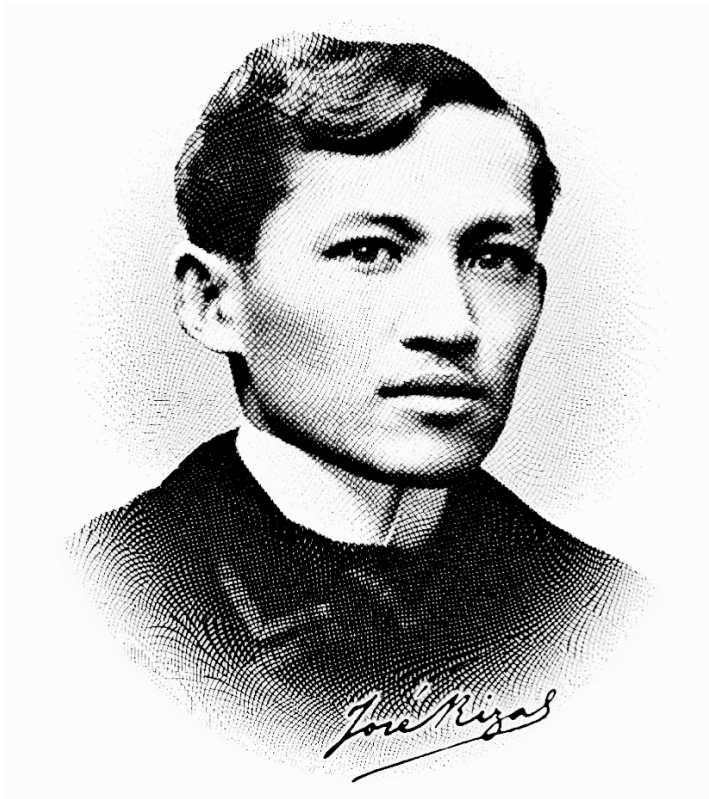




Student Handbook

SY 2020 – 2021



"We believe in the ideals of Rizal, that the education of the people is the foundation of a progressive nation. With the framers of the constitution, we believe that the right and duty in the rearing of the youth towards civic efficiency and the development of moral character rest naturally and primarily on their parents who, in the fulfillment of such right and duty shall receive the aid and support of the state. Nevertheless, all sectors of society, including schools, share that responsibility."

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PREFACE

The University of the Cordilleras (UC) is apprised of informing the students across all educational levels of the essential information they need to justify favourable life and meaningful existence in the University, thus this student handbook was formulated. This handbook encompasses the nuances of learning. It also helps the students attain and uphold high degree of integrity and scholastic standards, all in the exercise of academic freedom, personal growth, and development. The primary aim of this handbook is to serve as the University's unique way of welcoming new students to be dubbed as UCians to the UC family. This serves as a compendium – the students' reference and guide in all various aspects of university life to ensure a safe and enjoyable journey in fulfilling their dreams and aspirations.

The students are encouraged to feel free to see any of the UC officers and staffs who always faithfully and patiently serve to attend their queries and university-related problems. Updates are also provided in this handbook whenever necessary, within the school year, and these will be considered as attached appendages.

The different provisions stipulated in this handbook is designed to develop the welfare of the students' population, all bound within the core values of the university – Integrity, Malasakit, Innovation, and Diversity. The University strongly recommend to the students that the contents of this handbook be read carefully and thoughtfully. May this handbook serve as the students' constant guide and companion throughout their academic journey over their stay within the University. By truly abiding to the UC's provisions, it is assured that the students will be noble scholars unleashed with competent potentials for the pursuit of knowledge and meaningful community engagement.

Welcome to the University of the Cordilleras! Yes U Can!

UC Philosophy

*UC educational philosophy can be summarized with the acronym **E.R.A.***

- ▶ UC believes that **E**DUICATION is the foundation of a progressive nation;
- ▶ UC believes in the **R**EARING of the youth towards civic efficiency and the development of moral character; and
- ▶ UC believes that the benefits of higher education should be made **A**CCESSIBLE to everyone who deserves it.

***“Education is a
Birthright.”***
-Benjamin Romero Salvosa

UC Quality Policy

"The **University of the Cordilleras** is committed to exceed customer requirements through continuous improvement of all its processes in the facets of instruction, research, curriculum design/development and extension duly performed by committed personnel, and comply with institutional, statutory and regulatory requirements that are applicable to its educational services."

UC is ISO 9001:2015 Certified: first among private higher educational institutions in Cordillera Administrative Region.

UC Mandate

"UC – an academic community where high professionalism is deployed towards building an authentic venue for social transformation & personal flourishing."

*Caring for Students from Enrollment to
Employment/Entrepreneurship.*



This is Who We Are

In 1967, the Founders of UC signed a deed of donation.

On the 21st school year of the establishment of the Baguio Colleges Inc., Benjamin R. Salvosa and Evangelina D. Salvosa deeded over their corporate and personal assets to a Foundation, which now owned the school.

The donation was an 'all-in' endowment, shifting the beneficiaries from stockholders to 'learners and learning.'


It was a bequest that was unconditional, irrevocable, without qualification and in perpetuity; duly executed without fanfare.

This fundamental shift in beneficiaries was significant in that it profoundly altered the trajectory of UC. Thus in effect, UC's Founders elected, on their own volition, to re-invest all their assets and go 'All-In for Learners and Learning.' This was UC's seminal moment –

the seed that strongly influenced later developments.

This was the singular event that defined the life and times of the Founders of the University of the Cordilleras. They were so honored with the 1946 grant to Baguio Colleges of the noble privilege of educating the youth of the land. The bequest was their way of matching the honor & privilege.

The day, 04/19/1913, commemorating the Founder's centenary year, is but a launching pad, on which to realize UC's enduring aspirations; by way of the legacy, the vision and the idealism of its Founders.
'All-In' for Learners and Learning.





The Profile of The Founders of the University

Benjamin R. Salvosa

Evangeline D. Salvosa

Milestones

- *Fulbright Lecturer to six (6) American Universities, under a Fulbright Grant, 1951-1952.*
 - » University of California at Berkeley;
 - » University of Chicago;
 - » Catholic University of America;
 - » Fordham University;
 - » University of Maryland;
 - » University of Florida.
- *Smith-Mundt Research Fellow on Philippine-American Relations,*
 - » Library of Congress, Washington D.C. 1951.
- *"Parents of the Year",*
 - » University of the Philippines-Baguió; 1967.
- *"Father of Higher Education",*
 - » Title conferred by the City of Baguió; 1976.
 - » *Quezon 'Medalya ng Karangalan';*
 - » Posthumous Award by the Province of Quezon, August 19, 2003.
- *Posthumous Award, the Baguió Correspondents and Broadcasters Club, Inc. 'for his advocacy of the Journalist's Code of Ethics.' September 6, 2007.*
- *Senior Law Student, UP, 1935-1936; Editor of the "Philippinensian";*
Chancellor of the Philippine Barristers;
President of the UP Debating-Oratorical Club; and
Captain of the UP Debating Team that undertook a nationwide tour on "American Parity Rights".
- *Chairman and General Manager, The Philippine Coconut Administration (PHILCOA), 1954 to 1958, appointed by the late President Ramon Magsaysay.*
Chairman, First International Coconut Conference,
sponsored by the Republic of the Philippines, Manila, 1955; First Vice Chairman, United Nations Food & Agricultural Organization Conference, Colombo, Ceylon, 1957;
Chief-of-Mission, Philippine Delegation, FAO Study Group, Rome, 1957; Consultant, Economic Commission on Asia and the Far East (ECAFE), 1962;
Consultant, Philippine Mission to Washington D.C. to remove RP-US Trade and Tariff barriers, 1964;
Consultant, First Philippine Trade Mission to Socialist Countries, Moscow, Prague, Warsaw, Bonn, 1967;
Secretary- Treasurer, National Coconut Corporation, 1940-42; Member, Board of Directors, National Development Corporation, 1952-54.
- *Trustee, World University System, 1970.*
- *Delegate, International Convention of Essayists, Novelists & Poets (PEN);*
Trustee, World Constitution & Parliament Association, Denver, Colorado, 1970
- *Legal Counsel to 14 Mining Companies, Manila, 1940*
- *Published Books : "Education for Freedom", 1974;*
"Reform or Revolution", 1971; "Trial Technique", "Proof of Facts", "Rules of Court on Civic Actions, Criminal Procedure, Evidence and Special Proceedings", 1940.
- *Publisher & Editor : "The Philippine-American Magazine", Manila, 1945-46; "Commerce", Official Organ of the Philippine Chamber of Commerce, Manila, 1945-46; "The Gold Ore", Community Newsweekly,*

To mark the 100th anniversary of the Co-Founder of the University, Evangeline D. Salvosa, UC formally named the UC College of Nursing Building as the EDS Building on 12 July 2010.

This is to honor the enduring contribution of Evangeline D. Salvosa in the evolution of the University as a beacon of higher education in these mountain highlands of the Cordillera.

Evangeline D. Salvosa is a 1932 graduate of University of the Philippines, Philippine General Hospital, School of Nursing, having completed the 4-year Graduate Nursing (G.N.) program of the UP- PGH. EDS subsequently passed the state licensure examinations for Nurses and started her practice of Nursing at the Philippine General Hospital. EDS then moved on to become Head Nurse at the Cebu General Hospital.

The qualities of professional practicing nurses are usually universally underestimated. But parallel to their low, almost invisible profile, practicing nurses keep a keen, constant eye on sanitation, and are in a perpetual state of readiness to provide the logistics and remedial measures in emergencies and contingencies. The impact of EDS at UC is manifested in two distinctly nursing ways : 1.) the 'in-depth,' 'spic-and-span' cleanliness of the university premises, from the top- down, from floor-to-ceiling; and 2.) in the prevailing mindset of its top management team, to remain steady, in control, organized and ready-to-act during times of crisis.

A woman of mature and serene equanimity, who, in her hallmark quiet composure, loomed as a rock of stability and swayed the university community in the same magnitude as UC's Founder, BRS.

Baguió City, 1979 to 1994.

- *Columnist & Writer : "Educationally Yours", Baguió Midland Courier, 1946-47; Contributing Writer, The Manila Chronicle, 1954; "By and Large", The Manila Times, 1955; "Footnotes", The Baguió Mountain Sentinel, 1964-72; "The Permanent Revolution", Baguió Midland Courier, 1964-72; "Between the Lines", "The Baguió Mountaineer", "The Turning Point", The Gold Ore, 1974-1994.*
- *Member, Rizal Center Fraternity, UP, 1936*
- *Chairman, Baguió YMCA, 1947*
- *President, Rotary Club of Baguió, 1950*
- *Member of the Founding Board, Patria de Baguió, 1950*
- *President, Lawyers League of Baguió, 1951*
- *Honorary Member, National Press Club*
- *Trustee, Fulbright Scholars of the Philippines, 1977*
- *Bachelor of Laws (LI.B.), 1936,*
University of the Philippines
- *Tayabas Provincial High School, 1932*
- *Unisan Elementary School, 1926*
- *Date of Birth : 19 April 1913*
- *Place of Birth : Unisan, Quezon*

UC Emblems

The University Seal



The basic shape of our seal forms a **shield**. The shield implies that education, the birthright of everyone, is a protection against inadequacy, intolerance, and slavery of the mind.

The **torch**, the classical symbol of learning, means that while UC is dedicated to the cultivation of a distinct Filipino culture, it has profited from the teachings of other cultures. UC does the same by propagating knowledge and its distinct culture reaching all corners of the world.

The **rice terraces**, often called the eighth wonder of the world, is a symbol of the genius of our race. They show the industry, patience and skill of the early Filipinos in this part of highlands where UC is situated.

