

Part I
Brief History of Holy
Cross College (Pampanga)

The Cross is a symbol of the lowly uplifted to greatness by God.

Holy Cross Academy was the first private Catholic school established in Sta. Ana, Pampanga. It was founded on November 29, 1945 by the late Rev. Msgr. Fernando Capati Lansangan with the generous support of 41 civic-minded citizens of the town. The move was borne out of the felt need to cater to the educational needs of young men and women through the provisions of opportunities for intellectual and physical growth as well as the inculcation of Christian moral principles and ideals. The school was also a response to the urgent plea of town people who, due to limited financial capability, cannot afford to send their children to school located in other towns.

The school was initially housed at the Sta. Ana Parish Convent, Sta. Ana, Pampanga consisting of fourth year class with six students. It was the first Catholic High School in the municipality that used the Convent “Gratis et Amore” as its first building which was approved on August 8, 1945.

The permit to operate as a secondary private school was granted by the Department of Education Culture and Sports on July 1, 1945. Full government recognition was awarded in 1946. The school was renamed Holy Cross College (HCC) and a permit to offer college courses was secured from the Department of Education, Culture and Sports in 1985. Full Government Recognition was received in 1988.

The HCC High School department started with fourth year class of six students temporarily housed at the Sta. Ana Parish Convent, through the kindness of the Parish Priest Rev. Fr. Osmundo Calilung. The first batch completed their three years of secondary course either in Arayat or San Fernando, Pampanga. They were the first successful graduates of the school in 1946.

In succeeding seven years, an increase in enrollment was noted which encouraged the founders to double their efforts and to acquire the needed resources in putting up a bigger permanent building for growing population. With this, HCC founder Msgr. Fernando Capati Lansangan voluntarily offered the lot located at Barangay Sta. Lucia, Sta. Ana, Pampanga for the construction of a 7-room edifice. Towards the end of the school year 1954-1955, the building was successfully completed and all the needed equipment, furniture and other materials were produced. At the start of the school year 1955-1956, the school was transferred from the convent to its present site.

During the School Year 1957-1958, an increase in enrolment brought about by the supportive action of the community in patronizing the school was recorded. This motivated the school administration to exert more effort and time in generating funds for the construction of more buildings with more classrooms to accommodate the growing population of students. Also, the following buildings with more provisions for classrooms were erected; Quonset (1959), Annex I (1963), Concrete Stage (1967), annex II (1972), Annex III (1982), Annex IV (1988).

In the middle '80s, a further growth in population was again noted in all departments, which inspired the school owners to be more aggressive in the development of physical facilities. Through the joint effort and dedication of the officers and members of the incumbent Board of Trustees, a 3-room building for graders was constructed in 1989. In 1994 and 1997, two-story buildings were erected with 23 classrooms, which undoubtedly added to the prestige of the school as a fast-growing college.

In three consecutive school years, there were additional structures that were constructed: SY 2010-2011 School Chapel and additional four (4) classrooms at the right wing of the High School building, SY 2011-2012 another four (4) classrooms were added to the center portion of the H.S. building. In 2012-2013, the new administration building was completed in August 2012.

The college started with four courses: Bachelor of Elementary Education (BEED), Bachelor of Arts (AB) with majors in English and Mathematics, Bachelor of Science in Commerce (BSC) with Business Management, and a two-year Secretarial course. The Education course paved the way for the establishment of the Pre-Elementary and Elementary Department.

With blessings of God Almighty, the school is gaining success as an Institution of Learning. The three departments are doing well in the performance of the inherent functions. The College Department, which started with a very small population, is increasing its enrollment coming from this town and its environs.

Plans were laid down for more courses offering suited to the demands of the time aside from the latest recognized education course. These were Bachelor of Secondary Education (BSE) with major in Mathematics, English, Physical Education, Filipino, Science and Values Education (1998) and Computer Courses: Bachelor of Science in Computer Science (BSCS) (1999) and Associate in Computer Technology (ACT) (1995), three months Building Wiring Installation, three months Consumer Electronics, three months Computer Maintenance and Software Development Course (2005), Ladderized course for BSCS- Two Year PC Operations, two year Programming (2006), a six month Professional Caregiving Course (2004), Nursing Aide, a one year course,

Practical Nursing, a two year course (2006), and a Bachelor of Science in Nursing (2007), and Hotel and Restaurant Services, a two year Ladderized course in 2007, and B.S. in Hotel and Restaurant Management, a four year course in (2008) and Tourism, a two year course. The school also offered short term course (three months duration): Bartending (NC level 2), Commercial Cooking, Baking / Pastry Productions, Food and Beverage Services (NC Level 2), Housekeeping, Tour Guiding and Travel Services, Bachelor of Science in Business Administration major in Human Resource Development Management, Financial Management, Marketing Management, Operation Management and the initial operation of Bachelor of Science in Information Technology in 2008.

In compliance with the K-12 curriculum, the provisional permit to operate the Senior High School program (SHS) was acquired in 2015. In the year 2016, HCC offered its first Senior High School catering to the first batch of one thousand students under all Academic Track with strands in Science Technology, Engineering and Mathematics (STEM), Humanities and Social Sciences (HUMSS), Accountancy, Business and Management (ABM), General Academic (GAS), and Technical-Vocational-Livelihood (TVL) Track with strands in Home Economics (HE) and Information and Communication Technology (ICT).

In the year 2017, Holy Cross College forged a consortium with Bulacan State University (BuSU) to offer graduate programs including Master of Arts in Education major in Educational Management and Master in Business Administration.

The success of Senior High School translated to a demand in adding-up programs in College. In 2018, HCC has been granted permits to operate additional courses to include Bachelor of Science in Development Communication, Bachelor of Library and Information Science, Bachelor of Science in Psychology, Bachelor of Science in Criminology. Subsequently, permits to operate were released for HCC to offer Bachelor of Science in Civil Engineering and Bachelor of Science in Computer Engineering for the academic year 2019 – 2020.

Having the additional courses and graduate programs at hand, the school is now gearing towards accreditation in order to attain a higher form of Academic Organization to ensure the delivery of the best educational services.

The Holy Cross College, since its founding, has been living up to its avowed vision, mission and goals as instrument in promotion of quality education and the attainment of our higher aspirations of becoming the first University in the Eastern part of Pampanga.

WHY SCHOOL WITH A HEART?

As an educational institution, it puts premium in the delivery of quality education to its students. Proud of its Catholic identity, HCC respects and welcomes learners of various faith backgrounds.

Holy Cross College as a School with a Heart provides service like no others. Everyone in HCC lives up to its institutional core values—Fides (Faith), Caritas (Charity), and Libertas (Liberty)—which represent the initials of the school’s founder, Rev. Msgr. Fernando Capati Lansangan.

Alongside the opportunities for intellectual and physical growth, inculcation of Christian moral principles and ideals to every Crusader is the top thrust of HCC. There are also various programs in HCC that directly bring positive impacts not only to its students and employees, but even more so to its immediate community.

As HCC flies to the clouds, it will continue to render innovative, relevant and quality education to better serve its students wherever they are.

VISION

HCC envisions itself as a leading formator of God-centered, service-responsive, ecologically engaged, and innovative citizens in the region through accessible quality education.

MISSION

HCC provides holistic character formation and strong faith in God, high sense of civic-mindedness, nationalism, and eco-stewardship through transformative instruction, research, production and extension services.

CORE VALUES

Fides (Faith)
Caritas (Charity)
Libertas (Liberty)

PHILOSOPHY OF EDUCATION

The holistic formation of man through faith, charity and liberty.

GOALS AND OBJECTIVES

By the year 2028, Holy Cross College should have:

- Inculcated Christian moral principles and ideals
- Strengthened high quality of instruction and learning
- Improved support system for students, faculty and other stakeholders
- Cultivated the culture of academic research and production
- Established strong partnerships and linkages with the community and industry
- Delivered effective, efficient, and transparent governance and management
- Increased involvement in environmental and sustainability programs

Objectives:

1. To make education accessible to greater number of youths regardless of socio-economic status.
2. To offer social and moral education that is relevant to the community in particular and to the country in general.
3. To enable the students to become efficient and well-rounded persons who shall contribute to the economic, technical and socio-cultural growth of the country.

OBJECTIVES OF THE DIFFERENT COLLEGES AND PROGRAMS

School of Business and Accountancy (SBA)

Institute of Business Administration

1. To produce professional managers and business entrepreneurs who are properly equipped with the knowledge of research, analysis, decision making, communication and implementation in the functional areas of Business Management;
2. To instill in the minds of students the value of duty, industry, honesty and commitment to their chosen endeavor in the field of management, entrepreneurship, marketing and business finance;
3. To provide training on entrepreneurial skills necessary in participating in nation building;
4. To develop in the students the positive attitudes of competent business executives;

5. To nurture students to become accomplished professionals who get employed not only locally but internationally.

Institute of Accountancy

1. To prepare our students to become fully qualified and globally competitive professional accountants who will play vital roles in the government, academe, and private sector.
2. To strive to improve our school's passing percentage in the CPA Licensure Examination vis-à-vis the national passing rate.
3. To provide a better-quality instruction by hiring competent and dedicated faculty.
4. To ensure that facilities are provided for a conducive learning environment.
5. To provide students with relevant and up-to-date instructional materials that are at par with the needs of the industry.

School of Hospitality Management

1. To meet the industry's demand for technically competent and well-rounded Hoteliers and Restaurateurs;
2. To provide the students theoretical and practical exposure to the technical and managerial aspects of the various Hospitality Management professions;
3. To enable the students to gain experience, while applying the theories learned in school to real hotel and restaurant situations and problems;
4. To give the students an insight of the various Hospitality Industry operations, processes, techniques and controls;
5. To develop and instill in the students a positive attitude, self-confidence and initiative required of a responsible Hospitality professional in handling tasks; and
6. To inculcate in the students the importance of human relations in the workplace or environment.

School of Arts, Science, and Education (SASED)

Institute of Development Communication

1. To provide instruction, training and studies in the field of communication with specialization in broadcast, print, online, public relations, animation and multimedia designs.
2. To guide students to become communicators who are advocate of human and woman rights.
3. To guide students to become communicators who promote and adhere to ethical standards and practices.
4. To instill the importance of communication/ media to national development.

Institute of Teacher Education

1. To develop the competencies, skills, and attitudes necessary for professional teachers.
2. To expose pre-service teachers to diverse classroom situations so they will understand fully the nature of the teaching profession and thus commit themselves to integrity and hard work towards excellence in service.
3. To promote national consciousness affecting the country and the world; increase understanding and interest in conflict resolution and peace education towards the enhancement of the pre-service teacher's social responsibility.
4. To provide venues for the development of students' research skills.
5. To inculcate among the pre-service teachers the desirable values necessary for professional teachers, modelling the characteristics and traits of a morally upright educators.

Institute of Psychology

1. To produce compassionate and competent graduates who can work as mental health professional in field of clinical, educational and industrial setting.

2. To constantly create a curriculum in the field of psychology that is not only comprehensive in nature but responsive to the social concern and sensitive to the various cultures.
3. To engage in community involvement among students and the members of the faculty.
4. To involve in research relevant in addressing Filipino social issues.
5. To instill Crucian values and ethical principles in the practice of psychology profession in the Philippines among students and faculty members.

School of Engineering, Computer and Library Studies (SECLS)

Institute of Computer Studies

1. To provide well-rounded professional training to students so that they can contribute to the industrialization and economic development of the country through applied technology;
2. To provide the fundamental tools and skills in the technical disciplines so that the students may develop intelligent use of such skills and tools for the service and betterment of society;
3. To provide mechanical skills for productive employment locally and globally.

Institute of Civil Engineering

1. To produce competent civil engineers through high quality of instruction and learning;
2. To help in the transfer of modern civil engineering technology, and innovative researches in the field of civil engineering and technology suited to the demand of the community;
3. To provide extension services and technical assistance to help the community through its community outreach programs where civil engineering profession, skills and knowledge is needed;
4. To link the Civil Engineering department to other professional organizations, NGOs, other educational institution and other industries.

Institute of Computer Engineering

1. To develop and produce knowledgeable Computer Engineers who are competent, productive, and self-reliant individuals imbued with moral values.
2. To help in the transfer of modern engineering technology, through innovative researches in the field of Computer Engineering suited to the demands of the community;
3. To provide extension services and technical assistance to help the community through its extension programs;
4. To bridge the gap of academe to industry by developing mutually beneficial linkages and networking with professional organizations, NGOs, other educational institutions and the industry for the benefit of students, school, community and profession.

School of Criminal Justice (SCJ)

1. To prepare students for careers in law, investigation, law enforcement, jail management, fire protection, social work, and the academe.
2. To provide opportunity for students to conduct criminal justice research which encompasses crimes, crime causation, victimology, and perpetrators of crimes.
3. To instill humanism to the students in all their actions which are in accordance to the law.
4. To foster integrity, leadership, patriotism, honor, honesty, and love of God.
5. To equip students in contributing to the country's development especially in law enforcement and criminal justice.

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PRAYER TO THE HOLY CROSS

Grant our Lord and King
that thy Holy Cross
may always be our hope, our strength,
and our confidence in life.
That once at the hour of our death,
It may be the blessed sign
of our eternal happiness.

Amen.

HOLY CROSS COLLEGE HYMN

For once for all
We are rallying together
Behind you ALMA MATER dear
Who has elevated knowledge to us
Inspiring us to sublimate your name.
We students and alumni
Wherever we may be
Near or far we'll always be
Loyal and ready to heed thy call.
For in the halls of HOLY CROSS COLLEGE
Are knowledge and love for GOD and COUNTRY
Radiates its light to our ALMA MATER dear
That guides us through the year



Fides • Caritas • Libertas

THE MEANING OF HOLY CROSS COLLEGE'S LOGO

The logo represents the image of Holy Cross College.

At the center is the Cross that represents Constantine the Great's vision of a Cross of light in the sky before the battle at the Milvian Bridge. The Cross also represents our faith as religious Catholics.

Above the Cross are the Latin words "*In Hoc Signo Vinces*", the same words exclaimed by Constantine the Great during the battle which means "In this sign, thou shalt conquer".

At the middle right and left are the *red stars* that represent HCC's belief that every child or student is a rising star that shines differently. It is HCC's thrust to nourish each child's multiple intelligence.

The *forty (40) leaves* at the bottom of the Cross symbolize the 40 civic-minded men and women of Santa Ana, Pampanga, led by Rev. Msgr. Fernando Capati Lansangan who put up Holy Cross Academy on November 29, 1945. The foundation of the circular logo is the educational institution's core values; Fides (Faith), Caritas (Charity), and Libertas (Freedom). We can easily remember these core values as they represent the initials of our founder, Rev. Msgr. Fernando Capati Lansangan.

In Holy Cross College, we teach and practice our Catholic Faith. We imbibe in our students' selfless love to our fellowmen especially the underprivileged through Charity. We also advocate academic freedom where our students and alumni will experience Liberty from ignorance and poverty.

Part II
Academic Matters

CHAPTER 1
ACADEMIC CALENDAR AND CLASSES

Section 1. School Calendar

The collegiate calendar shall be within the calendar issued by the Commission on Higher Education (CHED), and the details thereof prepared by the Office of the College Registrar.

Section 2. Academic Year

The academic year for collegiate courses shall consist of not less than thirty-six (36) weeks, of eighteen (18) weeks a semester, or its equivalent of normally six (6) school days each week, exclusive of approved vacations and inclusive of legal and special holidays and days for special activities. In any case, the total number of days on which regular sessions are held shall not be less than two hundred (200) per calendar year or one hundred (100) each semester, exclusive of all holidays and registration days, and class days suspended due to natural or man-made causes. (*CHED Memorandum Order No. 01 series of 2011*)

Section 3. Summer Term

The summer term for collegiate courses shall consist of the number of hours per unit as prescribed by the Commission on Higher Education (CHED).

Section 4. Standard Period

The standard period of every subject shall be one hour. A one-hour lecture or recitation each week or a total of not less than eighteen hours in a semester, shall be equivalent to one unit of college credit. A one-unit laboratory is equivalent to three contact hours.

Section 5. Consultation Hours and Day

There shall be a regular system of consultation and guidance to be rendered by the faculty members to the students in connection with their curricular, co-curricular and extra-curricular activities. The faculty member's activities shall be monitored by their respective Department Coordinator/Program Chair and Dean.

Section 6. Suspension of Classes Policy

Classes shall not be suspended by the Dean without authority from the Vice President for Academic Affairs and prior approval from the President except in cases of fortuitous events for which a report shall be submitted to the Vice President for Academic Affairs, citing the reasons for such action taken by the Dean.

CHAPTER 2 ADMISSION PROCESS

Section 7. HCC Admission

The following directives and guidelines are to be strictly observed by the students who desire to pursue their education in this institution, and to be borne in the minds of the parents and guardians for guidance and compliance.

Section 8. Admission Requirements

The following shall be the admission requirements for the students:

8.1 New Students:

- 8.1.1 Accomplished admission form and registration form
- 8.1.2 Form 137 and/or 138A or Transcript of Records
- 8.1.3 Certificate of Good Moral Character
- 8.1.4 3 pcs. – 2 x 2 ID photo (white background with nameplate)
- 8.1.5 Photocopies of PSA Birth Certificate and Marriage contract, if married

8.2 Returning/Shifting Students

- 8.2.1 Accomplished shifting form (Guidance Office)
- 8.2.2 Clearance from Finance Office and payment of re-admission/shifting processing fee.
- 8.2.3 Interview with approval from the Dean/ Assistant Dean/Program Chair
- 8.2.4 Permit to enroll and Advising form from the Registrar's Office

8.3 Cross Enrollees

Cross-Enrollees are regular students of HCC and at the same time simultaneously enrolled in other school for some subject/s. The host school usually requires a Permit to Cross Enroll from HCC. Cross Enrollees are subject to all the policies imposed by the school, including fees, ID and uniform requirements, disciplinary rules, and regulations.

8.4 Cross Enrollment

A student of HCC may be issued a permit to cross-enroll in another school for valid reasons which includes the following:

- 8.4.1 The subject is not offered or is no longer offered in HCC, usually because of changes or revisions in the curriculum.
- 8.4.2 The subject is closed, dissolved or in conflict with another subject, and the student is in his/her terminal term.
- 8.4.3 The subject is a back subject or a pre-requisite subject.
- 8.4.4 Cross-enrollment may be granted under the following conditions:
 - The course description of the subject taken in the host school is like that of HCC.
 - Students cannot cross-enroll in more than one school per term.
- 8.4.5 No student can cross-enroll without the approval of the Registrar, Dean and Vice President for Academic Affairs.

Section 9. Transferees

- 9.1 Accomplished admission and registration forms
- 9.2 3 pcs. – 2 x 2 ID photo (white background with nameplate)
- 9.3 Certificate of Eligibility to Transfer
- 9.4 PSA Birth Certificate – photocopy and Marriage contract, if married
- 9.5 Certificate of Good Moral Character
- 9.6 Transcript of Records/Certified true copy of grades from the school last attended.

Section 10. Non-High School Graduate with PEPT/NFE Certificates

Students who did not complete or graduate from high school may decide to take the Philippine Education Placement Test (PEPT) given by the National Education Testing and Research Center to qualify in pursuing tertiary level education. The certificate of rating is accepted as a high school report card or Form 138.

Section 11. Applicants for Second Degree

Second coursers or College graduates who wish to take a second degree are required to submit credentials like that of transferees. HCC will assess the previous program taken by the second courser to credit subjects with the same course descriptions (general education subjects are of top priority). The remaining subjects that need to be

taken would be major subjects and subjects that are required by the institution (e.g. theology).

CHAPTER 3 REGISTRATION AND ENROLLMENT

Section 12

Enrollment at HCC is announced to its students through posted enrollment schedule in the official website of Holy Cross College (<https://holycrosscollegepampanga.edu.ph>) and school's official Facebook page (*Holy Cross College, Pampanga*).

All admitted students are given privilege to complete a chosen program at HCC. However, the privilege is not absolute due to institutional policies (e.g. committing an excessive number of violations and/or major violation that is punishable by dropping even only for the first offense.)

Section 13

The students' enrollment is covered by the following policies:

13.1 A student is deemed officially enrolled following the guidelines below:

- a. student has accomplished and submitted all appropriate admission or transfer credentials;
- b. student has made an initial payment of the school fees which has been accepted by the school
- c. student has done the necessary procedures for enrollment; and
- d. student has been authorized to attend classes in the school.

13.2 When a student is officially enrolled, it is agreed and understood that the enrollee is enrolled for the entire semester regardless of whether school fees have been fully paid for or not.

13.3 A student may enroll and be admitted in accordance with the reasonable rules of the school for late enrollment. However, enrollment of a late registrant in no case shall exceed two weeks after the opening of classes.

13.4 HCC has the right to revoke and/or cancel registration of any student in case that the latter's records are later found out to be altered or not accurate. No student shall be officially enrolled unless he/she presents the proper school credentials on or before the end of the enrollment period for the academic year.

Section 14 Enrollment Procedures

14.1 College Department

Step 1 **Submission of Requirements/ Approval of Subject/ Evaluation/ Advising**

Where: Registrar's Office

Requirement: Admission/Enrolment Requirement

Step 2 **Copying of Important Schedule**

Where: Registrar's Office

Step 3 **Filling-Out of Forms & Slips**

Where: Dean's Office

Requirement: Checked Enrolment Form & Slips

Step 5 **Assessment of Fees**

Where: Registrar's Office

Requirement: Checked Enrolment Form & Slips

Step 6 **Payment of School Fees**

Where: Cashier's Office

Requirement: Enrolment Form & Assessment Slip

Step 6 **Class Card**

Where: Registrar's Office

Requirement: Registration Form (Student's Copy)

Step 7 **Picture Taking for ID**

Where: Multimedia Room

Requirement: Enrolment Form, Official Receipt & ID Slip

***Transferees must follow steps A-C before going to Step 1**

Step A Present to the College Registrar the admission requirements (except for the Permit to Enroll)

Step B Proceed to the Guidance Services Office for interview and other guidance procedure

Step C Go to the Dean's Office for approval and issuance of Permit to Enroll

CHAPTER 4 FINANCIAL MATTERS

Section 12. School Fees

12. 1. Mode of Payment

There shall be two (2) modes available to students in the assessment and payment of School Fees during enrollment. These are:

- **Cash Basis**
- **Installment basis**

12.1.1 **CASH BASIS** shall be assessed and paid during enrollment to include:

- Total Miscellaneous Fees; plus,
- Total Tuition Fee less 5% cash discount (on the tuition fee only)

12.1.2 **INSTALLMENT BASIS** shall be assessed by as follows:

- Upon enrolment – 20% of Miscellaneous Fees plus 20% of Tuition Fee
- Every 1st of the month thereafter – 20% of Miscellaneous Fees plus 20% of Tuition Fee

However, during the COVID-19 pandemic, the School has allowed students to be enrolled by paying a minimum amount of P500.00 upon enrolment and the balance to be paid in equal installment in the succeeding four (4) months.

Section 13. Enrolled Students

13.1 A student is deemed officially enrolled after he/she has submitted the appropriate admission or transfer credentials; has submitted a duly filled-out and signed Registration Form; has made the required initial payment of school fees with the cashier's office; and his/her Registration Form has been stamped "Enrolled".

13.2 A student who has enrolled in College is understood to have enrolled for the entire semester indicated in the Registration Form. Whether the student actually attended or not the

classes, he/she is obliged to pay the full fees assessed by the school during the specified period because the school has already granted him/her the authority to attend.

- 13.3 Tuition and Miscellaneous fees are paid in full or on installment in accordance with the schedules provided by the Finance Office.
- 13.4 The student must keep all official receipts of all payments made with the school as he/she may be required to present them when settling financial accounts later.

Section 14. Withdrawal of Enrollment or Dropping of Courses

- 14.1 Withdrawal and Dropping of courses shall only take effect and be recognized by the school upon submission of duly accomplished and signed documents in accordance with the procedures set by the Registrar’s Office. Verbal notice will not be honored.
- 14.2 In case a student would **withdraw** his/her enrolment, the following rules on the school fees shall be applied:

Date of Withdrawal	Non-Refundable Portion	Refundable Portion
Before the start of classes	25% of the Total Fees assessed for the entire semester	75% of the Total Fees assessed for the entire semester, net of cash discount if any
1 st to 3 rd week after the start of classes	50% of the Total Fees assessed for the entire semester	50% of the Total Fees assessed for the entire semester, net of cash discount
4 th to 6 th week of classes	75% of the Total Fees assessed for the entire semester	25% of the Total Fees assessed for the entire semester, net of cash discount
After 6 th week of classes	100% of the Total Fees paid	Zero refund

- 14.3 In case a student would **drop** one or more courses, the following shall be applied:

Date of Dropping	Non-Refundable Portion	Refundable Portion
Before the start of classes	25% of Tuition Fee and 100% Misc. Fee for the entire semester	75% of Tuition Fee only, net of cash discount
1 st to 3 rd week after the start of classes	50% of Tuition Fee and 100% of Misc. Fee for the entire semester	50% of Tuition Fee only, net of cash discount
4 th to 6 th week of classes	75% of Tuition Fee and 100% of Misc. Fee for the entire semester	25% of Tuition Fee only, net of cash discount

14.4 If the student is enrolled under **installment basis**, the amount already paid by the student shall be deducted from the amount computed under “non-refundable portion”. If the student has paid lower than the “non-refundable portion”, the difference shall then become immediately due and demandable.

Section 15. **Unsettled Financial Obligation**

Students are strongly encouraged to settle their financial obligations on or before the dates the obligations fall due. To be able to take the exams, promissory notes from parents for approval of the VP for Finance, may be required. The school shall not deprive the students of the final examinations for non-payment of accounts; however, the school shall withhold the release of his/her final grades until full settlement of the obligations.

CHAPTER 5 STUDENTS RECORDS

Section 20

Students Records are stored in brown envelopes and arranged alphabetically at the Registrar’s Office with electronic data base per level/ per program basis. The files are categorized as active and inactive. Active files are kept in filing cabinets found at the Registrar’s Office and inactive files are deposited at the school’s safe storage. There is also a digital database for these records.

Section 21

Student files include basic credentials such as documents that are related to student’s admission, undertakings, and accomplishments. Examples

of student records are admission credentials, grades, records of disciplinary cases and other similar documents.

Section 22. Classification of Files and Records

“Classified” or “strictly confidential records” are the records of the student submitted in pursuance of the “special relationship” he/she has with the school. That is, information disclosed to the school for admission, promotion and other similar purely academic and/or disciplinary purposes.

Some of these documents/ records are, but not limited to, the following:

- a. Personal and academic records of the student;
- b. birth certificate
- c. Adoption papers
- d. Academic Reports
- e. Disciplinary Records

“Unclassified” or “Non-Confidential” records are those that are not covered by the first category, records that should necessarily be made to public to enable the state and the students or parents to determine the legal existence and the operation of the school and assess its performance.

- a. Enrollment lists
- b. Class and Teachers’ programs
- c. Directory of the graduates
- d. School annuals
- e. Approval of courses
- f. Permits or recognitions
- g. Statistical records

Section 23. Request for Records

The Education Act of 1982 provides that a student shall have the right to access his/her own records, the confidentiality of which the school shall maintain and preserve and the right to the issuance of official certificates, diplomas, transcript of records, grades, transfer credentials and other similar documents within fifteen (15) days from request.

However, confidential records should be released only:

- a. Upon the request of or authorization by the students owning the records;
- b. Upon the request of the parents or legal guardian if the student is a minor;

- c. Upon a valid court order. However, a court order may be refused by invoking the question of privilege and request a ruling from the higher court of justice;
- d. Other school officials and/or teachers in the school system who have legitimate educational interests;
- e. Officials of other schools in which the students seek to enroll;
- f. Authorized representatives of government including state educational authorities, so long as records are not identifiable to a particular student.
- g. In connection with a student's application for or receipt of financial aid
- h. Organizations conducting studies for or on behalf of, educational agencies if the personal identification of the student is destroyed after, when it is no longer needed for the study;
- i. Accrediting organizations;
- j. Regulations of government entities pertaining to health or welfare of students or other persons.

The school may refuse to issue transfer credentials only when the requesting student is under suspension, expulsion or has failed to settle his/her financial and property obligations to the school. Transfer credentials may be issued at the school's discretion when the suspension has lapsed, or in the case of expulsion, upon the approval of the Chairman of the Commission on Higher Education.

Section 24. Authorization for Release of Records

The following guidelines are suggested by the CEAP-NCR Tertiary Commission Registrar's Committee as the content of a written authorization of a requesting student who would assign any person (proxy/representative) whom he/she would authorize to receive his/her official records for his/her behalf. The authorization should contain:

- a. The identity and personal circumstances of the owner. This is usually the student's name, date of birth and period of stay in school, and if graduated, the course and year graduated from.
- b. The name of the representative and the relationship to the owner of the record.
- c. The documents being requested, the number of copies and the purpose for the documents sought.

As a rule, an authorization is valid only for a specific request. If the owner wishes to authorize the same person to request for another set of documents in the future, then another letter of authorization must be issued.

As a rule, sufficient proof of identity must be established both for the owner and his/her representative. This includes *copies of at least two valid*

identification cards (driver's license, passport, company ID, etc.) from both the owner and his/her representative.

24.1. Request of School Records/ Diploma by Representative (Proxy)

Step 1: A written authority identifying the proxy, the relationship of the person granting the authority to the proxy, and the address and signature of the person giving the authority.

Step 2: A duplicate diploma requires a notarized affidavit of loss or destruction and declaration that the original is nowhere to be found.

Step 3: Pay fees to the Cashier

Step 4: Staff schedules the release of the document

Step 5: Staff prepares the document

Step 6: Registrar signs the document

Step 7: Staff in-charge logs the document and have it signed by the proxy.

Section 25. Contents of Students Files

25.1 PSA Birth Certificate

Correction of Name(s) and Date or Place of Birth

Step 1: Submit an affidavit of discrepancy and PSA birth certificate to DepEd Regional Office III for approval.

Step 2: DepEd Regional Office will endorse the correction to the Registrar's office to correct the document.

Step 3: For college students, the same documents are required after which the Registrar's office will submit to CHED for the desired correction.

25.2 Student Permanent Record

- a. Admission Credentials
 - Form 138
 - Form 137-A
 - Non-Formal Education Accreditation and Equivalency *Optional

- Certificate of Transfer
- Transcript of Records
- National Career Assessment Examination
Certificate of Rating
- b. Evaluation Records
- c. Accomplished Clearance Form
- d. The enrollment contract for probationary status (for those on probation)
- e. Marriage Contract
- f. Initial Application form
- g. Certificate of rating for Cross-Enrolled students

Section 26. Forms and Reports

- 26.1 Admission form – incoming first year college
- 26.2 Registration form – to be filled up during enrollment
- 26.3 Request form for School Records
- 26.4 Changing/ Adding/ Dropping form
- 26.5 Completion Form
- 26.6 Certificate of Eligibility to Transfer – a form/ report for a requesting student that certifies its school attendance for inclusive academic year.
- 26.7 Evaluation form – for student teachers
- 26.8 Application for Grant of Tuition Fee Discounts for Varsitarians
- 26.9 Application form for Graduation
- 26.10 Application for President’s/ Dean’s Lister

Section 27. School Records

27.1 Grading Sheets

- a. HCC faculty submits grading sheets with the following entries:
 - The name of the student based on the birth certificate and their corresponding prelim, midterm, final and subject grades. The subject grade must be accompanied by remarks (passed, failed or Inc – for statement of deficiency).
 - The course title as indicated in the curriculum checklist
 - The Course Code or Course Number
 - The schedule of subjects (date and time)
 - The venue assigned for that subject (room, laboratory)
 - The name of the professor teaching the subject
 - The credit unit/s
- b. HCC is adopting the percentage (e.g. 90) as its grading system.

Section 28. **The Student Permanent Record**

The Student Permanent Record is a form used at the Registrar Office to monitor and summarize the academic progress of a student. The following information are found in the student permanent record

28.1 Personal Information – full name, date and place of birth, names of parents, present address and contact numbers. The full name, date and place of birth should conform to the submitted copy of the PSA birth certificate.

28.2 Admission Information – school last attended, date of graduation for new students or date indicated on the honorable dismissal of transferees.

28.3 Subjects taken (Course codes and Course descriptions) based on the validated Registration Form for each semester.

28.4 The final grades obtained, and units of credit earned every semester based on the submitted grading sheets of faculty members.

28.5 If the student has graduated, the date of graduation, the course and Special Order (SO) number from the CHED.

28.6 If the student has graduated, the date when the certificate of transfer was issued, and the name and address of the school where TOR was forwarded.

Section 29. **Reconstructing Lost or Missing Records**

Due to some unforeseen situations, student records may be misplaced, misfiled, or damaged. If this occurs, it is imperative that the lost records be promptly replaced.

29. 1. The reconstruction of permanent record will be processed and done through the retrieval of the submitted grading sheets by faculty members.

29.2 A duplicate copy of the lost record may be requested from the former school if it still exists, otherwise, HCC will write a letter of request to the CHED for a copy of the Form – 19 submitted to Regional Office.

Section 30. **Change of Grade/Correction of Ratings/Removal of Incomplete Grades**

A request for Change of Grade or Correction of Rating is usually filed in case the final grade is contested. HCC has adopted the following guidelines:

30.1 Petition for grade correction by the student must be filed within one (1) academic year from the date of release of final grade. If the student fails to file for a request within this period, the grade previously given shall be deemed valid and final.

30.2 If the student obtains a grade of incomplete for non-compliance with some requirements, he /she should not be given any credit for the subject or course. The student is given a maximum period of one (1) academic year from the date it was obtained to remove the incomplete grade. If the student fails to complete his/her grade upon given period, he/she shall take or enroll the course or subject where he/she obtained an incomplete grade

30.2.1. Requirements

- a. Accomplished Completion Form/Grade Discrepancy Form
- b. Official receipt of completion fee payment

Section 31. Clearance Requirements

To clear a student from any financial or property liabilities, a clearance form must be secured and accomplished. This allows the student to be eligible for graduation and for the release of transfer credentials or other school records.

31.1 The clearance form should contain the following entries:

- a. Name and mailing address of the student
- b. Program/ degree taken as of the date of the clearance form
- c. Term of entry (semester and school year) and last term of attendance/ enrollment (semester and school year)
- d. All offices should approve the clearance form

31.2 Once the clearance form is accomplished, student becomes free from all liabilities (academic, property and financial).

31.3 If in case the student decides to return and continue his/her studies at HCC, the old clearance form is cancelled.

31.4 If any of the signatures in the form were confirmed to be forged, Clearance is automatically null and void.

31.5 All accomplished clearance forms will be filed together with the student's school records.

Section 32. **Transfer Credentials**

32.1 A student who desires to transfer to another institution before completion of his/her program must apply for Transfer Credentials at the Registrar's Office. Transfer Credentials include the Honorable Dismissal, Transcript of Records, and Certificate of Good Moral Character.

32.2 Issuance of Honorable Dismissal implies that a student is:

- a. Cleared from all financial and property liabilities
- b. Not serving penalty of suspension or expulsion, and
- c. Fully qualified to transfer

32.3 If Honorable Dismissal was issued to the student, HCC is obliged to honor the request for school records within 15 days from the receipt of the return portion of the Honorable Dismissal from the school that accepted its formal student.

32.4 Honorable Dismissal should be properly signed by the Registrar or his/her authorized representative.

32.5 Procedures in Issuance of Transfer Credentials:

Step 1: Clearance from all financial and property responsibilities to the school

Step 2: Staff schedules the release of the transfer credentials certificate of eligibility to transfer

Step 3: Registrar's office will forward promptly the student's complete school records where the student transferred upon receipt of the request.

Section 33. **Honorable Dismissal**

33.1 If a student withdraws voluntarily from the college, he/she is entitled to transfer his/her credentials (honorable dismissal) following the conditions below:

- a. dismissal is not due to disciplinary reasons, and
- b. clearance from all concerned offices with HCC is secured.

33.2 Withdrawal shall be effective as of the date the completed clearance is filed to the Registrar's Office.

Section 34. Diplomas

A diploma is given to a student who has satisfactorily completed all the requirements for a program/ degree set by HCC, duly recognized by CHED.

34.1 The Diploma should contain the following:

- Full name of the student as indicated in the permanent record
- Course (and major) the student is graduating from
- Date of graduation
- Number and date of issuance of the Certificate of Recognition for the Course
- Number and date of Special Order issued by CHED
- Signature of the Registrar, Vice President for Academic Affairs (VPAA) and President
- School dry seal and documentary stamp

Section 35. Request for Diploma

Please follow the instructions and procedure found at the following sub-sections:

24.1 Request of School Records/ Diploma by Representative (Proxy).

37.3 Procedures for Issuance of Certifications and Academic Records

Section 36. Transcript of Records

36.1 The Transcript of Record is released to a student to be used for the following purposes:

- a. as reference;
- b. as a transfer credential; and
- c. as a requirement by the Professional Regulatory Commission for those applying for the board examination

36.2 The Transcript of Records contains the following details:

- Name of the student as indicated in the permanent record
- Date and Place of birth
- Name of parents of the student
- Degree and Major obtained with the date of graduation
- Date the student was admitted
- Originating school and term of last attendance
- Grading/ Marking system
- Number and date of the Special Order Issued by the CHED
- School dry seal and documentary stamps
- Course code and descriptive title of all subjects taken
- Subject grades

- Completed grade(s) (for Incomplete grade)
- Number of units earned

36.2 The contents of the Transcript of Records are grouped in sequence per semester/ summer.

36.3 In case of transferees, subjects and grades earned from previous schools are included as part of the official T.O.R.

36.4 TOR must be signed by the Registrar on all pages and must have a dry seal. The necessary documentary stamps are attached to the last sheet of TOR.

36.5 TOR submitted to the Professional Regulation Commission should contain a scanned picture of the student and the remarks “for board examination purposes only”.

36.6 The number of requests for TOR has no limit. However, one copy is released for a specific purpose only (e.g. one copy – for employment purposes).

Section 37. **Application of Transcript of Records**

37.1 Transcript of Records is issued upon application of newly graduated, old graduates, and undergraduates.

37.2 Transcript of Records shall be released only to:

- students or authorized representative
- the school where the student has transferred

37.3 Procedures for Issuance of Certifications and Academic Records

Step 1: Student secures and fills up a copy of request form for certifications and academic records.

Step 2: Payment of fee at the Cashier’s Office

Step 3: Registrar officer schedules the release of documents

Step 4: Registrar officer prepares requested document with the purpose indicated for which it would be used.

Step 5: Chief Registrar signs the requested document

Step 6: Registrar officer logs the document and have it acknowledged by the student/ representative.

