#### How to File a Case for Sexual Harassment

* If you are a victim of sexual harassment, you should visit the **Student Affairs Office (SAO)** to formally file a case. The office will guide you through the process and ensure proper handling of the complaint.

#### Joining Clubs or Organizations

* To join a club or organization at the University, you need to ask the **head of the club or organization** you wish to join. The **SAO** provides guidance on joining different student groups.

#### List of Organizations

* The SAO publicizes the list of active student organizations. You can visit them and inquire about the available organizations you may want to join.

#### Mental Health Support

* If you are in need of mental health support, visit the **Guidance and Counseling Office** for professional assistance and counseling services.

#### Lost and Found

* If you lose any personal items on campus, head to the **Student Affairs Office**, which is located on the **1st floor of the Old Academic Building**, for assistance in retrieving your lost items.

The Student Affairs Office implements the University requirements, programs, policies, rules and regulations, insofar as students’ activities and welfare are concerned; supervises student organizations and their activities; coordinates student use of University facilities; coordinates student use of University facilities; conducts leadership training seminars and orientation programs for student leaders to make student activities more meaningful and productive; and handles complaints/problems of students. Cases against students are heard by the Board of Discipline which recommends the necessary sanctions to the President of the University. To get your ID, you may reach out to the SAO office.

It plans and conducts in-service programs for student leaders and faculty advisers to create a better understanding and appreciation of student activities, especially in relation to their academic work. It likewise handles the issuance of ID cards to students, certification of no record of misconduct/misbehavior, and referrals of employment.

**THE UE INSTITUTIONAL OUTCOMES**

* In pursuit of its vision and mission, the University will produce GRADUATES attuned to the constantly changing needs and challenges of the youth within the context of a proud nation, its enriched culture in the global community; able to produce new knowledge gleaned from innovative research-the hallmark of an institution’s integrity and dynamism; and capable of rendering relevant and committed service to the community, the nation and the world.

**MISSION**

* To promote and sustain students’ total development and to enhance the quality of campus life, in collaboration with other academic units, and in line with the Total Student Care Program of the University.

**VISION**

* To prepare students to be leaders in the 21st century by providing them with extracurricular opportunities and support services in their pursuit of a meaningful education at UE.