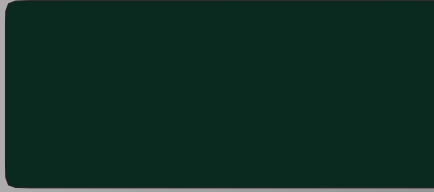
The **pine trees**, evergreen trees, denote youth and its fresh and courageous outlook.

The **quill**, representing the traditional tool for writing, symbolizes the culture of research, by which knowledge is generated and shared.

► **The University Colors**

Forest Green

White



The University Font

Lucida Fax - Demibold

University of the Cordilleras



The University Mascot

JAGUARS



The University Mace

Symbol of the Office of the President



The Kalilayan

A Memorabilia Hall for the UC founders, Benjamin Romero Salvosa and Evangelina Salvosa, featuring historical artifacts, photographs, books, and references collected and written throughout UC's history before and after 1946, the founding year of the Baguio Colleges, then Baguio Colleges Foundation, now University of the Cordilleras.

ACADEMIC POLICIES

I. Admission to UC

UC has an open admission policy adhering to the inclusive educational philosophy of our founder – to provide educational opportunities to all who deserve it.

Basic Admission Requirements and Procedure

o **Incoming College Freshmen:**

1. *Student accomplishes Online - Student Admission Application Form (SAAF) or downloads the form from UC website <www.uc-bcf.edu.ph> using any web browser.*

2. *Student e-mails the accomplished SAAF and e-copy of the following documents to the Registrar's Office e-mail for admission:*

- *Form 138 (Grade 12 Report Card)*
- *PSA Birth Certificate*
- *Good Moral Certificate*

3. *Registrar forwards SAAF to encoder of Student Personal Information.*

4. *PIS encoder forwards retrieved student temporary ID to college adviser to proceed with the encoding of courses.*

5. *Upon reservation of student's courses, college adviser shall inform the student through e-mail to pay the required down payment and e-mail a copy of the proof of payment to the Accounting Office.*

6. *Student shall wait for the confirmation and enrollment Registration Form to be sent to his or her e-mail.*

o **Incoming New Student (Graduate School, Law Program and Transferee)**

1. *Student accomplishes Online - Student Admission Application Form (SAAF) or download from UC website <www.uc-bcf.edu.ph> using any web browser.*

2. *Student e-mails an e-copy of the following documents to the Registrar's Office for verification of records:*
 - *Transfer Credentials*
 - *True Copy of Grades/Official Transcript of Records*
 - *PSA Birth Certificate*
 - *Good Moral Certificate*
- *** *For UC graduates: Official Transcript of Records only*
3. *Upon verification of records, Registrar forwards the e-copy of documents to College Dean for evaluation.*
4. *If College Dean approves, College adviser forwards SAAF to encoder of Student Personal Information.*
5. *PIS encoder forwards retrieved student temporary ID number to college adviser to proceed with encoding of the student courses.*
6. *Upon reservation of student's courses, College adviser shall inform the student through e-mail to pay the required down payment and e-mail a copy of the proof of payment to the Accounting Office.*
7. *Student shall wait for the confirmation and enrollment registration form to be sent to his or her email.*

○ **Admission Requirements for Foreign Students**

- Freshmen who graduated from a High School abroad
 - *Authenticated High School Transcript of Record (with red ribbon) or Original High School Transcript of Record*
 - *High School Diploma or Certificate of Graduation*
 - *Authenticated Police Clearance*
 - *Copy of Passport (Biopage, Visa Entry or latest arrival stamp)*
 - *Visa documents (may be processed after officially enrolled)*
 - *1 copy 2" x 2" photo*
- Freshmen who graduated from a High School in the Philippines

-
- *Form 138 (reportcard)*
 - *Certificate of Graduation*
 - *Certificate of Good Moral Character*
 - *Police Clearance*
 - *Copy of passport (Biopage, latest arrival stamp)*
 - *Visa documents (may be processed after officially enrolled)*
 - *1 copy 2" x 2" photo*
- Transferee from a school abroad
- *Authenticated Official Transcript of Record (with red ribbon) or Original Transcript of Record*
 - *Authenticated Police Clearance*
 - *Copy of passport (Biopage, latest visa stamp)*
 - *1 copy 2" x 2" photo*
- Transferee from a Philippine school
- *Transfer Credential/Certificate of Honorable Dismissal*
 - *Certificate of Good Moral Character*
 - *True Copy of Grades*
 - *Visa documents (Photocopy of Passport photo- data page)*
 - *Certificate of No Objection from previous school.*
 - *Letter of Intent*
 - *National Bureau of Investigation Clearance (NBI)*
 - *CHED Clearance/Endorsement*
 - *1 copy 2" x 2" photo*
- **Continuing Student** (all levels including Graduate Degree and Law Program)
- Student proceeds to Online Enrollment through the UC portal:
1. Student logs in to <mystudentportal.uc-bcf.edu.ph>
 2. Student logs in USERNAME and PASSWORD
 3. Student clicks on 'Enrollment' > Online Advising & Proceed'
 4. Student selects the Courses & Schedules to be reserved and save the selected courses
 5. Pay tuition fee through the following options:
 - Over-the-counter deposit

-
- Electronic Fund Transfer
 - Bills Payment via Online Banking App

6. Student emails a copy of proof of payment to the accounting department and shall wait for the confirmation and enrollment registration form to be sent to his or her email.

○ **Returning Student** (Students who stopped or those who were not enrolled in the preceding term/s)

1. Student sends a scanned copy of latest or updated evaluation/curriculum checklist or e-copy of True Copy of Grades to the Registrar for re-evaluation.

2. Upon re-evaluation, registrar email updated checklist to student.

3. Student submits curriculum checklist / True copy of Grades to the college enrollment adviser for evaluation.

4. If no previous balance, student may proceed to College Online Enrollment.

* Note: Students with previous balance – must pay and email proof of payment to the accounting department, upon acknowledgement, student may proceed to Online Enrollment.

5. Pay required fees and email proof of payment to the accounting department.

6. Student shall wait for the confirmation and enrollment registration form to be sent to his or her email.

○ **Shifter/Change of Academic Program**

Shifting to another degree program is allowed when you are unable to comply with the retention policies of your current program, provided you are qualified to enroll in the new program of your choice.

1. When practical, seek counseling on career prospects and skills evaluation at the Guidance and Counseling Office.

-
2. After deciding, proceed to the Dean of the College where you are to shift for pre-evaluation. Student writes and seeks approval of the College Dean to shift program.
 3. Student forwards approved letter together with the True Copy of Grades for evaluation by the admitting College. The College Dean may advise student on additional requirements, prior to approval.
 4. Upon approval of the College Dean, student may proceed to Online Enrollment.
 5. Pay required fees and email proof of payment to the accounting department.
 6. Student shall wait for the confirmation and enrollment registration form to be sent to his or her email.

II. Enrollment

In UC, we always try to adopt the most efficient process of enrollment so that a student can be done with enrollment within the least possible time. We will be glad to hear from our students with regards to the enrollment processes so we can keep on improving.

o Basic Enrollment Process

1. **Admission/Advising** – Student fills up the Online - Student Admission Application Form (SAAF). This applies to new students or incoming college students (freshmen, Graduate School Program, Law program, Cross enrollees). Thus, continuing students do not need to accomplish the form.
2. **Encoding** – Student proceeds to online enrollment at the UC enrollment portal. If he/she has no access to UC enrollment portal, student shall be assisted by the college enrollment adviser.
3. **Payment** – Student proceeds to the cashier or through bank in payment of assessed fees. Bank options:
 - Over-the-counter deposit

-
- Electronic Fund Transfer
 - Bills Payment via Online Banking App

4. Registration Validation – Student is issued with the official registration form when reserved subject/s and payment have been confirmed by the Accounting Office. A copy of the official Registration Form will be sent the student's e-mail account.

5. ID Validation – Student is referred by a Registrar staff to the photocenter to have his/her photo taken, then student returns to registrar to validate the received ID.

Enrollment schedules, special procedures and assigned areas of the processes shall be posted on bulletin boards and in UC online media platforms.

○ **Late Enrollment**

A student can enroll and register within a period specified by the Office of the VP for Academics. A late enrollee follows the same general enrollment procedure. Time lost due to late enrollment is considered time lost in absences.

○ **Enrollment by Proxy**

If for some reason the student is unable to enroll personally, a representative may be allowed to enroll the student. The representative must present a written authorization and a valid ID.

○ **Academic Load**

- Regular Load: The regular load is as prescribed in the approved curriculum of the student's program, usually offered as a block section.
- Pre-requisites: Courses are with prescribed sequence in the curriculum and no courses may be enrolled without passing the specified pre-requisite course/s.
- Overload: Overload beyond what is prescribed in the curricula is not allowed. However, for graduating students in their last year of enrollment prior to graduation, overload requests may be considered on a case-to-case basis, as endorsed by the College Dean and approved by the VP for Academics.

- **Cross-Enrollment to Another University**

A UC student is only allowed to cross-enroll in another school on his last year when a subject needed for his graduation is not currently offered, has been dissolved, or occupies a schedule in conflict with his current load.

Total number of enrolled units in UC and in the school where cross-enrolling shall not exceed the allowable total prescribed by the Dean, where the number of units to be enrolled in the other school must not be more than six (6) units.

- To cross-enroll:

1. Fill up the cross-enrollment form available at the Dean's Office, and have it approved by the College Dean,

2. Pay cross-enrollment fee through the different options provided:

- UC Cashier over-the-counter payment
- Bank over-the-counter deposit
- Electronic Fund Transfer
- Bills Payment via Online Banking App

3. Submit cross-enrollment form to the Dean's Office and retain one copy as claim slip for transmittal letter,

4. Present claim slip to the Registrar's Office and get transmittal letter,

5. Present transmittal letter and permit to cross-enroll to the Registrar of the school where to cross-enroll, and

6. Follow the usual enrollment procedure of the school where cross-enrolling.

*Any student who fails to follow the procedures UC cross-enrollment procedure and cross-enrolls in another school without permission from the UC Registrar's office, will not be given any academic credit for any of the subject/s cross-enrolled.

- **Accepting Cross-Enrollee in UC**

-
1. Student emails an e-copy of permit to cross-enroll issued by his/her school to the Registrar. Upon approval,
 2. Student accomplishes student admission application form (SAAF) online or download from UC website <www.uc-bcf.edu.ph> using any web browser. and email to registrar.
 3. Registrar forwards SAAF to encoder of Student Personal Information.
 4. PIS encoder forwards retrieved student temporary ID to College adviser to proceed with the encoding of courses.
 5. Upon reservation of student's courses, college adviser shall inform the student through email to pay the required down payment and email a copy proof of payment to the accounting department.
 6. Student shall wait for the confirmation and enrollment registration form to be sent to his or her email.

- **Withdrawal of Enrollment**

Withdrawal of enrollment may be allowed within the first two weeks of classes, following rules and procedures stipulated in the Registration Form.

Withdrawal of enrollment is allowed under unforeseen circumstances such as sickness, where slow recovery is foreseen, sudden change of residence, occurrence of disruptive natural calamities, death, and the like.

To withdraw:

1. Submit letter of intent to withdraw enrollment through e-mail to the Dean who will review and recommend its approval.
2. Surrender ID (if already issued) and Registration form to the Accounting Office, who will countersign the letter.
3. Process clearance through the following offices by having your letter signed by the respective officers:
 - a. Accounting Office (If he has complied with the proper

procedures and are entitled to refund, the Accounting Office will address the check refund to the student name and will notify student when it is available. (See below refund conditions)

- b. Office of Student Affairs and Services: Guidance and Counseling Office, Student Development and Welfare Office
- c. Registrar's Office

Refund Condition:

A student who officially withdraws from enrollment is entitled to a reimbursement of the fees paid, according to the following criteria and regardless of whether he/she has attended classes up to that point:

1. If student **withdraws within the regular enrollment period**, he shall be charged the registration fee.
2. If student **withdraws within the first week of classes during the term**, the charge is twenty five percent (25%) of the assessed fees.
3. If student **withdraws within the second week of classes**, he will be charged fifty percent (50%).
4. If student **withdraws after the second week of classes**, he shall be charged the full amount.

Exceptions to the above conditions for reimbursement: If a student shall present a certification from a physician that student is not physically capable of continuing with his studies up to the end of the term:

1. Student is charged 100% of miscellaneous and laboratory fees, and 1/3 of total tuition fees, when request for withdrawal is made before Prelim Exams.
2. Student is charged 100% miscellaneous and laboratory fees and 2/3 of total tuition, when request for withdrawal is made after Prelim Exams but before Midterm Exams.
3. Student is charged 100% of total school fees when request

for withdrawal is made after Midterm Exam.

- **Adding of Courses**

Adding of subjects is allowed only within the prescribed schedule, and if a student is qualified to enroll in the additional course, as approved by the college adviser.

- **Changing or Dropping of Courses**

Changing or dropping of subjects may be allowed only within the prescribed schedule and for valid reasons only, as approved by the College Dean.

Procedure for Adding, Dropping, or Changing of Courses:

1. Student coordinates with the College enrollment adviser through e-mail, text messages, Facebook Messenger, or phone call for the adding/ dropping/changing of courses requests. Registration form, final grades, and other pertinent documents may be required for pre-approval.
2. Enrollment adviser endorses student request to the College Program chair for evaluation, if approved.
3. College enrollment adviser proceeds with the updating of the student request into the enrollment system.
4. College adviser updates the student on the updated courses. For an e-copy of the updated Registration Form, the student shall send a request to the e-mail address of the Accounting Office.

- **Transfer to Another School**

When a student intends to transfer to another school, he must apply for a Transfer Credential and Transcript of Records at the Registrar's Office.

1. Fill up application for documents form at the Registrar's Office.
2. Process clearance from concerned offices.
3. Pay required transfer of records fees.
4. Claim request at the Registrar's Office after 3 working days.

III. Retention Policies

- Retention policies in UC vary with the degree programs being pursued. Students may refer to their respective college policies for specific guidelines on retention.
- As a general rule, UC employs a pro-active policy on the monitoring of academic performances of all students. When

indicators of poor class standing or irregular attendance are seen, student shall be referred to the College Dean, and the Guidance and Counseling Office for guidance and/or counseling. Parents and/or guardians may also be called for a dialogue to determine the best possible assistance or intervention that can be administered to the student.

IV. Attendance Policies

- No student shall be allowed to attend Canvas class if his/her name does not appear in the official Canvas class list of the faculty.
- Students shall be required to wait for their professor in the virtual classroom for at least 15 minutes for 1-period subjects, and 30 minutes for 2 or more-period subjects, unless the professor has given prior notice/instruction.
- Students who incur absences shall be reported through the Report on Absences to the Office of Student Affairs and Services – Student Development and Welfare Office (OSAS-SDWO). The OSAS – SDWO shall, in turn, notify through phone call the parents or guardians of the reported students regarding the absences.
- A student is held responsible for all lessons and assignments missed during absences.

V. Suspension of Classes

In cases where the suspension of classes is discretionary on the part of the University of the Cordilleras, classes shall be deemed on going unless otherwise announced by the UC administration.

- During Inclement weather, typhoons and other disastrous occurrences:
 - Undergraduate and graduate classes continue unless the UC Administration through popular mass media and official UC social network sites makes an announcement of suspension. This announcement shall be made before the first class in the morning.
 - In case the typhoon is announced in the middle of the day, undergraduate and graduate classes continue, unless an announcement of suspension is made by UC Administration through the College Deans.
 - If Typhoon Signal No. 2 is hoisted before the

beginning of classes in the morning, graduate and undergraduate students should attend online class unless told otherwise by the City Mayor or the City Disaster Risk Reduction Management Council (CDRRMC) through radio and television.

- If Typhoon Signal No. 3 or 4 is up, online classes are automatically suspended in all levels.
 - In cases of other disastrous phenomena like earthquake, landslides, severe flooding, etc., the UC Administration may suspend online classes even in the absence of a typhoon signal. Announcement shall be made through popular mass media and official UC social network sites.
- If a student's place of residence outside the City of Baguio has been affected by inclement weather, typhoon, and other disastrous occurrences, the student must inform his instructor about the situation and the instructor must give consideration for the student who may not be able to attend online classes or submit requirements.
- Due to Institutional Activities:
- Classes may be suspended to give way to important institutional activities or commemorations. A memorandum from the President or the VP for Academics and Research shall announce such cases.
 - Classes are also suspended during UC special days, such as UC Teachers Day, as reflected in the official academic calendar.

VI. Periodic Examinations

- For the trimester programs and College of Law, there are two major examinations during the trimester, namely: Midterm and Final.
- For College of Nursing, there are three major examinations during the semester, namely: Prelim, Midterm and Final.
- The schedule of major examinations is posted on official UC social network sites. This schedule interrupts regular classes.
- Examinations other than the major exams may also be administered, either departmentally or by individual instructor, but subjected to policies drawn up by the dean. However, major exams may not be held on dates

other than as officially scheduled without the express authorization of the VP for Academics and Research as recommended by the Dean.

- All quizzes and examinations, such as the major periodic examinations, comprehensive examinations, e-learning examinations, and mock board examinations, are being administered online via Canvas.
- A student caught taking the examination in place of another student or cheating during the examinations shall be dealt with accordingly for violation of the academic honor code.
- Students are entitled to know the results of their examinations as well as the grades received based on the examination. The instructor will show scores and grades to all students through Canvas. Test questionnaires, quizzes and other outputs are given back through Canvas.
- Failure to take any exam for no valid reason means an equivalent of zero for that particular examination.
- Completion examinations will be given to those who did not take the examinations, and upon due evaluation of the reason for missing the exam by the program chair and the Dean.
- When a grade of INC (incomplete) is received due to missed exam or major requirements, the student shall take the completion examination or submit completion requirements on scheduled date.

VII. Grading System

UC adopts the percentage grading system in all levels and colleges.

- Passing grades range is:
 - **75% to 99%** for Undergraduate Level and College of Law
 - **85% to 98%** for Graduate School
- Failing grades range is:
 - **70% to 74%** for Undergraduate Levels
 - **70%** for College of Law (no grades between 70 and 75)
 - **80%** for Graduate School (no grades between 81 and 85)
- The final grade given to a student in a course is based solely

on the scholastic performance. Any addition or diminution in the course grade for co-curricular activities, attendance, any misconduct, or any activities or requirements not related to the course is not allowed.

- **Incomplete (INC) Mark** – A student will be given considerable opportunity to pass the course and to receive an incomplete (INC) grade in case he/she lacked the required score to pass. This would enable faculty to introduce intervention measures and activities until such time that the student can satisfactorily comply with the intended learning outcomes of the course.
- The grades of students are strictly confidential. They are never publicly posted. They are only officially released through personal transactions with the College Dean or the Registrar; and are only accessible for viewing during private counseling by guidance counselors with the student. Students also have exclusive and protected viewing access of their unofficial record of grades online through the UC website using personal passcodes. The student should take precautionary measures to protect confidentiality by safeguarding passcodes for their exclusive viewing access of personal grades. UC will not be liable for any breach in confidentiality caused by the student's negligence or consent. As per mutual agreement upon enrollment, all enrolled students shall permit UC to provide information as to their academic performance and attendance, including grades, to their legal parents and declared guardians.

VIII. Academic Recognition and Dean's List

As part of UC's conscious effort to recognize academic merit, the university conducts recognition convocation to meritorious academic performance after every academic term.

- The three types of academic recognition are as follows:

Academic Recognition	Grade Weighted Average
University Scholar	Undergrad: not lower than 96% College of Law: not lower than 94.34%

College Scholar	Undergrad: 93% to 95.99% College of Law: 93% to 94.33%
Dean's List	Undergrad: 90% to 92.99% College of Law: 91.33% to 92.99%

- Conditions of the Academic Recognition:
 - Student must have enrolled in no less than 18 units, excluding NSTP, except when prescribed by the curriculum.
 - Student must have no failing grade nor grade lower than 80% in any course including NSTP.
 - Student must not have received UD, OD, INC or NG marks in any of the enrolled courses on the date of submission of final grades.

IX. Graduation

- In consonance with our quality policy, UC strictly adheres to institutional, statutory, and regulatory requirements in determining who among our students can graduate in the degree being pursued.
- Utmost due diligence shall be discharged to assist all students to finish their respective degree curricula in the prescribed time, in the spirit of mutual responsibility.
 - Virtual Commencement Exercises – scheduled once a year, or whenever endorsed by the UC Executive Council, as a formal academic ceremony in recognition of all UC graduates during the inclusive school year.
 - Online Application for Graduation – students who have completed or may be able to complete all courses required in the prescribed curriculum of a particular degree or major, may apply for graduation online through <hei.registrar@uc-bcf.edu.ph> during their last term prior to the commencement exercises to be considered for evaluation and inclusion in the final list of graduates.

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- Zero Balance Policy — only students who have taken and completed all course requirements on the deadline of the determination of the final list of graduating students will join the graduation ceremony.
 - Proof of graduation shall only be the legal documents officially released by the UC Registrar, such as the diploma or the transcript of records.
- Upon graduation and during the commencement exercises, special honors and citations shall be awarded to graduates with excellent academic performances and meritorious distinctions.
- Academic Honors shall be awarded to graduates who will obtain a Grade Weighted Average (GWA) as follows:

Academic Honor	Graduate School	Bachelor of Laws	Other Programs
Summa Cum Laude	97 – 98	97.39 – 99	97 – 99
Magna Cum Laude	95 – 96.99	94.26 – 97.38	94 – 96.99
Cum Laude	93 – 94.99	91.33 – 94.25	91 – 93.99
With Distinction			91 – 99

- Conditions of the Academic Honors:
 - Summa Cum Laude and With Distinction honors shall be awarded by considering all courses in the program, provided that all units were earned in UC.
 - Magna Cum Laude and Cum Laude honors shall be awarded by considering all courses in the program, and with minimum residency of two (2) years in UC.
- Meritorious Distinctions:
 - The President’s Citation for Leadership —awarded to the graduate who have highly distinguished him/herself in positions of responsibility and trust as recommended by Office of Student Affairs and Services and approved by the Academic Council.
 - The President’s Citation for Loyalty —awarded to all graduates who have studied in the institution with a minimum residence of eight (8) years as a regular student.

FINANCIAL CONCERNS

I. School Fees Payment Scheme

During enrollment, students are required to pay a minimum down payment, with the remaining balance equally distributed for payment before the scheduled major exams.

- For undergraduate programs, down payment during enrollment must be at least PhP 6,000.00, and remaining balance is divided for payment as follows: ½ before Midterms, and ½ before Finals.
- For law and graduate school programs, down payment during enrollment must be at least PhP 6,000.00, and remaining balance is divided for payment as follows: 1/2 before Midterm, and 1/2 before Finals.
- Payments may be made in cash or personal check. It is presumed that personal check payments are backed with sufficient funds. If check bounces, the student must replace it immediately with cash. When this happens, future check payments will no longer be accepted.
- All fees per term must be paid in full whether or not the student continues his studies during the term, except when he withdraws within two weeks from the date of his registration (See provisions on withdrawal of enrollment).