Section 38. **Request for CAV (Certification, Authentication, Verification)**

Step 1: Student secures and fills up a copy of request form

Step 2: Payment of fee(s) at the Cashier’s Office

Step 3: Submit 2 photocopies of T.O.R. and Diploma which will be stamped certified true photo copy

Step 4: Registrar officer attaches a photocopy of S.O. number and Confirmation letter certifying the authenticity of the records

Step 5: Registrar officer affixes the school seal and documentary stamps on the record

Step 6: Registrar officer signs the document

Step 7: All documents will be placed in an envelope, with seal and signed by the Registrar officer

Step 8: Documents will be logged and signed/ acknowledged by the student/ representative

Step 9: Release of CAV to be hand carried by the requester to CHED

Part III

Curriculum Matters

Chapter 1 Program Offerings

Section 1. Academic Programs

Holy Cross College offers the following degree programs:

4-year Programs:

- Bachelor of Science in Accountancy
- Bachelor of Science in Accounting Management
- Bachelor of Science in Business Administration
 - Major in:* Financial Management
 - Marketing Management
- Bachelor of Science in Civil Engineering
 - Major in Structural Engineering
- Bachelor of Science in Computer Engineering
- Bachelor of Science in Computer Science
- Bachelor of Science in Criminology
- Bachelor of Science in Development Communication
- Bachelor of Science in Hospitality Management
- Bachelor of Science in Information Technology

Bachelor of Science in Psychology
Bachelor of Elementary Education
Bachelor of Secondary Education

Major in:

Science
English
Filipino
Mathematics

Bachelor in Library and Information Science

2-year Program:

Associate in Computer Technology

Chapter 2 Academic Policies and Programs

Section 2. Attendance Requirement

As stated on the Manual of Regulations for Private Schools (MRPS) under Chapter IV. Rules and Regulations Governing Private Schools, K. School Operations, Section 154 - The student shall not incur absences of more than 20% of the required total number of class and laboratory periods in a given semester.

2.1 Maximum absences allowed per semester are:

No. of units per Course (Lecture or Laboratory/Field)	No. of Absences Equivalent to 20%
1	3 absences
2	4 absences
3	7 absences
4	9 absences
5	11 absences
6	14 absences

2.2 The maximum absences allowed during summer are three (3) absences for three to five-unit subjects and two (2) absences for two-unit subjects.

2.3 A student who incurs more than the allowed number of absences in any subject shall be given a mark of Failure due to Absences "FA" as his final rating for the semester, regardless of his performance in class.

2.4 Students are expected to be punctual in attending their classes.

2.5 3 incurred late is equivalent to 1 absent

Section 3. Departmental Major Examination Policies

3.1 Major Examination

It is a form of assessment of knowledge or proficiency in a subject or skill taken periodically and formally by all bonafide students of Holy Cross College. One-third of the semestral period (18 weeks/3 = 6 weeks) is covered by each examination. Major examination is scheduled per subject area and is taken by students at a corresponding time approved by the college.

3.1.1 **Preliminary Examination** – a major examination that covers the lessons taken during the first six weeks of the semester.

3.1.2 **Midterm Examination** – a major examination that covers the lessons taken during the second six weeks of the semester.

3.1.3 **Final Examination** – a major examination that covers the lessons taken from the first week to the last week of the semester.

3.2 Duration of Major Examination

- Preliminary Examination – one (1) hour
- Midterm Examination – one (1) hour
- Final Examination – one and a half (1 ½) hours

3.3 Major Examination Retention Policy.

All major examination papers must be retained by each faculty member for one semester. This is to allow the students to see their work, if they wish to. In case that the faculty member opts to return the papers to the students at the end of the course, above regulation does not apply. The test results will be distributed to the students, but the teacher needs to secure a copy of those results for his/her future purposes.

3.4 Special Examination Policy.

A special major examination shall be conducted before the next regular major examination. Failure to apply and take a special major examination shall automatically receive a grade of 65 for the missed examination.

Students shall have a one-week grace period to take the special final examination.

3.4.1 Procedure for Special Examinations:

1. Major examinations require the approval of the College Dean.
2. Special examination fee- 200.00 pesos each subject.
3. Special quizzes and assignments should be done on teacher-student basis.
4. A two-week grace period for a special major examination is conducted.
5. Special quizzes, assignments, and the like shall be submitted before proceeding to the next term. Students who failed to submit the requirements shall automatically receive a grade of 65 in the class standing.

Section 4. Grading System

A student’s academic performance is evaluated using the standardized grading system.

4.1 Holy Cross College Grade Point System

Grade Symbols	Percentage Equivalent	Meaning
1.00	97-100	Excellent
1.25	94-96	Superior
1.50	91-93	Very Good
1.75	88-9+0	Good
2.00	85-87	Meritorious
2.25	82-84	Very Satisfactory
2.50	79-81	Satisfactory
2.75	76-78	Fairly Satisfactory
3.00	75	Passing
5.00	Below 75	Failure
INC		Incomplete
UW		Unauthorized Withdrawal
DRP		Dropped

4.2 Formula for the Computation of Grades

Preliminary Grading Period (PG):

$$\text{PG} = (\text{Class Standing} \times 60\%) + (\text{Preliminary Exam Rating} \times 40\%)$$

Mid-term Grading Period (MG):

$$\text{MG} = (\text{Class Standing} \times 60\%) + (\text{Mid-term Exam Rating} \times 40\%)$$

Final Grading Period (FG):

$$\text{FG} = (\text{Class Standing} \times 40\%) + (\text{Final Exam Rating} \times 60\%)$$

Semestral Grade (SG):

$$\text{SG} = \frac{\text{PG} + \text{MG} + \text{FG}}{3}$$

Note: Class standing is based on the following:

1. Attendance
2. Quizzes
3. Assignments
4. Research
5. Reports
6. Experiments/Laboratory Activities
7. Recitation
8. Other performances (Role play, Debate, Film recording, etc.)

4.3 Failed Grade

A grade “below 75 (5.00)” is given to:

- 4.3.1 Students whose performance is poor.
- 4.3.2 Students whose midterm grades are failing and who stopped attending their classes after the midterm examinations.
- 4.3.3 Students who stopped attending their classes any time without officially dropping their courses through the Registrar’s Office.

4.4 Incomplete Grade (INC)

A grade of “INC” is given for subjects due to special situations. Special situations that may occur are as follows but not only limited to such cases:

- 4.4.1 Failure to take the Major Examinations due to excusable grounds, such as: sickness, emergency, or accident as prescribed by the Manual of Regulations for Private Schools (2008).
- 4.4.2 Failure to submit essential requirements for the subject due to reasons cited in 4.4.1.

INC grade need to be settled for one (1) semester only.

4.4.3 INC grade need to be settled for one (1) semester only.

4.5 **Grade of Unauthorized Withdrawal (UW)**

The grade of “UW” is given to a student who is officially enrolled with the course but failed to report to his/her class even once since beginning of the term.

4.5.1 The grade of “UW” shall be considered as a grade of “5” in the computation of the weighted average for one (1) semester.

Section 5. Change/Correction of Grade

In case that the student’s final grade is contested, the student may request a change of grade or correction of ratings. The following guideline should be observed in such situation:

5.1 The student given a maximum period of one (1) semester only to file a change of grade.

5.1.1 **Requirements**

- Accomplished Grade Discrepancy form

Section 6. Completion of Grade

6.1 A student should not be given any credit for the subject or course if he/she obtains a grade of incomplete for non-compliance with some requirements of the course. The student is given a maximum period of one (1) year from the date it was obtained to remove the incomplete grade. The grade of a student who fails to complete his grade upon the given period shall be marked 5.00 or “FAILED.” The student shall then take or enroll again the course or subject where he got an incomplete grade. INC grade need to be settled for one (1) semester only.

6.1.1 **Requirements**

- Accomplished Completion form
- Official receipt of completion fee payment

Section 7. Load Revisions

Changing, dropping or adding of subjects after enrollment is allowed only for valid reasons within the prescribed period set by HCC. Valid reasons include changes in schedules of subjects resulting in conflicts, opening of requested subjects, failure in pre-requisite subjects and other similar reasons.

- 7.1 A student who officially drops the subject with justifiable reasons before the midterm examination shall be given a corresponding mark of DRP (DROPPED). This is not considered a failing mark.
- 7.2 A student who unofficially drops the subject shall be given a mark of UW (Unauthorized Withdrawal). UW is considered a failing mark.
- 7.3 A student is not allowed to drop a subject after he/she has exceeded the allowable number of absences. A failing grade due to excess absences is given.
- 7.4 Dropping of subject. The grade “DRP” is given to students who intend to discontinue the enrolled subject before the midterm examination.
 - 7.4.1 The student may drop the subject with the consent of the guidance counselor, program chair or dean due to excusable grounds such as conflict of schedule, sickness, or accident as prescribed by the Manual of Regulations for Private Schools (2008).
 - 7.4.2 The student shall secure a dropping slip from the Guidance and Counseling Services Division and submit it to the Office of the Registrar.
 - 7.4.3. The student shall pay P100.00 to process and validate the dropping of the subject. Dropping transactions that remain unpaid after the prescribed deadline shall be considered invalid.
 - 7.4.4. The school shall announce the final date for dropping of the subject which is scheduled a week before the midterm examination.

Section 8. Retention and Promotion Requirements

Any student may pursue any of the courses offered at HCC as long as he/she has met all the requirements.

Students on Grade Retention.

- 8.1 A student who has passed his/her subjects is recognized to be given a full regular credit to the next semester. A student who has

been admitted in the program must not incur more than four (4) failing subjects, minor and/or major subjects in one prescribed semester.

- 8.2 A sophomore student must have satisfactorily completed all the academic requirements (required courses in 1st and 2nd year).
- 8.3 A major or professional subject must be repeated only once.
- 8.4 A minor subject must be repeated only twice.
- 8.5 Students enrolled in all Board programs (BS Accountancy, BS Civil Engineering, BS Psychology, Bs Criminology, Bachelor in Library Science, Bachelor of Secondary Education and Elementary Education) should maintain a minimum grade rating of 85% or its equivalent for major and professional subjects. Students who failed to meet the abovementioned required grade rating will be placed on academic probation.
 - 8.5.1 For BS Psychology, Bachelor of Elementary Education, and Bachelor of Secondary Education program, the students must acquire a grade of minimum 85 across all subjects.
 - 8.5.2 For BS Psychology, Bachelor of Elementary Education, and Bachelor of Secondary Education, the students who fails on their qualifying exam will be advised to shift to a non-board program.
 - 8.8.1 The qualifying exam is for incoming third year students in Teacher education and Psychology program
 - 8.8.2 The student should maintain a minimum grade of 85 across all subjects, failure to attain the student is advised to shift to a non-board program.
- 8.6.

Fourth Year of BSA Program

- 8.6 The following will be the criteria for retention in the Accountancy program:
 - 8.6.1 An Accountancy student who finished the second year and who intends to continue the Accountancy program should take and pass the Comprehensive Examinations in the different accounting subjects taken during the first 2 years under the program.

- 8.6.2 Once he passed the Comprehensive Exam, the student is now qualified to enroll in the next curriculum year (3rd) and should maintain
 - 8.6.3 The student should have a general average of 83% in accounting or if below 83%, the student has to undergo Enhancement Courses.
 - 8.6.4 No failure in any accounting, finance, tax or business law subjects.
 - 8.6.5 Must pass a qualifying examination after 3rd year for admission to 4th Year.
 - 8.6.6 A student who is accepted in the 4-year BSA program should maintain a grade of 85% in all subjects enrolled during his last year in the program. Failure to do so, the student should re-enroll the subject in which the grade is below 85%
- 8.7 Students enrolled in the Bachelor of Science in Management Accounting Program should maintain a GWA of 80%, otherwise the student will be placed under academic probation on the next semester.

Admission Requirement for Bachelor of Science in Civil Engineering

All incoming first year BSCE students shall take the Entrance Examination. Students who will pass the Examination will take regular first year subjects; two bridging courses will be added to students who will fail the Entrance Examination.

Qualifying Examination for Bachelor of Science in Civil Engineering

A Qualifying Examination will be administered to all incoming second year and third year students. Students who will fail the qualifying examination once will be placed under Probationary Status upon taking his/her next year level.

Students will be advised to shift to a non-board program who will fail to pass both Qualifying Examinations.

Preboard Examination for BS Civil Engineering Graduates

A graduate of Bachelor of Science in Civil Engineering shall take the Preboard Examination to be given by the Institute of Civil Engineering.

- a) The Preboard Examination shall adopt the format of the Licensure Examination for Civil Engineers, which consists of three (3) subjects, with the number of items and relative weights as shown in the table:

Subjects ¹	Number of Items	Relative Weight (%)
Applied Mathematics, Surveying, Principles of Transportation and Highway Engineering, Construction Management and Methods	75	35
Hydraulics and Principles of Geotechnical Engineering	50	30
Principles of Structural Analysis and Design	75	35
Total		100

- b) The graduate shall acquire a general average not lower than 70% with no grades lower than 50% in any subject to pass the Preboard Examination.
- c) A graduate who will fail to pass the exam shall need to retake the preboard examination until he/she passes the exam. An Official Transcript of Records shall be issued to him/her, except for “Board Examination Purposes”.
- d) A graduate who failed the Preboard Examination shall be allowed to retake the exam once every batch of the Civil Engineer Licensure Examination (CELE).
- e) The issuance of an Official Transcript of Records for “Board Examination Purposes Only” shall be given to those who will pass the exam.

