

UNIVERSITY OF SAN JOSE – RECOLETOS

Campus Ministry Office – Main Campus

Corner P. Lopez and Magallanes Streets, Cebu City || 253 – 7900 local 236



AUGUSTINIAN RECOLLECT SPIRITUAL EXERCISES (A.R.S.E.) PARTICIPANT'S GUIDELINES

1. The Augustinian Recollect Spiritual Exercise (A.R.S.E.) is a spiritual activity and not an outing nor a bonding moment. Everything should be in the context of prayer and reverence to God and to other people. Thus, from the moment the participants arrive at the retreat house, they are prohibited to wander outside the venue or to go home at night except in emergency cases and extraordinary situations and must properly coordinate with the CMO staff / Facilitator.
2. A.R.S.E. is an extension of the school's official activities. Since this is an official school activity, non – compliance with the rules during the activity will be dealt according to the process stipulated in the Student Manual regarding the minor and major offenses. Hence, every student must follow the guidelines, rules and regulations during the activity. It is also expected that all participants are excused from their classes during their A.R.S.E. session.
3. All participants, regardless of their religion, are expected to attend and participate in all the activities. However, non-Catholics are excused from receiving the Sacraments.
4. Assembly time at the Quadrangle of the main campus is at 7:00 A.M. and departure time is at 7:30 A.M.
5. Only students with signed consent by their parents / guardians are allowed to join the activity. (*For overnight schedule only of the ARSE.*) Upon the participants' entry to the university going to the assembly area, they must present their PARENTAL INFORMATION AND CONSENT FORM signed by their Parent or Guardian to the guards on – duty as proof of their participation in ARSE. (*For overnight schedule only of the ARSE.*)
6. Participants must stay until the end of their A.R.S.E. schedule unless it is for emergency reason, participant/s may be allowed to leave early with the permission from the facilitator.
7. Participants arriving after 8:30 A.M. will no longer be allowed to join the ARSE on that day. They must coordinate with the Campus Ministry Office for a possibility to be allowed to join another available schedule.
8. Proper dress codes will be implemented during the activity. Decent/Casual attire will be worn during conferences, sessions and especially during the Eucharistic Celebration. Participants must bring: "Wednesday" attire, clothes for the overnight stay, jacket (if necessary), toiletries and medicine (for medications or maintenance purposes).
9. Participants must inform ahead of time the Campus Ministry Staff of their medical condition and any known allergies before joining the ARSE. (NOTE: Please bring needed medicines for such illness or for medications)
10. The following are the items that are NOT ALLOWED during the activity:
 - Playing cards, MP3/MP4 Player, Ipod, Earphones, Laptop/Tablet, Cellular Phones, Digital /DSLR Cameras or other gadgets. Therefore, phones or any kind of gadget must be surrendered to the facilitator. In case of emergency/urgent concerns, the participant may approach the facilitator in the evening or during free and ask permission to borrow his/her gadget for the said purpose.
11. The facilitator shall not be held liable/responsible for any lost items and for gadgets that were not surrendered.
12. Participants are expected to be responsible in taking good care of their personal belongings (*e.g money, etc.*). They should never leave their valuables inside the session hall or inside the assigned room/dorm unattended.
13. Participants must always keep their assigned dorm or room locked during ARSE sessions.
14. Participants must respect and follow the House Rules of the venue or the retreat house. They are expected to respect the sacred places. Participants have the privilege of using the different facilities; hence, they must take full responsibility of the proper usage of the different items or properties. In case of damage to any item or property of the retreat house, the person concerned will be liable to pay.
15. SILENCE MUST BE OBSERVED AT ALL TIMES. Talking is allowed, but shouting is not.
16. Vandalism is discouraged in all places. Garbage must be disposed properly. Food is not allowed inside the dormitory. It must be placed at designated areas outside of the sleeping quarters.
17. The visit of male participants to the females' room and vice versa is STRICTLY PROHIBITED. Loitering or converging in groups in the hallway or in any other areas of the retreat house is not allowed.
18. All participants will be receiving a *Certificate of Attendance and Participation* which they must keep as their proof of joining the ARSE. An extended student or a returnee after two years must register for another ARSE schedule.
19. A graduating student who participated in an ARSE, but failed to accomplish and completed the requirements for graduation for the given semester (or have been extended) may use this Certificate for the next semester's signing of graduation clearance. Those who will finish their academic requirements in summer may either join the previous semester's schedule or the next semester's schedule.

I HAVE FULLY UNDERSTOOD THE PROVISIONS STIPULATED IN THE ARSE GUIDELINES,
AND WITH IT I WISH TO ADHERE TO IT.

GONZA, JOSEPH LAURENCE L

Signature over Printed Name

Date Signed: