Protect yourself and others. Wash your hands frequently with soap and water for at least 20 seconds.
f. Be aware of physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that you remain at least 2 meters apart in lines and at other times.
g. Follow the "one-way routes" in hallways, and entrance and exit signs on doors.
h. Strictly observe the health measures.
i. Observe the "no food sharing" policy. Ensure physical distancing is maintained while eating. Do not share cups, eating utensils, food, or drinks with others.
j. Follow the maximum elevator occupancy.
k. Attend F2F meetings as scheduled. You will incur excessive absences if you miss at least 20% of the scheduled F2F sessions of your class.
l. Come to class on time. Present your COR when requested.
m. The seats are not to be rearranged unless instructed by your instructor or the Physical Facilities Office.
n. Listen to the instructor and ask questions if you have any.
o. Do not share items that are difficult to clean or disinfect. Avoid sharing electronic devices, books, pens, notebooks, and other learning aids.
a. Inform your instructor if you are not feeling well for immediate assistance.

2. Remote Synchronous Classes

a. Attend to your personal needs (i.e., appropriate attire, basic hygiene) before entering MS Teams classroom.
b. Wear smart casual attire. Sleeveless and sandos are not allowed.
c. You should be seated for the duration of the meeting.
d. Be on time for every session. Be in MS Teams classroom five to ten (5-10) minutes before your scheduled class. This ensures that any last-minute connection issues can be resolved so you will not be late for class.
e. Update your profile by uploading an NU identification picture.

f. Turn on your camera if your internet connection is stable.
g. Make the appropriate preparation before joining the discussion (i.e., do advance reading, perform course works).
h. Mute the mic upon entry. Wait for your instructor to inform you when to unmute your mic.
i. If you will attend to something very urgent during the class or if it will take some time, inform your instructor with a chat message, and wait for the approval.
j. Wearing headphones/earphones is encouraged because it is much easier to hear each other and will help prevent mic feedback.
k. Speak at a normal volume. Mute the mic when you are not speaking. Even moderate background noise is distracting. If you are using the built-in mic of your laptop, avoid typing when unmuted.
l. Inform your instructor with a chat message if you cannot see or hear what is being discussed.
m. Use the chat box properly. It is a channel for your instructor and the other participants to share files and address concerns or issues. Refrain from using the chat box for unnecessary and irrelevant conversations.
n. Click the “raise hand" function in MS Teams if you have a question or clarification to make. Wait for your instructor to acknowledge you before unmuting the mic to speak.
o. When speaking, give the listeners a hint that it is the end of the statement by saying something like, “that’s all,” “I’m done,” or “thank you.”
p. Show respect for one another. Refrain from using profane or inappropriate language.
q. Stay focused on the discussion and take down appropriate notes.
r. Address your instructor properly (e.g., Dr. or Prof., or if in doubt, use Mr. or Ms.)
s. No eating/munching is allowed during the session. However, you are allowed to drink water.
t. Leave the class at the end of every session courteously. Remember to sign out or “Leave the meeting”.
u. Attend synchronous meetings as scheduled. You will incur excessive absences if you miss at least 20% of the scheduled synchronous sessions of your class.

3. Remote Asynchronous Classes

a. Familiarize yourself with the organization of the remote class, including the terminologies, tools, and the primary platform to be used.
b. Be aware that activities for RAL are stated in the course syllabus or course outline.
c. Access MS Teams and download all available course materials.
d. Communicate with your instructor regularly. Be as responsive as possible.
e. Notify your instructor in case there is difficulty in accessing course materials.
f. Inform your instructor if there is something vague, preferably after initially consulting with a classmate or two.
g. Set a regular study time for each course. Make sure to follow the suggested weekly course materials.
h. Have an active presence in discussions by responding to posts. Avoid short, generic replies such as, “I agree.” It should include why you agree or should add to the previous point.
i. Maximize opportunities to learn with classmates through group assignments, peer review, collaborative documents, and more.
j. Observe virtual class (or office) hours. While you may post your questions at any time of the day, expect a delay in the response after the defined virtual class or office hours.

SECTION III. ADMISSION TO THE UNIVERSITY

The NU Admissions Office is responsible for conducting the National University Admissions Test (NUAT) and admitting students to the University through online application. The said office alongside with other departments in-charge with the enrollment employs hybrid set-up of online and face-to-face/on-site enrollment that started during the pandemic.

The Admissions Office utilizes NU Quest, a platform used for online application which is required for new student applicants to use for their University registration. ALL APPLICATIONS must be done online via NU Quest.

NEW STUDENT APPLICATION
(Freshmen, Transferees, Second Degree Takers, Graduate Studies)

1. Admissions Office
   1.1. Informs and advises applicants on the degree programs, policies, procedures, and admissions requirements of the University.
   1.2. Instructs the applicant to register in the online application.

2. Applicants

2.1. Registers in the online application
   a. Visit the NU website, select the Admissions menu, and click the NU Quest link
   b. Proceeds to Online Registration steps
   c. Accomplish the online application form through NU Quest
   d. Receives confirmation e-mail or e-mail notification and follows the verification procedure to activate NU Quest account

Note: A confirmation or verification e-mail will be sent to the applicant. He/she needs to activate his/her account to proceed with their application.

2.2. Selects available NUAT Date
   a. Logs in using the e-mail account used to register via NU Quest and uses the system-generated password
   b. Fills out the data in the system before the exam booking. Selects exam date and time. Downloads and prints the examination permit.
   c. Goes to NU on the selected exam date, submits the exam permit, and takes the NUAT

3. Admissions Office

3.1. Collects and reviews the examination permit
3.2. Conducts the NUAT
   3.3. Advises the applicants to check their NUAT results via their NU Quest accounts three (3) days after taking the exam

Note: If the applicant passes the NUAT, he/she can proceed to the enrollment process. If the applicant fails, he/she will be placed under probation and will be endorsed to the College Dean/Program Chair for interview and evaluation prior to enrollment. In the absence of NUAT due to unforeseen circumstances and natural causes (i.e., pandemic), applicants may directly proceed to enrollment. NO RETAKE POLICY applies to NUAT.

NEW STUDENT ENROLLMENT

FRESHMEN

Senior High School graduates who have recently concluded Grade 12 or did not enroll to any colleges/university as first year students.

I. Online Enrollment

1. Applicants to upload the *scanned copies* of the following admission requirements on their verified NU Quest accounts:

    - Complete Grade 12 Report Card (Form 138)
    - Certificate of Good Moral Character
    - PSA-Authenticated Birth Certificate
    - Recent 2x2 Colored ID Picture with white background

    For Philippine Educational Placement Test (PEPT) or Alternative Learning System (ALS) passers, additional requirements are as follows:

    - Certificate of Rating
    - Certificate of Passing
    - Photocopy of Diploma

2. The Admissions Office checks or verifies the result of the student's NUAT. If passed: Admissions Office reviews all uploaded admission requirements, verify authenticity (if need be), approve the application of the student as an endorsement to the Registrar's Office.

    If failed/under probation: The Admissions Office endorses the student to the College Dean/Program Chair for evaluation. The Dean/Program Chair has the prerogative to accept or decline the applicant.

3. Once application is reviewed and applicant is eligible for admission, the Admissions Office approves the said application to formally endorse the applicant to the Registrar's Office for enrollment. Applicants may view their enrollment permit via their NU Quest account.

II. On-site Enrollment

1. Applicants to submit the *original and hard copies* of the following admission requirements to the Admissions Office:

    - Complete Grade 12 Report Card (Form 138)
    - Certificate of Good Moral Character
    - Photocopy of PSA-Authenticated Birth Certificate
    - Recent 2x2 Colored ID Picture with white background

    For Philippine Educational Placement Test (PEPT) or Alternative Learning System (ALS) passers, additional requirements are as follows:

    - Certificate of Rating

- Certificate of Passing
- Photocopy of Diploma

2. The Admissions Office checks or verifies the result of the student's NUAT. If passed: Admissions Office reviews all submitted admission requirements, verify authenticity (if need be), approve the application of the student as an endorsement to the Registrar's Office.

   If failed/under probation: The Admissions Office endorses the student to the College Dean/Program Chair for evaluation. The College Dean/Program Chair has the prerogative to accept or decline the applicant.

3. Once application is reviewed and applicant is eligible for admission, the Admissions Office approves the said application and print the enrollment permit signed by the applicant and endorse the applicant to the Registrar's Office for enrollment.

TRANSFEREES

College students, with/without gained subject units, that are permanently leaving their colleges/universities to attend NU to continue or shift to another program.

I. Online Enrollment

1. Applicants to upload the *scanned copies* of the following admission requirements on their verified NU Quest accounts:

   - Transcript of Records (TOR)/Copy of Grades
   - Transfer Credentials/Honorable Dismissal
   - Certificate of Good Moral Character
   - PSA-Authenticated Birth Certificate
   - Recent 2x2 Colored ID Picture with white background

2. The Admissions Office checks or verifies the result of the student's NUAT.

3. The Admissions Office endorses the student to the College Dean/Program Chair for evaluation and crediting of subject. The College Dean/Program Chair has the prerogative to accept or decline the applicant.

4. Once application is reviewed and applicant is eligible for admission with remarks and/or subject credited from the College Dean/Program Chair, the Admissions Office approves the said application to formally endorse the applicant to the Registrar's Office for enrollment. Applicants may view their enrollment permit via their NU Quest account.

II. On-site Enrollment

1. Applicants to submit the *original and hard copies* of the following admission requirements to the Admissions Office:

- Transcript of Records (TOR)/Copy of Grades
- Transfer Credentials/Honorable Dismissal
- Certificate of Good Moral Character
- Photocopy of PSA-Authenticated Birth Certificate
- Recent 2x2 Colored ID Picture with white background

2. The Admissions Office checks or verifies the result of the student's NUAT.

3. The Admissions Office endorses the student to the College Dean/Program Chair for evaluation and crediting of subject. The College Dean/Program Chair has the prerogative to accept or decline the applicant.

4. Once application is reviewed and applicant is eligible for admission with remarks and/or subject credited from the College Dean/Program Chair, the Admissions Office approves the said application and print the enrollment permit signed by the applicant and endorse the applicant to the Registrar's Office for enrollment.

SECOND-DEGREE TAKERS or SECOND-DEGREE UNDEGRADUATE STUDENTS
Students who have earned bachelor's degree and is to attend another bachelor's degree program as an additional degree.

I. Online Enrollment

1. Applicants to upload the *scanned copies* of the following admission requirements on their verified NU Quest accounts:

    - Transcript of Records (TOR)/Copy of Grades
    - Transfer Credentials/Honorable Dismissal
    - Certified True Copy of Diploma
    - Certificate of Good Moral Character
    - Photocopy of PSA-Authenticated Birth Certificate
    - Recent 2x2 Colored ID Picture with white background

2. The Admissions Office checks or verifies the result of the student's NUAT.

3. The Admissions Office endorses the student to the College Dean/Program Chair for evaluation and crediting of subject. The College Dean/Program Chair has the prerogative to accept or decline the applicant.

4. Once application is reviewed and applicant is eligible for admission with remarks and/or subject credited from the College Dean/Program Chair, the Admissions Office approves the said application to formally endorse the applicant to the Registrar's Office for enrollment. Applicants may view their enrollment permit via their NU Quest account.

II. On-site Enrollment

1. Applicants to submit the *original and hard copies* of the following admission requirements to the Admissions Office:

    - Transcript of Records (TOR)/Copy of Grades
    - Transfer Credentials/Honorable Dismissal
    - Certified True Copy of Diploma
    - Certificate of Good Moral Character
    - Photocopy of PSA-Authenticated Birth Certificate
    - Recent 2x2 Colored ID Picture with white background

2. The Admissions Office checks or verifies the result of the student's NUAT.

3. The Admissions Office endorses the student to the College Dean/Program Chair for evaluation and crediting of subject. The College Dean/Program Chair has the prerogative to accept or decline the applicant.

4. Once application is reviewed and applicant is eligible for admission with remarks and/or subject credited from the College Dean/Program Chair, the Admissions Office approves the said application and print the enrollment permit signed by the applicant and endorse the applicant to the Registrar's Office for enrollment.

GRADUATE STUDENTS
Students who have earned a bachelor's degree or a master's degree and are pursuing higher learning through a master's degree or doctoral degree.

I. Online Enrollment

1. Applicants to upload the *scanned copies* of the following admission requirements on their verified NU Quest accounts:

    - Transcript of Records (TOR)/Copy of Grades
    - Certified True Copy of Diploma
    - Certificate of Good Moral Character
    - PSA-Authenticated Birth Certificate
    - Marriage Certificate (for married women)
    - Recent 2x2 Colored ID Picture with white background

5. The Admissions Office checks or verifies the result of the student's NUAT.

6. The Admissions Office endorses the student to the College Dean/Program Chair for evaluation. The College Dean/Program Chair has the prerogative to accept or decline the applicant.

7. Once application is reviewed and applicant is eligible for admission with remarks from the College Dean/Program Chair, the Admissions Office approves the said application to formally endorse the

applicant to the Registrar's Office for enrollment. Applicants may view their enrollment permit via their NU Quest account.

II. On-site Enrollment

1. Applicants to submit the *original and hard copies* of the following admission requirements to the Admissions Office:

    - Transcript of Records (TOR)/Copy of Grades
    - Certified True Copy of Diploma
    - Certificate of Good Moral Character
    - Photocopy of PSA-Authenticated Birth Certificate
    - Marriage Certificate (for married women)
    - Recent 2x2 Colored ID Picture with white background

2. The Admissions Office checks or verifies the result of the student's NUAT.

3. The Admissions Office endorses the student to the College Dean/Program Chair for evaluation. The College Dean/Program Chair has the prerogative to accept or decline the applicant.

4. Once application is reviewed and applicant is eligible for admission with remarks from the College Dean/Program Chair, the Admissions Office approves the said application and print the enrollment permit signed by the applicant and endorse the applicant to the Registrar's Office for enrollment.

INTERNATIONAL/FOREIGN STUDENTS (FRESHMEN)

Students of other nationalities/country who chose to undertake their tertiary studies in NU.

I. Online Enrollment

1. Applicants to upload the *scanned copies* of the following admission requirements on their verified NU Quest accounts:

    - Authenticated High School credentials/High School Report Card or Transcript of Records
    - Authenticated Certificate of Good Moral Character from the School/Police Clearance from the country of origin or departure
    - Authenticated Certificate of Graduation or Copy of Diploma
    - Authenticated Birth Certificate
    - Copy of Passport, updated Student Visa, and Alien Certificate of Registration (ACR)
    - Recent two (2) pieces 2x2 Colored ID Picture with white background

2. The Admissions Office checks or verifies the result of the student's NUAT. If passed: Admissions Office reviews all uploaded admission requirements, verify authenticity (if need be), approve the application of the student as an endorsement to the Registrar's Office.

If failed/under probation: The Admissions Office endorses the student to the College Dean/Program Chair for evaluation. The Dean/Program Chair has the prerogative to accept or decline the applicant.

3. Once application is reviewed and applicant is eligible for admission, the Admissions Office approves the said application to formally endorse the applicant to the Registrar's Office for enrollment. Applicants may view their enrollment permit via their NU Quest account.

II. On-site Enrollment

1. Applicants to submit the *original and hard copies* of the following admission requirements to the Admissions Office:

    - Authenticated High School credentials/High School Report Card or Transcript of Records
    - Authenticated Certificate of Good Moral Character from the School/Police Clearance from the country of origin or departure
    - Authenticated Certificate of Graduation or Copy of Diploma
    - Authenticated Birth Certificate
    - Photocopy of Passport, updated Student Visa, and Alien Certificate of Registration (ACR)
    - Recent two (2) pieces 2x2 Colored ID Picture with white background

2. The Admissions Office checks or verifies the result of the student's NUAT. If passed: Admissions Office reviews all submitted admission requirements, verify authenticity (if need be), approve the application of the student as an endorsement to the Registrar's Office.

    If failed/under probation: The Admissions Office endorses the student to the College Dean/Program Chair for evaluation. The College Dean/Program Chair has the prerogative to accept or decline the applicant.

3. Once application is reviewed and applicant is eligible for admission, the Admissions Office approves the said application and print the enrollment permit signed by the applicant and endorse the applicant to the Registrar's Office for enrollment.

INTERNATIONAL/FOREIGN STUDENTS (TRANSFEREES, SECOND-DEGREE TAKERS, AND GRADUATE STUDENTS)

Students of other nationalities/country who chose to transfer and undertake their tertiary or graduate studies in NU.

I. Online Enrollment

1. Applicants to upload the *scanned copies* of the following admission requirements on their verified NU Quest accounts:

    - Authenticated High School credentials/High School Report Card or Transcript of Records

- Authenticated Certificate of Good Moral Character from the School/Police Clearance from the country of origin or departure
- Authenticated Certificate of Graduation or Copy of Diploma
- Honorable Dismissal/Transfer Credentials (for Transferee)
- Authenticated Birth Certificate
- Copy of Passport, updated Student Visa, and Alien Certificate of Registration (ACR)
- Recent two (2) pieces 2x2 Colored ID Picture with white background

2. The Admissions Office checks or verifies the result of the student's NUAT.

3. The Admissions Office endorses the student to the College Dean/Program Chair for evaluation and crediting of subject. The College Dean/Program Chair has the prerogative to accept or decline the applicant.

4. Once application is reviewed and applicant is eligible for admission with remarks and/or subject credited from the College Dean/Program Chair, the Admissions Office approves the said application to formally endorse the applicant to the Registrar's Office for enrollment. Applicants may view their enrollment permit via their NU Quest account.

II. On-site Enrollment

1. Applicants to submit the *original and hard copies* of the following admission requirements to the Admissions Office:
    - Authenticated High School credentials/High School Report Card or Transcript of Records
    - Authenticated Certificate of Good Moral Character from the School/Police Clearance from the country of origin or departure
    - Authenticated Certificate of Graduation or Copy of Diploma
    - Honorable Dismissal/Transfer Credentials (for Transferee)
    - Authenticated Birth Certificate
    - Photocopy of Passport, updated Student Visa, and Alien Certificate of Registration (ACR) (Original to be presented)
    - Recent two (2) pieces 2x2 Colored ID Picture with white background

4. The Admissions Office checks or verifies the result of the student's NUAT.

5. The Admissions Office endorses the student to the College Dean/Program Chair for evaluation and crediting of subject. The College Dean/Program Chair has the prerogative to accept or decline the applicant.

5. Once application is reviewed and applicant is eligible for admission with remarks and/or subject credited from the College Dean/Program Chair, the Admissions Office approves the said application and print the enrollment permit signed by the applicant and endorse the applicant to the Registrar's Office for enrollment.

Note: International/Foreign Students shall be assessed by the Language Learning Center of the University for English as a Second Language through a proficiency test.

SECTION IV. SCHOLARSHIP GRANTS AND DISCOUNTS

Qualified students may apply to the Admissions Office (new students only) for the different scholarship and discount offerings:

A. Don Mariano F. Jhocson Gold Scholarship. This scholarship may apply to a senior high school student graduating *with highest honors*. To avail, the applicants should:
    1. Pass the NUAT with Above Average score
    2. Submit all the required and complete enrollment documents for the evaluation of the Admissions Office

Requirements:

- Certificate of Recognition from the high school and signed by the School Principal indicating the award received by the student
- Original and Complete Grade 12 Report Card (Form 138)
- Certificate of Good Moral Character
- Photocopy of PSA-Authenticated Birth Certificate
- Recent two (2) pieces 2x2 Colored ID Pictures with white background
- Should not have a grade lower than 90 in any subject from 1st Quarter to 4th Quarter grading period

Once granted, scholars should:

- Maintain a Cumulative Grade Point Average (CGWA) of at least 3.50;
- Obtain subject grades not lower than 3.00;
- Remain within the program flow of their course curriculum; and
- Show good manners and right conduct and be free from any sanction rendered by the Student Student Discipline Office due to rule and policy violations considered as major offense.

National University, in return, shall:

- Grant the scholars 100% discount on tuition fee;
- Grant 100% discount on miscellaneous fee;
- Provide Php 2,500 per Trimester Book Allowance;
- Trimestral stipend of Php 3,000 (one-time payment)

On the succeeding Terms, scholars should:

- Maintain a Cumulative General Weighted Average (CGWA) of at least 3.50
- Maintain subject grades not lower than 3.0 on the most recent term
- No grade remarks of Fail (F), R, and/or any zero (0)-credit subject
- A student must be enrolled continuously and must remain with the program flow set in their respective curriculum.
- A student cannot shift into any degree program in the University.
- Maintain good conduct and have no record of any disciplinary offense
- NO Adding and Dropping of subjects unless college initiated. (Any disputes, please

proceed to Student Development and Activities Office)

- If a student does not meet the requirements in the Retention Policy for Gold, they may be classified as Dona Miguela M. Jhocson (Blue Scholar), given that they meet the requirements of the Blue Scholarship. Scholars will be allowed to lose the benefit one (1) time, for grade reasons only, and must qualify and return to their scholarship benefit within the Academic Year. Otherwise, they will lose the benefit permanently.
- Scholars will be allowed a limit for their entire stay in NU, to lose the benefit only one (1) time and must qualify and return for their scholarship benefit within the year. Otherwise, they will lose the benefit permanently.

The student may go to the Student Development and Activities Office for more information about the Gold Scholarship.

B. Doña Miguela M. Jhocson Blue Scholarship. This scholarship may apply to a senior high school student graduating *with high honors*. To avail, the applicants should:

1. Pass the NUAT with Average score
2. Submit all the required and complete enrollment documents for the evaluation of the Admissions Office

Requirements:

- Certificate of Recognition from the high school and signed by the School Principal indicating the award received by the student
- Original and Complete Grade 12 Report Card (Form 138)
- Certificate of Good Moral Character
- Photocopy of PSA-Authenticated Birth Certificate
- Recent two (2) pieces 2x2 Colored ID Pictures with white background
- Should not have a grade lower than 90 in any subject from 1st Quarter to 4th Quarter grading period

Once granted, scholars should:

- Maintain a Cumulative Grade Point Average (CGWA) of at least 3.00;
- Obtain subject grades not lower than 2.50;
- Remain within the program flow of their course curriculum; and
- Show good manners and right conduct and be free from any sanction rendered by the Student Student Discipline Office due to rule and policy violations considered as major offense.

National University, in return, shall:

- Grant the scholars 100% discount on tuition fee;
- Grant 100% Discount on miscellaneous fee; and
- Monitor their academic performance

On the succeeding Terms, scholars should:

- Maintain a Cumulative General Weighted Average (CGWA) of at least 3.0

- Maintain subject grades not lower than 2.5 on the most recent term
- No grade remarks of Fail (F), R, and/or any zero (0)-credit subject
- A student must be enrolled continuously and must remain in the program flow set in their respective curriculum.
- A student cannot shift into any degree program in the University.
- Maintain good conduct and have no record of any disciplinary offense
- NO Adding and Dropping of subjects unless College initiated. (Any disputes, please go to Student Development and Activities Office)
- All BLUE scholars will be allowed to lose the benefit one (1) time, for grade reasons only, and must qualify and return to their scholarship benefit within the Academic Year. Otherwise, they will lose the benefit permanently.
- A Blue Scholar may not be reclassified as a Gold Scholar.
- Scholars will be allowed a limit for their entire stay in NU, to lose the benefit only one (1) time and must qualify and return for their scholarship benefit within the year. Otherwise, they will lose the benefit permanently.

The student may go to the Student Development and Activities Office for more information about the Blue Scholarship.

C. Doña Pacita J. Ocampo (White Scholarship). This scholarship may apply to a senior high school student graduating *with honors*. To avail, the applicants should:

1. Pass the NUAT with Average score
2. Submit all the required and complete enrollment documents for the evaluation of the Admissions Office

Requirements:

- Certificate of Recognition from the high school and signed by the School Principal indicating the award received by the student
- Original and Complete Grade 12 Report Card (Form 138)
- Certificate of Good Moral Character
- Photocopy of PSA-Authenticated Birth Certificate
- Recent two (2) pieces 2x2 Colored ID Pictures with white background
- Should not have a grade lower than 88 in any subject from 1st Quarter to 4th Quarter grading period

Once granted, scholars should:

- Maintain a Grade Point Average (GWA) of at least 2.50
- Obtain subject grades not lower than 2.00
- Remain within the program flow of their course curriculum; and
- Show good manners and right conduct and be free from any sanction rendered by the Student Student Discipline Office due to rule and policy violations considered as a major offense

National University, in return, shall:

- Grant the scholars 100% discount on tuition fee only; and
- Monitor their academic performance

The student may go to the Student Development and Activities Office for more information about the White Scholarship.

D. Nationalian Scholarship Program. This scholarship may apply to a senior high school student graduating with no grades lower than 88% in all academic subjects from 1st to 4th grading period. To avail, the applicants should:
    1. Pass the NUAT with Average score
    2. Submit all the required and complete enrollment documents for the evaluation of the Admissions Office

Requirements:

- Original and Complete Grade 12 Report Card (Form 138)
- Certificate of Good Moral Character
- Photocopy of PSA-Authenticated Birth Certificate
- Recent two (2) pieces 2x2 Colored ID Picture with white background
- Should not have a grade lower than 88 in any subject from 1st Quarter to 4th Quarter grading period

Once granted, scholars shall be:

- Given a 50% discount on tuition fee on the term of entry only;
- May apply to UAEB after maintaining the grade requirement for three (3) consecutive terms

E. Mariano Jhocson Science Scholarship Program. This scholarship may apply to a senior high school student graduating from recognized Science High Schools whose NUAT score is at least 90% with an HS GWA of at least 88 and whose annual family income does not exceed Php 360,000.00 per year may apply. To avail, the applicants should:
    1. Pass the NUAT with 90% percentile
    2. Submit all the required and complete enrollment documents for the evaluation of the Admissions Office

Requirements:

- Latest tax exemption certificate or income tax return of both parents OR Certificate of Indigence issued by their residing barangay if parents or legal guardians are unemployed
- Two (2) recommendation letters from school administrators or faculty (attach photocopy of valid ID of the recommender) addressed to Admissions Director
- Original and Complete Grade 12 Report Card (Form 138)
- Certificate of Good Moral Character
- Photocopy of PSA-Authenticated Birth Certificate
- Recent two (2) pieces 2x2 Colored ID Pictures with white background
- Should not have a grade lower than 88 in any subject from 1st Quarter to 4th Quarter grading period

F. NUNS and Other NU-SHS Graduate Discount. Awarded to students who graduated Senior High School (Grade 11 and 12) from NU Nazareth School and other NU Campus. The discount is applicable every term from the time they enroll until graduation.

Requirements:

- Certificate of Graduation from the Registrar's Office of NU Nazareth School and other NU Campus
- Certificate of Good Moral Character
- Photocopy of PSA-Authenticated Birth Certificate
- Recent two (2) pieces 2x2 Colored ID Pictures with white background

Once granted, students should be:

- Given a 20% discount on tuition fee;
- Given a 20% discount on miscellaneous fee

G. Discount for Graduate Studies. Applicants should be Filipino citizens, full-time employees as certified by their employer's. They should meet all the requirements for admission to the program they are applying for, as certified by the Admissions Office.

i. Nationalian Discount for Graduate Programs. New graduate students who graduated from other Universities or Colleges.
The qualified student shall be given a 20% discount on tuition fee on the Term of entry (one Term only).

ii. Partner Group Discount for Graduate Programs. Regular employees from Private and Government Agencies. (Minimum of 10 students, if the class falls below 6, then they lose the discount).

- The qualified student shall be given a 20% discount on tuition fees only.

To avail, the applicants should submit the following requirements.
If Graduates of NU:

- Photocopy of Financial Transcript
- Photocopy of Diploma
- Photocopy of NSO Birth Certificate
- Photocopy of the Marriage Certificate
- Recent two (2) pieces 2x2 colored ID pictures.

If Non-Graduate of NU:

- Official Transcript of Records (TOR)/ Scholastic Records
- Honorable Dismissal/ Transfer Credentials
- Photocopy of Diploma
- Course Description of courses taken and passed
- Photocopy of NSO Birth Certificate
- Photocopy of the Marriage Certificate

- Recent two (2) pieces 2x2 colored ID pictures

H. Children of Faculty Members and Employees. Children of regular faculty members and employees of National University enjoy a 100% discount on tuition fees and a 50% discount on miscellaneous fees.

I. Family of Alumni (Children of Alumni). Children, grandchildren, and siblings of National University alumni enjoy a 20% discount on tuition fees and miscellaneous fees every term.

J. Children of Employees of SM and its Affiliates. Spouses, children, and siblings of employees of the SM Group of Companies enjoy a 20% discount on tuition fees and miscellaneous fees. Siblings of employees may avail of the discount only if the employee is not yet married.

Requirements:

- Latest Certificate of Employment from the HR Department of the SM Company
- Photocopy of the SM Employee company ID
- Photocopy of the PSA-Authenticated Birth Certificate of the SM Employee
- Original and Complete Grade 12 Report Card (Form 138)
- Certificate of Good Moral Character
- Photocopy of PSA-Authenticated Birth Certificate of the applicant
- Recent two (2) pieces 2x2 Colored ID Pictures with white background

On the succeeding Terms, student must submit:

- Latest Certificate of Employment from the HR Department of the SM Company
- Photocopy of the SM Employee company ID

K. Siblings Discount (FAD). Students whose siblings enroll in the University are entitled to the following discounts:

1st	No discount
2nd	15% discount on the lowest tuition fee among the siblings
3rd	30% discount on the lowest tuition fee among the siblings
4th and succeeding	50% discount on the lowest tuition fee among the siblings

L. Varsity/PEP Squad/Band Members (VPB). Students who are official members of any NU varsity team, the National U PEP Squad, the National U Band, or the National U Drummers are entitled to discounts determined by the Athletics Office.

M. University Academic Excellence Benefit (UAEB). Students with no scholarship grant upon entry to the university who have been on the Dean's First Honors List for three (3) consecutive terms are given the privilege to apply for the UAEB. To avail, the applicants must:

- Have a grade not lower than 2.5 on any subject; no grade remarks of Fail (F), R, and/or any zero (0) credit subject and a CGWA of 3.0 and above for 3 consecutive terms
- Carries a minimum subject load of 12 academic units, unless specified otherwise in his/her program flowchart

- Maintain good conduct and have no record of any disciplinary offense
- Present an Income Tax Return (ITR) of parents or the one supporting the financial needs of the family with a gross annual family income of less than Php 300,000 (whether they are self-employed, with a business earning not more than Php 100,000 annually)
- If no member in the family reached the qualification, you may submit a certificate of tax exemption (which can be obtained from the BIR district office).
- Present an Affidavit of No Income (from Notary Public) Affidavit of Solo Parent/I.D. (from Notary Public)
- Present a Certificate of Indigency (from Barangay)
- Secure a Recommendation Letter - to be filled out by a faculty or employee who knows the student and his/her family circumstances well. Include the following information: (Name of Student to be endorsed, Name of faculty or employee, Faculty or Employee's Department and Designation, Faculty or Employee's Contact Information – Email and Contact Numbers)

A student whose UAEB application is approved shall be entitled to a 100% discount on tuition fees and miscellaneous fees for the succeeding terms. This benefit is applied for every term.
On the succeeding Terms, scholars should:

- Maintain a Cumulative Grade Weighted Average (CGWA) of at least 3.00 and above
- Maintain subject grades not lower than 2.50 in any subject on the most recent term.
- No grade remarks of Fail (F), R, and/or any zero (0)-credit subject
- Carries a minimum subject load of 15 academic units, unless specified otherwise in his/her program flowchart
- Maintain good conduct and have no record of any disciplinary offense
- UAEB scholars will be allowed to lose the benefit one (1) time, for grade reasons only, and must qualify and return to their scholarship benefit within the Academic Year. Otherwise, they will lose the benefit permanently.

The student may go to the Student Development and Activities Office for more information about UAEB.

N. Other Private Scholarships.

a. SMF - SM Foundation
b. NGCB- New Golden City Builders & Development Corporation
c. MWF- Megaworld Foundation
d. JSLA - Jose Siao Ling and Associates
e. MBFI – Boysen Paint College Scholarship Program
f. Others

O. Return Service Policy

a. Identified scholars of the university will be required to provide service back to the school in return to being a scholar of National University.
b. Details of the implementing guidelines will be forwarded to scholars by the Student Development and Activities Office.

SECTION VI. ACADEMIC POLICIES AND PROCEDURES

The Office of the Registrar manages all the student records of National University.

Operating Hours:

Weekdays	Saturdays
8:30AM – 3:00pm	8:30AM – 12:00nn

Registration and Enrollment

National University currently implements a trimestral academic calendar. NU students are expected to enroll in each of the three (3) terms, as their curriculum requires, for the academic year during their residence as bona fide students at the University.

Registration: the systematic process that reserves seats for the following term in particular classes for eligible continuing students. It is accomplished using the NUis' Online Class Registration module a week after Midterms and/or NUis' Online Enrollment module after the last day of final grade submission.

Enrollment: the process by which the continuing student completes the registration process and affords the full rights and privileges of student status. Enrollment is accomplished by the payment of tuition and fees to Accounting Office, issuance of the Certificate of Registration from the Registrar's Office, validation of University ID by the Information Technology Resource Office (ITRO) and compliance with policies, rules, and regulations of the Commission on Higher Education (CHED).

For enrollment purposes, a student is classified based on citizenship as:

- Filipino Student: a student who is a natural-born Filipino and is not a naturalized citizen of any other country

- International Student: a student who is not a natural-born Filipino, carries a foreign passport and is issued by the Bureau of Immigration and ACR I-card (Alien Certificate Registration) and CTRS (Certificate of Temporary Residence for Students)

.

and based on entry to National University as:

- New Student: an international or Filipino student who will enroll in the University and may be either a Freshmen, Transferee, Graduate School, or Second-Degree student even if, Bachelor's or First Degree was earned in the University for Graduate School and Second Degree, respectively.
    - Freshmen Student: a student who is a senior high school graduate of a Philippine or international school, college, or university and has not been admitted to any collegiate program in another Philippine school, college, or university.
    - Transferee / Transfer Student: a student from another Philippine school, college, or university who has been granted a Certificate of Transfer Credentials and seeks admission in any of the collegiate programs of this University.

- Continuing Student: a student who has been enrolled in the recently concluded term and seeks admission for the next term. Continuing students who will not enroll within the schedule set by the Registrar's Office will be charged a penalty for late enrollment.

- Returning Student: a student who has been on a leave of absence (LOA) or absence without leave (AWOL) from the previous term and seeks re-admission for the current term.

- Shiftee: a student (either a continuing student or a returning student) who desires to shift to another collegiate program offered within the University.

- Cross Enrollee: a student officially enrolled in another school, college, or university who is permitted to cross-enroll in National University to take a course that is not, at that moment, offered in his/her school, college, or university.

- Graduate School Student: a student who earned a bachelor's degree program from a Philippine school, college, or university and pursues an advanced academic degree offered within the University.

- Second Degree Student: a student who is a graduate of a bachelor's degree program from a Philippine school, college, or university and pursues another bachelor's degree program offered in the University.

- Late Enrollee: a term used for any student who enrolls on and after the first day of classes.

New Students should seek an Enrollment Permit from the Admission Office before enrollment. These students shall be issued a University Identification Card (Student ID) and Certificate of Registration (COR) upon enrollment.

New Freshmen Student for the 1st Term is assigned class loading by the Registrar's Office; all other students should see their respective college (College Dean, Program Chair, or assigned College Advisers) for academic advising, curriculum flowchart assignment, and approval of academic load for the term.

New Transferee Student and new Second Degree Student are evaluated by their respective college (College Dean or Program Chair) and upon acceptance is assigned class loading by College Advisers.

A student is considered officially enrolled only upon receipt of a Certificate of Registration (COR) issued by the Registrar's Office through email for new students or extracted through NUis' View My CoR module for continuing students and authentication of University Identification (ID) card. Registration alone does not guarantee enrollment; nor does registration alone guarantee the right to participate in a class.

Request for changes in Certificate of Registration (COR) must be coursed through the College during the load revision period which starts on the first day of classes for each term.

A late enrollee is given a period of TWO WEEKS from the first day of classes to process the student's enrollment in the University. A late penalty fee shall be charged to the student.

Dates of registration and enrollment for each term are posted on the University's website, NUis' Academic Calendar module, official University social media accounts or emailed to student University email before and during the registration and enrollment period for the information and guidance of the students.

Crediting and Evaluation

Initial evaluation and crediting of courses for a Transferee should be with their respective college (College Dean or Program Chair) upon acceptance to the program or first term of enrollment at the National University. The maximum credit allowed is 75% of the total units of the program the student is to enroll in. For Transferee, one academic year residency is required.

For initial crediting, a transferee student must do the following:

1. Secure Crediting Form (REG-FO-002) at the Registrar's Office. Fill out the form.
2. Proceed to the College of the intended program to enroll with the following documents:
   - Official Course Description of courses to credit.
   - Official Copy of Grades or Transcript of Records from the previous school
   - Filled-out Crediting Form.
3. Present the above-mentioned documents to the College Dean or Program Chair for crediting and validation of credited subjects.
4. Photocopy of accomplished Crediting Form, dated, and duly signed by the College Dean. Keep the photocopy.
5. Submit or email the accomplished Crediting Form, Course Description, and Copy of Grades or Transcript of Records before enrollment to the Admissions Office. If after enrollment, submit it to the Registrar's Office. For email submission, strictly follow this format: "Crediting – [College Abbreviation] – [Student No.]: [Student Complete Name]", e.g., Crediting – COA – 2000-109999: Maria M. Makabayan

Below is a College Abbreviation reference for email submission of accomplished Registrar's Office forms for processing.

College Abbreviation	College	Academic Programs
CAH	College of Allied Health	BS Medical Technology BS Nursing BS Pharmacy
COA	College of Architecture	BS Architecture
CBA	College of Business and Accountancy	BS Accountancy BS Accounting Information Systems BSBA – Financial Management BSBA – Human Resources Management BSBA – Marketing Management BS Management Accounting BS Real Estate Management
CCIT	College of Computing and Information Technologies	BSCS – Digital Forensics BSCS – Machine Learning BSIT – Multimedia Arts and Animation BSIT – Mobile and Web Application
CEAS	College of Education, Arts and Sciences	AB – English Language Studies AB Communication AB Political Science B Elementary Education B Secondary Education B Physical Education BS Psychology
COE	College of Engineering	BS Civil Engineering BS Computer Engineering BS Electrical Engineering BS Electronics Engineering BS Environmental and Sanitary Engineering BS Mechanical Engineering
CTHM	College of Tourism and	BS Hospitality Management

	Hospitality Management	BS Tourism Management

Regardless of the courses credited during the initial evaluation, the transferee student's year standing is First Year or Freshmen. The transferee or second-degree student is re-evaluated to the student's year standing as soon as the official Transcript of Records with notation, "Copy for National University" is received from the school where the transferee or second-degree student is previously enrolled. No additional subject may be credited after the first year of admission.

Cross Enrollment

A graduating student who is in their last term of the curriculum and has a course requirement that is not currently offered or is no longer offered in a National University because of changes or revisions in the curriculum may be allowed to cross-enroll in another school or university outside the NU system given the condition that the course description of the course in the host school is like that of National University as approved by their College Dean.

However, a graduating student who is in the student the last term cannot cross-enroll in more than one school or university and cannot cross-enroll in more than two courses.

A graduating student who will cross-enroll to a school, college, or university outside the NU system must do the following:

1. Secure a Cross Enrollment Application Form (REG-FO-006) at the Registrar's Office. Fill out the form.
2. Submit a filled-out form to Registrar's Office for evaluation of the student's graduation status.
3. Proceed to your College Dean for approval to cross-enroll the following documents:
   - Host school's academic calendar
   - Host school's course description of the course to cross-enroll.
4. Pay the cross-enrollment processing fee.
5. Submit the accomplished Cross Enrollment Application Form, proof of payment, photocopy of the host school's academic calendar, and course description of the course to cross-enroll to the Registrar's Office for processing of Cross Enrollment Permit.
6. Registrar's Office issues a claim stub from the Request for Documents Form (REG-FO-052) as to when to get the Cross Enrollment Permit (REG-FO-004) to the host school.
7. Upon enrollment to the host school, the student should present to the National University Registrar's Office proof of enrollment (photocopy and original) from the host school. The proof of enrollment should be with the Registrar's Office on or before the midterm.
8. Receive an Acknowledgement Slip (REG-FO-005) of the document submitted.

Credit to the course will only reflect once the host school's official Certificate of Grade is received and sealed in an envelope addressed to the Registrar's Office of National University.

Dropping

A student is expected to attend the classes and fulfill the requirements of all the courses the student is enrolled in. The courses must appear in their Certificate of Registration (COR) issued by the Registrar's Office.

If due to certain circumstances, a student needs to drop a course or courses, the student must do the following:

1. Secure a Load Revision Form (REG-FO-024). Fill out the form.
2. Proceed to your College Dean or Program Chair for approval.
3. Pay official dropping processing fee.
4. Submit or email the accomplished Load Revision Form to the Registrar's Office. For email submission, strictly follow this format: "Official Dropping – [College Abbreviation] – [Student No.]: [Student Complete Name]", e.g., Official Dropping – COA – 2000-109999: Maria M. Makabayan

A student who fails to apply for dropping of course(s) during the given period is considered officially enrolled in the course(s) and is therefore covered by all the provisions pertinent to an enrolled student.

Dropping is allowed before the Midterm Period.

Dropped subjects before the 2nd week will not appear in the student's official academic record. This requires the payment of fees by the following guidelines, as approved by the Commission on Higher Education (CHED):

- Ten percent (10%) of full tuition and other fees for withdrawals made during the first week of classes;
- Twenty percent (20%) of full tuition and other fees for withdrawals made during the second week of classes; or
- One hundred percent (100%) of full tuition and other fees for withdrawals made after the second week of classes.
- Full withdrawal before the start of classes shall be imposed with a nominal processing fee.

Dropping after the 2nd week and before Midterm Exam Week will result in no refund of the course and Dr will be reflected in the student's official academic record.

No more dropping of courses is allowed during Midterm Exam Week until the end of the term

Shifting to Another Program

A student can shift to another program offered by the University at the end of the term or before enrollment upon endorsement of their College Dean.

A shiftee must do the following:

1. Secure a Shifting Form (REG-FO-042) at the Registrar's Office. Fill out the form.
2. Proceed to the College Deans (previous and new academic program) for evaluation and acceptance.
3. Pay shifting processing fee.
4. Proceed to the Guidance Services Office for an interview.
5. Submit or email the accomplished Shifting Form with proof of payment to the Registrar's Office. For email submission, strictly follow this format: "Shifting – [College Abbreviation] – [Student No.]: [Student Complete Name]", e.g., Shifting – COA – 2000-109999: Maria M. Makabayan

Petition of Courses

A student can petition a course from his college (curriculum) after the last day of Online Submission of Midterm Grades. A petitioned course requires a minimum of 12 students for the class to open. The deadline for petitioning for a course is before the first day of Registration. (Opening of the petitioned course could begin during Online Registration and end before Online Enrollment.)

Off-Term class: off-term offering with 12 or more students.

Tutorial class: an off-term class allowed to continue even if enrollment does not reach the required minimum of 12 students at the start of classes. Students who enroll in a tutorial class are charged 25% higher per unit compared to a regular class. An off term offering with less than 12 students.

Discontinuance of Studies

Studying at National University may be permanently discontinued if one of the following is done:

- A Certificate of Transfer Credentials (Honorable Dismissal) is issued by the Registrar's Office to a student who has petitioned for reasonable cause. The certificate should be requested in writing (by parents or the student's legal guardian if the student is under 18 years of age) as soon as the student decides to discontinue his/her studies at the University.
- Exclusion / Expulsion of a student as initiated by the university for major offenses as stipulated in the Discipline Policies.

No records will be released to any student whose accounts have not been settled with the office to which the student has accountabilities.

An Official Transcript of Records (TOR) is issued for transferring a student's credits to another institution of learning. These transcripts are sent directly from the Registrar's Office to the school to which the student wishes these credits transferred.

A student who has been issued a Transfer Credentials by National University may not be re-admitted anymore to the NU branch that issued the Transfer Credentials.

For transfer out purpose, "For Evaluation Purposes Only". For employment purposes, "For Employment Purposes Only". These should define the intended purpose of the request.

A student who would like to request CAV (Certification, Authentication, and Verification) of academic records should do the following:

1. Present or request your original Transcript of Records and Diploma if graduate.
2. Submitted documents will be verified by the Registrar's Office.
3. Secure a Request for Document Form (REG-FO-052) from the Registrar's Office. Fill out the form.
4. Proceed to the Accounting Office to pay the CAV of academic records processing fee.
5. Present proof of payment to the Registrar's Office.
6. Receive claim stub from Registrar's Office as to when to get CAV of academic records .

CAV of academic records for undergraduates includes the following:

- Endorsement Letter from the University Registrar
- Certification of Enrollment includes Academic Years and Terms attended (optional)
- Copy of Transcript of Records

CAV of academic records for graduates includes the following:

- Endorsement Letter from the University Registrar
- Diploma
- Copy of Transcript of Records with Special Order No.
- Certification of Graduation (optional)

Leave of Absence

A student may also discontinue studies temporarily should valid circumstances prevent the student from enrolling for a particular term. In this case, the student should request a Leave of Absence (LOA) from the Registrar's Office. A student on the official LOA is not permitted to enroll or study in another learning institution. An approved LOA from the university to temporarily discontinue studies implies a guarantee to accept the student as a returning student.

A student who would like to take LOA should do the following:

1. Secure an LOA Form at the Registrar's Form. Fill out the form.
2. If enrolled and within the validity of dropping, process Dropping.
3. Pay LOA processing fee.
4. Submit or email the accomplished LOA Form with attached proof of payment to the Registrar's Office. For email submission, strictly follow this format: "Leave of Absence – [College Abbreviation] – [Student No.]: [Student Complete Name]", e.g., Leave of Absence – COA – 2000-109999: Maria M. Makabayan

The approved leave shall be valid only for a maximum of three (3) consecutive terms. If circumstances do not permit the student to officially return to the University within this period, the student must renew the request before the leave of absence expires. A student on official LOA is not allowed to study elsewhere. A Transfer Credential or Honorable Dismissal is required for this purpose.
A student who withdraws from studies without securing the approval for an official Leave of Absence is considered Absent Without Leave (AWOL) and will have the student registration privileges curtailed or entirely revoked.

The University reserves the right not to accept students who are on AWOL.

Students who will transfer to another school are required to surrender their University Identification Cards (IDs) to the Office of the Registrar before the release of records.

A student who would like to return from LOA/AWOL should do the following:

1. Secure a Records Activation Form (REG-FO-007) at the Registrar's Office. Fill out the form.
2. Proceed to the Accounting Office for clearance.
3. Submit or email the accomplished Records Activation Form to the Registrar's Office. For email submission, strictly follow this format: "Returning – [College Abbreviation] – [Student No.]: [Student Complete Name]", e.g., Returning – COA – 2000-109999: Maria M. Makabayan

Retention Policy.

Student performance is evaluated at the end of each term. Student retention is used to classify student performance to determine the allowed maximum no. of units to enroll in for the term. Each College has its own retention policy, but in the absence of it, the institution uses this scheme.

"Good Standing" is given to students who have passed at least 75% of enrolled units depending on the student's year level standing's regular units or overload units whichever is the highest.

If a student fails (final grade of 0.00, R, F) more than 25% of enrolled units at the end of the term (including Dr, 0.00 and Inc), as part of the institutional student retention policy, the student is blocked from enrolling the following term unless the College defines an academic standing of either "Warning" or "Probation" and enters the maximum no. of units that the student can enroll in using the NUis' Student Retention module.
For licensure programs, the required academic standing for the continued residence shall be set by the College. Students enrolled in the licensure programs must refer to their respective Colleges for more information on their retention policies.

College	Licensure Programs
College of Allied Health	BS Medical Technology BS Nursing BS Pharmacy
College of Architecture	BS Architecture
College of Business and Accountancy	BS Accountancy
College of Education, Arts and Sciences	B Elementary Education B Secondary Education BS Psychology
College of Engineering	BS Civil Engineering BS Electronics Engineering BS Electrical Engineering BS Environmental and Sanitary Engineering BS Mechanical Engineering

Crediting and Grading System.

Each program has a prescribed minimum number of academic units. In general, every lecture credit unit requires 80 minutes of attendance each week. Thus, a course requiring 4 lecture hours of attendance per week carries 3 units of credit. For the laboratory, the credit unit requires 240 minutes of attendance each week. Thus, a course requiring 4 laboratory hours of attendance per week carries 1 unit of credit.

Students will be allowed to have courses credited within the first term of enrollment and that includes graduate, undergraduate, transferee, second degree, and shiftees.

A student is allowed to enroll in a maximum number of units of new subjects per term based on the student's year standing as defined in the curriculum otherwise, College Dean defines the maximum number of units.

The University adopts the grade point system, with the following grade points and corresponding descriptions and equivalences of other schools:

NU Grade Point	Description	Grade Range (%)	Percentage Equivalent
4.0	Excellent	96 - 100	96-100
3.5	Very Good	90 – 95	91-95
3.0	Good	84 – 89	87-90
2.5	Above Satisfactory	78 – 83	84-86
2.0	Satisfactory	72 – 77	81-83
1.5	Fair	66 – 71	78-80
1.0	Pass	60 – 65	75-77
R	Repeat	< 60	Repeat
0.0	Fail		Failed
Dr	Officially Dropped		Dropped
Inc	Incomplete		
P	Pass for Bridging / Intervention Courses	>= 60	
F	Fail for Bridging / Intervention Courses	< 60	

Based on the CHED CMO No. 105 Series 2017 stating that Grade 12 graduates are eligible to enter college regardless of the track or strand took in Senior High School, the University identified bridging or intervention courses (non-credit) for selected degree programs to support student learning.

A grade of “R” is given to students who did not meet the passing standard of 60 percent. The student must enroll in the subject again. A grade of “R” is not a failing grade, as it is not included in the computation of the General Weighted Average (GWA). “R” simply means that the student is given another chance to perform better by re-enrolling in the subject.

A grade of “0.0” (or Failed) is given to students who have incurred absences more than the required limit and are considered deficient in course requirements and are given a final grade of 0.0 (Failed).

This grade cannot be changed into a “Dr” if the student officially drops after the deadline for submission of midterm grades.

An irrevocable grade of 0.0 (or failed) is given to students who are caught cheating on quizzes or major exams.

A student can appeal for a correction of a grade at most 3 working days after the deadline for submission of final grades.

A grade of “Inc” is given to the student who fails to comply with the major requirements of the subject, e.g., major examinations, projects, research, clinical requirements, practicum requirements, or thesis. Removal of “Inc” must be done within the prescribed time (refer to University Calendar published in NUis’ Academic Calendar module and official website) by submitting an accomplished Completion of Grade Form (REG-FO-013) after which the student shall be given a final grade based on the student’s overall performance. A student who fails to comply with the requirements within the prescribed time will be given a final grade of “R” and must re-enroll in the course
A student who would like to complete their “Inc” grade must do the following:

1. Secure and Grade Completion Form (REG-FO-013) at the Registrar’s Office.
2. Pay grade completion processing fee.
3. Proceed to the college where “Inc” was incurred, and have the faculty fill out the final grade in the Grade Completion Form and affix their signature. The faculty shall endorse the form to the Dean. If the faculty is not with National University anymore, consult with the Dean to which the course belongs.
4. Submit or email the accomplished Grade Completion Form with attached proof of payment to the Registrar’s Office. For email submission, strictly follow this format: “Grade Completion – [College Abbreviation] – [Student No.]: [Student Complete Name]”, e.g., Grade Completion – COA – 2000-109999: Maria M. Makabayan

The cumulative GWA is computed as follows: (see tables for samples)

- Multiply the credit units for each course taken, by the corresponding final grade earned (except for those with “R”, “Inc”, “P”, or “F”). The resulting product is the honor points earned for the course.
- Get the sum of the honor points earned.
- Divide the honor points obtained, by the total number of credit units for the courses taken (except those with a final grade of “R”, “Inc”, “P” or “F|). The quotient is the student’s GWA for the term (if the courses considered were those taken in one term only), or the Cumulative GWA (if the computations considered all courses).
- Indices are computed to four decimal places and rounded off to two.

The formula representing this computation is as follows:

GWA = (H1 + H2 + … +Hn) / (U1 + U2 + … + Un)

where:

H = honor points
n = total number of courses
U = credit units

1st Term GWA Computation (without Repeat or Failing grades)

COURSES	CREDIT UNITS	GRADE POINTS	HONOR POINTS
MLSHIS1C	2.0	2.5	5.0
MLSHIS1L	1.0	3.5	3.5
MLSPMLS1	3.0	3.0	9.0
GEPCM01X	3.0	2.5	7.5
PHYSED11	(2.0)	1.5	
MCWTS01X	(3.0)	4.0	
	9.0		25.0

GWA = 25.0 / 9.0 = 2.78

2nd Term GWA Computation (with Repeat or Failing grades)

COURSES	CREDIT UNITS	GRADE POINTS	HONOR POINTS
GEUTS01X	(3.0)	R	
GEFIL01X	3.0	2.5	7.5
MLSPML2C	2.0	3.0	6.0
MLSPML2L	1.0	0.0	0.0
PHYSED12	(2.0)	1.5	
MCWTS02X	(3.0)	4.0	
	6.0		13.5

Note: Credited units excluding “R” grades = 3 units.
GWA = 13.5 / 6.0 = 2.25

Cumulative GWA (CGWA) as of 2nd Term of Year 1 = (25.0 + 13.5) / (9.0 + 6.0) = 38.5 / 15.0 = 2.57

All final grades except Civic Welfare Training Service 1 and 2 (MCWTSX01 and MCWTSX02 or their equivalent) and Physical Education 1, 2, 3, and 4 (PHYSED11, PHYSED12, PHYSED13, and PHYSED14 or their equivalent) in academic courses are NOT included in the computation of CGWA.

Should there be any discrepancy between the grade that appears on the Official Grading Sheet and that which appears on the course, or any other document, the former shall prevail.

Rules on Attendance.

There are no excused absences. Twenty percent (20%) of all class sessions are deemed sufficient to cover absences due to emergencies. Thus, the maximum number of absences is as follows:

- 4 meetings for classes meeting once a week
- 8 meetings for classes meeting twice a week

A. Honors List.

The Registrar’s Office is responsible for releasing the official list of honor students every term.

Students on the list will receive a Certificate of Recognition.

To qualify, the student must:

- Attain a General Weighted Average (GWA) of at least 3.25 as indicated below:
  Dean's First Honors List – GWA is 3.50 or higher
  Dean's Second Honors List – GWA is from 3.25 to 3.49
- Carry a minimum subject load of 12 academic units, unless specified otherwise in the program flowchart. Note: If the regular load for the term falls below 12 units have the Registrar's Office validate your qualifying GWA for the term on or before the midterms of the following term.
- No final grade below 2.5 in any course.
- No failing grade of F, R, or 0.00 in any course.
- No officially dropped (Dr) in any course.
- No incomplete (Inc) grade in any course at the time of award.
- Not have been found guilty of cheating or academic dishonesty as provided for in this Handbook.

B. Graduation and Academic Honors / Awards.

Students who have successfully completed the required number of units or courses required in their curriculum are qualified to apply for graduation. Students apply by completing the Online Application for Graduation in NUIS. Upon verification and confirmation by the Registrar's Office, the candidate is required to attend the schedule of graduation and career orientation, exit interviews, rehearsals, toga measurement, and graduation ceremony.

Upon graduation, a student may be awarded academic honors should his/her Cumulative General Weighted Average (CGWA) for their entire stay at National University be at least 3.25, with no failing grade (0.0) in all courses, no "R" or "Dr" and no record of any disciplinary offense.

The classifications are as follows:

Summa Cum Laude	3.75 or higher
Magna Cum Laude	3.50 – 3.74
Cum Laude	3.25 – 3.49

All academic honors will be awarded only if the student recipient has completed 75% or more of the courses in their curriculum at the National University.

You may visit the Registrar's Office for further updated student discipline policies

SECTION VII. TUITION AND OTHER SCHOOL FEES/ CHARGES

A. Schedule of Fees and Other Charges: The schedule of fees and other charges shall be announced through postings at the student's NUIS Portal.

B. Payment of Fees/ Other Charges: Assessed fees and other charges can be paid thru the following ways: Over-the-counter cashier and through NU's online payment facility (PAYNAMICS) for Ph500 and above. Payment thru bank via Banco de Oro Bills Payment and thru SM Bills payment is allowed for less than Ph500.00 and Checks issued to NATIONAL UNIVERSITY, INC. Payments other than in cash should be addressed and made payable to the NATIONAL UNIVERSITY INC and not to any officer, or department of the University.

C. Payment option outside NU: Students may pay outside but only on their assessed fees and balances not greater than Ph500.00 or checks. No need to return to the Credit & Collection's cashier for verification as both accredited payment centers forward the next business day a report composing of the student's name, student's number, and their corresponding payment for processing by cashiers.

For less than Ph500.00 and check payments, accredited payment center such as Banco De Oro (BDO) Bills Payment and SM Bills Payment Center accepts cash or check deposits by indicating as reference the student number and student's name with the corresponding reference fee.

The University is discouraging the use of online bank transfers, credit card online payment, ATM, GCash, and payment centers as a form of payment as these facilities do not generate specific references that may cause the payment to be unverifiable.

D. Payment in Advance: All tuition and other school charges are payable in advance.

E. Payment on Installment Basis: Payment on an installment basis is allowed depending on the installment plan specified and approved by the Accounting Office. If payment is not made on the designated installment date, a monthly extra charge penalty is imposed.

F. Late Enrollment: A student who enrolls after the enrollment period is considered a late enrollee. An extra charge penalty is imposed on students who enroll after the first day of the opening of classes.

G. Place of Payment: All payments of tuition or other school charges are made at the Credit & Collection Office and NU's online payment facility. Payments made outside the Credit & Collection Office and NU's Online Payment facility shall be discouraged unless payment is less than Ph500.00 or check payments. Payments can only be done thru any branches of Banco De Oro, BDO Online Bills Payment, SM, Savemore, and Hypermarket Bills Payment Section. All official receipts issued by the Credit & Collection Office or university-accredited payment centers should be kept safe by the student.

H. Refund: Refund of fees shall be made in accordance with the following rules:

1. Refund without Deduction – The corresponding refund or credit adjustment without deduction shall be made in any of the following cases:
    a. When a class is dissolved or discontinued; or
    b. When a student enrolled in subjects that have already been taken and passed.
    c. When a student drops subjects mainly due to conflict of schedule with other

subjects.

2. Refund with Deductions – If students have already paid their tuition and other university fees, the corresponding refund or credit adjustment with deductions shall be made in the following cases:
    a. When students officially drop their academic load or withdraw from the university within one (1) week after the opening of classes during the regular term, they shall be entitled to a refund or credit adjustment of what they have paid, subject to a 10% charge of their total assessment plus registration fee and ID fee.
    b. When students officially drop their academic load or withdraw from the university during the second week of classes of the regular term, they shall be entitled to a refund or credit adjustment of what they have paid, subject to a 20% charge of their total assessment plus registration fee and ID fee.
    c. When students still wish to officially drop their academic load or withdraw from the university after the period of subject adjustment, they shall no longer be entitled to any refund and will be charged the total amount of matriculation found on their assessment form.
    d. When a student wishes to drop his/her subject/s thru Load Revision, it is only allowed during the enrollment period with charges.

I. Processing of Application for Refund. Application for refund shall be processed only during the term they are filed.

J. Shifting Fee. Students who wish to change course will be charged.

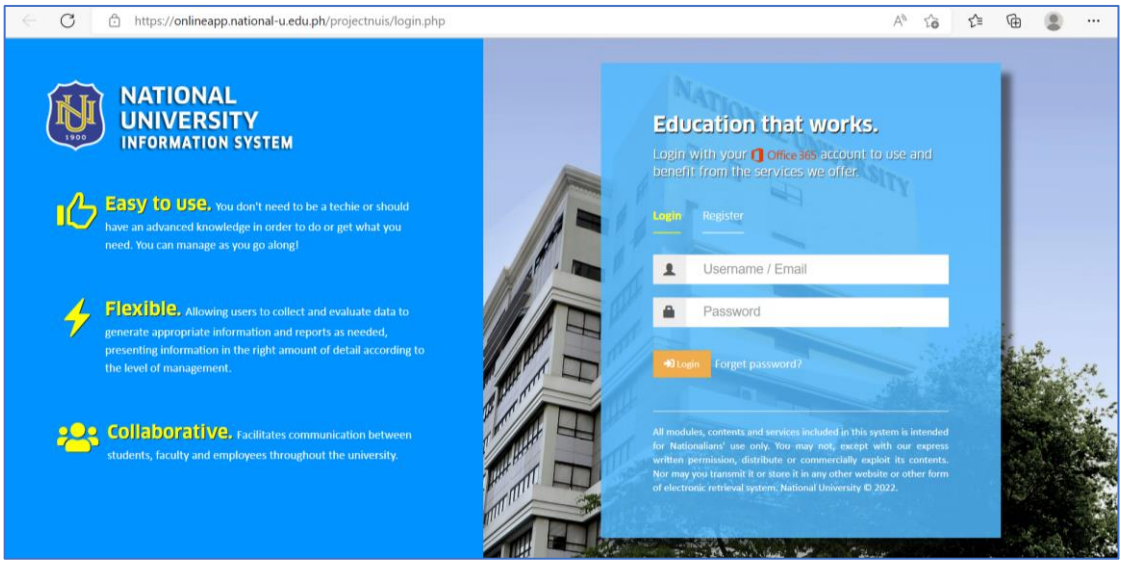
K. Non-settlement of Financial or Property Accounts. Students who fail to settle their financial and/or property accounts with the University shall not be issued a clearance for their Transfer Credentials and/or Transcript of Records.

L. NUIS Student Ledger.Students.The NUIS's Student Ledger feature provides students and authorized users with a real-time, easily understandable statement organized by term. These statements, which include a summary of all charges and credits for the term, can be generated at any time.

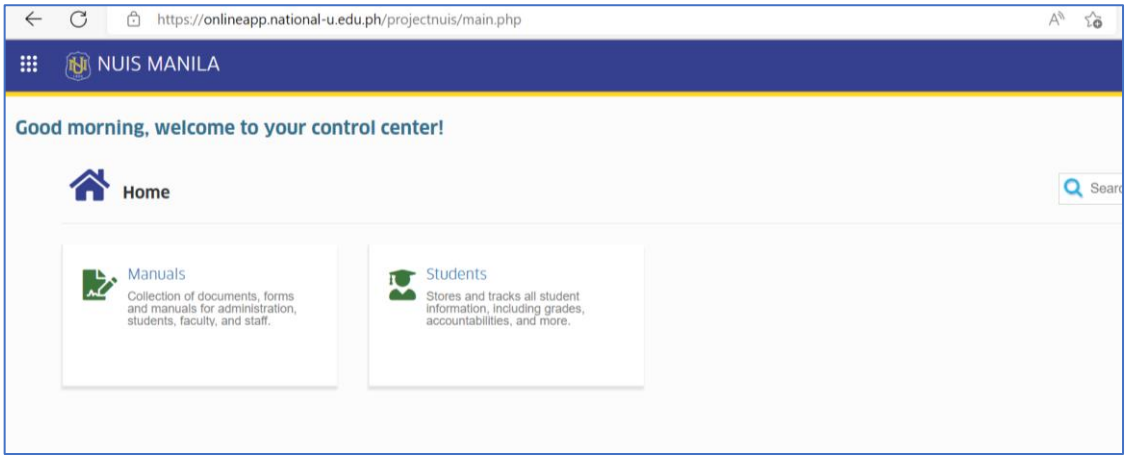
The student ledger summarizes the financial transactions of each student's payment and tuition fees at the university and any additional charges imposed by their colleges and other departments.

Guidelines on How to access the Student Ledger Module.

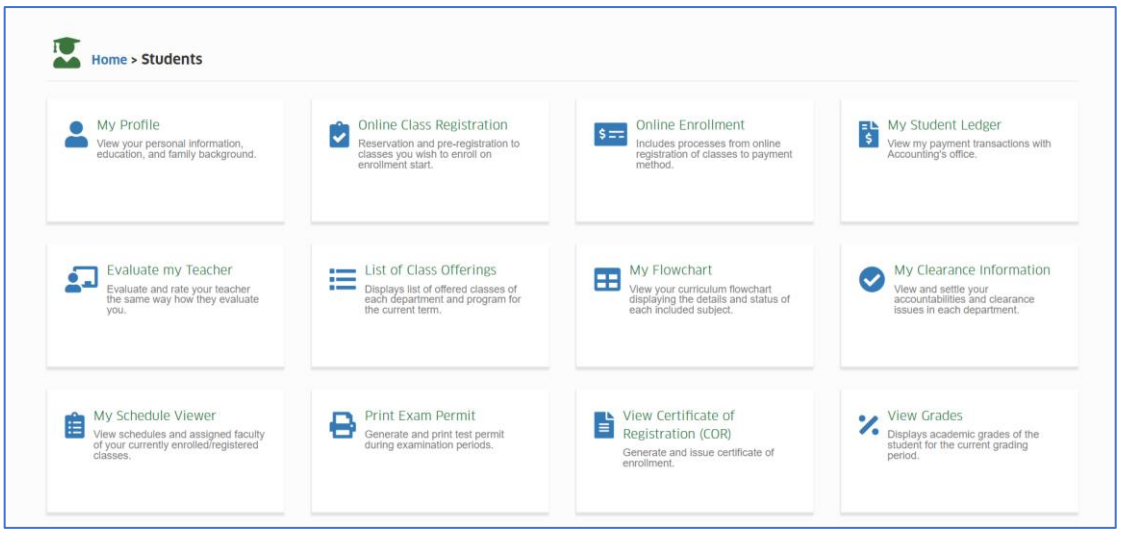
1. Login to Student's NUIS Account thru this link
   https://onlineapp.national-u.edu.ph/projectnuis/login.php



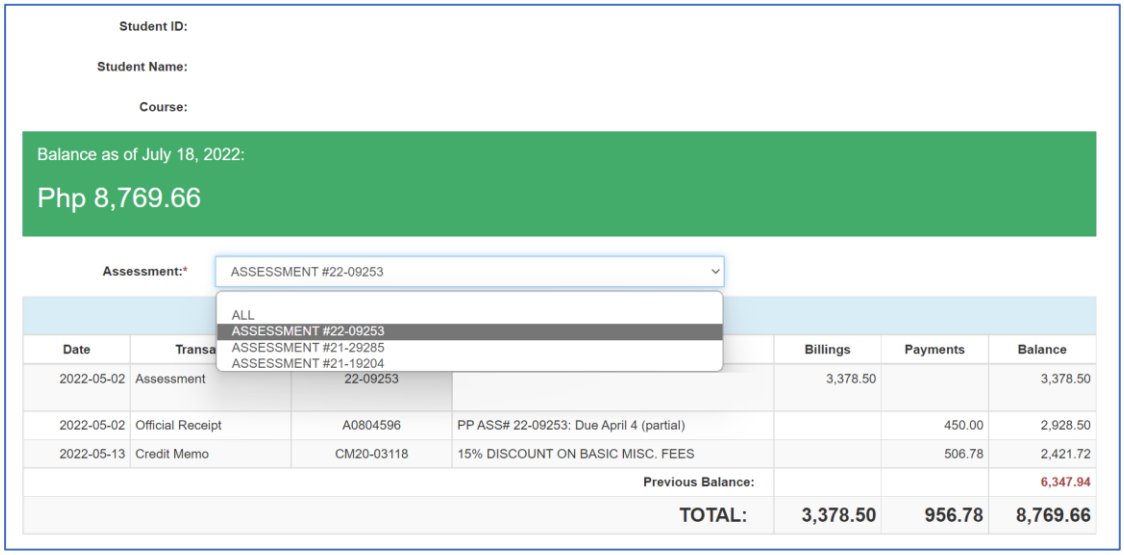
2. Click "Students"



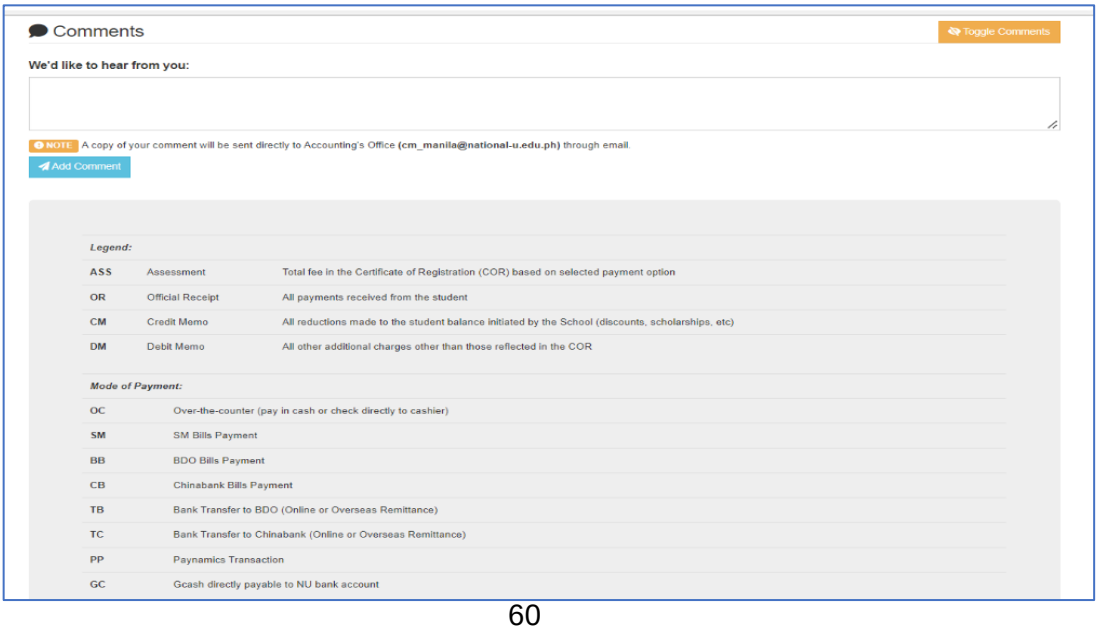
3. Click "My Student Ledger"



4. By clicking the Dropdown list, you can choose the terms you want to access.



5. You can leave a message thru the “COMMENTS” section for any clarifications. You will receive a reply from the Credit & Collection representative thru your Outlook Email. You can also view the legend as guidelines for the codes used on your ledger..



SECTION VIII. STUDENT DISCIPLINE OFFICE

Student Discipline plays a significant role in the academic training of all students. Character and values formation is the ultimate objective in having rules and regulations inside and outside the University. As students can freely exercise their rights inside the school, they are also obliged to abide by the rules and fulfill their obligations and responsibilities inside the University. Students must be aware of the University discipline structures, policies, rules, and regulations as well as procedures and practices.

VISION:
A learner-centered Student Discipline Office committed to nurturing and sustaining the character formation of Nationalists.

MISSION:
Student Discipline Office aims to help students grow and develop into mature, responsible, efficient, and worthy individuals of the National University community.

A. Role of Student Discipline Office

1. To promote proper decorum inside the university through orientations, lectures, and dissemination of student handbooks and other discipline education materials.

2. To prevent rather than correct unseemly student behavior by expanding and promoting preventive and formative discipline programs.

3. To intervene in the student disciplinary cases through case conferences with students, faculty, and parent/guardians and refer the student for counseling.

4. To supervise Lost and Found items inside the university.

B. Disciplinary Procedures on Minor Offense cases (In reference to CHED Manual of Regulations Article XXI Section 105)

The Discipline office shall have the jurisdiction to impose appropriate and reasonable disciplinary measures on all student offenses or discipline infractions.

The U.P.C.C. (University Panel for Case Conference) comprises the Director of Student Development and Activities, one selected College Dean, an elected NUSG representative, and the head of the Student Discipline Office, who will preside over the administrative proceedings.

1. Students must be informed in writing of the cause of any accusation against them and required to answer the allegation in writing. If the student is a minor, the parents or the guardian shall be furnished with a copy of the show cause letter.

2. Discipline Office shall refer to the UPCC, who shall investigate cases referred by the Discipline Office for the reason of incomplete admission or denial on the part of the respondent.

UPCC shall conduct a formative fact-finding investigation to:

a. determine the responsibility of the students in committing an offense.

b. assess all the statements presented by all parties concerned, and

c. recommend possible intervention but not limited to punitive but may include formative.

In all stages of proceedings, students shall have the right to assistance of a counsel of his own choice.

Students shall have the right to listen to and examine the evidence presented against them, to ask clarificatory questions through the UPCC, and to give evidence on their behalf.

The UPCC must have a quorum to pass a resolution in a case.
1. Concerned students shall be informed in writing of the decision promulgated in their case; and
2. Once a resolution is made, the UPCC, as a recommending body, shall submit a report to the President's Council for final resolution.

Parties concerned in the investigation who are not satisfied with the decision of the President's Council may file an appeal within five (5) calendar days from the day of receipt of the decision stating the grounds for the appeal.

The following time frame shall guide the schedule of the fact-finding investigation:

Submission of the formal complaint in writing and all other documents related to the incident/s	1 day
Evaluation of report	3 days
Issuance of Notice to Explain	1 day
Respondent's written answer	5 days
Evaluation of Respondent's written answer	2 days
Issuance of Notice of Case Conference	5 days
Investigation process and evaluation	10 days
Issuance of Decision/Recommendation	3 days
Total	30days

1. Appeals. Should the respondent find the decision of the UPCC unfavorable, he may file an appeal with the Office of the Vice President for Academic Operations within five (5) working days of receipt of the decision. The request must state the grounds and reasons for the appeal. Appeals not filed within the indicated period will render the decision of the UPCC final and executor.

a. The UPCC may render a decision within ten (10) working days of, or a reasonable time from, the receipt of the appeal.
b. The UPCC may convene an ad hoc committee to evaluate the grounds and concerns raised for the appeal.
c. The decision of the UPCC, when reviewing a case under this Section, is final and not open to appeals.
d. Should the UPCC find the respondent not responsible for the offense(s), the results will be recorded accordingly.

Summary Proceedings. If during the preliminary investigation, the respondents admit the charges against them, the UPCC will proceed to the processing of learning and needs assessment and recommends necessary interventions (formative and punitive).

Intervention or penalty imposed in a summary proceeding is final and immediately executory unless the UPCC defers the imposition of intervention or penalty for meritorious reasons.

D. Categories of Intervention for Major Offenses:

Category 1. Conduct Probation for one academic year (3 trimesters) and referral for

counseling

Category 2. Formative Intervention:

a. University Service
b. Referral for counseling
c. Attendance on lectures in Discipline Education Program
d. Evaluation

Category 3. Non-Readmission

Category 4. Exclusion (See Article XXI, Section 106 of CHED manual)

Category 5. Expulsion (See Article XXI, Section 106 of CHED manual)

C. The following are major offenses with their corresponding penalty:

MAJOR OFFENSE	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
a. Cheating in any form before or during an examination, such as quizzes, long tests, written reports including papers, case analysis, experiments, or assignments required. The following acts of cheating shall be dealt with a penalty by the faculty, proctor, and the Dean of the college to which the student belongs. The case should also be filed in writing to the SDO for proper documentation and processing.	Category 1 & 0 in exam	Category 2& 0 in exam	Category 3
i. Unauthorized possession of notes or any material related to the examination whether the student uses them or not.	Category 1 & 0 in exam	Category 2 & 0.0 in subject	Category 3
	Category 1 & 0 in exam	Category 2 & 0.0 in subject	Category 3
ii. Copying or allowing another student to copy during examination.	Category 1 & 0 in Exam	Category 2 & 0.0 in subject	Category 3
iii. Glancing or looking at another student's examination papers, allowing another student to glance or look at their examination paper.	Category 2 & 0.0 in subject	Category 3	
	Category 2 & 0 in subject	Category 2 & 0.0 in subject	Category 3
iv. Communicating with other students and using the electronic device without permission from the proctor/teacher during the	Category 2& 0 in subject	Category 3	

examination.		
v. Plagiarism and other forms of academic dishonesty.		
All the statement must be deleted because if the faculty members will be reporting the incident of cheating or any forms of academic dishonesty it will be process as case filed for first offense to avoid confusion		
vi. Leaking examination questions to another or other students		
a. Having somebody else take an examination or test for another or prepare a required report or assignment. If both parties are students, both are liable.	Category 2 & 0 in subject	Category 3
b. Habitual disregard or willful violation of established policies, rules or regulations consisting of three (3) minor offenses of the same kind or nature, or five (5) minor offenses of different kinds or nature	Category 2	Category 3
c. Vandalism, unhygienic use, or destruction of property belonging to the University or to a member of the faculty, administrator, co-academic personnel, another student or to a visitor while in campus	Category 2 and will be charged for the damages	Category 3 and will be charged for the damages
d. Bringing in, carrying, possession or use of deadly weapons inside the University premises or outside the University during an	Category 3	

academic function or school activity		
e. Deliberate disruption of an academic function or school activity which tends to create disorder, tumult, breach of peace or serious disturbance not necessarily connected with the function or activity	Category 2	Category 3
f. Brawl within the University premises or during an academic function or school act outside the University	Category 2	Category 3
g. Inflicting physical injuries on another inside the University premises or during an academic function or school activity outside the University	Category 3	
h. Unauthorized bringing in, carrying, possession or use of prohibited drugs or chemicals without proper prescription inside university premises or during an academic function and off campus activities, and any other violation of the provisions of R.A. 9165, otherwise known as the “Comprehensive Dangerous Drugs Act of 2002”	Category 4	
i. Unauthorized bringing in or drinking of liquor or any alcoholic beverages inside the University premises or during off campus activities or entering the University premises or attending academic functions and any school activities under	Category 2	Category 3

the influence of liquor or alcoholic beverages			
j. Gross acts of disrespect in words or in deed that tend to put the University or any administrator, member of the faculty, co-academic personnel, security guards, maintenance personnel, students and visitors in ridicule or contempt.	Category 2	Category 3	
k. Direct assault upon the person of any member of the administration, faculty, co-academic personnel, or any student or person vested with authority	Category 3		
l. Threatening another person with any act amounting to crime, delict or wrong, or with the infliction of any injury or harm on the person's honor or integrity	Category 2	Category 3	
m. Acts of lewdness or commission of any act of immorality; the possession, display, or distribution of pornographic materials inside the University including accessing internet sites that do not correlate to any specific subject or course within the University	Category 1	Category 2	Category 3
n. Acts that bring the name of the University into disrepute such as public and malicious imputation of a crime, or of a vice or defect, real or imaginary, or any act, omission, condition, status, or circumstance, tending	Category 2	Category 3	

to cause dishonor, discredit, or contempt to the name of the University			
o. Unjust enrichment or stealing whether attempted, frustrated or consummated	Category 3		
p. Unauthorized collection or exaction of money, checks or other instruments as equivalent of money in connection with matters pertaining to the University	Category 3		
q. Forging, falsifying, or tampering of academic or official records or documents of any kind; or intentionally making a false statement of any material fact, or practicing fraud or deception in connection with anything that pertains to the University	Category 3		
r. Gambling in any form inside the University or during an academic function or school activity outside the University	Category 2	Category 3	
s. Acts of subversion	Category 1	Category 2	Category 3
t. Conviction before any court for a criminal offense involving moral turpitude against person	Category 4		
u. Membership in a fraternity or sorority for students. This includes membership in any unrecognized organization that subscribes or participates in any violent act.	Category 3		

v. Encouraging students to violate their Non-Fraternity Contracts by inviting them to join a fraternity, sorority or any organization not recognized by the University	Category 3	
w. Any kind of provocation that results in heated verbal or physical confrontation between students and group of students	Category 3	
x. Hazing or physical injuries for initiation, admission, or continuance of membership in any organization, society, or group, whether open or secret. For this purpose, the members who were present shall be liable whether they participated in the hazing. The officers of the organizations, society, or group shall also be responsible whether or not they are present during the hazing incident.	Category 4	
y. Computer security breach. Accessing a university computer or computer network without authority or beyond authorized access. Acts that constitute computer security breach include but are not limited to the following:	Category 2	Category 3
i. Alternating information (e.g., changing the password of someone else's account and changing the data in files beyond one's authorized access, etc.), damaging or destroying information		

(e.g., deleting someone else's file, etc.) ii. Introducing false information (e.g., using someone else's account and sending offensive mail, cyber bullying, etc.) iii. Preventing authorized use of information; or iv. Preventing normal operation of computers or computer networks of the University (e.g., changing the configuration or CMOS set-up of a PC, introducing computer virus, etc.)			
z. Entering any restricted area within the University without prior authority	Category 1	Category 2	Category 3
aa. Perjury, defined as testifying falsely in any administrative proceeding, or knowingly making untruthful statements in documents under oath when such oath is required	Category 2	Category 3	
bb. Possession or exploding of firecrackers inside the University premise during academic functions or school activities	Category 3		
cc. Lending ID to another or using someone else's ID	Category 1	Category 2	Category 3
dd. Making sexual advances in words or deeds to another student or to any	Category 3		

member of the academic community		
ee. Such other acts as may be determined by university authorities provided the application is prospective and properly disseminated to students through official announcements	Category 2	Category 3
ff. Any forms of bullying such as cyber, physical, mental, verbal and others	Category 2	Category 3
gg. Failure to comply with the University Drug Testing Program	Category 2	Category 3
hh. Smoking cigarette and vape, drinking alcoholic beverages and playing cards inside school premises are strictly prohibited	Category 2 Category 3	Category 3
jj. Recruitment of fellow student to join fraternity or sorority that are not recognize by the University	Category 1 and items will be confiscated	
kk. Bringing –in electronic cigarette/vape and cigarettes within the University premises.	Category 2	Category 3
ll. Any inappropriate statement in the chat box/ chat room such as impolite and rude words.	Category 2 Category 2	Category 3 Category 3
mm.. Any kind of provocation among group of students during online class	Category 2 Category 2	Category 3 Category 3
nn. Academic dishonesty during online class	Category 2	Category 3
oo. Disregarding guidelines in online class etiquette	Category 2	Category 3

pp. Deliberate disruption of an academic function during online classes		A.
qq. Use of inappropriate words/statements posted in any social media against any members of the University	Category 2 Category 2	
rr. Violation of Student Athlete Dormitory Rules and Regulations amounting to misconduct or major offense as defined in this handbook	Category 4 Category 2	
ss. Misconduct		
tt. Possession or exploding of improvise explosive device (IED) inside the University premises during academic functions or school activities.		
uu. Acts of lasciviousness		
vv. Sexual assault		

Disciplinary Procedures on Major Offense cases.