Section 9. Students on Academic Probation

9.1 Academic Probation shall mean a student shall only be allowed to enroll 80% of the subjects according to his/her year level and on the respective semester where he/she shall be enrolling in. Grades shall be continuously monitored. A student will be under academic probation based on the following situations:

1. A student incurs an average grade lower than required minimum will be “**on academic probation**” and still be accepted in the program. The student will provide the Program Chair or Dean with a copy of his/her grades at the end of the semester to secure permission to go back to regular status. Close monitoring will be done to ensure that the student will meet the academic requirements. If a student fails to meet the required minimum average

grade after one semester of academic probation, he will be advised to shift to another program of his choice.

2. If a student fails in two major or three non- major subjects, he will be placed on academic probation.
3. A student who commits a major violation /s such as cheating, plagiarism and forgery, which will affect his grades will be placed on academic probation and at the same time, will undergo counseling sessions which will be referred to by the Program Chair or Dean.
4. A student who is on academic probation will be required to resign from any position in student organizations so he/she can focus on the program requirements.

Section 10. Possible Reasons for Disqualifying an Examinee or Invalidation of Results

10.1 Dishonesty during Major Examination.

Faculty members administering the major examination should be mindful of the rules of academic integrity and should be prepared to enforce them in the examination room. However, in cases of dishonesty, the following policies apply:

Exam Paper or part of the exam leakages

- A student who was proven to have benefited from an examination leakage after a thorough investigation would be subjected to disciplinary action set by the Student Affairs and Services Department.
- Faculty members who distributed exam papers in exchange of favors or remuneration would be subjected to a disciplinary action by the Academic Council.

Section 11. General Guidelines during Examination Proper

College instructors are highly encouraged to provide students with pointers to review and entertain questions on the topics/lessons discussed.

- 11.1 Examinees must be present in their designated examination room ten (10) minutes before the exam begins. Late comers will be given a chance to take the examination with the remaining time left.
- 11.2 A seating arrangement will be given to the examinees. Moving to other seats without authorization is strictly not allowed.

- 11.3 Examinees are required to place their personal belongings (bags, cellphones and other gadgets, food and drinks, etc.) in designated spaces.
- 11.4 Calculators are only allowable in Mathematics examination and other related exams which contain major Mathematical problems/equations for solving.
- 11.5 Only the proctors are allowed in providing scratch papers during Mathematics examination and it should be returned after the exam. Failure to submit the used scratch paper with the answer sheet will forfeit the examination scores in Mathematics.
- 11.6 Silence should be strictly observed during the examination. Any form of cheating and dishonesty during the exam will result in automatic failure of the student in the subject/ course.
- 11.7 All clarifications and concerns should be raised to the proctor only.
- 11.8 If technical problems are found on the computer (during computer-based examination), the examinee must immediately inform the proctor.
- 11.9 Examinees are not allowed to go outside the laboratory/room during examination period.
- 11.10 During computer-based examination, no other window(s) are allowed to be opened except for the examination window. The examination window should always be on maximized size.
- 11.11 It is recommended that examinees carefully review their answers before submitting the answer sheet/ending the test. The examinee must inform the proctor of his/her test score or results by showing the result page.
- 11.12 Shutting down the computer unit and opening another unrelated window during the examination is strictly prohibited unless being told to do so.
- 11.13 Examinees should quietly leave the room after taking the examination and refrain from discussing the content of the examination taken.

Section 12. **Lectures and Lab/Field Courses.**

- 12.1 The laboratory/field and lecture components of a subject must be taken at the same time.

Section 13. Guidelines Governing Crediting of Subjects

- 13.1 Subjects may be credited provided that they have the same subject description.
- 13.2 Professional subjects may be credited however, departmental policies should be cautiously considered.
- 13.3 Credited units should be restricted in relation to residency requirements of the department.
- 13.4 PE and NSTP are generally credited.

Section 14. Student Load and Subject Sequence Policies

- 14.1 Student enrolled in a particular program shall follow the approved curriculum for the specific academic year. The student's subject load and sequence shall be parallel with the approved curriculum. Nonetheless, HCC holds the right to modify subject sequence if the purpose of the revision is for the best interest of the school and of the students.
- 14.2 Subjects with pre-requisites are subject with the following guidelines:
 - a. Pre-requisite subjects should be taken and passed prior to enrolling to its advance subject.
 - b. If the pre requisite subject has a remark of incomplete, the student is not allowed to enroll to advance subjects. He/she will only be allowed to do so, if the completion of grade is done.
 - c. Only graduating students are allowed to take pre-requisite and advance subjects simultaneously. In case that the pre-requisite subject got a failing mark, the advance subject will not be credited except when the pre-requisite has been taken again and passed.
- 14.3 A lecture course and its corresponding lab/field course (termed as "paired course") must be taken at the same time and must both be completed prior to taking the next paired course.
- 14.4 No student shall be allowed to proceed enrolling in 4th year unless he/she has already taken and passed all PE and NSTP subjects.

Section 15. **Overload Policies**

- 15.1 Only graduating students may be allowed subject-loads of not more than two (2) subjects or six (6) academic units in excess of the normal load specified in the curriculum.
- 15.2 The course overload of students shall only be approved upon the discretion of the Dean and Registrar. Violator of the overload policy will be subjected to a penalty given by the SASD.
- 15.3 An overload of three (3) academic units is granted to non-graduating students only if the enrolled subject is a previously failed subject.

Section 16. **Application for Course Overload**

- 16.1 Only graduating students may be allowed subject-loads of not more than two (2) subjects or six (6) academic units in excess of the normal load specified in the curriculum. An overload of three (3) academic units is granted to non-graduating students only if the enrolled subject is a previously failed subject.
- 16.2 To apply for course overload, students who wish to do so must accomplish the request for course overload form at Registrar's Office.

Section 17. **Load Revision Policies**

- 17.1 Dropping, adding or changing of subjects six (6) weeks after enrollment is allowed only for acceptable reasons such as:
 - a. Conflict in class schedules
 - b. Offering of requested subjects
 - c. Failure in pre-requisite subjects
 - d. Changing of subjects
- 17.2 A grade of dropped (DRP) is given to a student who officially drops a subject before the midterm examination. This mark is not equivalent to failing mark.
- 17.3 A mark of UW (Unauthorized Withdrawal) is given to any student who does not drop a subject officially. This mark is equivalent to a failing mark.
- 17.4 A mark of FA (Failure due to Absences) is given to a student who exceeded the allowable number of absences. Further, he/she is not allowed to drop the subject.

- 17.5 Failure to revise the course load within the prescribed period shall mean payment of fees for dropped courses.
- 17.6 If the student formally applies for a revision of his/her course load at the Registrar's office during the prescribed period, he/she shall be issued a refund. Failure to revise the load shall be construed as a waiver of the right to refund fees.
- 17.7 After the "revision of load" period, no student shall be allowed to add courses to his/her current load.
- 17.8 If a student is caught cheating, he/she shall not be allowed to drop the subject. With enough evidence, he/she shall be sanctioned.
- 17.9 A student who intends to drop a course shall obtain a clearance from the College Dean and Registrar's office.
- 17.10 A student may not drop a course that had been previously dropped.
- 17.11 Revision of course load should conform with the following:
- Pre-requisite policy
 - Paired lecture and lab/field course policy
 - Dropping of PE, NSTP or back courses policy
- 17.12 The grade "DRP" can neither be removed nor completed.

Section 18. Policy on Trade Test of Technical Education and Skills Development Authority (TESDA) (Registrar)

- 18.1 Trade Test carries over the Republic Act No. 7796, Section 2 wherein it is stated that "mandates TESDA to establish national occupational skill standards. The Authority shall develop and implement a certification and accreditation program in which private industry group and trade associations are accredited to conduct approved trade test, and the local government units to promote such trade testing activities in their respective areas in accordance with the guidelines to be set by the Authority".
- 18.2 The examination consists of two parts; the actual exam and the interview/ written exam.
- 18.3 A student who wishes to shift to the ladderized programs of HCC should observe the following:

- a. The three-month courses offered in Holy Cross College and other TESDA Registered / Accredited school are not convertible to one semester of any ladderized program.
 - b. Credentials will be subjected for evaluation by the Dean before approval of the request to shift.
 - c. TVET Competency Assessment Policies
- 18.4 Any ladderized programs shall require the students to undergo a Competency Assessment before proceeding to the next year level.
- 18.5 If a student fails in the said Competency Assessments conducted by TESDA, he/she will be on academic probation and shall retake the assessment within two to three months.
- 18.6 The stated Competency Assessments will also be the determining factors if the student is qualified to be promoted to the next year level.

Section 19. Offering of Theology (College Department)

- 19.1 As a Catholic institution, Holy Cross College requires students to take twelve (12) units of Theology courses. Anchored to the institution's core values—Fides (Faith), the primary aim of these courses is to strengthen the faith, inculcate Christian moral principles and ideals to every student alongside the opportunities for intellectual and physical growth.

Section 20. Official Dropping of Subjects

- 20.1 During the prescribed period set by the Registrar's office, registered students may withdraw from a subject officially.
- 20.2 Conditions:
- a. Dropping must be done within the first six (6) weeks of classes of the semester or within the period set by the Registrar's Office.
 - b. The student should not have exceeded the number of absences permitted by the school in that class.
 - c. Students who fail to file the appropriate dropping form will be given a failing grade of UW or unauthorized withdrawal.
- 24.3 Procedure:
- Step 1: Secure a Dropping Form for subject(s) at the Registrar's office
 - Step 2: Have the approval of the Dean for dropping of subject(s)

- Step 3: Re-assessment for dropping subjects
- Step 4: Submit the form to the Registrar and wait until signed/acknowledged.

Section 21. **Addition of Subject/s**

- 21.1 After the official registration period, students may register for additional subject(s).
- 21.2 Conditions:
 - a. The student must observe the maximum graduate credit unit load for the regular semester.
 - b. Addition for subject(s) form must be submitted within the first week of classes of the semester or within the period set by Registrar's Office.
 - c. No official recognition will be given for subjects added without permission.

25.3 Procedure

- Step 1: Secure a Form for Addition of Subject(s) at the Registrar's office
- Step 2: Have the approval of the Dean for adding of subject(s)
- Step 3: Re-assessment for adding subjects
- Step 4: Submit the form to the Registrar and wait until signed/acknowledged.

Section 22. **Substitution/Change of Subjects**

- 22.1 After the official registration period, students may change/replace a subject for another subject.
- 25.2 Condition:
 - a. Change of subjects must be done within the first week of classes of the semester or within the period set by Registrar's office

26.3 Procedure:

- Step 1: Secure a Form for Change of Subject(s) at the Registrar's office
- Step 2: Have the approval of the Dean for changing of subject(s)
- Step 3: Re-assessment for changing subjects
- Step 4: Submit the form to the Registrar and wait until signed/acknowledged.

Section 23. **Dissolved Subjects**

The School Administration has the rights to dissolve subjects under the following conditions:

- 23.1 The minimum number for a full class size was not met. Nonetheless, students may request to retain the subject but under the special class terms.
- 23.2 The subject conflicts with other subjects and may be more suitable to dissolve it than to offer it.
- 23.3 There are no available teachers to handle the subject. As much as possible, this must be resolved to give students their proper subject loading.

Section 24. **Shifting of Course/Program**

If a student opts to shift to another course/program, application should be filed at least two weeks before enrollment.

- 24.1 Student may transfer to another degree program or a major within the program. The student will be evaluated for eligibility for the new program.
- 24.2 Conditions:
 - a. There are two reasons for shifting to another program: the student may want to change programs voluntarily, or the student is no longer qualified to continue the program as stipulated in the retention policies of the school.
 - b. A student request to transfer to another program/course should be filed and processed at the Guidance Services Division within the period set by the Registrar's Office.
 - c. While the request is pending, the student should inform the subject teacher of his/her intention to shift to another program. The request to shift does not substitute for official withdrawal. An enrolled student must accomplish a Shifting Form to officially withdraw from classes.
 - d. The student can shift to another program only during the first six weeks of the semester or before the preliminary examinations.

- e. The student should also meet the qualifications needed to fulfill the desired program's academic requirements, such as undergraduate or graduate pre-requisites or the minimum grades for specific major subjects that the Institute to be entered may require.
- f. Upon Approval of the shift to another program, the student will normally be registered on a probationary basis with some academic requirements. It will therefore be practical for the student to confer with the Coordinator regarding the new program of study. This may be done at the time of request is approved or shortly thereafter.
- g. A student admitted as a transferee shall not be allowed to shift to another program.
- h. A student who had shifted to another program shall not be allowed to shift again to another program.
- i. The student can shift to another program only during the first six weeks of the semester or before the preliminary examinations.

