



UNIVERSITY *of* SAN CARLOS  
SCIENTIA • VIRTUS • DEVOTIO

# USC FLEX

## Flexible Learning Plan Primer

A.Y. 2022-2023



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# Message from the President

I

**Dear Carolinian Students,**

**Blessings of peace and good health to all of you!**

**A**s I welcome you (back) to the University, I also welcome your aspirations and the future that you represent. It is a future that holds great promise for those who keep their nose to the grindstone and stay committed to their dreams amidst pitfalls and setbacks. The educational experience you will acquire this academic year will be based on how you apply the lessons you've learned from the past and on how hard you will try to overcome the challenges of the present.

The pandemic's disruptive impact continues and is undeniable. It has altered our best laid plans and exposed our hidden vulnerabilities. But a new academic year is always a chance to make a fresh start and come out stronger. Recall therefore where you faltered and where you did well. Try to be wiser this time and be on the lookout for the things that can dampen your spirit. The pandemic has given you unforgettable memories, many of which made you better. In all of them, learn to be grateful. Please know as well that we have people in USC who can journey with you and guide you in your time of need. Our team of counsellors and academic staff are more than willing to help you.

Certainly, many of you are no longer newbies in online or blended learning, for it has been more than two years already since you began attending classes from home. Even then, nothing beats face-to-face schooling, and we certainly hope and pray for the safety and wellbeing of everyone as we gradually go back to the "normal" academic life.

We cannot give in to fears and doubts, especially with COVID-19 still bearing down on us. Despite the numerous downsides of the current educational crisis, silver linings of hope and faith can be found. May this Primer, therefore, be a help to you as it guides you in navigating your way through flexible learning modalities in USC.



Palihug amping kanunay!

With you in keeping the Word alive,

*Fr. Sison*

**Fr. Narciso A. Cellan, Jr., SVD**  
USC President

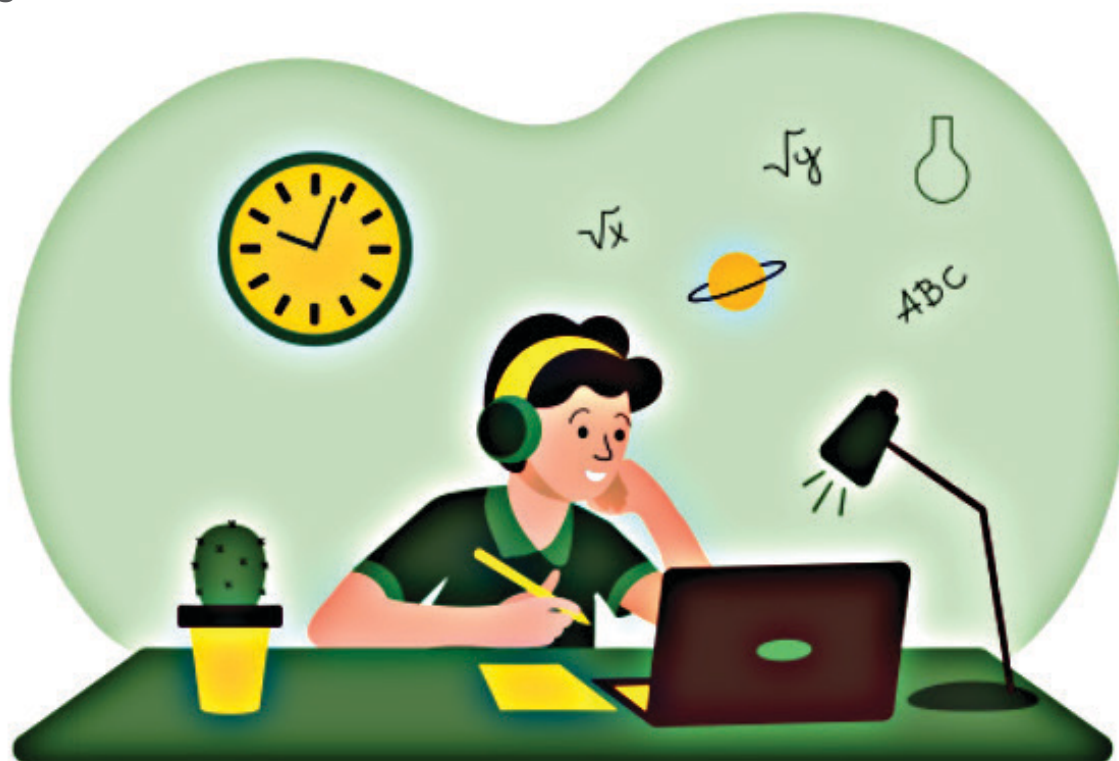
# II

## Transforming the Educational Scene

**T**he educational landscape is continuously being transformed to adapt to the changing times. Universities around the world are transforming the educational scene by introducing teaching innovation and multiple channels of learning.

The University of San Carlos continuously strives to deliver quality education in the Philippines and adopts its own methods to achieve this goal.

Guided by its core values and the missionary charism of the Society of the Divine Word and the life of San Carlos de Borromeo, USC continues to strive to provide timely, relevant, and transformative educational programs in the midst of these difficult times.



## 1. The USC Flexible Learning Plan (USC-FLEX)

**T**he COVID-19 pandemic continues to pose challenges to the educational scene. Fortunately, the global vaccination drive has led to the reopening of schools around the world, albeit in limited capacity and with social distancing measures in place.

Cognizant of the risks that have to be mitigated and the progress that has been made possible, the University of San Carlos will adopt a flexible learning plan through our core values: ***Scientia***, ***Virtus***, and ***Devotio***.

***Scientia*** translates to the quality of the flexible learning plan: modality, infrastructure, and human resources. ***Virtus*** translates to the integrity of the flexible learning plan. And ***Devotio*** translates to access to the flexible learning plan.

Through USC-FLEX, the University will continue to enlighten minds, hone skills, and transform characters of its students and the entire Carolinian community.



## 2. Delivery of Instruction in Three Modalities

**T**he teaching and learning processes this semester will be delivered in three modalities: fully online, blended learning, and limited face-to-face. Each School will implement a default mode of instruction depending on the needs and objectives of their respective program courses.

### a. Fully Online

#### Guidelines

A fully online mode of delivery will be implemented for courses and programs that can be delivered remotely i.e. those that do not have laboratory courses. The Schools will determine which programs and/or students can avail of this modality. Fully online classes will be delivered through different teleconferencing tools and via Canvas, USC's chosen Learning Management System (LMS).



## Learning Management System (LMS)



Canvas is a web-based LMS where online courses, complete with learning materials and assessments, have been developed by the faculty. Canvas allows students to learn and receive feedback about progress throughout the semester. It helps students with:

- » Keeping track of assigned works, grades, and feedback from instructors
- » Organizing all learning materials that instructors have created
- » Staying in touch with other students in the class

Additionally, while Canvas is primarily a web-based software, any user can access the Canvas Student app on any iOS and Android- based mobile device.

## Teleconferencing Tools

Google Meet will be the primary teleconferencing tool in the conduct of online classes and other virtual meetings. Other teleconferencing platforms are also available such as MS Teams and Zoom for select units of the University. The USC webmail accounts are to be consistently used to ensure access to the different functions and features of the University's Google Education Plus subscription.

## b. Blended Learning

### Guidelines

Blended Learning combines face-to-face learning experiences with online learning. In the context of USC, students under this modality will undergo a mixed-mode learning where they can attend virtual classes for subjects that can be delivered remotely. It can also mean learning from the traditional face-to-face teaching with some technology-based inclusions.

For laboratory courses, in-person learning will be available; students shall also have access to laboratories and other campus resources, depending on their needs.



### Functional on-site and online technical support

Since students will be learning online and on-site, technical support will be provided regardless of their learning environment. Academic and support services staff will be available in all campuses to provide assistance to students who are in face-to-face classes.

Meanwhile, all formal channels of communication including USC's official website, email, Facebook page, and other social media accounts will be active and available at all times.



## c. Limited Face-to-Face

### Guidelines

The most advanced learners in terms of maturity and level, particularly graduate students, will be prioritized for limited face-to-face classes. In this mode of instruction, students will be required to attend their classes on campus. The frequency of classes will depend on the schedule provided by the respective Schools.

### Learning Spaces

The University will provide learning spaces for students under the limited face-to-face classes. Classrooms and study areas will be available to accommodate individualized or small-group activities. All learning spaces will require students to observe safety protocols and maintain social distancing at all times.



### 3. USC-FLP Alert Level-Based Activation Framework

#### a. Alert Level Classification Scheme (Levels 1 to 5)

**U**SC will adopt an Alert Level Classification Scheme in line with the current classification of community quarantine. The activation of the different modalities of instruction and delivery will depend on the movement restrictions ranging from most restrictive full lockdown (Level 5) to the least restrictive modified general community quarantine (Level 1).

The University will implement a trigger-based response which is dependent on the announced quarantine classification at a given time.

In this model, Alert Level 1 means that all course types may be in a limited face-to-face setting. If Levels 2 and 3 are activated, all courses will be done online except for laboratory courses that will require limited face-to-face instruction. As for licensure-oriented courses, a case-to-case consideration will be applied. In the event that Levels 4 and 5 are announced, the classes will return to fully online modality for all courses including laboratory and other performance-based offerings.



#### b. Default Modality of Program Delivery

The default program delivery is fully online. In this model, face-to-face interaction will only be approved under highly exceptional circumstances. Students are advised to contact their respective schools and departments for instructions and information regarding program delivery.

### c. Sequence of Prioritization

The alert level consideration originates from the most critical level (Level 5) where the default modality is fully online. In the event that the alert levels will be lowered down to the least restrictive setting, a sequence of prioritization will be followed.

From fully online, a limited face-to-face setup will be implemented. When the community restrictions are further lifted and Alert Level 1 prevails, a full face-to-face program delivery will be adopted by the University.



The alert level changes can take place in the middle of the semester, trimester, or school year. However, in consideration of the realities of USC students and personnel, a unidirectional change of modality will be applied.

If the mode of instruction is delivered through limited face-to-face at the start of the semester, in the event that the alert levels increase, the classes will gradually shift to blended learning and eventually, to a fully online setup.

Meanwhile, courses that are initially conducted fully online, will not be arbitrarily shifted towards a limited face-to-face modality in the middle of the semester.

## 4. Admission Options

**T**he University of San Carlos is open for all. Keeping in mind the safety and security of everyone, vaccinated students are encouraged to enroll in courses and programs that will adopt limited face-to-face and blended modalities. Meanwhile, students who are yet to be vaccinated may apply in courses and programs that will adopt a fully online modality.

The Schools will announce the default modality for each program and course. Students may refer to their respective Schools and departments for more information and assistance.

## 5. Online and Onsite Behavior and Conduct

**A**ll students must observe at all times and especially on online platforms all the fundamental tenets of integrity, decency, fairness, cyber responsibility and due regard for human dignity.

Students must honor various legislations embodying intellectual property and data privacy and integrity such as Republic Act 10173 or the Data Privacy Act of 2012, and Republic Act 10175 or the Cybercrime Prevention Act of 2012, among others.



## a. Online Learning

A guide for good online behaviour and appropriate use of the internet is provided herein.

### General Guidelines:

- » Come to an online meeting, forum, webinar or class properly groomed.
- » Wear decent attire. It may be true that you are in the comforts of your home but dressing in your sleepwear does not give an impression of professionalism expected of students. Dressing decently prepares the mind and body that what is about to transpire is important.
- » Comb/fix your hair and be neat in appearance.
- » Be ready to flash your clean pearly whites online.
- » Be on time. It is highly suggested to come 10 minutes before the time so that you can check if your equipment works, e.g. headphones, video.
- » Be respectful. When typing your messages, avoid using all caps, exclamation points or enlarging fonts for emphasis. These are all equivalent to shouting.
- » Be mindful of your grammar and spelling.
- » Be polite. Address people properly. Wait until it is your turn to speak. Do not interrupt when another person is talking. Respect the opinions/ answers of others.
- » Be considerate when making remarks. Use appropriate language.
- » Be mindful of the data privacy requirements. For instance, taking of photos or screenshots without consent, and unauthorized sharing of personal information may have legal consequences.

### Attending Online Classes

- » Choose a place in your house where you can attend your online classes away from distraction such as noise from the TV.
- » Be prepared. Be ready with your notebook and pen or anything that your teacher has asked you to prepare. Have these things within your reach.
- » Once your online class has started, listen to your teacher and remain seated for the entire class period.



## Attending Fora / Webinars

- » Be prepared for the forum / webinar. Have a notebook and pen ready for taking down notes.
- » Be present and be recognized. Officially sign on and off, and use your video so that everyone knows you are present.
- » Engage and ask questions. Prepare your questions or remarks ahead of time to be able to provide engaging and concise messages.
- » Use the chat box. Keep your statements brief and concise.
- » Take time to answer the evaluation form that may be provided by the speaker/organizers of the forum/ webinar. This can encourage them and help them improve future activities.

## b. In-campus Learning

Subject to strict government regulations and USC health protocols, all five campuses are open to the whole USC academic community.

Classrooms and laboratories will be opened subject to the approval of the University. Students who are in campus may avail of the internet connection inside the University's premises. Everyone must strictly observe all health and safety protocols found here under **Section IV. Health & Safety Protocols.**



# III

## Academic Policies

**F**lexibility is the keyword that defines academic life in the University amid this global pandemic. At the outset, this required redesigning the curricula and rewriting syllabi while embracing constructivism and transactional distance education.

Teachers are expected to partner with students as knowledge builders who shall use their experiences, interactions, and observations as sources of information and understanding. Teachers have to share the responsibility of learning with their students. For education to be authentic and life-impactful, it must be holistic.



### 1. Schedule of Classes (Online, Blended, Face-to-Face)

#### a. Undergraduate Programs

Guided by the Flexible Learning Plan adopted by the University, classes will follow a fully-online learning method with a combination of synchronous and asynchronous teaching-learning modes, as well as the blended learning option which allows for limited face-to-face activities.

In the fully online learning mode, online classes will be held in real-time based on a set of schedules per class. Asynchronous learning happens offline enabling students to carry out independent activities. For blended learning, the details regarding online classes and limited face-to-face interaction will be announced by the respective departments. Schedule of limited face-to-face instruction will also be determined by each School and/or departments.



## **b. Graduate Programs**

As is the nature of graduate studies, independent learning will continue to be the norm. However, there will be instances where online classes will be held, depending on the different policies adopted by the various schools in the University.

The respective School Deans shall disseminate a separate detailed advisory specific to their programs regarding this matter.

## **c. International Students**

New international students interested in availing of online learning arrangements are advised to immediately access <https://ismis.usc.edu.ph> (International Student Applicants) for admission-related information.

## **2. In-Person Lab Classes**

Physical entry into laboratories will be allowed, provided that all health protocols are strictly observed.

## **3. Thesis/Dissertation Proposal and Oral Defense**

Proposal and oral defense hearings in graduate and undergraduate programs shall be carried out either via different online platforms with the assurance that students and panelists have stable internet connectivity or through a face-to-face panel defense.



## **4. Graduation Ceremonies**

Graduation ceremonies will be scheduled this semester. The Office of the Registrar shall issue an advisory on the deadline of applications for graduation.



## 5. Academic Calendar

**2022**

**AUGUST**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**SEPTEMBER**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**OCTOBER**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**NOVEMBER**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**DECEMBER**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Legend:

☒ School Day ☐ Holiday

### FIRST SEMESTER 2022-2023

Aug 2-14 - Online Enrollment 1<sup>st</sup> Semester  
 Aug 6 - Cebu Province Charter Day  
 Aug 15 - **CLASSES START**  
 Aug 21 - Ninoy Aquino Day  
 Aug 29 - National Heroes Day  
 Sept 8 - SVD Foundation Day  
 Sept 9 - Osmeña Day  
 Sept 15-16 - **PRE-MIDTERM EXAMS**  
 Oct 5 - World Teachers' Day  
 Oct 17-22 - **MID-TERM EXAMS**  
 Oct 24 -29 - University Days  
 Nov 1-2 - All Saints Day / All Souls Day  
 Nov 4 - Feast day of San Carlos Borromeo  
 University President's Message  
 Nov 17-18 - **PRE-FINAL EXAMS**  
 Nov 30 - Andres Bonifacio Day  
 Dec 8 - Feast of Immaculate Conception  
 Dec 12-17 - **FINAL EXAMS of Graduating and Non-Graduating students**  
 Dec 17 - **CLASSES END**  
 Dec 25 / Dec 30 - Christmas Day / Jose Rizal Day  
 Jan 21, 2023 - Commencement Rites

### SECOND SEMESTER 2022-2023

Jan 1 - New Year's Day  
 Jan 2-15 - Online Enrollment 2<sup>nd</sup> Semester  
 Jan 15 - Feast of St. Arnold Janssen  
 Jan 16 - Feast of Santo Niño  
 Jan 29 - **CLASSES START**  
 Jan 29 - Feast of St. Joseph Freinademetz  
 Feb 9-10 - **PRE-MIDTERM EXAMS**  
 Feb 24 - Cebu City Charter Day  
 Feb 25 - People Power Anniversary  
 Mar 13-18 - **MID-TERM EXAMS**  
 Apr 6-7 - Maundy Thursday / Good Friday  
 Apr 9 - Araw Ng Kagitingan (Day of Valor)  
 Apr 13-14 - **PRE-FINAL EXAMS**  
 Apr 20-21 - University Research Conference  
 Apr 22 - Eid al Fitr  
 May 1 - Labor Day  
 May 15-20 - **FINAL EXAMS of Graduating and Non-Graduating students**  
 May 20 - **CLASSES END**  
 Jun 2-3 - Commencement Rites