1. Submission of the formal complaint in writing and all other documents related to the incident/s during the NUFLEX may be done through any of the following procedures:
   a. Email / Postal mail to the Discipline Officer (amsentones@national-u.edu.ph)
   b. Submit directly to Student Discipline Office
   c. Leave the letter to the Security Guard on Duty in the main entrance of the school.

2. Evaluation of Complaint Report
   a. Jurisdiction of the school on the complaint presented.
   b. Determination of the probable cause.
   c. Call or email the complainant for a conference.
3. Issuance of Notice to Explain to the respondent
   a. Call or email the respondent for a conference.
   b. Issuance of a Notice to Explain through email.

4. Respondent's may submit their written explanation through any of the following procedures:
   a. Submit the written explanation via Email / Postal mail to the Discipline Officer (amsentones@national- u.edu.ph)
   b. Submit directly to Student Discipline Office
   c. Leave the letter to the Security Guard on Duty in the main entrance of the school.

5. Evaluation of Respondent's written explanation (This will be done only if the respondent denied the allegations)
   a. The SDO officer shall convene the UPCC.

6. Issuance of Decision/Recommendation
   a. Issuance of Recommendation is within 3 days upon the completion of case conference conducted by UPCC.

7. Categories for Intervention for Major Offenses
   a. All the categories for Intervention will continue to be implemented during online classes, except for Category 2 which is Formative Intervention wherein University Service is rendered This will be suspended until such time that quarantine protocols by the government is lifted.
   b. There will be referrals for counseling, and attendance to lectures online as part of the Discipline Education Program which will be conducted by the Discipline Officer.

A. Disciplinary Procedures on Major Offense cases.

1. First offense- A violation slip will be issued by the Student Discipline Office
2. Second offense – A violation slip and written apology letter
3. In case of the *third and succeeding offense*, the student is charged with a major offense under section XVII and is given a notice to explain.

The following are minor offenses and their corresponding intervention:

MINOR OFFENSE	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
a. Unbecoming behavior as those under Section I-Rules of Conduct, D, such as boisterous conduct, whistling, running or any action that may disturb classes or student activities should be avoided.	3		
b. Losses of University ID	1	2	3
c. Non-wearing or failure to bring University ID in campus or during official University activities outside the campus	1	2	3
d. Refusal to present University ID when asked by authorities	2	3	
e. Proselytizing, defined as an attempt to convert another to one's faith by attacking or denigrating the other person's practices and beliefs, or by offering special inducements	1	2	3
f. Littering	2	3	
g. Selling items, engaging in business, or soliciting contributions or donations in campus without prior approval or authority	1	2	3
h. Preventing circulation of a recognized student publication by withholding or removing a substantial number of copies from the newsstands	2	3	

i.	Wearing the inappropriate attire within university premises. Such as: 1.Shorts and torn or worn out and ripped jeans 2.sleeveless blouse, spaghetti straps, razor back, tube 3.blouses and dresses with plunging neckline, backless 4. Midriffs, hanging blouses, off shoulder blouses and dresses. 5.Miniskirts (more than 2 inches above the knee) 6.Rubber slippers 7.body hugging blouses and skirts/pants 8.haltered blouse and dresses 9. Revealing see-through attires 10. Leggings 11. Jogging pants 12. Cross-dressing	1	2	3
j.	Public display of physical intimacy	1	2	3
k.	Violation of policies of the Information Technology Resources Office such as but not limited to accessing Chat, IRC, MOO, MUD sites and the like, playing any form of games, and using Mobile phones and other electronic communication devices in computer laboratories	2	3	
l.	Students are not allowed to use classrooms and other facilities for any purpose without reservation or proper authority.	1	2	3
m.	Loitering along the classroom corridors while classes are going on	1	2	3
n.	Eating in classrooms, laboratories, offices, and study areas	1	2	3
o.	Violation of policies on the use of lockers	1	2	3
p.	Use of Mobile phones and other electronic communication devices during official class hour is not allowed.	1	2	3
q.	Wearing of body piercing accessories except for earrings for girls which is limited only to one piercing accessory/earring per ear.	1	2	3
r.	Bringing in cigarette and vape	1	2	3
s.	Artificial hair color which is deemed inappropriate in academic community	1	2	3
t.	Wearing of clothing with inappropriate language and suggestive graphics that does not conforms with the mission and vision of the school	1	2	3
u.	Areas exclusively used by men or women that are marked accordingly (Ladies' and Men's Room) are off limits to the opposite sex.	1	2	3

F. Preventive Suspension (excerpt from CHED Manual section 106)

A student under investigation may be preventively suspended from entering the school premises and attending classes when the evidence of guilt is strong. The responsible school official is morally convinced that the continued stay of the pending student investigation would cause a sufficient distraction to the normal operations of the institution or would pose a real or imminent threat or danger to persons and property inside the institution's premises.

G. Lost and Found Procedure and Policy

1. Procedures in Receiving and Reporting Lost Item
   a. Items found inside university premises must be turned over to the Student Discipline Office.
   b. The person who returned over the lost and found item/s will fill-out the lost and found logbook.
   c. Found items will be placed in the lost and found cabinet.

2.. Policies on claiming of lost and found items.
   a. Proceed to Student Discipline Office to claim/retrieve the lost and found items.
   b. An interview will be conducted to determine the proof ownership.
   c. Owner of the lost and found item will sign on the logbook as proof that the item was claimed.
   d. Only the owner of the lost and found item/s shall be allowed to claim/retrieve the item/s.

3. Policies on disposal of unclaimed Lost and found items
   a. Lost and found items must be claimed within a year.
   b. Unclaimed items will be disposed or will be donated at end of the school year.
   c. All items disposed or donated will be recorded on the Lost and Found record book.

H. Definition of Terms

1. Student refers but is not limited to:

   a. a person who, at the time of the commission of the offense, is enrolled in any academic or non-academic subject or subjects whether in the undergraduate or graduate school, day or evening classes, regular or part-time; or

   b. a person admitted to any college or unit or any academic or non-academic program of the University, whether enrolled or not, or has complied with all the requirements for graduation in the program where the person was admitted at the time of the filing of the charges or during the pendency of the proceedings; or

   c. a person who has been allowed to graduate from the University but has not yet been cleared to take delivery of their certificate of completion, diploma, or transcript of records regardless of whether or not they have been granted by the University an alumnus status.

2. University premises refers to the territorial boundaries of the National University, including the academic and non-academic buildings and campuses, the parking lots adjacent to it as well as immediate sidewalks within a radius of five (5) meters from gates, fences, or dividing walls of buildings and within a radius of two hundred (200) meters for the following offenses, to wit:

   a. Brawl XVIII E-g

   b. Inflicting physical injuries on another XVIII-E-h

   c. Unauthorized bringing in, carrying, possession or use of drugs or chemicals as defined in Section XVIII-E-i

   d. Vandalism or destruction of property belonging to another Section XVIII-E-d

   e. Direct assault as defined in Section XVIII-E-l

   f. Threatening another as defined in Section XVIII-E-m

   g. Unjust enrichment as defined in Section XVIII-E-p

h. Making sexual advances as defined in Section XVIII-E-ee

i. Gambling as defined in Section XVIII-E-s

j. Disruption which tends to create disorder breach of peace or serious disturbance not necessary connected with the school functions or activity XVIII-E-f

3. *In loco parentis* refers to the legal responsibility of a person or organization to take on some of the functions and responsibilities of a parent.
4. *In flagrante* means the very act of committing a discipline offense or the condition of being caught in the act of committing the offense.
5. *Exparte* hearing refers to a hearing held in the absence of one of the parties.
6. Illegal demonstration includes a public show of feeling or opinion as by a mass meeting or parade accompanied by force, coercion, or violence.
7. Deadly weapons include, but is not limited to, firearms, explosives (e.g., firecrackers, pyrotechnics) and sharp or cutting instruments (e.g., ice picks, Swiss knives, or blades of any length, etc.). Stones, lead pipes, clubs and any similar objects are considered deadly weapons if their use results in physical injury or death; and
8. Unjust enrichment means any condition where students take a thing at the expense of another for their benefit regardless of their intent to gain.
9. Lost property refers to any unattended, abandoned, misplaced, or forgotten item that is found inside the school premises.
10. Gross misconduct

All provisions in the student handbook and other policies will remain in effect unless suspended by the Academic Council or by the President of the University.

Reference:

Academic Policies on New Learning System:

Students must be informed that the provisions in the Student Handbook and other polices will remain in effect unless suspended by the Academic Council or by the President.

You may email Discipline Office thru amsentones@national-u.edu.ph for further updated student discipline policies.

LOST AND FOUND POLICIES AND PROCEDURES

Introduction: Members/Personnel of the National University Community may lose their personal property. When finding lost property, we expect that actions and conduct will be guided by the University's Code of Conduct, which insists all members of the University community to maintain the personal integrity and respect for the property and privacy of others.

Objective: The primary purpose of these policies is to provide guidelines and procedures for handling the Lost and Found Section.

Intent: This document intends to identify the procedures for:

- Policies upon receiving/reporting lost items
- Policies on Returning lost property to the owner
- Disposing of unclaimed lost property.

Relevant Definitions:

Lost Property: Any unattended, abandoned, misplaced, or forgotten item found inside the university premises.

University Premises: All buildings, grounds, and residences, whether owned, leased, rented, or otherwise under the control of the University.

Student Discipline Office: The office who handles the Lost and Found items.

Lost and Found Logbook: Consists of the details and data of the lost item managed by the Student Discipline Officer and Student Discipline Office Staff.

POLICIES UPON RECEIVING AND REPORTING LOST ITEM

1.) All property inside the University Premises should be handed and surrendered to the Student Discipline Office.
2.) The person who returned the item will fill out the Lost and Found Logbook for security purposes.

POLICIES ON RETURNING LOST PROPERTY TO THE OWNER

1.) To claim lost property held by the Student Discipline Office, owners must retrieve the item.
2.) Upon Retrieving the item, the owner must provide proof of ownership or a description of the lost property and its contents.
3.) Acknowledge receipt of the property by signing and dating the Lost and Found Logbook.

POLICIES ON DISPOSAL OF UNCLAIMED LOST PROPERTY

1.) Lost property must be claimed within a year.
2.) Unclaimed property will be shredded/disposed of during the school year.
3.) All items shredded/disposed of must be recorded on the Lost and Found Property Report

SECTION IX. IT RESOURCE OFFICE (ITRO)

Information Technology Resource Office provides technology access to both students and employees of the National University.

A. NU Account Information

ITRO will assign all students an official NU account. NU Accounts are assigned upon enrollment, and will be used for official announcements and communications.

NU Account Format
Student Name: Don Mariano Fortunato Jhocson
NU Email Address: jhocsondf@students.national-u.edu.ph
NUIS Account: jhocsondf

Password Reset/Forgotten Username and Password/Change of mobile numbers for MFA

- Visit the IT Resource Office and present your latest COR and latest NU ID for verification; or
- Email itro@national-u.edu.ph and attach your latest COR, latest NU ID, and a selfie with both documents

B. NU Information System (NUIS)

National University provides all students access to NU Information System (https://onlineapp.national-u.edu.ph) for the following modules.

NUIS Modules

i. Online Class Registration – this module is used to reserve the subjects for the upcoming term.
ii. Online Enrollment – this module is used to enroll the reserved subjects by submitting proof of payment(s).
iii. My Flowchart – this module will allow the students to review the subjects credited to their current curriculum (for transferees) or subjects that have already been taken, subjects that they need to take and are currently taking, and their status.
iv. List of Class Offerings – this will let the student see all subjects being offered for the current term and their availability for enrollment.
v. My Clearance Information – this module allows the students to check for any liabilities that are needed for clearance before proceeding to enrollment.
vi. My Student Ledger – this module allows the students to view their assessment fees, payments, and outstanding balances.
vii. My Schedule Viewer – this module allows the students to check their current class schedule based on their enrolled subjects.
viii. Online Teacher's Evaluation – this module is used to evaluate the performance of the faculty member handling the enrolled subjects of the students. This is required to be accomplished by the students during the Midterm and Final periods to be able to access their online grades for the term. Failure to accomplish this may result in the blocking of online grade viewing.
ix. Print Exam Permit – this module allows the students to print their examination permit one (1) week before the examination schedule.
x. View My Grades – this module displays the students' grades for their enrolled subjects for the current grading term.

C. Microsoft 365®

Microsoft365 empowers students to unlock creativity, promote teamwork, and provide a simple and safe experience in a single, affordable solution built for education. As one of the Microsoft® Showcase Schools

in the Philippines, NU provides the students access to these tools for free as one of their benefits. This is to ensure that the students are exposed to the same technology that most companies are using to help them be familiar with these tools even before joining the corporate world as Nationalists.

D. Student ID Card

Student ID Card is issued every first term of the school year or upon enrollment for new students. ID Card contains the basic information of the students given to the university during admission. Please note thefollowing:

i. Students must check if the information printed on the card is accurate before leaving the IT Resource Office.
ii. The ID Card contains a magnetic chip used to validate if the student is enrolled or not. Please make sure that the card is not bent or twisted.
iii. Any damage caused to the card by the student will require a replacement of the card, with a corresponding replacement fee.
iv. In case of loss, secure an affidavit of loss and present it to the Student Student Discipline Office (SDO) for verification. Request a temporary pass from the Student Discipline Officer; and
v. Proceed to the accounting office to process the replacement. Present the proof of payment for a replacement to ITRO and get a new ID card.

E. Reserving IT Equipment and Devices

IT equipment is only allowed to be borrowed by NU Employees. In the case of a student, group of students, or student organization will need to borrow IT equipment for a valid purpose, please have your subject professor or organization lead or adviser borrow the equipment instead. Please secure a letter of request at least a week (5 days) before your scheduled event.

F. Computer Laboratory Policies and Guidelines

These policies are developed to provide a secure, reliable, and effective learning environment while ensuring that IT resources are used appropriately. This document applies only to the Computer Labs maintained by ITRO and all users of the computer labs including Students, Staff, and Faculty. Please take note that this document is subject to change and review and will be updated from time to time. Failure to comply with these policies may result in the loss of computing privileges and/or possible disciplinary actions.

i. Before entering the computer lab, please remember that your assigned subject professor must be available and is in charge of informing the ITRO to have it prepared.
ii. Lab users are responsible for their belongings. ITRO is not responsible for personal items that are lost or stolen while inside the computer lab.
iii. Mobile phones are to be switched off or set to silent mode.
iv. Please maintain a quiet environment, unless instructed otherwise. Avoid disturbing other classes.
v. FOOD and DRINKS are strictly prohibited anywhere inside the computer laboratory.
vi. Please use your assigned NUIS credentials to sign into the computer units. Sharing of credentials is strictly prohibited. The account owner is responsible for whatever actions are associated with your account.
vii. All computer units in the computer laboratory are for academic, instructional, and research purposes only. Using school-related equipment for personal and commercial gains is strictly prohibited.
viii. Do not disconnect any cables or peripherals from the computer units for your devices such as

laptops, switches, etc.

ix. Do not dismantle equipment to troubleshoot issues.

x. If any computer unit malfunctions, lab users should not attempt to repair it. Please inform any of the ITRO Staff immediately.

xi. Playing any kind of GAMES is strictly prohibited.

xii. Only software owned by or licensed to National University shall be installed in the computer laboratories. Please seek approval from ITRO in case you need assistance. ITRO reserves the right to uninstall or remove any unapproved software from the computer units.

xiii. Lab users are encouraged to use their OneDrive for Business in storing their personal or school-related documents or files. Saving your files to the internal storage of the computer units is discouraged as they are maintained and reformatted from time to time. ITRO is not responsible for any damaged or loss, nor in any way for restoring the lost or corrupted files.

xiv. Use of any type of external storage devices such as mobile phones, flash drives, or external hard disks is strictly prohibited.

xv. Modifying any computer configuration such as desktop wallpapers, audio, or any peripherals is strictly prohibited.

xvi. Any attempt to violate the security of the system, e.g., guessing of passwords, using any hacking tools/software including VPNs and other type of proxy servers to penetrate the system, or bypassing the firewall will result in appropriate disciplinary actions of up to grave offense.

xvii. Lab users are prohibited from sending any form of communications that may result to harassment or offensive messages, photos, or files to anyone both internal and external of the university.

xviii. Access to Pornographic materials and/or explicit contents or sites is strictly prohibited.

xix. Access to any social media platforms while using the computer units in the laboratory is strictly prohibited.

xx. Observe cleanliness.

G. <u>Wireless Internet Access for Students</u>

Students are provided access to a wireless network every term with the following policies:

i. Wi-Fi Access to students is filtered for educational purposes only. Use of any type of proxy server or VPN to bypass network security is strictly prohibited.

ii. Students are given 20 GB of Data Allowance per term (90 days).

iii. Students can only use one (1) device for the entire term. In case your registered device is lost/damaged, please visit the ITRO and present the issued Wi-Fi Voucher for replacement.

iv. Wi-Fi Voucher replacement can only be claimed if the allotted data allowance is only less than 50% consumed and should be less than 45 days from the first time it is used.

v. Acceptable terms of use are available at the portal and should be read and accepted before using the Wi-Fi service.

SECTION X. FACILITIES AND EQUIPMENT

A. Prior Consent or Authorization to Use University Facilities/ Equipment. The use of university facilities/ equipment is subject to prior consent or approval of the Director of the Facilities Management Office.

B. Procedure for Securing Approval or Authorization. The student or group of students must secure a request form from the Facilities Management Office, which, after filling out, should be noted by their professor, and approved by the College Dean and/or Director of Student Development and Activities, depending on the activity. If it is a recognized student organization, the request form must be noted by the faculty adviser and approved by the Director of Student Development and Activities.

C. Posting of Announcements and Other Similar Materials. Students or recognized student organizations shall secure permission from the Director of Student Development and Activities before posting announcements or other similar materials.

FACILITIES	BUILDING	LOCATION/FLOOR
Student Activity Area	Main Building	Activity Area/Ground floor
	Jhocson Memorial Building	Social Hall/ Ground floor P.E. Area/Ground floor
	Annex Building	Multipurpose Hall/ 12th floor
	Henry Sy. Sr. Hall	Auditorium (subject for approval of NU-NS)
Canteen	Main Building	2nd floor
	Annex Building	2nd floor
	Henry Sy. Sr. Hall	Mezzanine
Gym	Main Building	8th floor
	Henry Sy. Sr. Hall	8th floor
Drinking Fountain	Main Building	2nd, 3rd, 5th, 7th, and 8th floor
	Jhocson Memorial Building	Ground, 2nd, 3rd, 4th floor
	Annex Building	4th, 5th, 6th floor
	Henry Sy. Sr. Hall	Mezzanine, 3rd, and 5th floor

SECTION XI. DANGEROUS DRUGS TESTING

National University recognizes and fully supports the government's campaign against the trafficking and use of dangerous drugs and other similar substances. It envisions a safe and drug-free campus and community.

The University conducts its own random drug testing program starting the academic year 2017-2018. Guided by the policies under Article VII of CHED Memorandum Order no. 64 Series of 2017, this program is separate from the random drug testing to be conducted by the government pursuant to Section C of Article III R.A. 9165, otherwise known as "The Comprehensive Dangerous Drugs Act of 2002".

Nonetheless, it follows the government's guiding principles where those found positive for illegal drug use are considered victims who need assistance and guidance. Hence, the results will be strictly confidential and will not be used in any way for any criminal proceedings against the student.

A. Service Provider. National University cooperates with a service provider in the implementation of the Drug Testing Program. The service provider has the drug testing expertise, technology, experience, and personnel to perform quality control and assurance programs that encompass all aspects of the drug testing process.

   The collection, transport, and receipt of specimens, a chain of custody, and operation and interpretation of results shall be performed under the strict supervision of a physician designated by the Service Provider, who shall be a Dangerous Drug Board (DDB) Accredited Physician and with Training on Laboratory Management for Drug Testing Laboratories conducted by the Department of Health (DOH) and the Philippine Society of Pathologists (PSP), Inc.

B. University Drug Testing Committee (UDTC). The UDTC is composed of selected University officials who shall oversee the drug testing procedure, the selection process, and the evaluation of the whole program. The committee shall be chaired by a Drug Testing Coordinator who is duly appointed by the University. The DTC handles the overall program operation and safekeeping of the results forwarded by the Service Provider.

C. Drug Testing Procedure

1. Notification
   All students are notified in writing of the drug testing program, however, failure to return the acknowledgment receipt shall not prevent the conduct of the drug testing.

2. Selection
   a) The Drug Testing Coordinator shall convene the UDTC who will conduct the random selection of classes that will undergo the drug testing procedure.

   b) The committee shall ensure the confidentiality and integrity of the random selection of classes.

   c) Prior to testing, the selected students shall be asked to reveal the prescription medicines, vitamins, and food supplements that they had ingested within the past five (5) days. The Drug Testing Coordinator shall keep the listing and utilize this in the evaluation of the confirmatory drug test.

   d) The Service Provider shall follow the DOH prescribed guidelines in the collection of urine

specimens. Universal precautions shall be observed at all times.

e) The monitors assigned to ensure the integrity of the collection process shall be of the same sex as the student.

f) The drug testing shall be done in the University and conducted by the duly accredited drug-testing laboratory. The UDTC shall assist the service provider in the conduct of the drug testing.

3. Treatment of Drug Test Results

a) The results of the drug test shall be strictly confidential. No results shall be published or posted, whether positive or negative.

b) The service provider shall place the drug test result in a sealed envelope and deliver the same via personal service to the Drug Testing Coordinator.

c) In case the test result is positive, a confirmatory test shall be conducted using the same urine specimen as the initial drug test.

d) The results of the confirmatory test shall be transmitted by the service provider and handed directly to the Drug Testing Coordinator.

e) If confirmed positive, the student shall be informed of the scheduled conference with the Drug Testing Coordinator. The student shall also be advised to refrain from revealing the test result to other persons.

f) The first-time positive confirmatory drug test result shall not be a ground for non-readmission or any disciplinary action against the student.

g) The Drug Testing Coordinator shall refer the student to a DOH-accredited physician to determine the student's dependency level. A student may be evaluated as:

i. Non-drug dependent

- The student shall then undergo a six (6) month monitoring period under the supervision of the drug committee of the National University. The monitoring period includes the following:
  -Counseling
  -Monthly drug-testing with the service provider (at the expense of the student)
  -Other interventions identified by the UDTC

- The student must be drug-free within the monitoring period. The UDTC shall only declare the student drug-free at the end of the six-month monitoring period.

- If at the end of the six-month monitoring period, the student shows no sign of improvement or recovery or fails the drug test the second time, the UDTC shall refer the student to the DOH- accredited physician for further evaluation and assessment. The DOH-accredited physician can recommend for the UDTC to refer the student to a DOH-accredited facility suited to the student's level of dependency.

ii. Drug dependent

- The student shall then undergo a six-month recovery period under the supervision of the DOH- accredited facility.

  The UDTC shall only declare the student drug-free upon the presentation of a clearance given by the DOH-accredited facility.

  The rehabilitation period of the student in a DOH-accredited facility shall be considered an official leave of absence by the University.

h) If in the next drug testing program conducted by the University on the same student population and in another period the student is found positive the second time, the school shall proceed in accordance with Section 61, R.A. 9165.

In view of the COVID-19 pandemic, the drug testing services are suspended until the time that CHED allows face-to-face classes.

SECTION XII. STUDENT SERVICES

LEARNING RESOURCE CENTER

1. Entrance to the LRC

1.1 As a general rule, the LRC is open to all bonafide and fully vaccinated students, faculty, and employees of the National University, but on a limited seating capacity. Alumni may avail the services of the LRC subject to its rules and regulations. If the client is seriously delinquent in following the rules and regulations, the library staff may deny the use of the LRC and may be referred to an appropriate authority.

1.2 Before entering the LRC premises, students, faculty, and alumni should present a fully vaccinated card and an approved email schedule before entry.

1.3 Clients are required to disinfect and wear a face mask while inside the LRC.

1.4 Upon entry, clients shall log in to the computer located at the entrance of the library for statistical purposes.

1.5 LRC users must bring their bags and other valuable items inside the premises. Note: the LRC will not be held liable for the lost items.

1.6 Alumni must present their respective alumni ID for verification at the Circulation Counter.

1.7 Alumni are allowed to use the library for review and other research purposes anytime from Monday to Friday but are subject to the rules and regulations of the LRC.

2. Exit to the LRC

2.1 The librarian shall ensure that safety protocols inside the LRC are properly observed.

2.2 Library personnel should disinfect the area before leaving the office and ensure that the area is clean for the next day's use.

3. Services and Library Hour

3.1 Clients should directly communicate with the LRC through email for scheduling.

3.2 LRC is open for service from Monday to Friday 8:00 am to 4:00 pm only.

3.3 LRC operates on a NO NOON BREAK Policy.

To ensure the safety of each client, the areas are limited to the following numbers:

Students

Main Library	20 clients only
Annex Library (10th floor)	30 clients only
College of Architecture	6 clients only

Faculty:

Main Library	5 Faculty/per day
Annex Library	5 Faculty/per day
Architecture	3 Faculty/per day

4. LRC Users Conduct and Study Atmosphere

To maintain a safe environment and a place conducive to learning, the following conduct and activities are not allowed inside the LRC:

4.1 Group study and discussion. Physical distancing shall be observed at all times;

4.2 Borrowing of LRC materials using the ID of other users;

4.3 Utilization or defacement of LRC materials, including marking of pages with pens, tearing or removal of pages, and purposely damaging the materials for one's purpose;

4.4 Removing of LRC materials/facilities including any item from the collection without authorization from the library staff or without passing through the circulation counter for proper check out of borrowing procedures;

4.5 Concealment or hiding of materials in any area of the LRC for one's exclusive use;

4.6 Theft of LRC property, including books and other library materials contained in the library's collection and other property of library personnel;

4.7 Eating (including chewing gums and candies) and drinking or bringing beverages other than water inside the LRC premises are strictly prohibited.

4.8 Loud conversation, laughing, and or any disrupted behavior (loitering, running, playing loud music from electronic devices, blocking or interring) with a free movement of other individuals;

4.9 Accessing a non-public or restricted area without the permission of the LRC staff.

4.10 Public display of affection/emotion such as hugging, kissing, and other overt sexual behavior;

4.11 Personal grooming like combing one's hair or other hair, face make-up, and other activities;

4.12 Use of LRC telephones, and equipment like computers/internet access without the approval of the personnel;

4.13 Littering and disarrangement of tables and chairs;

4.14 Behavior that seems to be due to the influence of alcohol, illegal drugs, or other chemicals;

4.15 Gross discourtesy or act of disrespect to any personnel and any other misconduct that interferes with the right to enjoy the use of the LRC, and;

4.16 Other Activities such as conducting examinations, all kinds of meetings, and assembly in the reading area in which these activities deprive the users of the opportunity to have a place conducive to learning.

1. LRC Sanctions

OFFENSES	Verbal Warning	Confiscation of ID/ Report to DO
5.1. Borrowing of LRC materials using the ID of other users;		√
5.2. Mutilation or defacement of LRC materials, including marking of pages with pens, tearing or removal of pages, and purposely damaging the materials for one's purpose;		√
5.3. Removing of LRC materials/facilities including any item from the collection without authorization from the library staff or without passing through the circulation counter for proper check out of borrowing procedures;		√
5.4. Concealment or hiding of materials in any area of the LRC for one's exclusive use;	√	
5.5. Theft of LRC property, including books and other library materials contained in the library's collection and other property of LRC personnel;		√
5.6. Eating (including chewing of gums and candies) and drinking or bringing beverages other than water inside the LRC premises is strictly prohibited.		√
5.7. Loud conversation, laughing and or any disrupted behavior (loitering, running, playing loud music from electronic devices, blocking or interring) with a free movement of other individuals;	√	
5.8. Accessing a non-public or restricted area without the permission of the LRC staff.	√	
5.9. Public display of affection/emotion such as hugging, kissing, and other overt sexual behavior;		√
5.10. Personal grooming like combing one's hair or other hair, face make-up, and other activities;	√	
5.11. Use of LRC telephones, equipment like computers /Internet access without the approval of the personnel;	√	
5.12. Littering and disarrangement of tables and chairs;	√	
5.13. Behavior that seems to be due to the influence of alcohol, illegal drugs, or other chemicals;		√

5.14. Gross discourtesy or act of disrespect to any personnel and any other misconduct that interferes with the right to enjoy the use of the LRC, and		√
5.15. Other Activities such as conducting examinations, all kinds of meetings and assembly in the reading area in which these activities deprive the users of the opportunity to have a place conducive to learning.	√	

You may visit LRC for further updated library policies and service.

GUIDANCE SERVICES OFFICE

The National University guidance office is known specifically as Guidance Services Office (GSO). The GSO is part of the academic services group that provides various support services that focus mainly on the whole well-being of its' students. The counselors are flexible and innovative in developing guidance programs and activities needed by the students on different levels. The guidance programs and activities are coordinated thru the concerned college or program for its smooth and effective implementation.

Vision

To promote the development of a well-rounded personality necessary to become responsible and well-functioning individuals.

Mission

GSO will provide meaningful experiences needed for lifelong learning through programs and activities that will enhance the affective, cognitive, and social skills of National-U students.

Guidance Services refers to the different organized programs and activities geared toward developing self-directing individuals to carry out personal plans, make personal choices, and cope with adjustments through establishing desirable behavior patterns. It assists the individuals to achieve holistic development using their basic potential and environmental opportunities. Encounters and interactions facilitated with students and the information acquired from the different services are confidential and will be handled separately from all records kept by the school. Consultation and coordination with faculty and staff, referral system, research, follow-up activities, and individual inventory are naturally embedded in the system in order to promote effective services to the entire community.

1. Smart Chat

   Smart Chat is the heart of the guidance services. It is a process of dynamic interpersonal relationships that will help the individual overcome obstacles for personal growth. It involves assisting a student in the reorganization of attitudes, feelings, and emotions through self-realization and awareness. Smart Chat is a year-round service offered to students and can be done individually or in groups. It can be done thru referral, invitation, and walk-in.

2. Student Development Program (SDEP)

   This program is designed to address student needs in various areas that will help them develop life skills and achieve well-balanced personhood. The components identified are based on the student needs assessment.

   The following are the components of SDEP:

   1. Academic and School Adjustment Program (ASAP)
   2. Career Development and Planning Program (CDAPP)
   3. Values, Social, and Personal Development Program (VASOPED)
   4. Home and Family Relationship Program (HAFREP)
   5. Holistic Enhancement of Student Leaders Program (HELP)

3. Student Module for Interactive Learning Experience (SMILE)

This is composed of various topics conducted through group guidance sessions or learning sessions. The topics presented will provide learning that can be used by the students in everyday living. The activities involved are also aimed at promoting self-awareness and understanding of individual experiences through sharing and self-expression.

4. Student Empowerment Program (STEP)

This program is aimed at empowering the individual to be socially involved and expressive of one's thoughts and feelings through a guided dialogue. This activity serves as an avenue for open communication, respect for the opinion of other individuals, and insight sharing.

5. Student Wellness Assessment Program (SWAP)

This involves the administration of different testing materials that will help in identifying student personality, level of intelligence, and other significant data. The result of the test and evaluation is confidential and will be used for counseling and research purposes only. Various research and surveys are also conducted to continuously answer the needs of the students.

6. Support Group Management

Peer facilitators, children of OFW, student-athletes, LGBT, and other special populations are managed to provide assistance specific to their conditions. Different activities are provided to establish a support system among peers.

7. Information Service

This includes activities that disseminate relevant information to students thru bulletin boards and social media posting, orientation, text advisory, handout creation, and other printed materials. It also gathers information to be used for various purposes.

All students are encouraged to answer the e-mails sent by their respective guidance counselors who are assigned to the different colleges. The office still entertains walk-in and scheduled counseling at their most comfortable time but prefers online counseling for students at their most convenient mode of communication. You may contact us thru :

Facebook: NU Guidance Services
Email: guidance@national- u.edu.ph for appointments.

My Little Journal

NICKNAME _____

MOTIVATIONAL WORDS ALL THROUGH OUT YOUR COLLEGE YEARS

There are times that we feel a little demotivated with our dreams, goals and plans but we always have the reason why we keep on moving forward. Write it here -- So that you will always go back to your WHY's and find a reason to move further.

SECTION IX. LANGUAGE LEARNING CENTER

A. Vision and Mission

HEALTH SERVICES

A. The general objective of the Health Services Department is to provide health services that can protect, improve, and sustain the physical, biological, and social welfare of the students, thereby molding them into healthy and wholesome individuals.

This goal can be achieved through a balance of activities as well as good coordination and cooperation with the school administration, school personnel, parents or guardians of the students, and government and non-government agencies.

B. School Health Services. The Health Services Department offers the following services:

- Medical counseling/advise
- Teleconsultation
- First aid treatment
- Physical examination of new students
- Required chest x-ray of new students
- Emergency referrals
- BP monitoring of students with hypertension
- Immunization (flu, Hepatitis B, etc.)
- Random Drug Testing
- Information dissemination through webinars and email blasts
- Issuance of medical certificate for OJT, internship, and off-campus activities
- NU SAFE APP, the official contact tracing system for students at National University

C. Policies.

i. All freshmen and transferees must undergo a pre-enrollment physical and dental examination.
ii. All freshmen and transferees are required to submit a chest x-ray.
iii. Any medication to a student will not be dispensed without a thorough check-up first by the university physician/dentist/nurse.
iv. A student with fever and communicable diseases such as Acute Conjunctivitis, Chickenpox, Mumps, and Measles shall be sent home immediately.
v. A medical certificate will be issued to a student who consulted with the Health Services office at the time of sickness. No consultation, no medical certificate.

a. If you are not feeling, especially in times of pandemic,

i. Stay at home.
ii. Inform your professor or dean.
iii. If you are absent for 2 or more days, secure a medical certificate/clearance from your physician and present it to the Health Services Office.
iv. The Health Services Office will issue you a clearance form so you can attend your classes.
v. Follow all health protocols on the campus.

D. Student Accident Insurance. In case of an Accident inside and outside the school premises, the Student must do the following:

i. Accomplish the Accident Insurance Claim Report Form from the Health Services
ii. Submit the following basic documents:

a. Police Investigation Report
b. Medical Certificates and Original copy of Hospital Statement of Accounts
c. Original Official Receipts of Hospital bills/Professional Fees
d. Original Official Receipt of medicines purchased outside the hospital and their prescription
e. For Accidental Death claims, also give a Birth certificate and Death certificates, Autopsy reports, Marriage Contract, or any documents that will prove the relation of the Claimant/Beneficiary
f. Proof of Enrollment

iii. Original and Photocopy of the document must be submitted to Student Development and Activities Office (SDAO).

iv. SDAO will coordinate with the insurance company for reimbursement of the student.

v. Once approved; the Insurance Company issued CHEQUE forwarded to NU Accounting

The Accounting Office will issue the Cheque to the parents of the student. To claim, the student must write an authorization letter allowing his/her parents to claim the insurance.

INTERNATIONAL STUDENT SERVICES

Admission Requirements

Students admitted to National University must meet the academic standards of the university and agree to abide by the school's policies, rules, and regulations.

Applicants for admission are required to pass the College Entrance Test administered by the Guidance and Testing Centre and go through an interview (if applicable). Other requirements are the following:

Foreign Student – A foreign student applying as a freshman or transferee from a foreign school should submit the following requirements:

- Authenticated High School credentials/High School Report Card
- Transcript of Records
- Authenticated Certificate of Good Moral Character from the school
- Police Clearance from the country of origin
- Authenticated Graduation/Copy of Diploma
- Authenticated Birth Certificate
- Certificate of Registration (ACR)
- Honorable Dismissal/Transfer Credentials (for transferee)
- Photocopy of passport, updated student visa, and alien certificate registration (for transferee)
- Recent two pieces of 2x2 colored ID picture

Student Visa Application

Qualified IS shall, through the admitting school's duly authorized representative, file the appropriate applications after the quarantine protocol once arrive in the Philippines to file for a student visa application.

Qualified IS shall, through the admitting school's duly authorized representative, file the appropriate applications within thirty days (30) before the expiration date of the student visa.

ICARD

An ACR I-Card is a microchip-based, credit card-sized, identification card issued to all registered aliens whose stay in the Philippines has exceeded fifty-nine (59) days. It also has an embedded computer chip with biometric security features capable of data management and can be updated electronically.

Who is required to apply for an ACR I-Card?
All foreign nationals under immigrant and non-immigrant visas including holders of Temporary Visitor's Visa, who have stayed for more than fifty-nine (59) days in the Philippines.

How can I apply for an ACR I-Card?
For a complete list of requirements, procedures, and fees for the ACR I-Card application

Cancellation of Icard
If the student visa was expired due to the pandemic timeframe, this applies to your case.
The IS needs to cancel their Icard year 2020-2021 and apply for a student visa.

Requirements need:

- Cancellation letter from the student
- Photocopy of ICARD front and back
- Photocopy of the bio page
- Latest departure and latest arrival
- Photocopy of the latest visa
- Cancellation fee 1,010.00
- Annual report payment

CONVERSION FROM TOURIST VISA TO STUDENT VISA

- Application of the new IS will be processed once the student arrived in the Philippines and is already enrolled.
- Application of expired visa (2020-2021) and canceled Icard.
- Documents needed must be submitted to LO
- LO is the one who is responsible to scan all the documents and ask for other files that are missing or lacking
- LO is also responsible to compile all the documents correctly and organized
- The student will proceed to BI to do biometrics and data encoding.

Requirements need:

- 2 x 2 Colored Picture with white background
- Joint letter request to the Commissioner from an authorized representative of the petitioning school and applicant, using school letterhead with dry seal (from Registrar).
- 2 copies of duly-accomplished Consolidated General Application Form (CGAF) for Student Visa and Special Study Permit (from SDAO).
- Photocopy of passport pages bearing the bio-page, latest admission with valid authorized stay, and Bureau of Quarantine (BOQ) stamp.
- Notice of Acceptance of the applicant bearing a clear impression of the school's official dry seal (from Registrar: Sir Robert De Chavez).
- Endorsement addressed to the Commissioner from the School for the conversion of the applicant's status, signed by the School Registrar (From Registrar: Sir Lemuel Abo).
- Certificate of Eligibility for Admission from the Commission on Higher Education (CHED), in the case of Medicine/Dentistry.
- CHED Endorsement for transfer and shifting of course, if applicable.
- National Bureau of Investigation (NBI) Clearance if the application is filed six (6) months or more from the date of the first arrival in the Philippines.
- Photocopy of BI school accreditation ID of the school representative (from SDAO).
- Note: For all the students who have expired visa due to the pandemic and will enroll for a student visa this term, this is applicable.

EXTENSION VISA FOR EXPIRED STUDENT VISA

- The International Students must be aware of when/her visa will expire.
- The LO is also in-charge in monitoring and keeping the track record of those IS who are enrolled in this term.
- International Students must proceed to the office of SDA to submit all the requirements needed to extend their student visa; it should be 30 days before the expiration date.
- Penalties and fines are to be estimated by Mr. Julius F. Sayco, Admissions Associate.
- Planning and execution must be hand in hand for the student visa extension
- LO must be keen to details in getting all the requirements needed.

Requirements need:

- 2 x 2 colored pictures with white background
- A joint letter request addressed to the Commissioner from the applicant and the authorized representative of the petitioning school, stating that the applicant qualifies for the application with the school letterhead and dry seal (from SDAO).
- 2 copies of duly accomplished CGAF for Student Visa and Special Study Permit (from SDAO).
- Photocopy of passport bio-page, visa implementation page, and latest admission with valid authorized stay.
- Copy of Latest Transcript of Records or Certificate of Grades for three (3) previous semesters.
- Certificate of Registration (COR)
- Photocopy of BI school accreditation ID of the registrar or the school representative.

Note: If in case the student took less than the required normal/regular full load per semester he/she must submit an explanation confirmed by the school Registrar or Dean.
Undergraduate- minimum of 12 units

FOR TRANSFEREE/SHIFTING PROGRAM
International students who wish to transfer to our school or shift program must secure a CHED Endorsement before extending their student visa.

List of Requirements for CHED Endorsement

<u>For Transferee</u>:

- Letter of Request/Endorsement Letter/Notice of Acceptance (from SDAO)
- Transfer of Records from the previous school (photocopy)
- Transfer Credential (photocopy)
- Good Moral Character (photocopy)
- Photocopy Passport bio page and ACR I Card
- Letter of Intent (From IS)

<u>For Shifting Course:</u>

- Letter of Request/Endorsement Letter/Notice of Acceptance (from the Office of the Registrar, Apply to Mr. Lemuel N. Abo
- Letter of Intent (From IS)
- Photocopy Passport and ACR I-Card

.
NOTE: The following application will be a candidate for denial if the IS:

- *Already exceeded 10 or more failed subjects during his/her stay from his/her previous school.*
- *Having a valid student visa but not currently enrolled in their academic year before transferring to our school.*
- *This application must still be applied to CHED for the proper issuance of their recommendation.*

DOWNGRADING OF STUDENT VISA

Upon petition/application by the admitting school or the international student and subject to the submission of all supporting documents prescribed in the Checklist of Documentary Requirements for Downgrading of Student Visa, the international student's Student Visa shall be downgraded to Temporary Visitor's Visa (TVV) upon confirmation that he/she:

- Graduated or finished the course of study.
- Failed or dropped five (5) or more subjects during his stay in our school.
- Failed to satisfy the grading/scholastic requirements of his/her program.
- Failed to timely extend his/her Student Visa.
- Has an expired Student Visa.

LIST OF REQUIREMENTS FOR DOWNGRADING

- NBI Clearance
- Letter of Request for Downgrading
- Certificate True Copy of Grades and TOR
- Certificate of No Financial Obligation (from accounting)
- Duly Accomplished Consolidated General Application Form (CGAF)
- Photocopy of Passport

NOTE: If the IS receives a Downgrading upon his/her application for a student visa extension, he/she will be subject to a re-evaluation of the Bureau of Immigration (BI) to if they will still allow the extension of his/her student visa.

Student Visa Flowchart:

NO	Procedure	Timetable	Responsible	Remarks
1.	Once an international student is enrolled in National University, he/she is responsible for his/her student visa.	1 Day	STUDENT	
2.	After the admission process, proceed to the Student Development and Activities office to be acknowledged and to know the person who's in-charge of processing their student visa. The LO will inform the international student about the documents that need to be complied.	1 Day	STUDENT	Complete documents
3.	The LO will give an estimated amount to be paid and the student will proceed to account to pay his/her student visa.	1 Day	LO & STUDENT	Cheque Releasing date
4.	LO will request for the manager's cheque payment addressed to Immigration with the estimated amount.	1 Day	LO	
5.	After gathering all the documents, the LO will process the visa international student	5 Day	LO	
6.	After the visa process, the LO will apply for the Icard.	3 weeks	LO	
7.	Provide progress reports to International Student/s that were processed regarding payment and possible due date of ICard releasing by Immigration	1 Day	LO	
8.	International Students in National University must be aware of the expiry			30 days before the expiration

	date of their visa.			date, the IS must proceed to SDAO to process the renewal of his/her student visa and Icard.

Note: Negligence of the student visa renewal on time will have penalties by the Bureau of Immigration.
7 steps of student visa processing:

- Complete all the said requirements .
- Submit all the documents to the LO to examine documents based on guidelines from the Bureau of Immigration.
- LO will estimate the amount of the student visa conversion and the IS will proceed to account and pay the amount.
- LO will proceed to the Bureau of Immigration and apply for the documents of the IS and appropriate action will be taken on the application.
- The student will proceed to BI to do biometrics and data encoding.
- Approval of visa will take 1 week and Icard will take 3 weeks.
- Claim the visa and Icard at the SDAO Office.

CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR SPECIAL STUDY PERMIT (SSP)

- Please read carefully the above-stated General Instructions before proceeding with the completion of the documentary requirements.
- Foreign nationals who do not qualify for a Student Visa may still avail themselves of a special study permit.

1. Letter request addressed to the Commissioner from the representative of the petitioning school;
2. Duly accomplished CGAF for Student Visa and Special Study Permit. If the applicant is a minor, it shall be signed by the parent or the legal guardian;
3. Photocopy of passport bio-page and latest admission with valid authorized stay;
4. Certificate of Acceptance issued by the learning institution accredited by the Bureau of Immigration to accept foreign students, indicating the number of months (length of study) of the technical/vocational, special, and/or primary or secondary level courses for applicants below 18 years of age;
5. Photocopy of BI school accreditation ID of the registrar or the school representative;
6. National Bureau of Investigation (NBI) Clearance, in case of flying schools; and
7. BI Clearance Certificate.

Application for Special Student Permit

- Complete all the said requirements.
- Submit all the documents to the LO to examine documents based on guidelines from the Bureau of Immigration.
- LO will estimate the amount of the student visa conversion and the IS will proceed to account and pay the amount.
- LO will proceed to the Bureau of Immigration and apply for the documents of the IS and appropriate action will be taken on the application.
- The student will proceed to BI to do the biometric data previously captured during the visa conversion shall be used in the printing of the renewed ACR I-Card. However, applicants aged

ten (10) years and below shall have their image and fingerprint captured for every extension of visa. Applicants aged eleven (11) years and above shall have their image and fingerprint captured every after five (5) years.

- Proceed to the Image and Fingerprint Capturing Counter of the Alien Registration Division (ARD); and
- submit requirements for the ACR I-Card application
- If approved, claim the SSP and ACR I-Card.
- Claim the visa and Icard at the SDAO Office.

GENDER AND DEVELOPMENT (GAD)

National University provides an educational environment that is fair to all students. Equal opportunities in education allow students to stand on the same grounds and help develop their self-awareness and draw out their full potential in the curricular, co-curricular, and extra-curricular setting.

I. NU-/

SAGA, Sexuality and Gender Alliance, is a support group under Guidance Service Office (GSO) that supports and uplifts the LGBTQIA+ community at National University. The support groups aim to stand for their rights, amplify their voices and create a safe space to have an inclusive and friendly environment for the NU community regardless of gender.

II. NU SAGA OBJECTIVES

- To promote the healthy well-being of individuals belonging to the LGBTQ+ community.
- To provide a safe and positive environment that will enable them to express themselves constructively.
- To help students discover more about themselves through group sessions and different activities.

Gender equality in the University is promoted through the NU Gender and Development Awareness Program, Students are encouraged to participate in the program by attending orientation training or by volunteering in helping the program.

HIV AIDS AWARENESS

National University is an advocate of HIV/AIDS Awareness and prevention program and is committed to educating and creating programs through its different student services offices in coordination with the different colleges to prevent HIV/AIDS among youth including clear definitions of the behaviors targeted for change and focus on maximizing a range of positive and lasting health outcomes for the students

COMMUNITY EXTENSION OFFICE

The Community Extension Office (Comex) is the institutional office of the National University that provides various services to the community. Headed by its director and assisted by coordinators, Comex commits itself to nation-building by molding good citizens and by participating in the development of communities through its programs and activities.

The Comex Student Volunteer Formation Program (SVFP) is an important subunit of the department that will ensure a sustained pool of student volunteers in the University approved engagement programs and projects. The program also seeks to develop student leaders and enhance the spirit of volunteerism as manifested by students' active participation in the extension programs and activities either initiated by their college, organization, or Community Extension department.

The Comex Coordinator on SVFP facilitates the formation and mobilization of student organizations across all colleges propelled by the program's core competency or students' interests and/or advocacies.

The Community Extension (Comex) Brigade is a valuable resource of student volunteers who are mobilized in extension projects of the different colleges. These student volunteers assist the Comex Department. The group continuously pursues to enhance the spirit of volunteerism while molding future leaders of the organization and strengthening camaraderie among its members.

1. Comex Brigade is an organization with a set of officers. It is a Registered Student Organization (RSO) by the Student Development and Activities Office. The Brigade President sits in the Council of Presidents, an advisory group of the NU Student Government.
2. The group aims to produce student volunteers who will help in the facilitation of the conduct of all activities at Comex. They shall participate in other institutional activities with advocacies, intent, or purpose synonymous with the advocacies, intent, and purpose of community organizing and delivery of activities and programs.
3. Membership in this organization shall be open to all officially enrolled NU college students without restrictions as to gender, religion, political or other affiliation.
4. Withdrawal or termination of membership is duly through voluntary resignation, no participation in any activity per term, a commission of any offense involving moral torpid, any misconduct or misbehavior affecting the integrity and reputation of the organization, and National-U.
5. Brigade must help the organization to design, deliver, monitor, and evaluate its specific activities aside from their facilitation functions.

The community Extension Office also oversees the National Service Training Program, a curricular program designed to train students to become productive and responsive members of society. NSTP is the student-volunteer formation arm of the Community Extension Office.

A. <u>Programs and Component Activities</u>

The programs of the Community Extension are driven toward adding value to the lives of the people it serves. Participation of all stakeholders of the university and community is expected. The programs are aligned with the core competencies of the colleges. Such as:

1. *Income Generating (InGen)* are programs and activities aligned to the economic development of the community and are mostly initiated by the College of Business and Accountancy and Hospitality Management.
2. *Infrastructure Development (InfraDev)* are programs related to buildings and structures, where

the Colleges of Architecture and Engineering can assist the community in projects such as area survey, drainage assessment, and de-clogging. Infrastructure can also be computer infrastructure. The College of Computer Studies assists the community through projects such as computer troubleshooting, and the introduction of computer applications developed by the college.

3. *Community Wellness (Cromwell)* is composed of programs geared towards the enhancement of health and well-being mostly headed by the Colleges of Allied Health, Dentistry, and Physical Education Department.
4. *Educare Program* contains education and training activities spearheaded by the College of Education. These programs aim to shape and re-shape the minds of the people, making them more capable of bringing about the changes that are needed in the community.
5. *Community Partnership (ComPartnership)* is a yearly one-day activity in the adopted communities. All colleges are involved in conducting different activities relative to the college's core competencies and resources.
6. *Disaster Response, Rehabilitation, and Recovery (DRRR)* is a program composed of activities relevant to emergencies. This is the University's response to any emergency/disaster situation either, in the local communities or nationwide. The community extension department will actively participate in the aspect of disaster crisis management.
7. *Information and Advocacy (InfoAdvo)* are programs done through lobbying, speaking engagements, massive information drive, and even publication of research outputs dealing with issues affecting the community or society. It is composed of activities that deal with important current issues confronting the community, the nation, and the world, e.g., pollution, global warming, child, and women issues.
8. *Kilo's para sa Kapaligiran at Kalikasan (Kali-Kapa)* is a cultural group that focuses on cultural activities advocating the protection and preservation of culture and the environment.
9. *The Volunteer Formation Program* aims that the students to become more informed about the critical issues facing our nation and its communities. It urges them to commit to becoming personally responsible for the welfare of themselves and their neighbors. That they may become engaged and involved with their communities at the grassroots level.
10. *Service Learning* is "a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities."