24.3 Procedure

- Step 1: Interview by College Guidance Counselor
- Step 2: File-out the shifting form signed by the Guidance Counselor
- Step 3: Present the shifting form to the Registrar's Office.
- Step 4: The student-shifter must submit a copy of the validated shifting form from the Office of the Registrar to the previous and new program chair.

Section 25. Discontinuance of Studies

- 25.1 Students may opt to discontinue their studies at HCC. In such cases, the student needs to accomplish an Application for Certificate to Transfer Form. The certificate to transfer is issued at the Registrar's Office only once.
- 25.2 HCC holds the right to deny admission for a particular student due to rational basis (e.g. failing to meet academic requirements, derogatory record from other schools).
- 25.3 Students may opt to withdraw their enrollment with HCC. In such cases, the student is asked to accomplish a Load Revision Form or Dropping Form during the period set by the Registrar's Office.
- 25.4 Procedure
 - Step 1: Attend an exit interview with Guidance Counselor
 - Step 2: Present exit form to the Registrar's Office and get

dropping/ withdrawal form

Step 3: Secure approval for dropping/ withdrawal to Dean or program chair, and Registrar payments of balances (if applicable)

Step 4: Payment of balances (if applicable)

Step 5: Final approval – Vice President for Finance and Admin

Section 26. **Graduation Requirements & Policies**

- 26.1 It is the policy of HCC that all students listed in the final list of graduating students have thoroughly completed all the academic, non-academic, and other requirements enforced by HCC.
- 26.2 HCC applies to the CHED for the Special Order (SO) number of its graduates one (1) month before graduation. The SO number is required by the CHED to certify that a student is indeed a graduate.
- 26.3 The final list of graduating students may be contested but only before the date of the graduation. The student may request for a re-evaluation of his/her records at the Registrar's Office.

Section 27. **Requirements for Graduation**

Graduation exercises shall be held after every second semester of the school year.

Upon satisfactory compliance with all requirements as prescribed in the program, a student may be granted a degree subject to the recommendation of the Institute Dean and the faculty under the following conditions:

- 27.1 Full compliance with all academic, non-academic, and other requirements of the school.
- 27.2 At least one year of residency in the school.
- 27.3 Settlement of all financial and property obligations to school.
- 27.4 Application for graduation.

Section 28. **Application for Graduation**

All graduating college students of HCC are required to fill out and submit an Application to Graduate Form at the Registrar's Office before the start of the second semester. Records of students who submitted the form shall be evaluated and students are informed of any deficiency before enrolling for their

last term. Students who desire to be included in the final list of graduating students should comply fully with deficiencies they were informed of.

Section 29. **Graduation Honor, Distinctions and Awards**

- 29.1 General Requirements:
 - 29.1.1 A residency of two (2) years in the College
 - 29.1.2 Did not drop neither withdraw from any subject/s enrolled including NSTP and P.E.
 - 29.1.3 With good moral character
- 29.2 Honors Conferred:
 - 29.2.1 SUMMA CUM LAUDE – a general average of 96% or higher and no grade lower than 94%.
 - 29.2.2 MAGNA CUM LAUDE – a general average of 95% or higher and no grade lower than 92%.
 - 29.2.3 CUM LAUDE – a general average of 92% or higher and no grade lower than 90%.
 - 29.2.4 WITH DISTINCTION – a general average of 89% or higher and with no grade lower than 88%.

Section 30. **Guidelines for Educational Tours and Field Trips**

- 30.1 **Processing or Permits for Activities**

All activities sponsored by Recognized Student Organizations (RSOs) shall have the purpose/objectives, venue, date, funding, and faculty chaperon (if out-campus activity) approved by the SASD. The recommendation of the SAC is not deemed necessary for College RSOs; but will be on their advantage if such has been secured from the assigned SAC.

 - 30.1.1 Program proposal applications of RSOs and clubs in Elementary, Junior High School shall be noted or recommended by the SAC or the principal; for College, by the Department Head or Dean, before submission to the SASD for approval. Activity or program proposal should be duly signed by the majority of its executive officers and approved by its President duly noted by the Organization Adviser.
 - 30.1.2 It is expected that all RSOs assign one member, preferably the president or secretary to prepare and follow up applications to hold activities. Applications to hold activities shall be submitted to the SASD not later than two (2) weeks before the scheduled activity.
 - 30.1.3 Exceptions to accepted procedures are referred to the Dean of SASD. Student groups are required to observe the following in securing permits to activities that will be held inside and outside the campus:

Submit activity/project proposal to the SASD.

- The proposal should be signed by the following persons: president and adviser of the group or organization; department student coordinator; department head and Dean of College.
- Submit the proposal to the SASD office for approval. For off-campus and fund-raising activities, submit the form to the SASD office for endorsement, then to the VPAA and to the Office of the President for final approval. If the application is approved, furnish copies to the SASD office, Dean of the College, VPAA, VPFA, and one for the organization.

30.2 **Cancellation of Scheduled Activities**

If a scheduled activity of an organization needs to be changed and not to be held as scheduled, the organization concerned shall notify the SASD of the change at once, so that the activity may be cancelled on the Calendar activities and will be made available for another group.

30.3 **Camping, Educational Tour and Delegation**

There should be one faculty chairperson for every thirty-five students or a major fraction thereof. Class/group advisers are not considered chaperons. All HCC students who wish to join the HCC delegation must secure recommendation from SASD and approval from the VPAA/College President. Application for participation for camping, educational tour and delegation shall be accompanied by a duly accomplished and signed parent's consent. Hence, written permission from the parents or guardians shall be required especially for off-campus trips or activity beyond school hours. Members of athletic teams, if minors, must comply with these requirements set by the organizers to qualify for participation in athletic meets.

30.3.1 For educational tour or field trip refer to CHED Memorandum Order No.63 s2017 regarding policy and guidelines pertaining to the said nature of activity.

30.4 **Cultural and Youth Activities**

Art and culture activities are more than just entertainment. The Cultural and Youth Activities shall focus in helping the Crucian to build communities by fostering an appreciation for the arts; by introducing youth to artistic and cultural activity and to professional artists; and by creating links between exposure to the arts and audience development.

- 30.4.1 All Cultural and Youth Activities must be scheduled with the SASD Dean at least two weeks before the affairs are to be held.
 - 30.4.2 The head of entity sponsoring the cultural event shall comply with other regulations stipulated in this manual.
 - 30.4.3 No permission shall be granted unless the dean/principal/adviser/commandant in the case of CAT or SCOUTS units shall be present in the activity and shall further assume responsibility for the conduct of the said activity.
- 30.5 Placing an emphasis on activities that integrate the arts into community life and facilitate lifelong learning among Crucian, examples of events that should be implemented are stated hereof:
- 30.5.1 Performing Arts Festivals or Competition-festivals and competitions in which Crucians participate to share their talent, skills, work and/or have share among the stakeholders for common benefit and growth.
 - 30.5.2 Community Cultural Events-Activities and events which have a strong art focus that bring people together around issues of cultural identity and planning; priority will be given to activities that build relationships within the communities, particularly between arts and non-arts-based organizations.
 - 30.5.3 Cultural Workshops-hands-on learning and skills development of student and other stakeholders in the field of arts, crafts, and other forms of cultural expression and appreciation.
 - 30.5.4 Community Cultural Projects - activities that promote and display community arts or cultural expression and explore or celebrate a community's identity.
- 30.6 **Leadership and Team building**
Entity sponsoring Leadership and Team building development activities should foster to expand the capacity of individuals to perform in leadership roles and practice of good governance within the organizations. The activity shall include but not limited to building alignment of character with the vision, mission and core values of HCC, winning mindshare, collaboration, growing the capabilities of the self and those of others.
- 30.6.1 Organizers shall ensure the proper and orderly execution of the program.

- 30.6.2 Objectives of the activity must be clearly stipulated in the proposal.
- 30.6.3 Participants must secure parent's consent to become participant in the activity and a clearance from Health Services Division is mandatory for those who have health concerns.
- 30.6.4 Safety of the participants is the topmost concern particularly during physical activities in the team building.

30.7 **Dances and Parties**

The following rules shall apply to all dances held by any student organizations/SAC/Department/Head/Advisers, unit or entity of the HCC and to any parties and off-campus initiated or sponsored by students of HCC:

- 30.7.1 All social affairs must be scheduled with the SASD Dean at least two weeks before the conduct of the activity.
- 30.7.2 The head of the entity sponsoring the dance, Chaperonage, finances and compliance with other regulations must be included.
- 30.7.3 No permission shall be granted unless the dean/principal or adviser signifies that such activity will be held. By such signification it shall be understood that the dean/ adviser/ commandant in the case of CAT or SCOUTS units shall be present in the affair and shall further assume responsibility for the conduct of the said activity.

30.8 **Formal Dances**

Formal dances of formal social affairs in any approved hall with more than 30 persons in attendance may be sponsored or held by a department, or any duly recognized campus organization.

- 30.8.1 Each department or school organization is allowed one formal dance night in a school year. Departments may combine in holding such dances. These dances are usually held on a night, before a holiday or on a weekend night when there are no classes or school activity the following day, in an approved venue.
- 30.8.2 No dances, however, will be allowed within two weeks before the close of the semester/Academic

Year. No student may be compelled to contribute any amount he/she cannot afford the same or does not want to attend the activity. Any violation of the spirit of this understanding may result in the forfeiture of future privileges of the department or organization responsible.

30.9 Informal Dances

Informal dances are informal social gatherings where the program is mainly dancing usually with band. It is understood that the adviser of the organization sponsoring the activity is present throughout such activity and should share the same responsibility with the officers and members for the proper conduct of the activity.

30.10 Chaperonage

For formal and informal dances on campus, there shall be at least three faculty/staff adviser of the entity sponsoring the activity. When the social activity is held off-campus, another faculty/staff member is required other than the adviser and the host and hostess who have formally signed up to take responsibility for the proper conduct of the activity.

30.11 All social activities held on campus should end not later than 9:00 p.m. If the activity is held off-campus and not overnight, it is expected to end early enough to provide allowance for travel time for those commuting, except upon prior arrangement with the proper authorities.

Section 31. Calendar Activities

31.1 Policy

The calendar of activities is devised for the purpose of keeping a record of all activities sponsored by HCC recognized student organizations, faculty, divisions and departments, whether on or off-campus.

31.1.1 The records of these activities are kept in the Student Organizations and Student Activity Section of the SASD. In addition, final arrangements for holding any activity or series of activities are finalized in the same office.

31.1.2 The calendar of activities is kept in the Student Organization and Student Activity Section of the SASD. In addition, final arrangements for holding any

activity or series of activities are finalized in the same office.

31.2 **Scheduling of Activities**

The Student Organizations and Student Activity Coordinators (SACs) with the Dean of SASD shall review the program of the student organization requesting for reservation/s. All planned activities of recognized student organizations are expected to be scheduled in the calendar of activities at least two weeks in advance. These include benefit activities, programs, contests, seminars, trainings, formal and informal dances and the likes. Only service-related activities/projects shall be allowed to be scheduled at least a week before their execution.

31.2.1 Recognized student organizations are entitled to protected dates. Protected dates are dates in the calendar of activities reserved exclusively for a certain organization or dates when student activities are not allowed. Protection will be granted based on the nature of the program and the degree of student involvement.

31.2.2 A long-range protected reservation is tentative and must be reconfirmed by the sponsoring organization at least two weeks before the activity; otherwise, the date will be made available to other groups. Requests should be made in writing addressed to the Dean of SASD. Reservations for protected dates will be on a first come, first served basis, except when the date proposed coincides with the date of schoolwide activity, in which case the latter takes precedence.

31.2.3 Weekends schedule for HCC or special religious programs/activities a week before the final examinations of respective departments are protected. No other student activity shall be allowed to be conducted a week before final examinations.

**Part IV
STUDENT AFFAIRS**

**Chapter 1
Declaration of Principles**

Specified herein are terms and conditions relevant to HCC's code of discipline, students' welfare and formation, as well as services and development. It is through the supervision of Student Affairs and Services Department, herein referred to as SASD, that the legal provision is upheld.

Section 1. **HCC acknowledges the vital role** of the youth in nation-building thus, supports and protects their physical, moral, spiritual and social well-being.

Section 2. **HCC shall defend** and reassure the rights of all students to quality education and to take suitable measures to make accessible education to all.

Section 3. **HCC shall honor** the collective rights of the student's subject to restrictions as provided by the law, public policy and acceptable customs and traditions.

Section 4. **All students shall be guaranteed** of involvement and initiative in matters affecting their welfare.

Section 5. **All students shall promote** the academic integrity of HCC and shall conduct themselves in accordance with established rules and regulations and accepted norms of society.