II. Discounts

a. Siblings Discount

- A 10% discount on tuition is granted to sibling(s) who are enrolled either in the basic, tertiary or higher programs, subject to university policy. Discount is not automatic, for student should apply at the Accounting Office.

III. Grants and Scholarships

For queries on grants and scholarships, contact the Student Development and Welfare Office through email at <sdw@uc-bcf.edu.ph> or phone call at (074) 442-3316 loc. 197/163 or at 0997-633-6970.

o Entrance Scholarships

Students enrolling in UC who graduated with honors or awards from high school, as certified by their high school principal, can avail of entrance scholarships, with equivalent discount benefit for one term, as follows:

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- Rank 1 – 100% Tuition & Misc. Fees
 - Rank 2 – 100% Tuition Fees
 - Rank 3 – 90% Tuition Fees
 - Rank 4 – 80% Tuition Fees
 - Rank 5 – 70% Tuition Fees
 - Rank 6 – 60% Tuition Fees
 - Rank 7 – 50% Tuition Fees
 - Rank 8 – 40% Tuition Fees
 - Rank 9 – 30% Tuition Fees
 - Rank 10 – 20% Tuition Fees
 - Rank 11 – 10% Tuition Fees
 - Best in Science – 100% Tuition Fees
 - Best in Mathematics – 100% Tuition Fees
 - Best in English – 100% Tuition Fees
 - Editor-in-chief – 100% Tuition Fees
 - Student Government President – 100% Tuition Fees
 - Student Government Vice President – 100% Tuition Fees

- Private-Funded Scholarship Grants

Benefactors, who have been partners of the university in providing opportunities for college students to pursue and finish their academic degrees, provide scholarship grants in different gradations. Requirements, benefits and conditions of each of these grants may be inquired from the Student Development and Welfare Office (SDWO).

- Albert Baker Fund Scholarship
- Benguet Corporation Scholarship Grant
- Pusong Philex College Scholarship (PPCS) Program
- SN Aboitiz Power Group Bridging Gaps in Higher Education through Tertiary Scholarships (BRIGHTS) Program

- Government-Funded Scholarship Grants and Subsidies

UC accepts and facilitates the beneficiaries of government-funded grants and subsidies. Student may inquire about available government grants and subsidies at the Student Development and Welfare Office (SDWO) through email at <sdw@uc-bcf.edu.ph> or phone call at (074) 442-3316 loc. 197/163 or at 0997-633-6970.

**General note on scholarships and grants: As a rule, the university does not allow multiple scholarships with overlapping payments. Mechanics and guidelines for the application process, eligibility requirements and conditions of the above-mentioned grants and discounts are subject to change. Affected applicants and grantees shall be notified accordingly of such changes.*

STUDENT CONDUCT AND DISCIPLINE

I. Student Code of Conduct

The proper functioning of any social system such as the school community requires the establishment of regulations to govern the behavior of its members. The following code is based on the assumption that the relationship between the University and the student is an educational one and that all members of the UC community share the same educational objectives.

The University is committed to providing a safe and orderly school environment where students may receive and the University personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, faculty members, and other school personnel is essential to achieving this goal.

The University has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity.

The University of the Cordilleras recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly.

UC students are fully responsible for fulfilling all program and other requirements and for knowing the information contained in this student handbook. All students are expected to be familiar with their rights and responsibilities as well as what types of conduct and activities are prohibited. These rights and responsibilities are outlined in this student handbook, which is available to each student upon admission to the University of the Cordilleras. It is compulsory for all UC students to observe all regulations pertaining to online behavior and student conduct.

II. Student Code of Honor

The Academic Code of Honor pertains not only to the prevention of cheating during examinations but also the promotion of

independent work by the student. When you submit a theme, paper or report, it must be absolutely your own.

When you obtain materials from different sources, you must cite your references accordingly. When you quote from a book or other textual material, you must acknowledge the original copyright and must not attempt to pass off such material as your own words.

III. Rights of Students

In addition to other rights, and subject to the limitations prescribed by law regulations, students shall enjoy the following rights:

- The right to receive, primarily through competent instruction, relevant quality education in line with national goals and conducive to their full development as persons with human dignity.
- The right to freely choose their field of study subject to existing curricula and to continue their course therein up to graduation, except in cases of academic deficiency, or violation of disciplinary regulation.
- The right to avail of online career guidance and counseling services so that they may be able to consider all career alternatives based on sound consultations or counseling sessions.
- Information about the various fields of work, and consistent with an accurate evaluation of their potentials.
- The right of access to their own school records, the confidentiality of which the school shall maintain and preserve.
- The right to the issuance of official certificates, diplomas, transcripts of records, grades, transfer credentials, and other similar documents within 30 days from request.
- The right to publish a student newspaper and similar publications, as well as the right to invite resource persons during assemblies, symposia, and other activities of similar nature.
- The right to free expression of opinions and suggestions, and to effective channels of communication with appropriate academic and administrative bodies of the school or institution.
- The right to form, establish, join, and participate in organizations

and societies recognized by the school to foster their intellectual, cultural, spiritual and physical growth and development, as long as their purposes are not contrary to law. The right to be free from involuntary contributions except those approved by their own organizations or societies.

IV. Duties and Responsibilities of Students

Consistent with the above rights, I shall:

- Exert my utmost to develop my potentialities for service, particularly by pursuing an education suited to my abilities, in order that I may become an asset to my family and to society.
- Attend scheduled online classes unless I am legally excused, and be in class on time, and prepared to participate.
- Uphold the academic integrity of the school, endeavor to achieve academic excellence, and abide by the rules and regulations governing my academic responsibilities and moral integrity.
- Learn and develop mechanisms to manage my behavior.
- Promote and maintain the peace and tranquility of the University by observing the rules of discipline, and by exerting efforts to attain harmonious relationships with fellow students, the teaching staff, and other school personnel.
- Participate actively in civic affairs and in the promotion of the general welfare, particularly in the social, economic, and cultural development of my community and in the attainment of a just, compassionate, and orderly society.
- Exercise my rights responsibly in the knowledge that I am answerable for any infringement or violation of the public welfare and of the rights of others.
- Communicate potentially dangerous situations to school officials or employees.

V. Conduct Outside the School

As a UC student, I should know that I am identified with the institution. In all my dealings, I should strive to uphold the objectives and ideals of UC. I am a living testimony to the academic integrity of the University.

- The UC student is self-disciplined. Based on my respect for myself, I respect the rights of my fellow students, the faculty, and the administration.
- I develop my physique and health through exercise and active participation in the nationwide physical fitness program.

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- I should sharpen my awareness and appreciation of our history and culture by attending and participating in virtual educational shows, exhibits, and readings.
 - I manifest my patriotism by joining parades, rallies, meetings, civic programs and the like. My responsibility includes verifying the purposes and aims of activities I attend, whether appropriate authority sanctions these, or not.
 - While UC is non-sectarian, it realizes the need for religious belief. I am therefore encouraged to join religious activities to reaffirm my faith in the Supreme Being.
 - A UC student should avoid the company of those with questionable character. The school imposes sanctions on the following off-campus behavior as inconsistent with its educational objectives: drug taking, alcoholism, and other drunk/drug related behavior.

VI. Rules and Regulations on Student Discipline

These rules and regulations shall govern the behavior and conduct of students inside the school campus as well as outside of the school premises when they are engaged in activities authorized by the school. They shall also be applicable when the misconduct of the student, although committed outside of the school premises, involves his/her status as a student or affects the good name and reputation of the University of the Cordilleras.

VII. Article I: Offenses and Penalties

Section 1. The penalties that may be imposed on erring students are expulsion, exclusion, suspension, mandatory community service or a written reprimand.

- Expulsion** - bars the erring student from all public or private schools in the Philippines.
- Exclusion** - erring student shall be dropped from the rolls of the University of the Cordilleras and shall never be re-admitted.
- Non-readmission** - denies the erring student admission or enrollment for the school term immediately following the term when the resolution or decision finding the student guilty of the offense charged and imposing the penalty of non-readmission was promulgated.

Section 2. The penalty of **Expulsion** shall be imposed on any student found guilty of any of the following offenses:

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- a) Gross misconduct resulting to serious damages in property, well-being of self or other persons, or resulting to critical disturbance of peace and order within the campus;
 - b) Grave immorality including act of lasciviousness, petting and similar immoral acts within the school
 - c) Dishonesty and/or deliberate deceit to outsiders, students, parents, guardians, benefactors or school employees and officials, resulting to misrepresentation, misuse, or alteration of school records;
 - d) Hazing;
 - e) Membership in, or participation in the activities of, illegal and unauthorized organizations, such as fraternities or sororities;
 - f) Carrying or concealing deadly weapon;
 - g) Selling, possession and/or use of prohibited or regulated drugs;
 - h) Disorderly behavior caused by drugs or liquor;
 - i) Assaulting a student, teacher, school personnel or any other person;
 - j) Instigating, leading or participating in illegal strikes or similar concerted activities resulting in the stoppage of classes or any school activities;
 - k) Preventing or threatening any pupil or student or school personnel from entering the school premises or attending classes or discharging duties;
 - l) Bullying, resulting to major and serious damage in the well-being of victims;
 - m) Securing or using forged school records, forms and documents;
 - n) Hacking and/or compromising of electronic records or systems of the university;
 - o) Forging or tampering with school records, school forms or documents;
 - p) Theft of school property, or property belonging to a faculty member or student;
 - q) Fighting or violence resulting in physical injuries;
 - r) Extorting money or making unauthorized collection or solicitation of money from any student, faculty member, or other school personnel.

Section 3. The Penalty of **Exclusion** shall be imposed on any student found guilty of any of the following offenses:

- a) Cheating in majorexaminations;
- b) Falsely accusing another student, school employee or official;
- c) Preventing by means of fraud, coercion, threats, bribery or other similar means, another student or person from testifying or reporting the commission of an offense;
- d) Gross disrespect to a teacher or any school authority;
- e) Sexual harassment, display of immoral/ sexual desire, or sexual misconduct;
- f) Conviction of a crime where the penalty imposed by the court is more than six (6) months;
- g) Making libelous or slanderous, insulting, derogatory, or malicious utterance or remarks and/or flagrant indecent language against an officer of the school, or faculty member, or student;
- h) Intimidating, threatening or harassing a student, faculty member, or an officer of the school;
- i) Hooliganism;
- j) Bringing in, imbibing, or dispensing liquor or any intoxicating beverage within the premises of the school.
- k) Misappropriation of student funds or funds of student organization.
- l) Submitting and presenting false or counterfeit documents to school officials or authority;
- m) Misrepresentation or using the name of UC without authority, causing serious damage to the reputation and integrity of the school, its official or its processes, or for financial or legal self-advantage;
- n) Commission of any of the offenses enumerated in Section 5 of this Article the fourth time or oftener.

Section 4. The penalty of **Non-readmission** shall be imposed on any student found guilty of any of the following offenses:

- a) Bullying resulting to an unpleasant atmosphere among UC constituents comprising the safety of any member of the UC community;
- b) Delivery of seditious or libelous speeches;

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- c) Publication, possession, distribution, dissemination and/or posting of lewd, indecent, immoral, libelous or seditious article, magazine, posters, slides, or similar materials;
 - d) Marking, defacing or mutilating books, school records, school forms and documents;
 - e) Deliberate major defacement or destruction of school buildings or property;
 - f) Plagiarism;
 - g) Representing the University in national/international affairs without authority or permission from the school or any of its authorized representatives.

Section 5. Whichever may apply, a **Preventive or Rehabilitative Suspension** shall be imposed on any student found guilty of any of the following offenses: (Period of Suspension will be determined by Dean of OSAS or the Grievance Committee):

- a) Bullying or harassment causing discomfort to any member of the UC Community;
- b) Misconduct caused by psychological or emotional incapacities, and resulting to discomfort to any member of the UC Community;
- c) Kleptomania;
- d) Computer addiction;
- e) Using drugs inside and outside the school;
- f) Drunkenness to an illegal limit;
- g) Drug and/or alcohol dependency.