In the process, students link personal and social development with academic and cognitive development. Their experience enhances understanding; understanding that makes academic learning relevant while simultaneously enhancing their social skills, analytical ability, civic and ethical responsibility, self-efficacy, and career development.

B. Projected Program Benefits

Sustainable development is a development that meets the needs of the present without compromising the ability of future generations to meet their own needs. It contains within it two key concepts:

a. the concept of needs, the essential needs of the poor, to which overriding priority should be given; and
b. The idea of limitations imposed by the state of technology and social organization on the environment's ability to meet present and future needs.

Comex programs and activities are directed towards building sustainably developed communities where the following would be manifested in four facets of the community.

a. Social

- Poverty reduction Improved equity
- Respect for core labor standards stimulate employment
- Affordable, accessible, and reliable information Education and Health services accessibility

b. Economic

- Income Generation Costs reduction
- Support the transfer of skills and
- Technology stimulate local economies

c Environmental

- Improve environmental performance
- Reduced greenhouse gas emissions
- Improved energy and water efficiency
- Support recycling thereby increasing resource efficiency
- Creation of sustainable development strategies
- Development of environmental technology and innovation

d Cultural

- Nurture creativity
- Respect
- Diversity
- Preserving heritage while being open to innovation

C. <u>Policies and Guidelines on Outreach Project for Students and RSO</u>

a. Initiating Outreach Project

- Outside its involvement in an extension program or in an emergency outreach activity that is organized by the Community Extension Office relative to disaster response and rehabilitation, a duly recognized or accredited student organization may initiate an outreach project relative to disaster preparedness, mitigation, and rehabilitation for past victims. Henceforth, the students or a duly recognized or accredited student organization organizing an outreach project will be known as the outreach project implementer.

- In case a Disaster Response, Rehabilitation, and Recovery outreach project is not possible, the Comex Office may opt to organize a regular outreach project.

- A duly recognized or accredited co-curricular student organization may initiate a collaborative project with its mother College or department and another recognized student organization.

- A recognized or accredited extra-curricular student organization that would like to get involved in an outreach project may align itself with a school/department with which it shares the same or related disciplines.

b. Project Processing

- All outreach projects, except for emergency outreach activities, must be formally laid down on paper, complete with all necessary elements/components as set by the Community Extension Office.

- The target group's consent must be secured except for emergency outreach activities.

The date for the implementation shall be set in consultation with the target group.

- The finalized project proposal together with related documents shall be submitted by the outreach group/RSO to the Comex Office, c/o the Comex Coordinator, who considers the proposal's completeness and compliance with the requirements. The proposal must be submitted at least a month before the project implementation.

- If a proposal meets the basic requirements, the Comex Coordinator presents this to the Comex Supervisor for assessment in terms of the set criteria (cf. Checklist of Criteria for Extension Program). If the proposal passes, the Comex Supervisor endorses this to the Comex Director for approval.

c. Project Implementation

- After a project's approval, the outreach group/RSO shall implement this according to the specified date of implementation. An important component of implementation is effective information dissemination about the program through campus news, memo, publications and the utilization of the University website.

- Major changes to the program/projects can occur during the implementation. In such case, the outreach group/RSO shall coordinate with Comex Coordinator and immediately inform Comex Director through Comex Supervisor before carrying out such changes.

- The program implementation and its component projects shall be coordinated with the Comex Coordinator through the periodic reports that have to be submitted to the Comex Director through Comex Supervisor based on the project/s' specified timeline.

- The periodic report should contain the actual and updated entries in the activity plan and timeline and line budget item matrices to determine the extent to which the program is being implemented as planned. The report should also contain comments or recommendations relative to the program design's congruence to the problem being addressed and to the situation of the target group being assisted.

- A program or a component project may be discontinued anytime during its implementation if the results of the evaluation dictate so. Discontinuation may be temporary or permanent, depending upon the assessment of the Community Extension Office and approval of the Comex Director.

- If a program or its component project is deemed not implementable due to circumstances beyond the control of the outreach project/RSO, the Team may recommend for the termination of the program or project properly coordinated with the Comex Coordinator; such termination needs the endorsement of the Community Extension.

d. Supervisor and the approval of the Comex Director.

- Project Documentation and Evaluation

- Once the program has been successfully terminated, a summative evaluation should be conducted by the outreach group/RSO.

- The focus of such summative evaluation should be the outcomes and the impact of the

program.

- After conducting the summative evaluation, the outreach group/RSO shall prepare a terminal report containing an executive summary that provides a brief but concise overview of the most important points in the program's component projects and outcomes evaluation report. It shall be endorsed to the Comex Coordinator and submitted to Comex Director through Comex Supervisor.

e. Financial Matters

- Outreach project proposals shall include a proposed budget that covers the costs for the implementation of its component activities, as approved by the Student Development and Activities Office (SDAO). All needed supplies and expected expenses should be itemized in the line-item budget of each activity comprising a project.

- Funding for an outreach project may be requested from the Accounting Office based on the approved budget.

- As much as possible (except for emergency outreach activities), the target group shall have its share of the cost of the project as reflected in the budget sourcing.

- Other than those provisions, all financial transactions shall be dealt with by the Accounting Office, subject to its existing policies and regulations.

a. Official Communications and Transactions

- All transactions/communications shall be accomplished and signed by the outreach group leader and be endorsed by the Student Organization Advisor. Likewise, all communications to the outreach group will be addressed and directed to its leader, and copy furnished to the School Student Organization Adviser and the Comex Brigade President and Adviser.
- Official communications from the outreach group that is addressed to the target group and other relevant parties relative to outreach projects shall be duly endorsed by the Student Organization Adviser and the Comex Brigade President and Adviser. A copy shall be furnished to them likewise.
- The Comex Director shall be furnished with copies of official communication from the target groups, cooperating agencies, funding agencies, and other relevant parties relative to outreach projects.

b. Students' Involvement

- Students from a duly recognized student organization may be involved in tasks within their means. Such an arrangement is highly encouraged, as the students' engagement in this kind of endeavor will not only contribute to their academic training but also their sense of social responsibility.

- Any student social involvement activity that is part of an academic requirement or program will not be credited as an outreach project.

- The involvement of the students in any on- or off-campus outreach project undertaking shall be governed by the policies, guidelines, rules, and regulations set forth by the Student Development and Activities Office (SDAO).

See Comex Manual of Operations and Brigade By-laws for complete details.

RECOGNIZED STUDENT ORGANIZATION

A. Recognized Student Organizations on Campus. The University encourages its students to join and participate in co-curricular and extra-curricular activities as part of well-balanced training. For this purpose, it seeks to encourage the formation of recognized student groups and organizations whose activities are geared toward social, cultural, moral, literary, and recreational aspects of student development.

B. General Policy. The establishment and operation of recognized student organizations (RSOs) in the University are governed by Batas Pambansa No. 232 otherwise known as the Education Act of 1982, specifically on student organizations and their activities on campus.

C. General Provisions Governing Student Organizations. The authority to regulate the establishment and operation of any student organization other than the National University Student Government (NUSG) is vested upon the Student Development and Activities Office (SDAO).

D. The Student Development and Activities Office (SDAO) has the authority to:
   i. Formulate and evaluate policies on the procedures for RSO activities upon consultation with concerned parties.
   ii. Approve RSO activities/projects, which may be initiated and participated in college-wide and university-wide, and those which involve other schools, companies, and institutions, among others.
   iii. Revoke the accreditation of a student organization to operate, for cause, upon consultation with the Council of Recognized Student Organizations (CRSO); and
   iv. Renew the certificate of recognition of a student organization in consultation with the CRSO.

E. In case of conflict within an organization, or between two or more organizations/parties involved, and when no resolution on the issue at hand has been reached, the SDAO may intervene and render a decision deemed appropriate.

F. The SDAO may create committees to assist the office and serve as a training ground for potential student leaders. Such shall be composed of bona fide members of Recognized Student Organizations (RSO) who shall be recommended by the CRSO and appointed and approved by the SDAO.

G. Application for Recognition. Application for recognition of a new organization can be done anytime during the academic year.

H. All applications for recognition must submit the following documents to the SDAO:
   i. Letter of application addressed to the Director of Student Development and Activities Office
      - For co-curricular organizations, signed by the president of the organization and adviser, and endorsed by the college dean and/or department chair.
      - For the interest clubs, the application should be signed by the president of the organization and noted by the adviser.
   ii. A copy of the Constitution and By-Laws of the organization by the Vision-Mission of the University and the 2016 Student Constitution of National University.
   iii. The updated roster of officers/founders with the following information:
      - Position
      - College Program, Year, and Section
      - Postal Address and Email Address, Mobile Number, and Telephone Number
      - Name, Address, and Phone Number of persons to be contacted in case of emergency

- Name of Faculty Adviser, his/her academic rank, and his/her College and Department

iv. For co-curricular organizations, a letter from the College Dean endorsing the faculty adviser;
v. List of proposed projects or activities to be undertaken for the upcoming school year with the corresponding timetable; and
vi. Other requirements that may be required by the SDAO.

I. Upon submission of the application for recognition to the SDAO, an Accreditation Board for Student Organizations (ABSO) shall convene. The president and two other officers of the applying student organization should be available for an interview.

i. The members of the Accreditation Board include the following:
   - Chair: Director of Student Development and Activities
   - Members:
     Three (3) selected officers from the CRSO
     One (1) selected faculty adviser from existing RSOs

ii. The Accreditation Board shall be the sole body that will decide on all matters concerning the accreditation of a new student organization.

J. <u>Status and Nature of Recognized Student Organizations (RSOs)</u>

i. The Council of Recognized Student Organizations (CRSO) is the body of the University whose primary function is to monitor all the activities of RSOs.
ii. Recognized Student Organization (RSO) refers to any organization of students duly recognized by the Accreditation Board operating under rules and regulations set by the SDAO.
iii. Classification of RSOs according to status is as follows:
   - Applicant Status
     - When an organization is applying for recognition
     - The period when an applying organization is completing its requirements and waiting for its interview with the ABSO
   - Probationary Status
     - Status of an organization that has completed its requirements and passed the interview with the ABSO
     - Status of an organization considered demoted due to failure to meet the requirements for regular status
   - Regular Status
     - Any RSO that has passed the probationary status
     - Any RSO that has performed satisfactorily during an academic year as evaluated by the CRSO and SDAO
iv. Classification of RSOs according to nature is as follows:
   - *Co-curricular organizations* are those that support the academic development of their members. The main thrust is based on the objectives and the nature of the academic program each organization aims to complement. All its activities, therefore, require the approval of its college dean.

   - *Extra-curricular organizations/Interest Clubs* are those that cater to the development of their members in a specific field of interest. Such interest may be in the social, cultural, religious, literary, and recreational aspects.

K. Renewal of Recognition. Failure of a student organization to seek recognition for one (1) school year without justifiable cause shall mean loss of interest in getting university approval for existence. Consequently, the organization shall lose its privilege to be recognized and to use the

facilities of the University or to hold any projects/activities.

L. Revocation

i. The certification of recognition of any student organization already granted prior institutional recognition may be revoked anytime if found to have violated its statement of purpose, constitution, and by-laws or consistently failed to comply with the policies of the University and other circulars/memoranda of the SDAO.

ii. Revocation of recognition may only be enforced after due process has been observed.

M. Annual Financial Audit. All RSOs are subject to an annual financial audit by the CRSO.

N. Faculty Adviser. The University believes in the importance of assisting and supporting student organizations in their co-curricular and extra-curricular endeavors. The members of the academic community, especially the faculty, are strongly encouraged to take an active role in the total development of the students by participating as advisers to student organizations. The organizations shall have no more than one official faculty adviser whose term shall be for one school year but may be renewed based on the recommendation of the organization. Before the period ends, a faculty adviser should be recommended by the organization to the Director of Student Development and Activities Office.

As a general rule, only regular full-time faculty members shall be assigned as advisers. However, for specialized organizations, a part-time faculty adviser may be assigned with the approval of the Director of Student Development and Activities Office.

O. The Right to Join and Participate. The right to join and participate in recognized student organizations is voluntary.

P. Mandatory Meeting every third Wednesday of the Month.

Q. Activity Ban One week before and during the Midterm and Final Examination.

PROCEDURE FOR SCHOOL ACTIVITY APPLICATION ON OR OFF CAMPUS

The procedure for application of a school activity applies to all colleges and recognized school organizations, for co-curricular and extra-curricular activities.

The purpose of this application is to re-inspect/re-examine the contents of the activity

- to ensure the safety of the students and all others involved;
- determine the budget required and the method of collection (if applicable); and
- to ensure its success.

Guidelines:

1. At the start of the term, the college or recognized student organization (RSO) must submit to the Student Development and Activities Office (SDAO) a copy of their calendar of activities for the current term or the academic year and the estimated total budget broken down per activity
2. 15 days before the activity, the college or RSO must submit to SDAO their activity proposal, an

accomplished Activity Request Form (ARF), and an accomplished Student Services Request Form (SSRF) signed by the student president, faculty adviser, and college dean (if applicable).

**If the activity is off-campus, the college or RSO shall abide by the guidelines provided by the Commission on Higher Education under CMO 63 Series of 2017*

- Accomplished Off-campus CHED checklist (Annex A and B) signed by the personnel in charge, and Dean (if applicable).
- Submitted it to Student Development and Activities Office (SDAO) for checking and review. After the checking of documents by SDAO, the final approval shall come from the Vice President for Academics (VPA) and University President.
- After the completion, Annex A and B shall be Notarized; and
- The liaison officer shall Submit it to CHED along with the Letter Addressed to the CHED Director informing them that there is an off-campus activity.
- The CHED personnel shall receive your application and then give the receiving copy to the SAO for documentation.

3. Along with the activity proposal, the college or RSO must also prepare and submit to SDAO the budget proposal of the activity (if applicable). The budget proposal contains the breakdown of expenses which includes supplies, meals, transportation costs, an honorarium of a speaker, etc. (Accomplished Purchase Request, Meal Request, Check Request)

**All items found in the budget proposal that is available in the Logistics Office shall be coursed through them, following the standard requisition procedure.*

**Suppliers must be accredited suppliers of the University*

**SDAO shall have the right to clarify every item found in the ARF and the budget proposal*

**The college or RSO has the right to answer and justify the items questioned by SA.*

**If the activity proposes charging students a fee, a breakdown of the fee must also be included in the budget proposal.*

1. If the organization seeks Sponsorship outside, they must submit a Company Profile, Business Permit, SEC Registration, and Sanitary Permit together with a Memorandum of Agreement (MOA) to SDAO.

4. After completion of the requirements and approval of SDAO, the final approval shall come from the Executive Vice President (EVP).

**If the charging of a fee to students has been approved, the students are to make their payments in the Accounting Office.*

**It is the Accounting Office that shall handle all payments to suppliers and all others indicated in the approved budget proposal.*

5. At the end or towards the end of the activity, an evaluation is done by the audience/participants to help determine its success and areas for improvement.

**An attendee is allowed to give his/her feedback on activity through his/her evaluation*

**Evaluation is done through a form that consists of two parts: the first contains several questions for the attendee to answer on a scale from 1 to 4, with 1 being "absolutely no," through 4 being "absolutely yes." The second part of the form contains open-ended questions for the attendee to express his/her own opinion.*

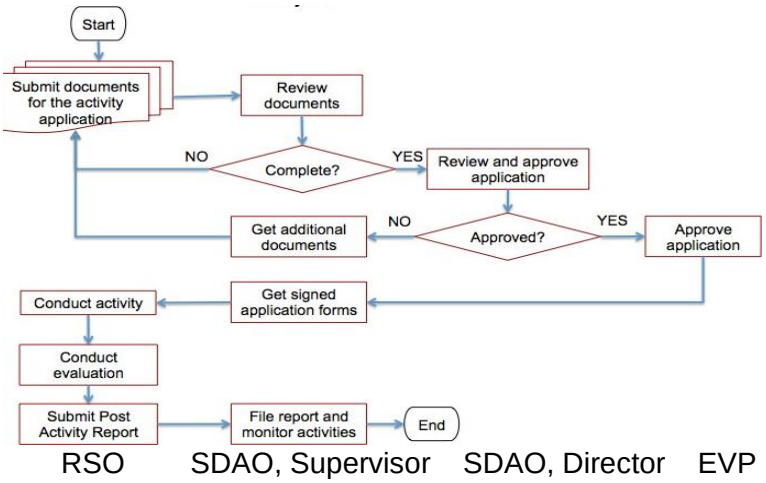
**The evaluation form is available in SDAO.*

**Online Evaluation Form*

6. Five (5) days after the activity, the college or RSO must submit to SDAO:
   (1) a photocopy of the attendance sheet;
   (2) a post-activity report—1-page narrative and a minimum of 5 attached photos with short descriptions;
   (3) a summary of the student's evaluation of the activity; and
   (4) a liquidation report on the budget allocated for the activity.

*The next activity of the college or RSO shall be put on hold until the reports are submitted to SDAO.

PROCESS FLOW



RECOGNIZED STUDENT ORGANIZATION
AY 2022-2023

#	COLLEGE AFFILIATED ORGANIZATION	COLLEGE
1	UAPSA-NUc (United Architects of the Philippines Student Auxiliary National University Chapter)	College of Architecture (COA)
2	NU-JFINEX (National University-Junior Financial Executives)	College of Business and Accountancy (CBA)
3	NU-JMA (National University-Junior Marketing Associates)	
4	NU-JPIA (National University-Junior Philippine Institute of Accountants)	
5	NU-WC (National University- Wizards Circle)	College of Computing and Information Technologies (CCIT)
6	NU-JPCS (National University-Junior Philippine Computer Studies)	
7	NU-COMSOC (National University-Computer Society)	
8	NU-GEM (National University-Guild of English Majors)	College of Education, Arts and Sciences (CEAS)
9	NU-SSLE (National U-Society of Second Language Educators)	
10	NU-PSYSOC (National University- Psychology Society)	
11	NU-OPEM (Organization of Physical Education Majors)	
12	PSME-NUSU (Philippine Society of Mechanical Engineers- National University Student	College of Engineering (COE)
13	EEGO-NU (Electrical Engineering Guild of National University)	
14	ICpEP.se-NUC (Institute of Computer Engineers of the Philippines Student Edition- National University Chapter)	
15	PICE- Philippine Institute of Civil Engineers	
16	NU- IECES (Integrated Electronic and Communication Engineering Society)	
17	NU-JHRS (National University-Junior Hotelier and Restaurateur Society)	College of Tourism and Hospitality Management (CTHM)
18	NU-TOUSOC (National University- Tourism Society)	
19	PHISMETS) Philippine Society of Medical Technology Students	College of Allied Health (CAH)

SPECIAL INTEREST ORGANIZATION		
20	NU-SAGA (Sexuality and Gender Alliance)	
21	NU-M (National University Mountaineers)	
22	NU PEERS (National University-Peer facilitators)	
23	COMEX Brigade (Community Extension Brigade)	
24	551st Media (NU Campus Media)	
PROBATIONARY		
25	ENC- Every Nation Campus	

You may visit the Student Development and Activities Office for further policies and procedures on student organization.

NATIONAL UNIVERSITY STUDENT GOVERNMENT

The National University Student Government (NUSG) is the highest governing body of the students at the National University. All undergraduate students and graduate students at the University who are enrolled and duly registered, holding the official identification cards, and Certificate of Registration of the University for the current term are members of the NUSG and to them accrue all the rights and privileges thereunto appertaining.

A. PRINCIPLES AND PURPOSES

i. All powers enjoyed and exercised by the NUSG, and all governing councils of the university emanated from the studentry.
ii. The NUSG is an independent and sovereign representative body of the studentry of the University free from the dictates of any authority other than the studentry.
iii. The NUSG is the prime and foremost defender, protector, and promoter of the rights of the students.
iv. The NUSG adheres to the policy of cooperation geared towards institutional harmony among all other sectors of the Nationalian community.
v. The NUSG is founded on the principles of representation, participatory democracy, student empowerment, accountability, equality, unity, and cooperation under the rule of laws implemented by the state and a regime of truth, justice, freedom, love, and peace.
vi. The NUSG instills the core values of integrity, compassion, innovation, resilience, and patriotism to its students.
vii. The NUSG helps in the development of social and political awareness and instills national consciousness among students geared towards the development of Nationalians who are proactively taking part in nation-building.
viii. The NUSG promotes the affordable access to education; enhances critical thought and the ability to make an informed and rational judgment; advocates for educational reforms grounded on the needs of the Nationalians and of the Filipino people geared towards the development of citizens imbued with nationalistic ideas and equipped with competencies that shall make them globally competitive.
ix. The NUSG provides democratic platforms for critical discourse for its students' free exchange of ideas and sentiments.
x. The NUSG provides various programs and activities that will cater to the development of their academic, research, social, and leadership skills.

B. STRUCTURE OF THE NUSG

The NUSG is divided into three branches that are co-equal to each other.

i. EXECUTIVE DEPARTMENT – composed of the President, Vice President, Secretary, Treasurer, and Public Relations Officer.
ii. STUDENT CONGRESS – the highest law-making body of the NUSG, which is composed of College Representatives and Program Representatives.
iii. STUDENT JUDICIARY – the highest law interpreting the body of the NUSG, which is composed of Chief Justice and Associate Justices.

There are three independent Constitutional Commissions (ConComs):

i. COMMISSION ON STUDENT ELECTIONS – decides on all student electoral exercises within the University, which is composed of one Chairperson and commissioners.
ii. COMMISSION ON AUDIT – audits on all student finances in the University, which is headed by the Chief Auditor and resident auditors.
iii. COMMISSION ON STUDENT GRIEVANCES – hears all student complaints against the

faculty, staff, administrators, and students at the university, which is headed by the Head Commissioner appointed by the Director of the Student Development and Activities Office.

All College Student Councils (CSC) are under the supervision of the NUSG. All CSC Presidents submit reports directly to the President of the NUSG. The NUSG and CSCs support each other's activities, programs, and projects. They maintain harmony and cooperation among them.

STUDENT GRIEVANCE

Students at National University are given the right to air their grievances against any member of the academic community. Grievances are best settled through sincere dialogue and discussion between the parties to a grievance, befitting a Nationalian academic community. Formal grievances may be pursued only as a last resort. The procedures for handling grievances are outlined in this section. For assistance, students are encouraged to meet with the Student Council.

A. Definition of Grievance

For purposes of this section, a grievance refers to any controversy between a student as the aggrieved party and a member of the academic community as a respondent that may be the cause of a complaint.

A grievance may be informal or formal. The grievance made orally is considered informal. Any informal grievance complaint should be settled informally.

Only when a grievance is reduced into writing and duly signed does it become a formal complaint and will follow the set of procedures as mentioned in this section below.

A grievance may be academic or behavioral. An academic grievance arises from any controversy related to learning or performance in academic courses while a behavioral grievance arises from the manner a person conducts himself/herself.

B. Academic Grievance

Any informal or formal complaint against a member of the academic college community should be reported to their immediate supervisor. Such as complaint cases against teachers, which should be reported to their program chairs, or the case against program chairs should be reported to their College Deans. As much as possible, cases on member/s of the academic college community should be settled by the college dean.

If the complainant is not satisfied with the decision of the college dean, they can elevate it to the Student Grievance Board for investigation. Below are the details of the Student Grievance Board.

C. Guidelines

1. Students' grievance may be against a/an:
   a) Fellow student
   b) Faculty member
   c) Administrator
   d) Trainer/coach

2. Support staff Student grievances shall be handled on a level-by-level basis following the order or hierarchy of the administration as follows:
   a) Class adviser
   b) Department chair/associate dean
   c) College dean
   d) Director of Student Development and Activities
   e) Vice president for Academic Affairs

3. There shall be a Student Grievance Board which shall be composed of the following:
   a) Director of Student Development and Activities as chair and presiding officer
   b) College dean of the student complainant
   c) College dean of the student/faculty respondent; or department head if the respondent is a non-faculty employee
   d) Director for Human Resources
   e) Representative of the University Student Government
   f) Representative of the Association of National University Employees (ANUE) if the complaint is against a support staff

4. Formal Grievance Procedure:
   The procedure for filing and settling a complaint by level is as follows:
   a) The student files a written complaint to be submitted to the direct supervisor of the subject of the complaint.
   b) The direct supervisor conducts a one-to-one conference with the student/faculty/staff respondent, the purpose of which is to settle the matter amicably.
   c) If the faculty adviser fails to resolve the case, he/she refers it to the department chair/dean. The department chair/dean then creates an ad hoc committee to deliberate on and resolve the conflict.
   d) If the decision on the case by the department chair/college dean is not satisfactory to the student complainant, he/she may elevate the case to the Student Grievance Board, chaired by the Director of Student Development and Activities.
   e) The Director of Student Development and Activities convenes the Student Grievance Board, which then hears the case until the conflict is resolved.

5. Procedural Requirements/Guidelines During Hearing/Deliberation
   a) The Director of Student Development and Activities acts as the chair and presiding officer during the hearing. He shall start the proceedings by reading the complaint and replies filed before the Board.
   b) Once a decision is made by the Board, copies of the decision are furnished to all parties concerned. In case the complainant is not satisfied with the Board's decision, he/she may move for a reconsideration of the case with the Board within 48 hours after receipt of the decision.
   c) If the complainant fails to file an appeal for reconsideration within 48 hours after receipt thereof, the decision becomes final and executory.

D. Sexual Harassment

Any complaint on sexual harassment should be handled in accordance with the University policies, rules, and regulations implementing R.A. 7877, otherwise known as the "Anti-Sexual Harassment Act".

1. The University is committed to the prevention of sexual harassment of students, defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
2. Any student having a complaint of sexual harassment should follow the steps outlined in this Section. The student complainant may forward his/her complaint to the respondent's superior in cases deemed necessary.

Decisions on student grievances against any NU employees will align with the HR policies and procedures on handling disciplinary cases against NU employees.