### SUMMER 2023

Jun 1-11 - Online Enrollment Summer Term  
 Jun 12 - Independence Day  
 Jun 13 - **CLASSES START**  
 Jun 29-30 - **MID-TERM EXAMS**  
 Jul 20-21 - **FINAL EXAMS**  
 Jul 21 - **CLASSES END**

### SUMMARY OF CLASS DAYS

First Semester			Second Semester			Summer Term		
Months	Weeks	Days	Months	Weeks	Days	Months	Weeks	Days
Aug	3	14	Jan	3	14	June	3	14
Sept	4	25	Feb	4	22	July	3	15
Oct	4	26	Mar	4	27			
Nov	4	23	Apr	4	21			
Dec	3	14	May	3	17			
<b>Total</b>	<b>18</b>	<b>102</b>	<b>Total</b>	<b>18</b>	<b>101</b>	<b>Total</b>	<b>6</b>	<b>29</b>

**2023**

**JANUARY**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**FEBRUARY**

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

**MARCH**

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**APRIL**

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23	24	25	26	27	28	29
30						

**MAY**

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**JUNE**

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18	19	20	21	22	23	24
25	26	27	28	29	30	

**JULY**

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# IV

## Health and Safety Protocols

### 1. On-site Safety Guidelines

**S**tudents, faculty and administrative personnel must strictly observe proper protection measures at all times including mandatory wearing of face mask, hand washing, and physical distancing when entering any of the five campuses.

Anyone entering any of the University campuses will undergo a temperature check and will be asked to fill up a health declaration form. The University reserves the right to disallow entry to anyone who does not wish to undergo this procedure. If visitors or students have a recorded temperature of 37.5 degrees Celsius or higher, they shall be advised to leave the premises, stay home and/or seek medical advice. Further details are stipulated in Health and Safety Guidelines of the University.



### 2. Counseling and Mental Health Support Services (Online and Onsite)

Students can avail of counseling services spearheaded by the USC Mental Health Online Support through:

<https://www.facebook.com/USCConselingandDevelopmentCenter>.

Students may also visit their school's onsite counseling center located at their respective campus and school building.



# Student Support Services

## 1. Connectivity Support (Digital and On-site)

### a. Digital support systems

The University provides an array of support for both online and on-site classes. Offices are open to efficiently address different student concerns during face-to-face activities. Moreover, Caloy, the student support and services avatar of the University can be accessed through ISMIS.

### b. Online counterparts of all essential onsite support units

Students availing of the fully online mode of learning can continue to avail online counterparts of all essential support units. Mental health support services, e-library services, and other academic-related inquiries can be accessed through different social media platforms and online channels.

### c. Formal Channels of Communication

Regardless of learning modality, students can reach out to USC's different formal channels of communication. For the latest news and updates, the USC website and official Facebook page are good sources of information. Email <info@usc.edu.ph> and telephone assistance <+63 32 230 0100> are also available for urgent inquiries and concerns.



## 2. Library Services

The Library System has designed both online and onsite services to support the academic community's curricular and research needs in the midst of the pandemic.

This semester, the following libraries will open their doors for a limited number of users per day subject to IATF, LGU and the University's own health and safety protocols:

Libraries	Time	Number of Users Allowed per Day
<b>Talamban Campus</b> Josef Baumgartner Learning Resource Center	8:00 AM - 12:00 Noon	50 (Only the Ground floor reading area will be open)
<b>Downtown Campus</b>	8:00 AM - 12:00 Noon	15 (Allowed at one time)
<b>Bonk Library (SBE Library)</b>	8:00 AM - 12:00 Noon	5 (Allowed at one time)
<b>American Corner</b>	12:00 Noon - 1:00 PM – 5:00 PM	25 (Allowed at one time)
<b>Law Library</b>		
<b>South Campus</b> Education Library	8:00 AM - 12:00 Noon	15

### 1. On-site/In-Person:

#### References

Reach out to the librarian in-person regarding research and information needs. The librarians will be glad to offer assistance.