VIII. Due Process

Section 1. Student's grievances and complaints against a fellow student must be done in writing addressed to the Dean of OSAS or any other school authority. School authorities who shall receive written complaints, shall immediately endorse the same to the Dean of OSAS.

Section 2. Incident Reports or written complaints by faculty/ employee and school officials on alleged student violations of the Student Handbook, submitted to the Dean of OSAS, shall also be considered complaints against a student.

Section 3. For all forms of grievances or complaints from students, as received by OSAS or other school authorities, the first step for due process or action/s to be undertaken for possible resolution

must take place within twenty four (24) hours, excluding Sundays and holidays, upon receipt of complaint.

Section 4. Due process will constitute the following levels, with actions to be taken, people concerned, and possible outcomes as follows:

- a) **Case Conference (OSAS Level)** - When the penalty is lighter than Suspension

ACTION/S TO UNDERTAKE	EXPECTED OUTCOME
<ul style="list-style-type: none">•Discipline coordinator and SDWO Coordinator call on parties involved, separately or together as deemed appropriate.•When necessary, parents or guardians shall be called.	<ul style="list-style-type: none">•Light penalties may be meted out, and oath of undertaking shall be signed by both aggrieved and offending parties as promissory and measures for reform.•Decision shall be approved by Dean of OSAS.•If case cannot be settled or decided, proceed to next level.

- b) **Preliminary Hearing (VP Academics and Research Level)** - When the penalty shall be Suspension or Non-readmission

ACTION/S TO UNDERTAKE	EXPECTED OUTCOME
<ul style="list-style-type: none">•Charge sheet shall already be issued, which shall be answered by the respondent in writing with the option of being assisted with a counsel.•Parents or guardians shall be informed in writing of the charges to the student.•Case shall be heard by the Dean of OSAS, adopting standard rules that will	<ul style="list-style-type: none">•After a prudent review of the case, Dean of OSAS may decide to impose a penalty of suspension, non-readmission or lighter as deemed appropriate.•Decision shall be approved by VPAR.•If case cannot be decided or when a heavier penalty is deemed pertinent, OSAS Dean, through the VPAR, shall

<p>provide chances for both parties to present their sides, witnesses and/or evidences.</p> <ul style="list-style-type: none"> •Both parties may be assisted or represented by a counsel of their own choice. 	<p>recommend to the President the convening of the Hearing Committee.</p>
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c) **Hearing Committee (University President's Level)** -
When penalty is Exclusion or Expulsion

ACTION/S TO UNDERTAKE	EXPECTED OUTCOME
<ul style="list-style-type: none"> •President calls for the convening of the Hearing Committee to be composed of the Dean of OSAS as Chair, two (2) faculty members who don't belong to the college of the parties involved and to be appointed by the President, and two (2) student representatives assigned by the Student Council. •Standard rules of evidence and hearing procedures shall be adopted as issued by the Chair of the Hearing Committee prior to the hearing schedule. •Both parties may be assisted or represented by a counsel of their own choice. 	<ul style="list-style-type: none"> •Hearing Committee recommends a decision to the President. •The President may adopt, reject or modify the recommendation, and shall render a decision.

d) Appeal

ACTION/S TO UNDERTAKE	EXPECTED OUTCOME
<ul style="list-style-type: none">•Respondent may appeal the decision of the President by filing a motion for reconsideration.•Only one motion for reconsideration is allowed. Respondent cannot appeal anymore after the President decides on the motion.	<ul style="list-style-type: none">•President responds to the motion, and shall be considered final.•When the penalty in the final decision is expulsion, the president shall submit the decision together with supporting documents to the Commission on Higher Education.

Section 5. The hearing schedule of the Hearing Committee must not be more than three (3) days from receipt of notice of hearing by complainant and respondent.

Section 6. The hearing committee shall recommend to the President a decision based on objective analysis and evaluation of the facts of the case within five (5) days after the termination of the hearing.

Section 7. Based on the Hearing Committee’s recommendation, the President’s decision shall be issued through a resolution to the respondent not later than five (5) days from the receipt of the hearing committee’s recommendation by the President.

Section 8. An appeal with a motion for reconsideration by the respondent is allowed within ten (10) days after the resolution of the President has been rendered and received by the respondent. Only one motion for reconsideration is allowed.

Section 9. The President’s decision after the motion for reconsideration is considered final, unless reversed or revoked by a CHED memorandum or by a court ruling.

IX. Reporting Complaints and Grievances

- All students are expected to promptly report violations of the Code of Conduct and the Rules and Regulations on Student Discipline to the Dean of OSAS, any UC personnel, and/or

Safety committees, preferably in writing.

- An aggrieved party may use the complaint form of the
- OSAS Student Development and Welfare Office, stating all facts of the incident including the names of complainant/s and offenders. Whenever safety and security is deemed to be at risk or there is imminent danger, a quick written resolution may be imposed by the Dean of OSAS, with or without the participation of the offender.
- Other school officials or faculty members may endorse incident reports to the Dean of OSAS for due process and appropriate course of action, even without an official complaint.
- Complaint on employees, faculty or officials of the school will be forwarded and endorsed to their immediate heads for proper action, in coordination with OSAS. If the case will be heard by the school grievance committee, the student-complainant will be duly notified and has the right to be represented or be accompanied by a counsel or any representative of his/her choice, whenever he/she is called by the grievance committee. In case the student-complainant has no representative or counsel, he will be referred to the Student Development and Welfare Office for assistance.
- A student who will be called either to stand as witness or manifest an affidavit for any hearing of a school grievance process, has the right to be represented or be accompanied by a counsel or any representative of his/her choice. In case the student-witness has no representative or counsel, he will be referred to the Student Development and Welfare Office for assistance.

STUDENT AFFAIRS AND SERVICES

I. Student Development and Welfare Office (SDWO)

The Student Development and Welfare Services develops, implements, supervises programs, activities and ensures overall welfare of the students through the following service areas:

- **Information Service**

Coordinates, prepares, validates, and disseminates relevant information to students through video presentations, Zoom webinars, infographics, and other promotional materials which are posted in our FB Page and Canvas course.

- **Student - Discipline and Security**

Provides judicious implementation of institutional rules and regulations governing student conduct behavior, including but not limited to procedures for complaints and grievances, absenteeism and situations that may compromise student safety and security through email, social media, text messages, phone calls and Canvas Course.

- **Student Organization and Activities**

Provides for the system of management and facilitation of student organizations and activities, monitoring, recognition and evaluation of student organizations and activities. It provides for the development and enhancement of leadership skills, interpersonal skills, and volunteerism thus forming and cultivating the champion spirit of a true UCian through Zoom webinars, online events, video presentations and other virtual activities.

- **International Affairs and Services**

Provides assistance for the needs of foreign students and the management of International programs such as linkages and partnerships. It monitors foreign students' welfare and development by creating programs that cater to the socio-psycho-cultural, academic and non-academic needs of all foreign students (CMO No. 9) through the different online platforms.

- **Scholarships**

Provides education opportunities to the academically capable but financially strapped students through scholarship grants and special programs. It coordinates with concerned government agencies in facilitating grants and scholarships to students by continuously connecting with the students and the

benefactors through e-mail, social media, phone calls, messages and Zoom meetings.

II. Guidance and Counseling Office (GCO)

The Guidance and Counseling Office, under the Student Affairs Office, develops, implements, and supervises programs and activities intended to serve the well-being and ensure the overall welfare of students. It provides a set of services using an integrated approach that aims to develop integrated individuals who are empowered to give meaning and direction to their own lives and become productive members of society through: heightening awareness of oneself and others; developing confidence in assuming responsibility for his or her personal concerns; and promoting social involvement.

- **Counseling Service** – interventions designed to facilitate positive change and substantial empowerment among students' behavior, feelings, and attitudes. Counseling sessions are implemented online through email, Facebook Messenger, text message, or phone call.
- **Individual Inventory** – gathering of extensive information about students for proper understanding, decision-making, and appropriate placement.
- **Information Service** – gathering of relevant and helpful information that is beneficial to the students heightened awareness and understanding of life situations which will be shared and disseminated through webinars, video clips and infographics which are then posted in GCO official Facebook page and Canvas course.
- **Monitoring Service** – monitoring of grades of referred students every midterm of each term which will then be sent to the parents or guardians though email or post mail.
- **Referral Service** – Coordination with multidisciplinary team of specialists to ensure that special needs of students are met. A list of linkages is accessible and ready for forwarding to clients who seek further expertise.
- **Follow-up Service** – contact enrolled students most especially previous counseling clients and referred students through email, text message, phone call, or Facebook Messenger and follow-up on their status.

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- **Research and Evaluation** – data gathering, treatment, and analysis of students’ emotional status and wellbeing, effectiveness of guidance programs and services, as well as customer satisfaction.
 - **Career Development and Placement** – provides for the implementation of programs, services, and assistance on vocational and occupational fitness and employment, including networking with schools, community, alumni, professional organizations, and industries, and organizing virtual career talks and job fairs.

INSTITUTIONAL SERVICES

I. Faculty Consultation

Instructors are mentors after classes or duty hours. Students who request for consultation with a faculty member should send their inquiries through Canvas inbox, Outlook e-mail, or during synchronous classes as the need arises. Before the start of each trimester, the different colleges conduct an orientation where information about faculty consultation are discussed to students. All faculty consultations are done online.

II. Library Services

○ **Service hours**

Library services shall be available from 8:00 a.m. to 5:00 p.m. (Mondays to Saturdays).

○ **Library Services**

- **Ask A Librarian** - This service includes consultation and provision of factual answers to queries related to patron's research through:
 - a. Email (use your UC email account)
 - b. Call (landline or mobile)
 - c. Short Message Service (SMS)/Text Message
- **Library Instruction** - The Libraries provides orientations and instructions to help and guide patrons on how to access, navigate and use the library's resources.
- **Current Awareness Services**
 1. Online Notification - The Libraries sends out notices through email. This service includes a variety of library notices such as but is not limited to the availability of requested library materials, Bookwatch, book lists, and library materials subject for recall.
 2. Online Announcement - The Libraries sends online announces such as but are not limited to, library news/updates and events.

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- **Online Borrowing of Books and Pick up Service**
 1. Fill-out online form at: <https://bit.ly/uc-borrow-books>
 2. Borrowing provision
 - a. Circulation policies and procedures shall apply.
 - b. A notification will be sent via text message on the status of the requested books.
 3. Pick up of books
 - a. A notification will be sent via text message on the scheduled pick up date and time of the requested books, including location of pick up.
 - b. Strictly follow School entry guidelines for library patrons.
 - c. Present your UC I.D. card/ Enrollment Registration Form upon pick up of books. A representative may get the books on behalf of the patron provided the following shall be presented:
 - borrower's UC I.D. card/ Enrollment Registration Form
 - borrower's authorization letter
 - representative's valid I.D. card
 - **Returning of Borrowed Books**
 1. Return borrowed books on the indicated due date.
 2. Return the books in the Book Drop facility located at the UC Main Gate 1.

For Legarda patrons, you may return to the Criminal Justice Education Library.
 3. A confirmation will be sent via e-mail to acknowledge the return of books.
 - **Online Document Delivery**
 1. Fill-out online form at: <https://bit.ly/uc-OnlineDocumentDelivery>
 2. This service includes sending through email documents such as but are not limited to scanned articles from journals, chapters/parts of books and research/theses abstracts available in the library's collection; or downloaded e-books, articles from e-journals and other online resources. Documents delivered shall be based on information/research topics needed subject to the Fair Use Policy.

- **Online Resources**

Access the library catalog, databases, and other available online resources through:

1. Web Online Public Access Catalog (OPAC)

<https://opac.uc-bcf.edu.ph/>

2. Library web page <https://uc-bcf.edu.ph/Libraries>

3. Canvas (UC Learning Management System)

<https://uc-bcf.instructure.com/>

- **Replacement of Lost/Damaged Library Material**

It is the accountability of the borrower to replace the lost/damaged library material, whether intentional or accidental.

- **Library Accountabilities and Clearance**

A notification may be issued to remind students/ employees of their library accountabilities.

Students/ employees shall be cleared from the library only when the borrowed library materials are returned, or the accountabilities are settled.

- **Contact Us**

Email: libraries@uc-bcf.edu.ph

Landline: (074) 442-3316 + Local 123; 269; 147

Mobile: 09976336721

III. Research and Statistical Support Services

The Research Services Office, located at the S316, 3rd Floor of Science Building, provides assistance for students conducting researches or are pursuing thesis or research courses. Their services are as follows:

- **Research Capability Building** – orientation and seminars on equipping students with research skills and techniques.
- **Critiquing and Peer-review** – professional review of proposed, ongoing or finished research.
- **Statistical Services** – assistance on statistical tools and methods as required in an ongoing research.
- **Application for Grants and Patents** – assistance in finding and obtaining research resources such as grants and

funding for researches.

- **Research Publication, Dissemination and Presentation** – assistance in processing and preparing for the publication or presentation of research outputs in journals, academic forums, or conferences.
- **Geographic Information System Innovation Laboratory (GIS InnoLab)** – The GIS InnoLab is a facility with high-end hardware and equipment that supports GIS education, services, and research. The laboratory provides assistance in research that incorporates GIS technology.

IV. Online Resources and Internet Services

○ **UC Outlook E-mail Account**

A UC student is assigned an email account using Microsoft's Outlook web mail service. The account consists of essential email features, OneDrive (Microsoft's cloud drive service), OneNote, Microsoft Office online and other web applications and tools to enhance the online learning experience.

Email account details including username and password are emailed to students after online enrollment confirmation. One UC email account is assigned per student. The email service can be accessed at <https://outlook.office.com>.

The account also is used to fill-up forms for transactions carried out by the academic and finance services.

The UC email account is linked to access the Canvas Learning Management System for online classes.

Note:

It is recommended that the default password given shall be changed immediately during initial login.

○ **Canvas LMS**

The Canvas Learning Management System is the university's flexible learning modality for the delivery of classes online.

Students are required to enter their UC email account details to access Canvas at <https://canvas.uc-bcf.edu.ph>.

The LMS enables students to access online classes by viewing course materials and be able to participate on different activities including quizzes, assignments, examinations and synchronous conferences with instructors.

○ **My Student Portal**

The UC Student Portal accessible at <https://mystudentportal.uc-bcf.edu.ph> is used by students for reservation of courses, viewing of class schedules, grades, curriculum checklist and periodic account dues.

○ **UCordilleras Mobile App**

UCordilleras is the official mobile app of the University of the Cordilleras allowing students to access basic student services on their smartphones.

The app is available on both Android and iOS devices.

App Features:

- Check Grades online - Grades given for every grading period can be viewed within the app.
- View Statement of Account - Manage finances by reviewing school payment dates and dues.
- Review payment history - Keep track of all school payments and transactions.
- Receive Gatekeeper Notification - Push notifications are sent when student enters/exits campus premises
- Get Updates on School Events and Announcements - Receive notifications and view upcoming school activities and important announcements.
- View class attendance and class schedule - Access student's daily class attendance recorded by teachers.

V. Medical and Dental Services

The UC Medical Clinic is located at room F402 of the CHTM Building and is open from 8 AM – 5 PM. The UC Dental Clinic is located at the 2nd floor of the Main Building, near the veranda, in front of M210 and is open from 8 AM – 5 PM.

In this time of pandemic, the Medical Clinic offers telemedicine to students. Our services include consultation through social media outlet, e-mail, call and text and provision of e-prescription. You may reach us through the following: Facebook

page: @UCMedicalandDentalClinic2020 or search for our page name 'University of the Cordilleras Medical-Dental Clinic Services', e-mail: clinic@uc-bcf.edu.ph and cellphone number 09976337053 or 09081760262.

VI. Orientation and Information Services

The university employs several modes of information dissemination so as to keep its constituents updated with important school information and announcements:

- **Freshmen Day** – a special “welcome” event for new students, when they will be oriented with basic school profile, policies, activities and services to make their stay in the University enjoyable and fulfilling. – c/o SDW
- **College Orientation & Convocation** – specially scheduled college assembly for its students, when orientations, announcements and updates are made for its students. c/o SDW
- **Brochures, Pamphlets, Flyers** – The University may distribute, whenever necessary, detached print materials for the purpose of disseminating important information or announcements. Outsiders, students or student organizations may want to do the same, for valid purposes, but with prior approval of the Dean of OSAS. Note that distribution or promotion of sample commercial products or services are not allowed inside the school premises. These are subject to the approval of the Administration and the Dean of OSAS. c/o SDW
- **Online Information & Social Media** – the University employs the internet as a medium of information dissemination through the following platforms:
 - The Official UC Website:
www.uc-bcf.edu.ph
 - The Official UC Facebook page:
facebook.com/UCJaguars
 - The Official UC Twitter account:
@UCJaguars
 - The Official Office of Student Affairs and Services

Facebook page:

facebook.com/UCosas2016

- The Official Guidance and Counseling Office Facebook page:

facebook.com/UCGCO

Be sure to follow our social media accounts for real-time announcements!

- **Trimedia** – the University may employ, for very urgent and important announcements, local media outfits through our partner stations on radio and TV, in disseminating information.

Note: In as much as accuracy and completeness are generally observed when posting or disseminating through our official medium of information services, the University is not liable for any damages with the use of our official sites and services and the use of information from our official sites. Official academic records are still those issued by the UC Registrar.

VII. Registrar Services

The Registrar's office is the official repository of the students' academic records. It validates and monitors the admission, registration, transfer and graduation of all students. Its services are as follows:

- Admission of new students and validation of their entry documents.
- Foreign visa processing assistance for foreign students.
- Issuance of the following records and documents as duly requested by the student, subject to corresponding fees, clearances and approval:
 - Diploma
 - Certificate of Enrollment
 - Permit to Cross-Enroll - issued for the purpose of enrolling one or more subject/s in another school, subject to the Dean's approval
 - Transcript of Records
 - Transfer Credentials/Honorable Dismissal – issued for the purpose of permanently transferring to another school (Students who are issued Honorable Dismissal cannot be re-admitted in UC)

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- True Copy of Grades
 - Registration and validation of student IDs.
 - Replacement of lost or defaced students IDs, as requested, subject to fees and approval.
 - Evaluation of curriculum credit standing for graduating students

Note: Proxies or visitors who inquire or transacts on behalf of a student are subjected to proxies and visitors' policy.

Email: hei.registrar@uc-bcf.edu.ph

Contact information: (074) 442-3316 loc. 211/111, 0935-495-216

VIII. Cashiers and Accounting Services

The cashiers and accounting office provides not only for payment transaction services but also the following:

- Informational services:
 - Statement of Accounts – are emailed to the students' UC email address a week before the scheduled examination.
 - Other inquiries - on balances, scholarships, discounts, and others can be sent via email to <accounting@uc-bcf.edu.ph>
- Transactional services:
 - Application for siblings' discounts - within a prescribed period of time, the accounting office verifies and approves applications for sibling's discount. The student may inquire via email at <accounting@uc-bcf.edu.ph> The Accounting Office will email the forms to be accomplished by the student.
 - Request for refund - for valid overpayments only and subject for verification and approval by the Finance Office. As a general rule, current overpayments are automatically credited to the immediately succeeding term of enrollment. Requesting students may inquire through accounting@uc-bcf.edu.ph and the Accounting Office will email the form to be accomplished by the student.

IX. Safety, Security, and Emergency Services

The Security Office provides trained security guards who make regular patrol rounds throughout the grounds and buildings. The Security Guards enforces rules, regulations and other UC policies for the protection of students and employees. It also coordinates with local police authorities and other emergency services and acts as a “first-line of defense” or “first-wave reactor” in cases of emergency. Students are always expected to cooperate on actions, exercises, and procedures of the security guards for the safety and security of the entire University. The Security Office is located at the Main Gate of UC, Room M400.

School Entry Guidelines

1. All individuals entering the University shall accomplish **the Health Declaration Form** and undergo **triage** at the Main Entrance (Gate 1).
- Each individual is encouraged to bring and use their OWN ballpen
2. Wear your facemask and face shield at all times.
3. Maintain Social Distancing, stay at the Social Distancing Markers when in line.
 - **Protocol on Visitors** – To maintain security of students and confidentiality of student information and records, only parents, legal guardians or benefactors, as registered in the student information sheet, shall be allowed to visit, see or get information about students. Other visitors of students without valid or official purpose of the visit will not be allowed to enter the campus premises. Legal visitors of students shall declare their purpose at the security office, will then be given a temporary gate pass and will be directed to OSAS for verification and assistance.
(See *Appendix on OSAS Guidelines for Visitors*).
 - **CCTV Cameras** – The University is equipped with CCTV cameras to support and assist the security programs and measures of the Security Office.
 - **Electronic Gatekeeper** – The University gates are equipped with electronic gatekeepers, as additional safety

measure, to make sure that students and employees are accounted for when coming in and going out the school premises. Students are required to tap-in and tap-out upon entry or exit respectively on the scanning port.

- **IDs and Baggage Check** – As a way of ensuring that no forms of dangerous implements and suspicious characters can get in the campus premises, the “no ID, no Entry” policy is strictly imposed, and that IDs must be worn inside the campus at all times. Bags and other baggage or cases shall also be subject to check and examination.

STUDENT ORGANIZATIONS AND ACTIVITIES

The University of the Cordilleras recognizes the importance of co-curricular activities in attaining its institutional objectives for its students' complete and holistic development and personal flourishing.

These activities can be in varied forms, including athletics, literary- musical competitions, cultural activities, quiz shows, educational field trips, convocations, symposia, lecture-fora, seminars and workshops, debates, social activities like concerts, dances, Bible study sessions, cooking demonstrations, exhibits, and participation in inter-school and community activities.

These activities provide continuity of the socialization process; create opportunities for students to enhance their leadership potential, and to develop the art and skill of good followership. They make students aware of their role in the campus and in the community.

Their proponents together with the office of Student Affairs & Services should coordinate all proposed and ongoing co-curricular activities. The Administration, the Academic Council, the faculty, and the various campus organizations and clubs may initiate these activities.

I. Student Organizations

Institutional Student Organizations - organizations that act as an integral part of student governance, guided by a mandated constitution and by-laws, and funded by approved collections from its constituents. While the University respects the statutory rights of these organizations, as provided by law, an acceptable form of guardianship is employed with the assignment of an adviser:

- The University Student Council - The highest governing body of students in the entire University, where student leaders are given the opportunity to learn civic responsibility and volunteerism through actual experience in governing their fellow students. The USC is composed of the following officers: President, Vice President and

Senators to which specific functions are assigned to each.

- The College Student Council - The highest governing body of students in a college, where student leaders are given the opportunity to learn civic responsibility and volunteerism through actual experience in governing their fellow students. The CSC is composed of the following officers: Governor, Vice Governor, Ombudsman and Councilors to which specific functions are assigned to each. The Government represents the college in the USC.
- The Alternative - The official student publication, composed of selected editorial staff through a rigorous placement process, which serves as the vehicle for journalism skills of students while acting as the active voice for campus press for the betterment of the institution and information dissemination, while upholding ethics in campus journalism, press freedom and professionalism in writing and expression of views and opinions and in delivering news and information.