UNIFORM POLICY

COLLEGE	Type A **Basic uniforms that are worn by students most days of the week**	Type B **Uniforms for special requirement but still needed on given conditions and days**	Type C **PE and NSTP Uniform**
College of Allied Health - NURSING	ACADEMIC UNIFORM For Male Students *Male (Old Uniform)* The prescribed OLD the uniform shall consist of white slacks and white official National University College of Allied Health-Department of Nursing loose polo, blue vest, closed white leather shoes, white socks, and a plain white undershirt with a round neckline. *Male (New Uniform)* The prescribed NEW uniform shall consist of white slacks and white official National University College of Allied Health polo with lining specific to the department, closed black leather shoes, black socks, and white plain V-neck undershirt or white sando. Cross dressing is not allowed. The proper length of hair at the back is just above the shirt's collar; bangs should not be longer than 1 inch. The required style is crew cut or barbers cut. Hair color is not permitted. For members of LGBTQIA+ community, long hair is allowed provided that hair should be kept clean and kept up in a bun at all times while in uniform, inside and off-campus. Using sandals, mules/slip- on, wooden clogs, and high- heeled shoes (beyond 1 ½ inch) are strictly prohibited. The use of cosmetics (lipstick, make-up, eye shadow, etc.) is not allowed Beard and mustache must be shaved off. The use of earrings is prohibited. For Female Student *Female (Old Uniform)* The prescribed OLD uniform shall consist of a white skirt and white official National University College of Allied Health- Department of Nursing blouse, blue vest, closed white leather shoes,	UNIFORMS FOR RELATED LEARNING EXPERIENCE For Male Students The prescribed uniform for General Nursing Units shall consist of white slacks and white official National University Department of Nursing loose polo, closed white duty shoes, a plain white undershirt with round neck, I.D, nurse's pin, nameplate, and complete clinical bag. The prescribed uniform for Special Units (OR-RR, L.R.- D.R, I.C.U, and Hemodialysis): Official National University Department of Nursing blue scrub suit, white smock gown, cap, mask, washable white shoes, I.D, nameplate. Community Health and Psychiatric Unit: Official National University Department of Nursing Community Health uniform, black closed shoes, black socks, complete CHN bag (for community); paraphernalia as required by the Institution/Instructor (for psyche exposure), ID, nurse's pin, and nameplate. The required hair cut is crew cut or barbers cut.	PE and NSTP Uniform must be worn only during their respective class

white stockings, and white plain undergarment.

- *Female (New Uniform)*

The prescribed NEW uniform shall consist of white skirt and white official National.
University College of Allied Health blouse with lining to the department closed black leather shoes, and white plain undergarment.

- Collar-length hair should be enclosed with a hair net. Hair longer than the collar length should be tied up. Hair color, hair extensions, beading, or excessive beading are not permitted.
- For personality enhancement, a female student may wear light-shaded cosmetics for cheeks, lips, and eyelids. Wearing excessive makeup is not allowed.
- Wearing outlandish and/or flamboyant accessories (large bangles, dangling earrings, neon-colored hair bands, etc.) is not allowed. Students may wear a simple pair of stud earrings and a wristwatch.

Hair bangs should not be longer than 1 inch.

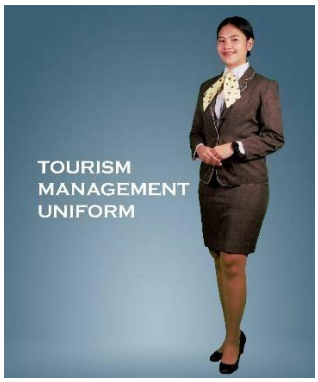
- Hair color is strictly prohibited.
- The use of cosmetics (lipstick, make-up, eye shadow, etc.) is not allowed.
- Beard and mustache must be shaved off.
- The use of earrings is prohibited.

For Female Student

- The prescribed uniform for General Nursing Units shall consist of the Official National University Department of Nursing duty uniform with prescribed cut, nurses' cap, closed white duty shoes, thick with stockings, ID, nurse's pin, nameplate, and complete clinical bag.
- The prescribed uniform for Special Units (O.R, R.R, L.R- D.R, I.C.U, and Hemodialysis) shall consist of an Official National University Department of Nursing blue scrub suit, white smock gown, cap, mask, washable white shoes, ID, nameplate, and complete clinical bag.
- The prescribed uniform for Community Health and Psychiatric Unit shall consist of an Official National University Department of Nursing Community uniform, black closed shoes, black socks, complete CHN bag (for community); paraphernalia as required by the Institution/Instructor (for psyche exposure), I.D, nurse's pin, and nameplate.
- Hair must be neat. Collar-length hair should be

		enclosed with hair net. Longer than collar-length hair should be gathered by black pin and/or band and enclosed with hair net. • Only black colored hair accessories are allowed. • Hair color is strictly prohibited.	
College of Allied Health-PHARMACY	Male Female		PE and NSTP Uniform must be worn only during their respective class
College of Allied Health-MEDICAL TECHNOLOGY	Male Female		PE and NSTP Uniform must be worn only during their respective classes
College of Business and Accountancy – ACCOUNTANCY ACCOUNTING TECHNOLOGY MARKETING MANAGEMENT FINANCIAL MANAGEMENT REAL ESTATE MANAGEMENT	Male • Navy Blue Slacks/ Pants • Light Blue Polo with National University Logo • Black Leather Shoes Female • Navy Blue Slacks or Skirts • Light Blue Blouse with National University Logo • Black leather Shoes	Every Wednesday and Saturday Corporate Attire	PE and NSTP Uniform must be worn only during their respective classes
College of Computing and Information Technology-INFORMATION TECHNOLOGY COMPUTER SCIENCE	Male • Navy Blue Slacks/ Pants • Light Blue Polo with National University Logo • Black Leather Shoes Female • Navy Blue Slacks or Skirts • Light Blue Blouse with National University Logo • Black leather Shoes	Every Wednesday and Saturday Washdays	PE and NSTP Uniform must be worn only during their respective classes

College of Education, Arts and Sciences	Male • Navy Blue Slacks/ Pants • Light Blue Polo with National University Logo • Black Leather Shoes Female • Navy Blue Slacks or Skirts • Light Blue Blouse with National University Logo • Black leather Shoes	Every Wednesday and Saturday Washdays Prescribe OJT Uniform	P.E and NSTP Uniform must be worn only during their respective classes
College of Architecture	Male • Navy Blue Slacks/ Pants • Light Blue Polo with National University Logo • Black Leather Shoes Female • Navy Blue Slacks or Skirts • Light Blue Blouse with National University Logo • Black leather Shoes	Every Wednesday and Saturday Washdays	P.E and NSTP Uniform must be worn only during their respective classes
College of Dentistry-DOCTOR OF DENTAL MEDICINE			PE and NSTP Uniform must be worn only during their respective classes
College of Dentistry-DENTAL HYGIENE NC IV			PE and NSTP Uniform must be worn only during their respective classes
College of Dentistry-DENTAL LABORATORY AND TECHNOLOGY			PE and NSTP Uniform must be worn only during their respective classes

College of Engineering- CIVIL ENGINEERING COMPUTER ENGINEERING MECHANICAL ENGINEERING ELECTRICAL ENGINEERING ELECTRONIC ENGINEERING	Male • Navy Blue Slacks/ Pants • Light Blue Polo with National University Logo • Black Leather Shoes Female • Navy Blue Slacks or Skirts • Light Blue Blouse with National University Logo • Black leather Shoes	Every Wednesday and Saturday Washdays	PE and NSTP Uniform must be worn only during their respective classes
College of Tourism and Hospitality Management – TOURISM	Male • • White long sleeves and prescribed men's tie • Brown pants (straight cut) • Coat with National University logo (NU pin) • Closed black leather shoes Black socks  Female • White long sleeves with prescribed lady's tie • Brown skirt (straight cut one inch below the knee • Coat with National University logo (NU pin) • Closed black leather shoes with heels at least 1.5 inches high but not more than 4 inches Skin tine stockings.  	Laboratory Uniform and Tourism Service Uniform No wash day   	PE and NSTP Uniform must be worn only during their respective class

College of Tourism and Hospitality Management – HOSPITALITY MANAGEMENT

Male

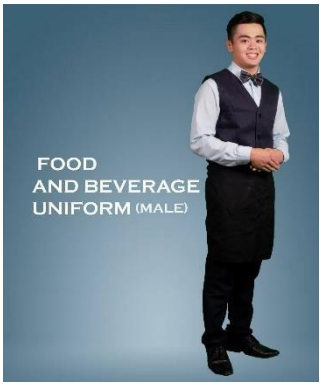
- Light blue long sleeves with National University logo and prescribed men's tie
- Navy blue pants (straight cut)
- Coat with National University logo
- Closed black leather shoes

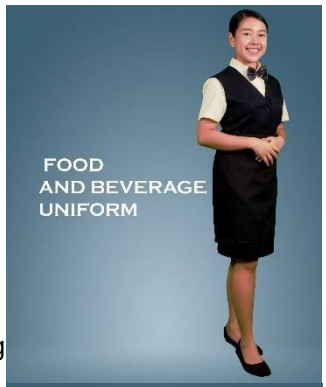
Black socks

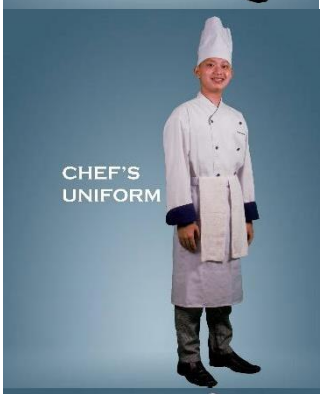
Female

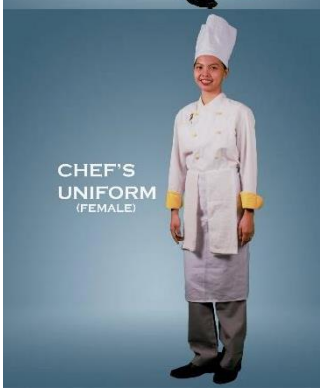
- Light yellow blouse with National University logo with prescribed ladies' tie
- Navy blue skirt (straight cut one inch below the knee)
- Coat with National University log
- Closed black leather shoes with heels at least 1.5 inches high but not more than 4 inches Skin tone stockings.

Laboratory Uniform
Food and Beverages Uniform
No wash day









PE and NSTP Uniform must be worn only during their respective classes

PLACEMENT AND ALUMNI

PLACEMENT

National University puts a premium on the holistic development of students. One major service it provides is Career Development. Career development is at the core of lifelong learning. It helps students visualize who they are, who they want to be, and what they do best.

AILPO helps students understand how academic requirements and activities can enhance their strengths and further their skills which then can help and lead them to a better future. The office leads the students to explore a range of possible jobs that are available, either as needed by the industry partners or the jobs high in demand, but these should align with their own interests, abilities, skills, and values.

Students are enjoined to take part in the institutional Career Development Program that features the following:

Career Orientation and Placement
Career Training, Alignment, and Pathing
Career Tracing and Monitoring
Career Shifting/Upskilling, Cross Skilling
Employment Process (pe-employment, hiring process, employment proper, post-employment)

The unit also opens its doors to students who may want to work during their spare time, both online and onsite. As they indulge in the kind of work the office does, interns can understand the relevance of the services in their lives at present and beyond.

Student mobility is another major service. The unit espouses both short- and long-term exchanges, including cultural, as the university continues its journey towards internationalization.

ALUMNI

The **ALUMNI AFFAIRS OFFICE** is responsible in the effective and efficient management and safekeeping of all pertinent records and status of the alumni; and the development, coordination, promotion, maintenance and evaluation of special events, programs, and projects sponsored by the Alumni Office, with a focus on developing means by which to engage alumni through the common bonds of academic program/department/school/college.

As such in general, the activities of the Alumni Affairs Office shall include the following tasks:

1. Develops, coordinates and evaluates programs and projects to promote alumni relations and educational programs designed to connect alumni through academic channels such as programs/departments/schools/colleges.
2. Plans, coordinates, and attends events, meetings, or other activities as requested by academic units. This may also include alumni and volunteer recognition banquets, receptions, homecoming, and reunions.
3. Identifies, cultivates, and stewards alumni and volunteers.
4. Coordinates and produces reports, proposals, and analyses for management, to include monthly budget, periodic reports to reflect relevant data gathering and analysis, and post-event reports and recommendations and other data gathering for graduate and alumni tracking as a requirement for accreditation.
5. Develops, sustains, and strengthens alumni chapters whose focus is on establishing and maintaining connections through academic/degree programs.
6. Foundation to share information on events and alumni engagement opportunities.
7. Develops and presents educational programs for alumni, including lectures, seminars, and workshops and the children of the alumni.
8. Coordinates and engages volunteers who work on events, projects and programs of the Alumni Office.
9. Assists the Corporate Communications Unit to update the website for the announcements and press releases of the Alumni Affairs Office.
10. Represents the organization at various community and/or business meetings, committees, and task forces; promotes existing and new programs and/or policies.
11. Serves on committees relating to Alumni Relations, and serves as liaison between NU and the community.

VISION:

The Alumni Affairs Office of National University will be the primary facilitator of a meaningful and mutually-beneficial partnership between the school and industries.

Student Learning experience shall be enhanced as knowledge and support from industries come in.

Industries, on the other hand, shall be better served as more competent and better-prepared Nationalians enter their field.

MISSION:

The Alumni Affairs Office of National University commits itself to:

a. The continuous improvement of the school’s image in the different communities it serves;

b. The holistic formation and preparation of Nationalians as they join the outside world after graduation;
c. The improvement of the school's academic standards by keeping it relevant with the needs of the different industries.

GOALS:

The National University provides a nurturing learning environment. It strives to continually innovate and improve its programs and services. Its programs are alumni-centered, experiential in methodology, competency-based and relevant in content. It shapes students into leaders and team players, provide them with essential skills to empower them to become global professionals with the right attitude toward success.

ALUMNI AFFAIRS OFFICE HISTORY

As part of National University's efforts to upgrade the quality of education, it institutionalized the engagement of different companies to help in the delivery of the different college curricula. In particular, companies were invited to speak in different programs covering a wide range of topics aimed at bridging the gap between industry and academe. For example, software companies discussed the various industry trends with Computer Science students. These companies likewise formed part of the pool of potential OJT placements as well as future employment for National University graduates. This effort led to the putting up of the Industry Partnership Office in 2012. All related coordination and cooperation with industries was coursed thru this office.

Simultaneously, a similar effort was being undertaken to harness the alumni community towards the same objective thru the existing Alumni Affairs Office.

Seeing the similarity of purpose of the two offices, National University created the External Affairs Office while retaining the two as sub-offices, to harmonize the said efforts to the two different groups with the over-arching objective of elevating the delivery of education services while providing a venues for a mutually beneficial collaboration.

APPENDIX I

COMMISSION ON HIGHER EDUCATION

MANUAL OF REGULATIONS FOR PRIVATE HIGHER EDUCATION 2008 (CHED MORPHE 2008)

Article XXI: Student Discipline

Section 105. *Administrative Actions and Proceedings.* A higher education institution, through any of its authorized representatives, may cause the filing of an administrative action against any student for violation of its disciplinary rules and regulations. Any administrative action filed against a student must comply with the minimum standards of due process prescribed herein as follows:

1) the student must be informed in writing of the nature and cause of any accusation against him and required to answer the accusation in writing. If the student is minor, the parent or the guardian shall be furnished with a copy of show cause letter.

2) if the student denies the accusation or alleges some fact or matter in justification or mitigation of the offense, the institution shall form a fact-finding committee to hear and receive evidence.

3) in all stages of the proceedings, the student shall have the right to assistance of counsel of his own choice.

4) the student shall have the right to listen to, and examine the evidence presented against him, to ask clarifications through the fact-finding committee, and to present evidence on his behalf.

5) the fact-finding committee must consider the pieces of evidence presented and receive proceedings.

6) the student shall be informed in writing of the decision promulgated in his case; and,

1) if the student is found culpable for the offense charged, the punishment imposed shall be commensurate with the nature and gravity of the offense.

APPENDIX II

CHED MEMORANDUM

Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

CHED Memorandum Order
No 63
Series of 2017

SUBJECT: POLICIES AND GUIDELINES ON LOCAL OFF-CAMPUS ACTIVITIES

In accordance with the pertinent provisions of Republic Act (R.A.) No. 7722 otherwise known as the Higher Education Act of 1994, Batas Pambansa Blg. 232, the Constitution which states that, "*The State shall exercise reasonable supervision over all higher education institutions*," and by virtue of Commission *en Banc* Resolution No. 540-2017 dated July 18, 2017, the following policies and guidelines on local off-campus activities are hereby adopted.

ARTICLE I
RATIONALE

In the Philippines, Higher Education Institutions (HEIs) ensure sustainable teaching and learning delivery process through the conduct of off-campus activities. These are activities conducted by HEIs to supplement and facilitate a more meaningful learning experience for students in addition to the regular classroom instructional programs that are in accordance with specific degree program requirements. These also include non-curricular activities. They are intended to broaden the students' learning opportunities and allow them a feel of the real world, and therefore serve as powerful motivator to strengthen the academe-industry linkage. These learning situations include: internships, educational tours or field trips, field studies, educational linkages, student development activities, non-curricular-based activities such as mission-based, immersion/reach-out programs, conventions, conferences, trainings, volunteer work, interschool competitions, cultural performances and team development activities, among others.

ARTICLE II
STATEMENT OF POLICIES

Section 1. CHED recognizes the academic freedom of the HEIs in promoting quality education for the continuing intellectual growth, the advancement of learning and research, and the education of high level professionals while enriching historical and cultural heritage through the conduct of off-campus activities as part of the curriculum.

Section 2. All HEIs are given the authority to design, determine and approve the conduct of off-campus activities a) as part of a duly approved curriculum as noted by CHED or b) as part of the HEI's particular context or respective mission. Such authority of the HEIs however, shall be exercised with paramount consideration given to the safety and welfare of the student participants.

Section 3. It is the obligation of the HEIs to: (a) adopt mechanisms for safety and welfare of all participants to the off-campus activities; and (b) observe due diligence and strict adherence to the requirements stipulated in this CMO and the Joint Memorandum Circular (JMC).

Section 4. To ensure the well-being and safety of all the students in higher education and guarantee the quality of their learning and exposure, CHED, in partnership with the Department of Tourism (DOT), Department of the Interior and Local Government (DILG), Land Transportation Office (LTO), Land Transportation Franchising and Regulatory Board (LTFRB), League of Cities of the Philippines (LCP), and League of Municipalities of the Philippines (LMP), shall issue separate guidelines for the conduct of all off-campus activities, if needed.

ARTICLE III
OBJECTIVES

Section 5. These set of policies and guidelines aim to guide HEIs in the conduct of off-campus activities in order to develop the holistic experience of students and to provide:

5.1 access to efficient and interactive learning for students through meaningful off-campus activities as part of their program requirement embodied in the approved curriculum;
5.2 quality off-campus activities necessary to the acquisition of relevant knowledge, skills, and values.
5.3 mechanisms to exercise due diligence prior, during and after the activities for safety and welfare of the students and HEIs' personnel; and
5.4 mechanisms for the implementation of parallel activities to those students who will not be participating in the activity.

ARTICLE IV
COVERAGE

Section 6. The CMO shall cover all the conduct of off-campus activities of HEIs within the Philippines, which were approved by the concerned HEI authorities. The activities shall include but not be limited to the following:

6.1 Curricular

a. Educational Tours/Field trips

- Visits to reputable firms or government sites and other areas identified by the concerned local government units (LGUs) safe for students;
- Culture and arts related activities such as visits to museums, cultural si landmarks and other related venues; or
- Plant industry visit, host training establishment visit, and other related visits.

b. Participation and/or attendance in degree program-relevant events

c.Field Study/Experiential Learning/Related Learning Experience.

6.2 Non-Curricular

a) mission-based activities (e.g., retreat, recollection, etc);
b) conventions, seminars, conferences, symposiums, trainings and teambuilding;
c) volunteer work including peer helper programs, relief operations, community outreach and immersion.
d) advocacy projects and campaigns;
e) participation in sports activities;
f) activities initiated by recognized various student groups;
g) interschool competitions/tournaments; or
h) culture and arts performances and competition.

ARTICLE V
DEFINITION OF TERMS

Section 7 For the purposes of this CMO, the following terms are defined as follows:

7.1 Approved curriculum refers to the curriculum duly approved by the HEI and duly noted by the CHED regional offices (CHEDROs).

7.2 Curricular activities are required off-campus activities and are an integral part of the instructional program. All students are expected to attend the scheduled off-campus activity since it is part of the regularly scheduled class time.

a) Educational Tours refer to off-campus learning activities involving mobility of students with the supervision of authorized personnel outside the premises of the institution which lasts for more than one day, and involves relatively more places of destination than a field trip in accordance with specific degree program requirements.

b) Field trips refer to off-campus learning activities involving mobility of students with the supervision of authorized personnel outside the premises of the institution but is of relatively shorter duration usually lasting for only one (1) day and with fewer places of destination.

c) Field Study/Experiential Learning/Related Learning Experience refer to off-campus activities which are congruent to the learning outcomes of the course in terms of time and context. These activities require substantial off-campus learning as curriculum delivery

7.3 Institution refers to the HEI where the student is enrolled or where the personnel is employed

7.4 Non-curricular activities refer to off-campus activities that are considered as non-curricular or non-program-based activities, among others, and are left to the discretion of the concerned HEI for the strategies of implementation as long as the safety and security of the students are duly ensured.

7.5 Off-campus activities refer to activities which include all authorized HEI curricular and non-curricular activities undertaken outside the premises of the institution

ARTICLE VI
EXCLUSIONS

The following off-campus activities shall be excluded from this CMO. However, HEIs shall properly undertake mechanisms to assure due diligence in the conduct of all off-campus activities for the safety and security of the academic community.

Section 8. International Educational Tours or Field Trips

International educational tours or field trips shall be governed by CHED Memorandum Order No. 26, s. 2015.

Section 9. Internship/OJT/Practicum

Students undergoing local and international internship, practicum or on-the-job training, shipboard training programs, etc. shall be governed by separate guidelines for student internship programs.

ARTICLE VII
REQUIREMENTS, OBLIGATIONS, AND/OR RESPONSIBILITIES OF THE PARTIES INVOLVED

Section 10. Government

It is the obligation of government agencies, based on their respective mandates, to provide necessary services, actions, and assistance relative to off-campus activities pursuant to the JMC that shall be issued by and between the following agencies:

10.1 Commission on Higher Education (CHED);
10.2 Department of Tourism (DOT);
10.3 Department of the Interior and Local Government (DILG);
10.4 Land Transportation Office (LTO);
10.5 Land Transportation Franchising and Regulatory Board (LTFRB);
10.6 League of Cities of the Philippines (LCP); and
10.7 League of Municipalities of the Philippines (LMP).

Section 11. Higher Education Institutions (HEIs)

11.1 Responsibilities and Obligations:

The HEIs shall:

a) Design, determine and approve the activities for the conduct of off- campus activities in accordance with the curriculum requirement and/or HEI's particular context or respective mission. Their design should include the relevance of the activity to the program.

b) Adopt and implement its own institutional policies, including adherence to requirements to requirements under this CMO, as part of its duty to observe due diligence in the conduct of off-campus activities. Failure 1o do so shall be a cause for imposition of the sanctions as provided in the CMO without prejudice to other liabilities under applicable laws.

c) Designate the personnel-in-charge (PIC) with appropriate qualifications and experience and when necessary, identify an overall leader from among the PICs

d) Ensure a 1:35-50 PIC-student ratio for the curricular activities. For non-curricular

activities, the HEIs shall adopt an appropriate PIC- student ratio, as it deems fit.

e) Ensure safety and welfare of mobility of students through the following transportation vehicles:

e.1 owned by the HEI — Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, among others shall be ensured; and
e.2 third party or sub-contracting — Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, updated/valid franchise with LTFRB or Travel and Tour Operator duly accredited by the Department of Tourism shall be ensured.

f) Coordinate with the appropriate LGU/s or non-government organizations (NGOs).

g) Require the students to submit a written consent of the parents or the student's guardian and medical clearance, if appropriate.

h) Establish mechanisms to provide parallel activities for curricular and alternative activities for non-curricular which provide similar acquisition of knowledge and/or competencies to achieve the learning objectives for students who cannot join the activity. These parallel activities shall not be made as a substitute of a major examination for the purpose of compelling students to participate in said activities. The HEI shall only impose acceptable measures and non-punitive activities to concerned students.

i) Give due consideration to students or learners with special needs or Persons with Disabilities (PWDs).

j) Conduct off-campus activities that shall not unduly benefit or accommodate any of the establishments owned by HEI or CHED employees and officials or by an owner who is a relative within the third civil degree of consanguinity or affinity.

Checklist of requirements:

a.1 Before the off-campus activity

The President must require the submission of the following from its personnel concerned:

REQUIREMENTS	PROOFS
a.1.1 Curriculum	
The curriculum should include the off-campus activity with corresponding unit credits and time-allotment whether lecture or laboratory hours, specifying course title and unit credits.	Course Syllabus which reflects the relevance of requiring an educational tour and field trip
a.1.2 Destination	

As much as practicable, destination of off-campus activities should be near the concerned HEI in order to minimize cost. CMO No. 11, s. 1997 entitled, Enjoining All Higher Education Institutions (HEIs) in the Country to Make, Insofar as Practicable, All Registered Museums and Cultural Sites and Landmarks as Venues for Educational Tours and Field Trips and Subjects for Studies and Researches may serve as guide for the places that may be visited among others, registered museums, cultura! sites and landmarks that should be in line with the objectives of the off-campus activity. The destination and schedule should be relevant to the subject matter.	Appropriate report
a.1.3 Handbook or Manual	
The requirements and guidelines of the conduct of local off-campus activities should be updated and be included in the students' handbook or manual.	Handbook or Manual

REQUIREMENTS	PROOFS
a.1.4 Consent of the Parents or Student's Guardian	Duly notarized/subscribed consent
a.1.5 Medical Clearance of the Students	Medical clearance of the students, if appropriate duly signed by the HEI or government Physician
a.1.6 Personnel-In-Charge	
The designated personnel-in-charge must be an employee of the institution and must have the appropriate qualifications and experiences related to off-campus activities. When necessary, identify overall leader from among the personnel-in-charge. With appropriate first-aid and medical emergency training.	o Designation or order from the Administration indicating personnel- in-charge's role and responsibilities before, during and after the off- campus activities o Relevant certificate on first-aid training
a.1.7 First Aid Kit	
The HEI should provide a complete first-aid kit.	First-aid kit
a.1.8 Fees/Fund Source	
The fees to be collected from the students must be duly approved and disseminated to concerned stakeholders.	Duly approved schedule of fees
There should be a breakdown of fund sources and other resources properly secured and accounted for.	Appropriate report
a.1.9 Insurance	
The HEI should provide insurance (individual or group) provision for students, faculty, and other concerned stakeholders, for the purpose of the activity.	Proof of insurance provision
a.1.10 Mobility of Students	
a.1.10.1 Owned by the HEI	Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, among others.
a.1.10.2 Third party or sub-contracting	
a.1.10.2.1 Franchisee	Certification from LTFRB for the validity of the franchise of the proposed operator (i.e., legitimate, current and up to date), if applicable. Special Permit from LTFRB if transportation is out-of-line Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, etc.