**Chapter 2
Students' Rights and Responsibilities**

Section 6. Rights of Students

The following rights and freedom shall be implemented with responsibility and prudence. In addition to other rights stipulated in Philippine Constitution and the Education Act of 1982, every student of Holy Cross College shall enjoy the following rights:

- 6.1 The right to the proper use of school facilities afforded him;
- 6.2 The right to run in an elective position in any of the school's recognized student organization, student council or association, provided, however; that he meets the necessary requirements set forth by the respective organization;

- 6.3 The right to vote in the students' popular election;
- 6.4 The right to organize/form an organization with a provision in congruent to the mission-vision of HCC and with purpose not contrary to law and not inimical to the rights and interest of any individual, group or the entire academe, subject to the existing restrictions and conditions attached hereto;
- 6.5 The right to preservation and maintenance of integrity and confidentiality of his records and information communicated in confidence to school authorities, unless the law requires otherwise;
- 6.6 The right to effectively channel communications to appropriate academic and administrative bodies of the school, the right to promote and safeguard academic freedom, research freely, published, discusses and exchange findings and recommendations for purpose of the academic and social-political development;
- 6.7 The right to due process, which includes the right to be informed in writing of the charge that may lead to any disciplinary action against him, the right to be heard and the right to present evidence in his favor;
- 6.8 The right to express concerns to appropriate academic and administrative bodies relating to any act unbecoming of professional educators such as;
 - a. Frequent absences and/or tardiness of a teacher;
 - b. Immoral advances, including *sexual harassment*, use of vulgar or insulting or derogatory remarks of any faculty member, asking favor in favor of the grade/s;
 - c. Attending the class unprepared to teach the lesson;
 - d. Smoking inside the classroom during class hours and within the school vicinity.

Section 7. **Rights Under the Education Act of 1982**

- 7.1 The right to receive, primarily through competent instruction, relevant quality education in line with national goals and conducive to his full development as a person with human dignity;
- 7.2 The right to choose freely his field of study and to continue his course therein up to graduation, except in case of academic deficiency, or violation of disciplinary regulations;
- 7.3 The right to school guidance and counseling services for making decisions and selecting the alternatives of work suited to his potentialities;
- 7.4 The right to access his own school records, the confidentiality of which the school shall maintain and preserve;

- 7.5 The right to issuance of official certificates, diploma, transcript of records, transfer credentials and other similar documents within (30) days from request;
- 7.6 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;
- 7.7 The right to free expression of opinions and suggestions, and to effective channels of communication with appropriate academic and administrative bodies of the university;
- 7.8 The right to form, establish, join and participate in organizations and societies recognized by the school to foster his intellectual, cultural, spiritual and physical growth and development, or to form, establish, join and maintain organizations and societies for purposes not contrary to law;
- 7.9 The right to participate in the formulation and development of policies affecting the schools in relation to the locality/region, and nation through representation in the appropriate body/bodies of the school to be determined by the Board of Directors.
- 7.10 The right to be free from voluntary contributions except those approved by their own organizations or societies.

Section 8. Duties and Responsibilities of Students

For every right and/or privilege, there are a corresponding duties or responsibilities. In addition to those provided for under the existing laws of the land, a student shall:

- 8.1 develop patriotism and nationalism, love of humanity respect for human rights;
- 8.2 render personal, military or civil services under conditions provided by law;
- 8.3 uphold the academic integrity of the college, endeavor to achieve academic excellence and integral formation;
- 8.4 abide by the rules and regulations governing his academic responsibilities and moral integrity;
- 8.5 participate actively in all school activities in promotion of general welfare of the community;
- 8.6 cooperate fully in securing school property;
- 8.7 practice moral responsibilities to himself and to others as members of a Christian Community;
- 8.8 promote, preserve and contribute to the general welfare of the students;

- 8.9 maintain orderliness and cleanliness of classrooms, function rooms, laboratories, and other facilities and properties of the school;
- 8.10 turn off lights, electric fans, air-conditions and faucets when not in use;
- 8.11 exert care and concern in handling and using the laboratory equipment;
- 8.12 refrain from causing damage to school properties, such as writing on the walls, vandalism and littering;
- 8.13 promote and patronize proper waste management.

Chapter 3 Conduct and Discipline

Section 9. **What are the expectations from Students?**

At all times, every student must promote and maintain peace and order of the school by observing the rules and discipline, and by exerting efforts to attain harmonious relationships with fellow students, the teaching and academic staff and other school personnel (Chapter 3 Section 15, Education Act 1982).

Section 10. **The Investigation**

The investigation, disposition and corresponding sanctions of student's disciplinary cases shall follow the proceeding set by the proper forum established herein.

Section 11. **Who are mandated to enforce discipline?**

All officials, faculty members, staff and security personnel of HCC are mandated to enforce and supervise overall compliance to the provisions of this Code in their respective areas of responsibilities.

All student officers particularly the officers of the respective Student Council of different departments may be called upon to assist in the enforcement of the rules of discipline whenever feasible and/or relevant.

Section 12. **Who are the Persons in Authority?**

Pursuant to the provision of the chapter, teachers, professors and Persons in charged with the supervision of the student shall be deemed persons in authority and should therefore, be accorded due respect and protection [Art.153 (3) of the Revised Penal Code, as amended by PD 299, Sept. 19, 1973 and the Education Act of 1982, Manual of Regulations for Private Higher Education, DepEd Order No. 88 s. 2010 Revised Manual of Regulations for Private Schools in Basic Education and other applicable policies and issuances].

Section 13. **The Disciplining Authority**

The disciplinary authority who is the President of the College shall carry out the sanction/s recommended by the disciplinary council in accordance with due process. In case of vulnerability or absence of the College President, the Vice President for Academic Affairs (VPAA) shall carry out the sanctions.

Section 14. **Administration of Sanctions**

In the administration of sanction(s), the same penalties shall be imposed for similar offenses and only (1) penalty shall be imposed in each case. A progressive system of penalties shall be maintained.

Section 15. **Rights of Respondents**

In addition to the rights guaranteed in this handbook, every respondent shall enjoy the following specific rights:

- a. to be subjected to disciplinary sanction(s) only after the satisfaction of the due process and/or after the latter has been fully observed with;
- b. to be penalized only on the basis of substantial evidence or pieces of evidence presented in the disciplinary proceeding(s), the burden of proof being with the person filling the charge;
- c. to be penalized on the basis of evidence or pieces of evidences presented on the disciplinary proceeding(s) of which the respondent has been properly appraised and given the opportunity to rebut the same;
- d. to enjoy, pending final decisions on the charge(s), all rights and privileges as a student, subject to the recommendation(s) of the Disciplinary Council;
- e. to defend one's person, personally or by counsel, or a representative chosen by the respondent(s). If the respondent(s) desires, but is unable to secure the services of a counsel, the respondent(s) shall manifest the fact(s) at least two (2) days before the date of the hearing, and request the disciplinary committee to designate a counsel chosen from among the faculty members and staff of the College.

Chapter 4

General Rules on Conduct and Discipline

Section 16. **Rationale of the Rules**

- 16.1 Every student enrolled in HCC accepts an obligation to carry themselves in a proper and refined manner. Therefore, in application of the rights of the students as well as in the performance of their obligations, they must act accordingly

with the vision and mission of the school. As students, they must not obstruct the school and discharge its functions. Students are expected to agree with the rules and regulations which the school authorizes for the members of the school community in order to effectively fulfill its mission.

- 16.2 Every school is required by the Commission on Higher Education (CHED) to maintain discipline and to improve disciplinary measures for offenses which warrant it. These disciplinary measures are designed to develop among these students the highest standard of decency, morality and good behavior.
- 16.3 The causes for which a student may be subjected to disciplinary action are classified as follows:
- 16.3.1** As general rule, the following offenses are punishable by dropping even only for the first offense:
- a. sale, use or possession of narcotics or dangerous drugs and/or paraphernalia;
 - b. fraternity, affiliation and any acts associated with it;
 - c. obscene publication/s and indecent shows;
 - d. violations of Republic Act (RA) No. 10627, otherwise known as the Anti-Bullying Act of 2013;

Section 17. Students Identification Card

- 17.1 Students will be barred and prohibited to enter the school premises without his/her ID. The ID must always be worn while inside the school premises.
- 17.2 Student ID's that are not worn inside the school will be confiscated and the student will be asked to retrieve his/her ID from the Office of Prefect of Discipline
- 17.3 LOST ID Card should be reported immediately to POD in accordance with the following procedures:
- a. Secure a Temporary Gate Pass from POD
 - b. Secure and present a copy of Registration form (personal copy)
 - c. Proceed to Cashier office to pay for the issuance of new ID card
 - d. Present official receipt to Property Custodian for processing of new ID card.
 - e. The temporary pass shall be effective for the inclusive dates written on the form to give time to student(s) to replace his/her lost ID card.

- 17.4 Borrowing of ID, using of old ID from the past academic year and of other school is strictly prohibited and is subject for disciplinary action.

Section 18. School Wear and Grooming

18.1 The school uniform is worn as a symbol of one's affiliation in the Crucian community and as identity for the students who are enrolled in Holy Cross College. As part of daily discipline, students are required to wear their prescribed uniforms on the days designated by the school authorities.

18.2 All students are required to come to school in prescribed uniform.

18.2.1 Students who are not in proper uniform are required to go home and change their attire with the school's prescribed uniform. It is every teacher's duty to check on uniforms and call the attention of students' not properly wearing what is prescribed by the school administration (unbuttoned shirt, rolled up pants or sleeves, ID's not worn, no school logo patch(es), student's name tag(s) (IBED) and the likes). If a student resists the advised of the said teacher or school personnel, the student may be sent out to see the Prefect of Discipline, class adviser, department head and consequently be charged with disobedience.

18.3 PE Uniform is prescribed for PE classes, intramurals and on certain occasions like off-campus activities and on annual foundation days. A complete PE uniform consists of the school prescribed department PE shirt, jogging pants, white socks and rubber shoes (preferably white in color)

18.3.1 PE DAY
Complete PE uniform for senior high and IBED students is prescribed every Friday of the week. PE uniform is only worn during PE hours for College students.

18.3.2 DRESSDOWN DAY
Dress down day is every first Wednesday of the month where students in general, are allowed to wear casual attire as long as it is decent (no shorts/ miniskirts, no tattered jeans, no spaghetti/ sleeveless/ revealing/ off-shoulder/ plunging neckline/ crop-hanging tops, no leggings/ tight jeans, no slippers, no sandals and the likes).

- 18.4 Department shirt uniform for college may be prescribed for WASH DAY (dress down day) and special occasions. A complete wash day attire consists of the following:
- approved department/organization shirt;
 - pair of black or blue pants;
 - any rubber shoes.
- 18.5 Students are not allowed to bring or wear expensive jewelry or pieces of jewelry and other unnecessary accessories.
- 18.6 Male students are not allowed to wear earrings. Female students are not allowed to wear more than a pair of earrings. Male and female are not permitted to wear multiple earrings on one (1) or both ears.
- 18.7 Male students are required to maintain a modest and manly haircut. Barber's cut is prescribed.
- 18.7.1** Hair should not be beyond the eyebrows when pulled down.
- 18.7.2** Hair at the nape should be at least an inch above the tip of the shirt collar.
- 18.7.3** Fancy hairstyles or the unreasonable shaving of the head is strictly prohibited for both male and female students.
- 18.7.4** Colored hair is not acceptable.
- 18.7.5** Male BS Criminology students are required to have their hair cut at least 2 x 3 inches, while females are required to tie their hair in a bun, cover it with hair net, and pin their bangs and should maintain their face uncovered with hair.
- 18.8 Only colorless nail polish is allowed for students.
- 18.9 Wearing of heavy make-up in school is forbidden.
- 18.10 Other policies on personal attire includes:
- 18.10.1** Wearing of sando, shorts, spaghetti/ sleeveless/ revealing/off-shoulder/plunging neckline/bareback/hanging blouses or dress, ragged or tattered jeans are not acceptable.
- 18.10.2** Wearing of sandals, rubber/wooden slippers, and the likes are not allowed. During rainy season/flood, students are accepted in school wearing the latter however, are required to bring and wear the school's prescribed foot wear (black leather shoes – male and female) before entering

their scheduled classes for the day. Said slippers will only be worn during egress or after passing through the HCC exit.

- 18.11 Students' NSTP shirt paired with denim (not tattered) jeans and rubber shoes with socks must only be worn during NSTP activity (ies) that is outside of the school. Students must be in regular/general school prescribed uniform all through NSTP academic (lectures) classes.
- 18.12 Caps, berets, bandanas, shades and the like should not be worn in class, offices or in any formal school-related activities.
- 18.13 All students should not have any form of body piercing and tattoo.
- 18.14 Cross dressing for students is strictly prohibited.
- 18.15 On cases where students are required to wear formal attire or other than what is prescribed by the school on subject-related activity (ies), the adviser or subject teacher must seek the approval of the department head concern, laying down the purpose and management of the activity (ies) in writing. Once approved, the Prefect of Discipline must be furnished a copy of the said letter for notation, recording and regulation.

Section 19. **Waste Management**

The school advocates waste reduction and waste segregation. Waste management measures are implemented by the school. These are to ensure that the value of respect and care for the environment is developed and exercised by the students.

- 19.1 Students keep food items in reusable/biodegradable food containers.
- 19.2 Students segregate biodegradable from non-biodegradable waste items.