Special Institutional Student Organizations - organized by the University as a vehicle of institutional advocacies for student development in performing arts, elocution, leadership and mentoring.

- UC Saeng Ya Kasay Cultural Ensemble - performing arts group specializing in Cordillera arts, music, instruments and dances
- UC Percussion & Orchestra - the official musical instruments ensemble of the University
- UC Chorale - the official vocal group ensemble of the University
- UC Dance Company - the official dance company of the University
- UC International Students Organization - an organization for foreign students, with the objective of promoting cultural appreciation, intercultural friendship and understanding, and multicultural fellowship and support system
- UC Leadership Communities - selected group of students, with superior leadership skills, who acts as mentors in leadership formation, community volunteerism and team building activities
- UC Peer Facilitators - selected group of students, with

superior interpersonal skills and EQ, who acts as a support group for fellow students needing personal mentoring, advising and tutoring

II. Student Activities

Calendared Institutional Student Activities. While classroom learning is basically where students learn and hone their skills, it is undeniable that an extension of learning and development, together with the building of positive values and attitudes, is ensued when they immerse themselves in co-curricular activities. All students are highly encouraged and expected to participate in institutional activities such as but not limited to the following:

- Freshmen Day
- College Orientation and Convocation
- Leadership Formation and Enhancement Activities
- "Green Is In" Academic and Literary Competitions
- "Green Is In" Visual and Performing Arts Competitions
- Culture and Arts Programs and Activities
- Recognition, Awards, Commemoration Ceremonies
- Career Development Programs and Seminars
- Special School or CHED-commissioned Activities
- Commencement Exercises

UC GREEN PRACTICES

Our University color is not **GREEN** for nothing! While GREEN has been the color that symbolizes a lot of positive vibes: life, growth, hope, freshness, harmony, fertility, nature, and many more... UCians will always have a different sense of GREEN consciousness: a concerted effort to protect our environment and conserve mother earth's natural resources for the future's generation.

UCians will always:

- ✓ pick up own trash, even others' trash!
- ✓ never leave any trash anywhere
- ✓ dish out and clean own table at the cafeteria and dining areas
- ✓ clean and bring out trashes in all facilities and rooms after use
- ✓ never smoke, spit or throw anything anywhere unscrupulously
- ✓ dispose wastes to proper disposal bins: biodegradable, non-biodegradable and recyclables
- ✓ be health and sanitary conscious
- ✓ use water and soap prudently
- ✓ flush toilets responsibly
- ✓ report leaking faucets, sinks or any plumbing fixtures
- ✓ turn-off light switches of unused rooms or halls
- ✓ report busted lighting fixtures or electric outlets
- ✓ never plug-in electrical or electronic gadgets in any outlet without permission
- ✓ be conscious of next users for anything that you use
- ✓ never leave gadgets or equipment unplugged after use
- ✓ never vandalize
- ✓ attend or organize lectures, seminars and forums on ecology, environment, climate change
- ✓ volunteer for or organize environmental community work: tree- planting, clean-up or re-greening drives

That's the UC Spirit – truly GREEN conscious... after all, we were awarded **the cleanest and greenest school in the entire Baguio City!**

APPENDICES

I. Prohibited Drugs Act

ARTICLE II

Unlawful Acts and Penalties

Section 4. Importation of Dangerous Drugs and/or Controlled Precursors and Essential Chemicals.

-The penalty of life imprisonment to death and a ranging from Five hundred thousand pesos (P500,000.00) to Ten million pesos (P10,000,000.00) shall be imposed upon any person, who, unless authorized by law, shall import or bring into the Philippines any dangerous drug, regardless of the quantity and purity involved, including any and all species of opium poppy or any part thereof or substances derived therefrom even for floral, decorative and culinary purposes.

The penalty of imprisonment ranging from twelve (12) years and one (1) day to twenty (20) years and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon any person, who, unless authorized by law, shall import any controlled precursor and essential chemical.

The maximum penalty provided for under this Section shall be imposed upon any person, who, unless authorized under this Act, shall import or bring into the Philippines any dangerous drug and/or controlled precursor and essential chemical through the use of a diplomatic passport, diplomatic facilities or any other means involving his/her official status intended to facilitate the unlawful entry of the same. In addition, the diplomatic passport shall be confiscated and canceled.

The maximum penalty provided for under this Section shall be imposed upon any person, who organizes, manages or acts as a "financier" of any of the illegal activities prescribed in this Section.

The penalty of twelve (12) years and one (1) day to twenty (20) years of imprisonment and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon any person, who acts as a "protector/coddler" of any violator of the provisions under this Section.

Section 5. Sale, Trading, Administration, Dispensation, Delivery, Distribution and Transportation of Dangerous Drugs and/or Controlled Precursors and Essential Chemicals.

- The penalty of life imprisonment to death and a fine ranging from Five hundred thousand pesos (P500,000.00) to Ten million pesos (P10,000,000.00) shall be imposed upon any person, who, unless authorized by law, shall sell, trade, administer, dispense, deliver, give away to another, distribute dispatch in transit or transport any dangerous drug, including any and all species of opium poppy regardless of the quantity and purity involved, or shall act as a broker in any of such transactions.

The penalty of imprisonment ranging from twelve (12) years and one (1) day to twenty years and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon any person, who, unless authorized by law, shall sell, trade, administer, dispense, deliver, give away to another, distribute, dispatch in transit or transport any controlled precursor and essential chemical, or shall act as a broker in such transactions.

If the sale, trading, administration, dispensation, delivery, distribution or transportation of any dangerous drug and/or controlled precursor and essential chemical transpires within one hundred (100) meters from the school, the maximum penalty shall be imposed in every case.

For drug pushers who use minors or mentally incapacitated individuals as runners, couriers and messengers, or in any other capacity directly connected to the dangerous drugs and/or controlled precursors and essential chemical trade, the maximum penalty shall be imposed in every case.

If the victim of the offense is a minor or a mentally incapacitated individual, or should a dangerous drug and/or a controlled precursor and essential chemical involved in any offense herein provided be the proximate cause of death of a victim thereof, the maximum penalty provided for under this Section shall be imposed.

The maximum penalty provided for under this Section shall be imposed upon any person who organizes, manages or acts as a "financier" of any of the illegal activities prescribed in this Section.

The penalty of twelve (12) years and one (1) day to twenty (20) years of imprisonment and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon any person, who acts as a "protector/coddler" of any violator of the provisions under this Section.

Section 11. Possession of Dangerous Drugs.

- The penalty of life imprisonment to death and a fine ranging from Five hundred thousand pesos (P500,000.00) to Ten million pesos (P10,000,000.00) shall be imposed upon any person, who, unless authorized by law, shall possess any dangerous drug in the following quantities, regardless of the degree of purity thereof:

- (1) 10 grams or more of opium;
- (2) 10 grams or more of morphine;
- (3) 10 grams or more of heroin;
- (4) 10 grams or more of cocaine or cocaine hydrochloride;
- (5) 50 grams or more of methamphetamine hydrochloride or "shabu";
- (6) 10 grams or more of marijuana resin or marijuana resin oil;
- (7) 500 grams or more of marijuana; and
- (8) 10 grams or more of other dangerous drugs such as, but not limited to, methylenedioxymethamphetamine (MDA) or "ecstasy", paramethoxyamphetamine (PMA), trimethoxyamphetamine (TMA), lysergic acid diethylamine (LSD), gamma hydroxyamphetamine (GHB), and those similarly designed or newly introduced drugs and their derivatives, without having any therapeutic value or if the quantity possessed is far beyond therapeutic requirements, as determined and promulgated by the Board in accordance to Section 93, Article XI of this Act.

Otherwise, if the quantity involved is less than the foregoing quantities, the penalties shall be graduated as follows:

- (1) Life imprisonment and a fine ranging from Four hundred thousand pesos (P400,000.00) to Five hundred thousand pesos (P500,000.00), if the quantity of methamphetamine hydrochloride or "shabu" is ten (10) grams or more but less than fifty (50) grams;
- (2) Imprisonment of twenty (20) years and one (1) day to life imprisonment and a fine ranging from Four hundred thousand pesos (P400,000.00) to Five hundred thousand pesos

(P500,000.00), if the quantities of dangerous drugs are five (5) grams or more but less than ten (10) grams of opium, morphine, heroin, cocaine or cocaine hydrochloride, marijuana resin or marijuana resin oil, methamphetamine hydrochloride or "shabu", or other dangerous drugs such as, but not limited to, MDMA or "ecstasy", PMA, TMA, LSD, GHB, and those similarly designed or newly introduced drugs and their derivatives, without having any therapeutic value or if the quantity possessed is far beyond therapeutic requirements; or three hundred (300) grams or more but less than five (hundred) 500) grams of marijuana; and

(3) Imprisonment of twelve (12) years and one (1) day to twenty (20) years and a fine ranging from Three hundred thousand pesos (P300,000.00) to Four hundred thousand pesos (P400,000.00), if

the quantities of dangerous drugs are less than five (5) grams of opium, morphine, heroin, cocaine or cocaine hydrochloride, marijuana resin or marijuana resin oil, methamphetamine hydrochloride or "shabu", or other dangerous drugs such as, but not limited to, MDMA or "ecstasy", PMA, TMA, LSD, GHB, and those similarly designed or newly introduced drugs and their derivatives, without having any therapeutic value or if the quantity possessed is far beyond therapeutic requirements; or less than three hundred (300) grams of marijuana.

Section 12. Possession of Equipment, Instrument, Apparatus and Other Paraphernalia for Dangerous Drugs.

-The penalty of imprisonment ranging from six months and one (1) day to four (4) years and a fine ranging from Ten thousand pesos (P10,000.00) to Fifty thousand pesos (P50,000.00) shall be imposed upon any person, who, unless authorized by law, shall possess or have under his/her control any equipment, instrument, apparatus and other paraphernalia fit or intended for smoking, consuming, administering, injecting, ingesting, or introducing any dangerous drug into the body: Provided, That in the case of medical practitioners and various professionals who are required to carry such equipment, instrument, apparatus and other paraphernalia in the practice of their profession, the Board shall prescribe the necessary implementing guidelines thereof.

The possession of such equipment, instrument, apparatus and other paraphernalia fit or intended for any of the purposes

enumerated in the preceding paragraph shall be prima facie evidence that the possessor has smoked, consumed, administered to himself/herself, injected, ingested or used a dangerous drug and shall be presumed to have violated Section 15 of this Act.

Section 13. Possession of Dangerous Drugs During Parties, Social Gatherings or Meetings.

– Any person found possessing any dangerous drug during a party, or at a social gathering or meeting, or in the proximate company of at least two (2) persons, shall suffer the maximum penalties provided for in Section 11 of this Act, regardless of the quantity and purity of such dangerous drugs.

Section 14. Possession of Equipment, Instrument, Apparatus and Other Paraphernalia for Dangerous Drugs During Parties, Social Gatherings or Meetings.

– The maximum penalty provided for in Section 12 of this Act shall be imposed upon any person, who shall possess or have under his/her control any equipment, instrument, apparatus and other paraphernalia fit or intended for smoking, consuming, administering, injecting, ingesting, or introducing any dangerous drug into the body, during parties, social gatherings or meetings, or in the proximate company of at least two (2) persons.

Section 15. Use of Dangerous Drugs.

– A person apprehended or arrested, who is found to be positive for use of any dangerous drug, after a confirmatory test, shall be imposed a penalty of a minimum of six (6) months rehabilitation

in a government center for the first offense, subject to the provisions of Article VIII of this Act. If apprehended using any dangerous drug for the second time, he/she shall suffer the penalty of imprisonment ranging from six (6) years and one (1) day to twelve (12) years and a fine ranging from Fifty thousand pesos (P50,000.00) to Two hundred thousand pesos (P200,000.00): Provided, That this Section shall not be applicable where the person tested is also found to have in his/her possession such quantity of any dangerous drug provided for under Section 11 of this Act, in which case the provisions stated therein shall apply.

Section 16. Cultivation or Culture of Plants Classified as Dangerous Drugs or are Sources Thereof.

- The penalty of life imprisonment to death and a fine ranging from Five hundred thousand pesos (P500,000.00) to Ten million pesos (P10,000,000.00) shall be imposed upon any person, who shall plant, cultivate or culture marijuana, opium poppy or any other plant regardless of quantity, which is or may hereafter be classified as a dangerous drug or as a source from which any dangerous drug may be manufactured or derived: Provided, That in the case of medical laboratories and medical research centers which cultivate or culture marijuana, opium poppy and other plants, or materials of such dangerous drugs for medical experiments and research purposes, or for the creation of new types of medicine, the Board shall prescribe the necessary implementing guidelines for the proper cultivation, culture, handling, experimentation and disposal of such plants and materials.

The land or portions thereof and/or greenhouses on which any of said plants is cultivated or cultured shall be confiscated and escheated in favor of the State, unless the owner thereof can prove lack of knowledge of such cultivation or culture despite the exercise of due diligence on his/her part. If the land involved is part of the public domain, the maximum penalty provided for under this Section shall be imposed upon the offender.

The maximum penalty provided for under this Section shall be imposed upon any person, who organizes, manages or acts as a "financier" of any of the illegal activities prescribed in this Section.

The penalty of twelve (12) years and one (1) day to twenty (20) years of imprisonment and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon any person, who acts as a "protector/coddler" of any violator of the provisions under this Section.

Section 18. Unnecessary Prescription of Dangerous Drugs.

- The penalty of imprisonment ranging from twelve (12) years and one (1) day to twenty (20) years and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) and the additional penalty of the

revocation of his/her license to practice shall be imposed upon the practitioner, who shall prescribe any dangerous drug to any person whose physical or physiological condition does not require the use or in the dosage prescribed therein, as determined by the Board in consultation with recognized competent experts who are authorized representatives of professional organizations of practitioners, particularly those who are involved in the care of persons with severe pain.

Section 19. Unlawful Prescription of Dangerous Drugs.

– The penalty of life imprisonment to death and a fine ranging from Five hundred thousand pesos (P500,000.00) to Ten million pesos (P10,000,000.00) shall be imposed upon any person, who, unless authorized by law, shall make or issue a prescription or any other writing purporting to be a prescription for any dangerous drug.

II. The Anti-Sexual Harassment Act of 1995 (R.A. 7877)

WHAT IS SEXUAL HARASSMENT?

Under the law, work, education or training-related sexual harassment is...

“committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainor, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said Act.”

HOW IS EDUCATION OR TRAINING-RELATED SEXUAL HARASSMENT COMMITTED?

This is committed:

- (a) Against one who is under the care, custody or supervision of the offender;
 - (b) Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
 - (c) When the sexual favor is made a condition to the giving of a passing grade; the granting of honors and scholarships; or the payment of a stipend, allowance or other benefits, privileges, or considerations; or
 - (d) When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.
- A person who directs or induces another person to commit any act of sexual harassment or who cooperates to commit the act, without which the said act would not have been committed, will also be held liable under the law.

WHAT IS THE DUTY OF THE EMPLOYER OR HEAD OF OFFICE IN A WORK OR EDUCATION/TRAINING ENVIRONMENT?

The employer or head of office is required by the law to prevent the occurrence of sexual harassment acts. If in case acts of sexual harassment were committed, the employer or head of office should:

-
- (a) Disseminate appropriate rules and regulations which are consulted from and jointly approved by the employees or students or trainees, through their duly designated representatives. The said rules prescribe the procedure for the investigation of sexual harassment cases and the administrative sanctions applied for such.
 - Administrative sanctions shall not bar prosecution in the proper courts for unlawful acts of sexual harassment.
 - (b) The said rules and regulations should include guidelines on proper decorum in the workplace and educational or training institutions. Create a committee on decorum and investigation of cases on sexual harassment. The committee shall conduct meetings or as the case may be, with officers and employees, teachers, instructors, professors, coaches, trainers and students or trainees to increase understanding and prevent incidents of sexual harassment. It shall also conduct the investigation of alleged cases constituting sexual harassment.
 - In the case of a work-related environment, the committee shall be composed of at least one (1) representative each from: the management; the union, if any; the employees from the supervisory rank; and from the rank and file employees.
 - In the case of the educational or training institution, the committee shall be composed of at least one
 - (1) representative from the administration; the trainers, teachers, instructors, professors or coaches; and students or trainees, as the case may be.
 - The employer or head of office, educational or training institution shall disseminate or post a copy of RA 7877 to inform all concerned individuals.

WHAT IF THE EMPLOYER OR HEAD OF OFFICE DID NOT UNDERTAKE ANY ACTION DESPITE HIS/HER KNOWLEDGE OF SEXUAL HARASSMENT ACT/S?

The employer or head of an office, educational or training institution will be held liable for the damages arising from acts of sexual harassment if they are informed by the offended party of the occurrence of such acts, yet no action has been undertaken.

CAN AN OFFENDED PARTY SEEK REDRESS BY TAKING

INDEPENDENT ACTION?

An offended party may take independent action for damages incurred in the act of sexual harassment. She/ he may also avail of relief.

WHAT ARE THE PENALTIES APPLIED TO OFFENDERS?

Any person who violates the provisions of the law shall be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than Ten thousand pesos (P10,000) nor more than Twenty thousand pesos (P20,000), or both such fine and imprisonment at the discretion of the court. Any action arising from the violation of the provisions of this Act shall prescribe in three (3) years.

SOME QUICK INFORMATION

- RA 7877 addresses the issue of sexual harassment committed at work and education or training environment.
- It was signed into law on February 14, 1995 under the administration of former Pres. Fidel V. Ramos.

III. Anti-bullying Awareness

What is BULLYING?

Gossiping, threats, hitting, pushing, kicking, name calling, stealing, mean words, leaving somebody out, teasing, spreading rumors, destroying property. It is an aggressive behavior that is...

INTENTIONAL HURTFUL THREATENING
INVOLVES POWER IMBALANCE

Why are people BULLIED?

Due to their race, religion, appearance, sexual orientation, disability and family circumstances. Three (3) Bullying Behaviors that Everybody should be aware of

DIRECT BULLYING BEHAVIOR

Physical Bullying, hitting, shoving, kicking, taking, stealing, damaging or defacing belongings or other properties, restraining, pinching, attacking with spit wads or food and verbal bullying.

INDIRECT BULLYING BEHAVIOR

Social/Relational Bullying, destroying and manipulating relationships social rejections or isolation, gossiping and spreading rumors, hurtful graffiti and negative body language.

CYBER BULLYING

Message through cellphones, e-mail, voice mail, web pages.

When and Where does Bullying Usually Occur?

- At the start of the school year, bullies begin looking for easy targets.
- It can occur virtually everywhere especially where there is no adult supervision but mainly in hidden areas.
- It can happen where teachers and students accept bullying or are indifferent to it.

Why do Students Keep Bullying a Secret?

- They think telling someone is wrong.
- They told or heard someone else tell adults about bullying before, and nothing was done about it.
- They are afraid adults will make the situation worse.

-
- They are embarrassed because they feel no one likes them.
 - They feel shame because they are weak and cannot stand up for themselves as they are taught.
 - They do not want their parents to worry.

Why Must Bullying be Stopped?

- It makes the lives of its victims miserable.
- It undermines their confidence and destroys their sense of security.
- It can also affect children and young people's attendance and progress in school.
- It can cause sadness, loneliness, low self-esteem, fear, anxiety, and poor concentration, and may lead to self-harm, depression, suicidal thoughts, and in some cases, SUICIDE.

Top 10 Anti-Bullying Tips

- **LEARN ABOUT BULLYING.** All kids play rough or tease each other sometimes, but bullying is intended to hurt the person and often happens more than once.
- **WALK AWAY.** A bully wants to get a reaction from you by saying or doing hurtful things. Show them that you can be strong and walk away from a bad situation.
- **BE CONFIDENT.** Stand up against a bully with confidence!! Don't let their bullying affect you, because they are just trying to hurt you.
- **TELL AN ADULT.** It is very important to tell an adult or someone you trust if you or a friend is being bullied. They can help you figure out what to do.
- **DON'T BULLY OTHERS.** Sometimes, we can say or do things that hurt people. If this happens, try apologizing and make it right with the other person.
- **TALK WITH YOUR FRIENDS.** Your friends can be a great support system! If you or your friend is being bullied, talk with them about how you're feeling.
- **BE AN ALLY.** Stand up for someone that you see being bullied and tell an adult about the problem.
- **BE CYBER SMART.** Bullying doesn't have to happen in person. Sometimes bullies will say hurtful things on the internet. It's important also to learn about cyber bullying.
- **VALUE YOURSELF.** Bullying can make you feel bad, but

remember you are great just the way you are.

- BE INVOLVED. Join the fight against bullying at your school and help, be a part of the solution.

**If you are being bullied or know someone who does,
don't be afraid to tell it to an adult you can trust.**

The Hymn of the University of the Cordilleras



Composer: Dr. Rodolfo Cornejo

Hold high the torch,
Let its blaze reach all corners,
Throughout the world
to lighten the course of darkness.
Keep wise and well,
not forgetting fidelity
to our Alma Mater, wherever we may be
Keep our hearts together
with glowing love and loyalty.

Hold tight the shield,
and defend our dear country,
We must not yield
to threats made upon our safety.
This is the pledge,
We shall keep till our dying day,
to our Alma Mater, wherever we may be
keep our hearts together
with glowing love and loyalty.

The Pledge of Loyalty to Alma Mater



With a high sense of responsibility;
and imploring the aid of Divine Providence;
I hereby pledge loyalty to my Alma Mater;
and promise to uphold its ideals with honor;
in the service of my country and fellowmen.

UC Helpdesks and Bank Account Numbers

HELPPDESKS:

Admissions/ Registrar's Office	0929 354 2239 0935 495 2165 registrar@uc-bcf.edu.ph
Accounting Office	0935 495 2161 accounting@uc-bcf.edu.ph
General Inquiries	0997 633 7034 0997 633 6702 0997 633 6970 0935 068 8911 hei.enroll@uc-bcf.edu.ph

COLLEGES

Accountancy (COA)	0918 666 5916 0997 633 7054 coa@uc-bcf.edu.ph
Arts & Sciences (CAS)	0929 354 2241 0997 633 6729 cas@uc-bcf.edu.ph
Business Administration (CBA)	0919 257 6024 0997 633 7050 cba@uc-bcf.edu.ph
Criminology (CCJE)	0999 865 9099 0997 633 6712 ccje@uc-bcf.edu.ph
Engineering & Architecture (CEA)	0929 506 1803 0997 633 7047 cea@uc-bcf.edu.ph
Hospitality & Tourism Management (CHTM)	0949 471 7960 0997 633 6756 chtm@uc-bcf.edu.ph
Information Technology & Computer Science (CITCS)	0929 367 4770 0997 633 6718 citcs@uc-bcf.edu.ph
Law (COL)	0997 633 7028 col@uc-bcf.edu.ph
Nursing (CON)	0999 865 8886 0997 633 6697 con@uc-bcf.edu.ph

Teacher Education (CTE)

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