REQUIREMENTS	PROOFS
a.1.10.2.2 Travel and Tour Operator In cases where the service of Travel and Tour Operator is used, it should be duly accredited by the DOT. If applicable, the HEI must engage an accredited tourist transport Vehicle and/or tourist guide with the appropriate permits.	Copy of Travel and Tour Operator Accreditation Certificate by the DOT Duly approved Plan/ Itinerary of travel by the HEI Certification from the LTFRB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up- to-date), if applicable. Vehicles' updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, etc.
a.1.11 LGUs/NGOs	
The HEI should duly coordinate with appropriate LGUs/NGOs. Whenever necessary for the safety and convenience of the touring party, advance and proper coordination with the local government units with acknowledged letter from the concerned government agency shall be secured before the scheduled dates of the activity.	Copy of the letter sent to the LGUs Copy of acknowledgement letter from the LGUs
a.1.12 Activities	
a.1.12.1 General orientation to students	Minutes and attendance of the briefing and consultation conducted to concerned students, faculty, and stakeholders
a.1.12.2 Consultation to concerned students, faculty and attached minutes of stakeholders with consultation and attendee's signature	
a.1.12.3 Announcement to students, faculty and parents of the activity one (1) or two (2) months before the scheduled date of the conduct of off-campus activities	Letters to parents, students, and adult companion preferably faculty Appointment with conforme of Personnel-in-charge
Briefing to concerned faculty and students and provide the needed info materials before the trip	Itinerary Handy students
Learning journals for students	Standard format of learning journals given to students
a. 1.12.6Emergency Preparedness Plan to be given to students and stakeholders	Appropriate report

a.2 During the off campus activity

REQUIREMENTS	PROOFS
a.2.1 Personnel-in-charge, identify overall leader (when necessary) with the following tasks:	List of personnel or attendance
a.2.1.1 Accompany the students from the time they assemble for the off-campus activity up to debriefing.	List of students and/or attendance
a.2.1.2 Ensure the provision of the allowable seating capacity of the Vehicle/s used. (No student shall be allowed to ride on the roof of motor vehicle or on the boarding platform)	Contract of service with the third party
a.2.1.3 Ensure that program of activities is properly followed as planned or activities can be adjusted as the need arises.	

a.3. After the off-campus activity

REQUIREMENTS	PROOFS
a.3.1 Learning journals of students	Appropriate report/grades
a.3.2 Assessment report/ Evaluation Report	Assessment report by faculty including the breakdown of expenses
a.3.3 Expenditure report	Breakdown of expenses
a.3.4 Debriefing of concerned faculty to students to be able to assess acquisition of learning	Report on debriefing program conducted

b.Submission of Reports:
The HEIs shall submit the following comprehensive reports in compliance with this CMO:

b.1 Certificate of Compliance. A certificate of compliance, duly notarized, certified correct by the PIC, recommending approval by the VPAA and duly approved by the President or Head of the HEI or his/her authorized representative stating that all the requirements have been prepared and duly complied with using the prescribed template shall be submitted to the CHEDRO fifteen (15) days before the activity. (Please refer to Annex A)

b.2 Report of Compliance. A report of compliance must be certified correct by the PIC, reviewed by the Dean or Program Head, recommending approval by the VPAA and duly approved by the President or Head of the HEI or his/her authorized representative listing all the activities and corresponding compliance using the prescribed template shall be submitted to the CHEDRO fifteen (15) days before the activity. (Please refer to Annex B

b.3 Comprehensive Semestral/Term Report. A semester/term comprehensive report shall be submitted to the concerned CHEDRO at the end of the semester/term of the conduct of the educational tour and field trip using the prescribed template. (Please refer to Annex C)

c. Exemption from submission of report to CHED

c.1 HEIs awarded as Autonomous, Deregulated, Centers of Excellence/Centers of Development, or Level II accredited programs, and SUCs with at least Level III shall be exempted from submitting Report of Compliance, but are required to submit the Certificate of Compliance (refer to Annex A)

c.2 Submission of reports shall not be required for non-curricular off-campus activities and field study/experiential learning/related learning experience activities. However, for the purposes of transparency, the activities should be posted in conspicuous places and the website of the HEI, if available.

Section 12. Students

12.1 Responsibilities and Obligations: Students shall:

a) Be officially enrolled;
b) Adhere to the rules and regulations of student manual; and
c) Submit a learning journal/paper reflecting his/her observations, learnings, findings and noteworthy experiences.

12.2 Imposition of sanctions for non-performance/violation of above- mentioned actions should be in accordance with the HEIs' policies.

ARTICLE VIII
MONITORING AND EVALUATION

Section 13. The CHEDROs shall conduct a monitoring of the compliance vis-a-vis obligations and liabilities of the HEIs to the documentary requirements and activities undertaken.

Section 14. All HEIs awarded as Autonomous, Deregulated, Centers of Excellence/Centers of Development, or with at least Level II accredited programs, and SUCs with at least Level UI shall be exempted from monitoring and evaluation, except when there are complaints related to the conduct of off-campus activities.

Section 15. CHEDROs shall submit a summary of monitoring report of the HEIs within their respective region and submit the same to the Office of the Executive Director (OED) through the Office of Student Development and Services (OSDS)

ARTICLE IX
FEES

Section 16. Students should only be charged for actual costs of transportation, entrance fees and related expenses, subject to consultation. General information on fees related to the conduct of off-campus activities should be included in the student handbook or manual

ARTICLE X
VIOLATIONS AND SANCTIONS

Section 17. Violations. The following are considered violations of these policies and guidelines.

17.1 Failure to comply with any of the requirements in the CMO, such as:

a) Conduct of orientation or consultation;
b) Conduct of activity without approval of the President/Head of the HEI;
c) Verification with agency concerned on road worthiness of vehicles;
d) Validation of appropriate license of the driver;
e) Establishment of parallel activities;
f) Submission of required reports to CHEDRO;
g) Submission of requirements per required timelines; or
h) Compliance with the requirements and obligations (Faculty/student ratio, loading capacity of transportation, etc.).

17.2 Imposition of punitive measures upon the student who failed to attend/join the activity.

17.3 Deployment of unqualified PIC.

17.4 All other analogous circumstances.

Section 18. Sanctions.

18.1The CHEDROs, after due process, may impose the following appropriate sanctions depending on the nature and seriousness of the violation/s or non-compliance of the HEIs with the policies and guidelines stated in this CMO.

a) written warning
b) cancellation of the activity
c) order the refund of collected fees

Thereafter, CHEDROs are required to submit within thirty (30) days to the CHED Legal and Legislative Service (LLS) actions taken in pursuance of this provision.

18.2 For violation/s or non-compliance of the HEIs affecting the general public and/or national interest, the Commission en Banu, taking into consideration the recommendation of the CHED LLS, may impose the following sanctions depending on the nature and seriousness of the violation/s or non-compliance of the HEIs:

a) Blacklisting of the third party (franchisee or tour operator);
b) Suspension from conducting off-campus activities for a period of time as determined by the CEB; and
c) Repeated violations of the CMO may result to the imposition of penalties such as revocation of permits, downgrading of status, phase-out and such other penalties may be validly imposed by the Commission to the concerned HEIs.

18.3 This is without prejudice to the right of the concerned students/injured party/ies to file the necessary criminal or civil charges or administrative charges against the school and/or its administrators under the civil code or other applicable laws.

ARTICLE XI
REPEALING CLAUSE

Section 19. This CMO supersedes CMO No. 17, s. 2012 entitled “Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students.” All previous issuances or part thereof inconsistent with provisions of this CMO are deemed repealed, revoked or rescinded accordingly.

ARTICLE XII
TRANSITORY PROVISION

Section 20. All HEIs, including SUCs and LUCs, shall immediately fully comply with all the requirements in this CMO upon its effectivity.

Section 21. The moratorium on the conduct of educational tours and field trips entitled “Imposition of Moratorium on Field Trips and other Similar Activities Covered Under CHED Memorandum Order No. 17, Series of 2012, and Review of the Policy /‘o Strengthen Mechanisms fhaf Safeguard All Students at All Levels and Faculty Members in Activities included in the Curricular, Research and Extension Programs of Higher Education Institutions” shall also be deemed lifted upon the effectivity of this CMO.

ARTICLE XIII
EFFECTIVITY

Section 22. This CMO shall take effect fifteen (15) days after its publication in the Official Gazette or in a newspaper of general circulation and filing with the Office of National Administrative Register (ONAR) and shall remain in force and effect until revoked or amended.
Issued this day of Jul•/ in Quezon City.

For the Commission:

PATRICIA B. LICUANAN, Ph.D.
Chairperson
Issued this day of Jul•/ in Quezon City.

For the Commission:

PATRICIA B. LICUANAN, Ph.D.
Chairperson

Annexes:

ANNEX A — Certificate of Compliance ANNEX B - Report of Compliance
ANNEX C — Comprehensive Semestral/Term Report 13

Annex A

(Name of HEI)

LOCAL OFF-CAMPUS ACTIVITIES
CERTIFICATE OF COMPLIANCE

This is to certify that all the processes, procedures and requirements before the conduct of the off-campus activity/ies pursuant to CMO No. s. 2017 entitled "Policies and Guidelines on Local Off-campus Activities" have been duly complied with, and that by virtue thereof, we hereby assume full responsibility for the safety and welfare of the students.

Certified Correct:

_____
Personnel-in-Charge

Recommending approval:

_____
Executive Vice President

Approved by:

_____
President/Head of HEI/ Authorized representative

SUBSCRIBED AND SWORN to before me, this_____ , by___ who exhibited to me (his/her) competent proof of identification _____issued at_____ , Philippines on_____
z" Notary Public

Doc. No,_____ Page No. _____ Book No. _____ Series of _____

Annex B

REPUBLIC OF THE PHILLIPINES
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
LOCAL OFF-CAMPUS ACTIVITIES
REPORT OF COMPLIANCE

NAME OF HEI: _____REGION:_____

PROGRAM NAME	COURSE	DESTINATION/S AND VENUE	INCLUSIVE DATES	NUMBER OF STUDENTS	LIST OF PERSONNEL-IN-CHARGE
e.g. BS Travel Mgt.	PTour 1	Baguio Burnham Park Pinagbenga Fesfiva/	February 25 - 28, 2017	40	Engr. Liveta Mr. Ong

ADDRESS:

BASIC INFORMATION

REPORT BEFORE THE ACTIVITY:

ACTIVITIES	COMPLIANCE	
	YES/NO	REMARKS
1. Curriculum Requirement		
2. Destination		
3. Handbook or Manual		
4. Students Consent of the Parents/Guardians Medical Clearance of the Students		
5. Personnel-In-Charge		
6. First Aid Kit		
7. Fees/Funds		
8. Insurance		
9. Mobility of Student (vehicles) Owned by the HEI Third Party or Subcontracting Franchisee/Travel Agency/ Tour Operator		
10. LGUs/NGOs		
11. Activities Orientation to students Consultation Announcements Briefing before the trip Learning Journals Emergency Preparedness Plan		

Certified Correct:

_____

Personnel-In-Charge

Reviewed by:

_____

Dean or Program Head

Recommending approval:

_____

Executive Vice President

Approved by:

_____

President/Head of HEI/
Authorized representative

Annex C

Republic of the Philippines
Office of the President
COMMISSION ON HIGHER EDUCATION LOCAL OFF-CAMPUS ACTIVITIES
COMPREHENSIVE SEMESTRAL/TERM REPORT

NAME OF HEI:_____ REGION: _____
ADDRESS:

PROGRAMS	DESTINATION/S	NO. OF STUDENT	NO. OF HEI PERSONNEL
e.g. BS Travel Mgt.	Baguio	120	5
BS Civil Engineering	Bataan	50	2

Problems encountered and actions taken to address the situation

Recommendation

Certified

Recommending approval:

Vice President for Academic Affairs

Correct:

Personnel-in-charge

Approved by:

President/Head of HEI/
Authorized representative

APPENDIX III

Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

CHED Memorandum Order No. 19
Series of 2005

To: CHED Central and Regional Offices Directors
Presidents and Heads of Public and Private Higher Education Institutions

Subject: **"REVISED GUIDELINES ON THE SUSPENSION OF CLASSES IN THE TERTIARY LEVEL ON THE OCCASION OF TYPHOON/STORMS, EARTHQUAKES, FLOODS, FIRES AND OTHER NATURAL AND/OR MAN-CAUSED CALAMITIES"**

In accordance with the pertinent provisions of Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994", and in the interest of protecting tertiary students from harm, injury and/or damage wrought by typhoons/storms, earthquakes, floods, fires and other natural and/or man-caused calamities, the following guidelines on the suspension of classes in the tertiary level on the occasion of typhoons/storms, earthquakes, floods, fires and other natural and/or man-caused calamities are hereby adopted and promulgated, thus:

A. Typhoons/storms

1. When the Philippine Atmospheric, Geophysical and Astronomical Services Administration (hereinafter referred to as "PAGASA" raises Typhoon signal No. 3 or above in a particular locality within the Philippine Area of Responsibility (for brevity, PAR), all classes in the tertiary level, including graduate and post-graduate, within the said locality shall be deemed automatically suspended without need of declaration from the Commission and/or any of its officials until PAGASA lowers the said Typhoon Signal(s);

2. In case PAGASA raises Typhoon Signal No. 2 or No. 1 only in a particular locality within our PAR, classes in the tertiary level, including graduate and post-graduate, shall not be suspended as a matter of policy. However, Presidents/Heads of Higher Education Institutions (HEIs) within the said locality, may, at their own discretion, suspend all, some or any of their classes in the tertiary level, including graduate and post-graduate, until such time that the Typhoon Signal(s) shall have been lowered by PAGASA or until the weather improves;

5/F Upper DAP Bldg., San Miguel Avenue, Ortigas Center, Pasig City 1605 Philippines
Web Site: www.ched.gov.ph, Tel. Nos. 633-27-13, 910-08-23, 638-58-35, 636-16-94, Fax No. 635-58-29

3. However, the aforementioned rules do not prevent the Chairman of the Commission and/or any of the Commission's Higher Education Regional Office (CHEDRO) Directors from suspending classes in the tertiary level, including graduate and post-graduate, within a particular locality if in their opinion suspension is warranted because of inclement weather.

B. Heavy Rains and/or Floods and/or Earthquakes and/or Other Natural Calamities

In case of heavy rains and/or floods and/or earthquakes and/or other natural calamities affecting a particular locality which would render the holding of classes in the tertiary level, including graduate and post –graduate, impractical and dangerous to the students concerned, the subject Presidents/Heads of the HEIs may declare a suspension of classes.

The Chairman of the Commission and/or any of the Commission's CHEDRO Directors may do so likewise motu propio.

C. Fires and/or Other Man-caused Calamities

In case of fires and/or other man-caused calamities in a particular locality which would make the holding of classes in the tertiary level, including graduate and post-graduate, impractical and dangerous to the students concerned, the Presidents/Heads of the HEIs affected by the said man-caused calamities may suspend any, some or all classes in the tertiary level, including graduate and post-graduate, as their discretion may deem appropriate.

It is understood, however, that the Chairman of the Commission and/or any of the Commission's CHEDRO Directors may likewise suspend classes in the tertiary level, including graduate and post-graduate, as the need arises.

D. "Calamity" Proportions

In any case, however, if the force majeure, act of God, accident and/or event has reached "calamity" proportions in a particular locality, that is, it is such as to seriously disturb the normal pace and peace and order situation of the community affects the greater number of the residents therein exposing gravely their lives, persons and/or property, classes in the tertiary level, including graduate and post-graduate, shall be ipso facto suspended until normalcy returns.

The declaration of resumption of classes shall be made by the Chairman of the Commission and/or any of the Commission's concerned CHEDRO Directors.

E. "Non-Calamity" Proportions

If the force majeure, act of God, accident or event does not amount to "calamity" proportions but in the opinion of the President/Head of the HEI concerned, tertiary students could not attend classes without endangering their lives, persons or property, classes in the tertiary level, including graduate and post-graduate may be suspended by the President/Head of the HEI concerned until the disappearance of the force majeure, act of God, accident and/or event.

F. Announcement of Suspension of Classes

The announcement of the suspension of classes, where appropriate, should be made not later than five o'clock in the morning (5:00 AM) of the day when the suspension is to take effect using all available means of information dissemination, especially the tri-media, amateur radio communications networks and the Department of Local and Interior Governments (DILG)/Philippine National Police (PNP) radio system(s).

The Presidents/ Heads of the HEIs suspending classes as herein provided for should immediately inform the Commission and/or any of its CHEDROs of the fact of suspension.

G. Resumption of Classes

As a general rule, the person and/or entity that declared the suspension of classes as herein provided for shall likewise declare their resumption utilizing also all means of information dissemination, except when the Chairman of the Commission and/or any of its CHEDRO Directors exercise their right of pre-emption and announce the resumption of classes.

H. Effect of Suspension of Classes in the Tertiary Level on the Teaching and Non-Teaching Personnel of HEIs

As to the teaching and non-teaching personnel of State Universities and Colleges (SUCs) and of CHED-supervised Higher Education Institutions (CHEIs), the following shall be observed, thus:

1. Teaching personnel shall not report for work when classes in the tertiary level are suspended but shall conduct make-up classes to recover for lost time; and
2. Non-teaching personnel shall continue to render service even when classes in the tertiary level are suspended unless the government, through its appropriate agency, has declared otherwise.

As to those who are connected with Private Higher Education Institutions (PHEIs), the continuance of the services of the teaching and non-teaching personnel on the occasion of the suspension of classes in the tertiary level shall depend upon the discretion of the PHEI Presidents/Heads concerned.

I. Effectivity

These guidelines are reissued and shall remain in force and effect until otherwise revoked.

Issued this 22nd day of June, 2005, Pasig City, Philippines.

CARLITO S. PUNO
Acting Chairman

[redacted]

E. "NON-CALAMITY" PROPORTIONS

If the force majeure, act of God, accident or event does not amount to "calamity" proportions but in the opinion of the President/Head of the HEI concerned, tertiary students could not attend classes without endangering their lives, persons or property, classes in the tertiary level, including graduate and post-graduate, may be suspended by the President/Head of the HEI concerned until the disappearance of the force majeure, act of God, accident and/or event.

F. ANNOUNCEMENT OF SUSPENSION OF CLASSES

The announcement of the suspension of classes, where appropriate, should be made not later than five o'clock in the morning (5:00 AM) of the day when the

APPENDIX IV

DRESS CODE

Wednesdays and Saturdays, however, are washdays; therefore, the prescribed uniform is not required unless specific instructions are given by the College Dean. During washdays, the following are not allowed:

a. Shorts, torn or worn-out jeans and ripped jeans




b. Blouses and dresses with plunging neckline


c.Midriffs, hanging blouses, off shoulder blouses and dresses


d. Miniskirts (more than 2 inches above the knee)


e. Rubber slippers and worn-out shoes

f. Body hugging blouses and tight-fitting skirts and pants

g. Revealing see-through attire

h. Jogging Pants

i. Cross-dressing

APPENDIX V

DEGREE PROGRAMS OF NATIONAL UNIVERSITY

COLLEGE OF ALLIED HEALTH

- Bachelor of Science in Nursing
- Bachelor of Science in Pharmacy
- Bachelor of Science in Medical Technology/Medical Laboratory Science

COLLEGE OF ARCHITECTURE

- Bachelor of Science in Architecture
- Bachelor of Science in Environmental Planning

COLLEGE OF BUSINESS AND ACCOUNTANCY

- Bachelor of Science in Accountancy
- Bachelor of Science in Accounting Information System
- Bachelor of Science in Management Accounting
- Bachelor of Science in Real Estate Management
- Bachelor of Science in Business Administration
    - Major in Marketing Management
    - Major in Financial Management

COLLEGE OF COMPUTING AND INFORMATION TECHNOLOGIES

- Bachelor of Science in Information Technology
    - with specialization in Mobile and Web Application
    - with specialization in Multimedia Arts and Animation
- Bachelor of Science in Computer Science
    - With Specialization in Machine Learning
    - With Specialization in Digital Forensics
- Master of Science in Computer Science
- Doctor of Philosophy in Computer Science

COLLEGE OF EDUCATION, ARTS AND SCIENCES

- AB English Language Studies Bachelor of Arts English Language Studies
- Bachelor of Science in Psychology
- Bachelor of Elementary Education
- Bachelor of Secondary Education
    - Major in Mathematics
    - Major in English
    - Major in Educational Management
    - Major in English Language Education
    - Major in Filipino
    - Major in Special Education
- Doctor of Education Major in Educational Management

COLLEGE OF ENGINEERING

- Bachelor of Science in Civil Engineering
- Bachelor of Science in Computer Engineering
- Bachelor of Science in Electrical Engineering
- Bachelor of Science in Electronics Engineering

- Bachelor of Science in Mechanical Engineering
- Bachelor of Science in Environmental and Sanitary Engineering
- Master of Science in Sanitary Engineering

COLLEGE OF HOSPITALITY MANAGEMENT

- Bachelor of Science in Hospitality Management
- Bachelor of Science in Tourism Management

APPENDIX VI

OFFICE DIRECTORY

OFFICE/ DEPARTMENT	LOCAL LINE	DIRECT LINE	Email
Admissions			admissions@national-u.edu.ph
Staff 1	1201		
Staff 2	1202		
Registrar			registrarsoffice@national-u.edu.ph document_request@national-u.edu.ph
Staff 1	1212	749-8221	
Staff 2	1214	749-8209	
Staff 3	1250	749-8221	
IT Resource Office			itro@national-u.edu.ph
Staff 1	1428		
Staff 2	1427		
Student Development & Activities	2888		Student_development@national-u.edu.ph
Guidance Services	1455		gudiance@national-u.edu.ph
Disciplines Office	1313		studentdisciplineoffice@national-u.edu.ph
Credits and Collection Office			cm_manila@national-u.edu.ph
General Accounting			accounting@national-u.edu.ph
Health Services	1109	741-4880	healthservices@national-u.edu.ph
Learning Resource Center	1402		lrc@national-u.edu.ph
Alumni Office			alumni-affairs@national-u.edu.ph
COMEX	2160		comex@national-u.edu.ph
Academe Linkages Office			admissions@national-u.edu.ph
Security Office			
Guard (Main Gate)	1103	749-8207	
Guard (Annex Building)	1101		

CONFORME:

NATIONAL UNIVERSITY

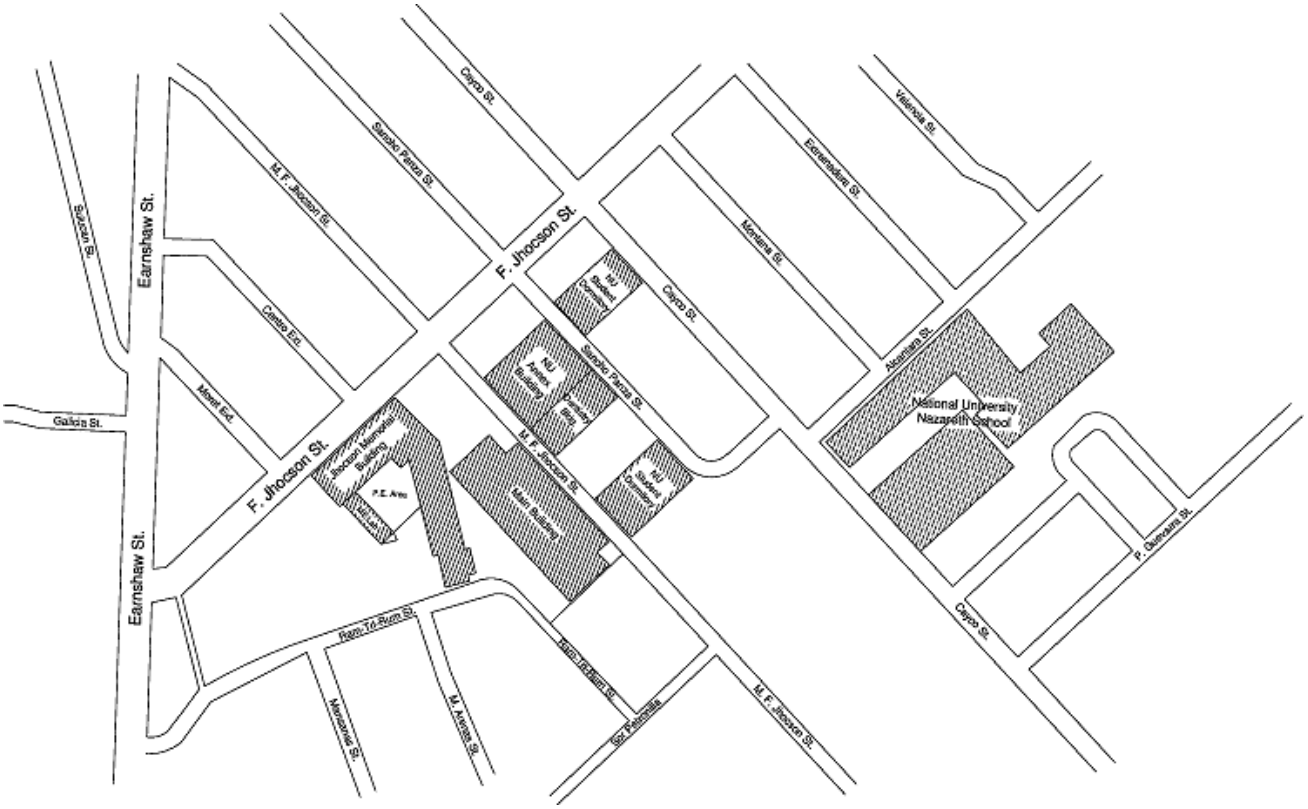
Date: _____

To Whom It May Concern:

This is to certify that we have received a copy of the Student Handbook 2021-2022. We shall read, understand, seek clarification if necessary, and abide by the rules and regulations of the University as contained in this book for as long as we are connected with National University.

We understand that other university policies pertaining to student welfare and safety may be formulated, revised, or amended in the future in accordance with the Vision and Mission of National U, as well as with new memoranda and circulars from the Commission on Higher Education (CHED).

_____	_____
Student's Name & Signature	Parent's Name & Signature
_____	_____
Course/Year/Section	Contact Number



National University Campus

NOT TO SCALE

NU HYMN

I pledge my life, my honor,
To thee, my alma mater,
Who made me grow in wisdom,
Gave me love and made me strong.
I shall defend thy good name.
I'll strive to bring thee more fame.
I shall wave thee gold and blue,
The colors of National U.
I shall wave thee gold and blue,
The colors of National U! (Repeat)