## Book Drop and Curbside Services

The process of returning borrowed books (Book Drop) or borrowing books from the Library will continue to be safe in the new normal through the use of Book Drop/Curb- side stations outside of your particular Library or in strategic places within the campus. These stations are open from 8:00 AM to 4:00 PM, Mondays to Fridays. The safety protocol for pick-up and return of books will be sent by email.

## Self-check Station (LRC only)

Allows users to self-issue items without assistance from the librarian. Complete with touch screen and receipt printer. This is a DIY service.

## Stack service

The libraries have currently adopted closed stack service to ensure the safety of users and librarians. However, upon request, the librarians will readily retrieve books from the stack area for the students and other users.

## WIFI zone

For internet access, all libraries are WIFI zones.



### 3. Online Services:

These online resources are your gateway to the Library's online resources:  
<https://ezproxy.usc.edu.ph> or <https://library.usc.edu.ph>

For assistance, please email, chat, SMS, text, call the respective librarians:

Name of Librarian	Location	Contact Information
Ambos, Gesyl	Education Library 2nd Floor, Anthony Buchcik Bldg. South Campus	geambos@usc.edu.ph 2300-100 loc 742
Caro, Mary Gwyn	American Corner/ Caro, Mary Gwyn Political Science Library 2nd Floor, Dingman Bldg, USC Downtown Campus  Social Science Library 4th Floor, LRC, Talamban Campus	mlcaro@usc.edu.ph 2300-100 loc 568
Concepcion, Irish	EducUSA Center Upper 2nd Floor, LRC, Talamban Campus	igconcepcion@usc.edu.ph 2300-100 loc 199
Gabat, Jacquelyn	Humanities Library 2nd Floor, LRC, Talamban Campus	jagabat@usc.edu.ph 2300-100 loc 197
Javier, Rave Ann	Filipiniana Library Upper 3rd Floor, LRC, Talamban Campus	rejavier@usc.edu.ph 2300-100 loc 309
Lapad, Mari-Rose	Cebuano Studies Center Library Upper 2nd Floor, LRC, Talamban Campus	mylapad@usc.edu.ph 2300-100 loc 308
Litonjua, Moreta	KNC/VTR Ground Floor, LRC, Talamban Campus	mclitonjua@usc.edu.ph 2300-100 loc 192
Sumalinog, Sharyn Keith	Science and Technology Library 3rd Floor, LRC, Talamban Campus	stsumalinog@usc.edu.ph 2300-100 loc 193
Mission, Narcisa	Director of Libraries Office LRC, Talamban Campus	nmmission@usc.edu.ph 2300-100 loc 194
Monguez, Jesel	Circulation/ Information Desk General Reference/SHS Libraries Ground Floor, LRC, Talamban Campus	jimonguez@usc.edu.ph 2300-100 loc 198
Onde, Mark Francis	CALM Unit Upper Ground Floor, LRC, Talamban Campus	mfgonde@usc.edu.ph 2300-100 loc 307
Pastera, Edgar	Law Library 5th Floor, Ernest Hoerdemann Bldg, Downtown Campus	ebpastera@usc.edu.ph 2300-100 loc 569
Ramos, Sharlene	Serials Library 3rd Floor, LRC, Talamban Campus	sg_ramos@usc.edu.ph 2300-100 loc 310
Tenorio, Divina	Bonk Library (SBE) 2nd Floor, Arthur Dingman Bldg., Downtown Campus	dctenorio@usc.edu.ph 2300-100 loc 570

### Article Request via DigDDs

Email us and we will assist you through the Digital Document Delivery Service (DigDDs). We can scan and deliver via email a page(s), chapter(s) or an article(s) that you need.

### Webliography/OER your web reading list guide

You can discover sites/articles on topics of interest to you. At the same time, you can connect with experts in the field.

### Online Instruction

We conduct assistance on accessing and navigating the online databases, OPAC, and other electronic resources.

### Online Events

You may join the any of Webinars and MOOCs organized by the Library.

### Tutorials and Vlogs

For asynchronous learning to discover and explore the University's libraries, you may subscribe to our YouTube Channel: USC Library

### Social Media Channels

Facebook: **University of San Carlos Library System**

Instagram: **@usclibrarysystem**

Youtube: **USC Library**



# The University of San Carlos The Word Alive.



[www.usc.edu.ph](http://www.usc.edu.ph)

Prepared by **USC Corporate Communications Office**  
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