Section 20. **Respect and Care for Facilities and the Natural Environment**

Every Crucian is expected to respect and care for the facilities and the natural environment in school. Therefore, Crucians should treat the school facilities with care and should keep the gardens, rooms, buildings and the campus environment neat and clean.

- 20.1 Any student found to have inflicted damage on any property of the school such as desks, lockers, doors, windows, bulletin boards, reading materials and the like, will be asked to replace or repair it and shall be subject to disciplinary action. If found that a student purposefully damaged facilities, major disciplinary action shall be imposed.
- 20.2 During recess or lunch, students may eat inside the classroom for a certain period of time specified by the Principal/Dean. Cleanliness and good order should always be observed. The school officials are authorized to forfeit this privilege if the student is deemed to be unfit to use the facilities properly.
- 20.3 At the beginning of the school year, desks are assigned to each student by the class adviser and must not be changed by the former without the permission of the latter. The repair cost of vandalized chair will be charged to the student who is responsible in the commission of such act.
- 20.4 Whenever a class leaves the classroom for some length of time, the class officer(s) should switch the lights and the electric fans, and lock the doors. Bags, books and other items should not be left scattered along the corridors

Section 21. **On Decency**

- 21.1 Conduct and behavior appropriate to young men and women is always expected of HCC students.
- 21.2 Appropriate sanction is left on the best judgment of the Disciplinary Council, depending on the gravity of offense.

Section 22. **Behavior outside of HCC**

Any student who puts the name of the school in bad light for any misconduct should be liable, provided that appropriate complaint is filed against him/her. The student would face appropriate disciplinary actions as repercussion of misdemeanor.

Section 23. **Use of Electronic Gadget During Classes**

Use of Cellular phones, digital camera, mp3, mp4, audio/video players, and other electronic devices shall not be allowed during the conduct of class and during examinations.

Section 24. **Attendance**

- 24.1 Students must attend classes regularly. As mandated by CHED and DepEd, a student who has been absent more than 20% of the total number of the school days during the school year shall be dropped from the enrolment list of the school.

- 24.2 Only absences due to valid reasons such as illness are excused. To be excused, a student who was absent must present a medical certificate or a letter of explanation from his/her parent/guardian upon return to school.
- 24.3 Students must not leave the classroom during class hours without authorization. The same way when permitted (e.g. due to call of nature), students must return to his/her class within 5 minutes (maximum) to pee and 10 minutes (maximum) to defecate. More so, students are not to leave the school premises unless it is class dismissal hour(s). Yet, due to personal emergency(s) (non-medical), a student must secure "permit to leave" duly signed by the parent/guardian, Prefect of Discipline and department head concern. For medical cases, on emergency condition(s), the chief nurse is authorized to exit, send home or endorse to hospital(s) the sick student without seeking school personnel authorization. The chief nurse though afterwards is obligated to inform the parent and make a written report and give copies of which to concern school officers and officials like the department head concern and Prefect of Discipline for record and information purposes. In all the incidences above except for the medical emergency case(s), said student egress must be permitted by the parent, Prefect of Discipline and department head. Leaving the classroom or the campus without permission or for an unreasonable length of time is considered Truancy. Thus, NO parent substitute will be allowed to fetch the student concern. Proper identification is likewise requested from the parent.
- 24.4 Students are to take their lunch inside the school grounds except for college students since they are not covered by the closed gate policy. Those that are granted school LUNCH passes (SHS, IBED) basically resides within the boundary/territory of RCS Eastern Intertrade Corporation and Villa Luisa Subdivision only.
- 24.5 When lessons are held outside their classrooms (such as the covered court, AVR or in the club meeting place), students are to be with their respective section/group throughout the entire period.
- 24.6 After class dismissal, while waiting to be fetched, students should stay at students' designated area(s) only.
- 24.7 Students sent or went to the clinic for check-up or confinement for a period of time must thereafter present to

the teacher, an “admit to class” slip filled out by the Prefect of Discipline with the clinical report/slip as attachment.

- 24.8 A gate pass may be issued by the Prefect of Discipline to students with unwarranted situations such as due to physical injuries, a student cannot wear the school’s prescribed shoes or uniform.
- 24.9 On school field trip(s), seminars, training, competitions, conventions or any similar undertaking, a valid letter/consent form must be signed by parent(s) and the school authorized personnel. The said letter/consent will likewise be presented to the adviser or subject teacher(s).

Section 25. **Punctuality**

Coming on time to classes, assemblies, exercises, and the likes is expected to every Crucian.

- 25.1 In the morning, a student is considered tardy/late if he/she is not in class 15 minutes from the scheduled start/hour of the class. If after 15 minutes the student is not yet in class, said incident shall be construed as cutting classes.
- 25.2 For periods after recess and lunch, a student is considered tardy if he/she is not with his class or group after 10 minutes.
- 25.3 When a student is tardy/late for class, he/she must report to the Prefect of Discipline who will then issue an “admit to class” slip after the determination of the cause (validity) of tardiness/late.

Section 26. **School Materials**

- 26.1 Every student must come to school with complete materials for class such as books, pens, notebooks, pad paper and the like. The school will not receive materials forgotten by the students except for money, food and medicine.
- 26.2 Every student is expected to show simplicity of lifestyle through the kind of materials being brought to school. Expensive ball pens, imported notebooks and other similar items are discouraged.
- 26.3 Bringing materials unrelated to schoolwork (toys, comic books, play cards, audio video devices, electronic gadgets, etc) is prohibited.
- 26.4 In the classroom, every student must respect the privacy of other people’s belongings such as schoolbags, water jugs, teacher’s table, etc.
- 26.5 It is the responsibility of every student to see to it that school materials and the personal possessions brought to school are kept safe and secure.

Section 27. **Off-limits Area**

- 27.1 For safety and order considerations, certain places in the school campus are designated as off-limits. Students are therefore, prohibited to be on the following areas without permission, to wit:
- Faculty rooms
 - Coordinator rooms
 - Administration offices
 - Stage and backstage of the covered court, and
 - All other places identified as off-limits areas

Section 28. **Out of Class Activities**

(Field trips/class nights/ seminars/ conventions/ trainings/ recollections/ camping) Parents must be informed by means of an official letter about students' attendance to Out-of-class activities.

- 28.1 Students joining the above-mentioned activities should secure the written consent of their parent(s) and submit it to the class adviser prior to their attendance or conduct of the activity. Students who are unable to secure a written consent will not be allowed to join any out of class activities. The school officials are authorized to refuse a student to join the said activities if the latter is deemed to be unfit to join such event.
- 28.2 During these events, rules on proper behavior and decorum expected in the classroom should consistently apply as well.
- 28.3 Schedules, special arrangements, and other rules and regulations applicable to these events will be strictly observed. Specific requests of students (to leave early or to be fetched elsewhere) will only be accommodated if arrangements with the class adviser and the principal are made ahead of time.
- 28.4 BS Criminology students conduct Physical Fitness Training (PFT) and Drills and Ceremonies training (Drills) at least once a week. Clearance from the School Physician is sought first to be able to join the said activities in addition to the consent of the parents allowing their child to join the activity (Section 28.1).

Section 29. **Behavior**

Attention and active participation in and out of the classroom are necessary to create an atmosphere helpful to learning. Every student is expected to behave in a manner becoming of a Crucian by:

- 29.1 Observing proper decorum appropriate to various venues where school supervised activities take place such as in the classroom, in extension facilities such as the library, the AVR, the chapel, in the accredited school transport service (outbound education and the likes), the canteen, the ball courts, the corridor, the covered court.
- 29.2 Making the most out of learning while being attentive, sitting up straight and participating actively. By speaking in a clear voice and by refraining from talking, standing, or leaving seats unless acknowledged or granted permission by the teacher.
- 29.3 By being honest when taking tests, exams, quizzes or in class work and exhibiting proper test taking behavior.
- 29.4 By regarding everyone: classmates, school personnel and visitors included, with courtesy and respect.

Section 30. **Forms/Letters to Parents**

Close communication between the school and the parents helps in the students' learning. When letters or notices are sent to the parents through the students, the former have the responsibility to notify their parent(s) or guardian as soon as possible. If there is a response or return slip attached, this should be brought back to school the following day. Official documents such as cards, letters to parents and the like should be handled with care.

Section 31. **Posting and Announcements**

All postings include organizational meeting notices, assemblies, announcement of activities, messages and the like, related materials of which should not be contrary to law and school policies.

- 31.1 All announcements will be posted in a maximum period of two (2) weeks.
- 31.2 All materials, prior to posting should secure approval from the Dean of Student Affairs and Services Department.
- 31.3 All announcements shall be posted only in prescribed areas for posting.
- 31.4 Posted materials must be removed immediately after the event.
- 31.5 Leaflets, poster and other similar materials shall not circulate inside the College unless the sponsors submit a sample to Dean of SASD for approval prior to circulation.

Chapter 5 Provisions on Pregnant Students

Section 32. **Guiding Principles**

As stipulated in the provision of the law, the State affirms women's rights as human rights and shall intensify its efforts to fulfill its duties under international and domestic law to recognize, respect, protect, fulfill, and promote all human rights and fundamental freedom of women, especially marginalized women, in the economic, social, political, cultural, and other fields without distinction or discrimination on account of class, age, sex, gender, language, ethnicity, religion, ideology, disability, education, and status (Chapter 1 Section 2 of the Republic Act 9710).

Section 33. **Expulsion and Non-Readmission**

In support to RA 9710 and being a Catholic Educational Institutional Institution, HCC will not turn out or refuse admission to a female student solely on the account of her having contracted pregnancy outside of marriage during her term in school (Chapter IV Section 13, RA 9710 Magna Carta of Women).

Dropping of subjects will be advised only if the condition of the pregnant student will be placed in imminent danger or health hazards.

Section 34. **Temporary Special Measures (TSM)**

These measures shall not be considered discriminatory, unequal or separate standards, but shall be treated as a consequence of the act. TSM shall be discontinued when the objectives have been achieved.

34.1 **Legal age student**

The student will be referred to the Guidance and Counseling Services Division (GCSD) for counselling to assist the student in all possibilities and consequences of her possible decisions.

The student will be given one (1) semester leave of absence after giving birth; this is to lessen her exposure to stress and have more time with her child.

34.2 **Minors**

The student will be referred to the GCSD for debriefing and to assist her with possible decision making and to present all possibilities and consequences of such decision(s).

Call the parents for a conference regarding the status of their daughter and arrive at a decision to what is best for the student.

34.3 **On leave of absence(s)**

The pregnant student shall be accorded what's due by the school and what's written or stated in Philippine laws before and after giving birth. Special requirement(s) or modules by the adviser/teacher shall be provided to the pregnant student upon leave of absence(s) in school.

Section 35. **Provisions on Maternity Dress**

- 35.1 The pregnant student must submit a letter of request to wear maternity dress with a photocopy of pregnancy notification and marriage contract to the office of the Prefect of Discipline, copy furnished the Dean/Principal and Registrar.
- 35.2 In the absence of marriage contract, the latter should submit a petition letter coming from her parents or legal guardian.
- 35.3 In case that the prescribed uniform is no longer fit, the latter may wear maternity dress designed by the school.
- 35.4 Effectivity of wearing of maternity dress is upon the issuance of approved letter of request of the affiant from the Student Discipline and Formation Services Division.

Chapter 6 Offenses, Disciplinary Probation and Other Implications/Consequences

Section 36. **Offenses Punishable by Dropping/Dismissal**

As a general rule, the following offenses are punishable by dropping even only for the first offense:

- 36.1 Academic dishonesty like cheating, plagiarism, tampering of school records, examination leakage, selling examination paper(s) – mere involvement in academic dishonesty is equivalent to dishonesty in general
- 36.2 sale, use or possession of narcotics or dangerous drugs and/or paraphernalia;
- 36.3 fraternity affiliation and any acts associated with it such as hazing;
- 36.4 obscene publication(s) and indecent shows; and
- 36.5 violations of Republic Act (RA) No. 10627, otherwise known as the Anti-Bullying Act of 2013;
- 36.6 violation of Republic Act (RA) No. 10173, otherwise known as the Data Privacy Act of 2012;
- 36.7 violation of Republic Act (RA) No. 9165, otherwise known as the Comprehensive Dangerous Drugs Act of 2002;

- 36.8 violation of Republic Act (RA) No. 10175, otherwise known as the Cyber Crime Law;
- 36.9 violation of Republic Act (RA) No. 7877, an act declaring Sexual Harassment unlawful.

Section 37. **Minor Offenses**

- 37.1 Excessive teasing
- 37.2 Improper decorum during line formation (GS, JHS, SHS)
- 37.3 Littering
- 37.4 Not following waste segregation
- 37.5 Loitering
- 37.6 Four (4) accumulated unexcused tardiness
- 37.7 Not following the rules on usage of school equipment and facilities such as the AVR, library, laboratories etc.
- 37.8 Misbehavior in class or within the school premises
- 37.9 Not following classroom discipline
- 37.10 Improper or non-wearing of school uniform which covers even bringing and changing clothes without authorization
- 37.11 Petty quarrels
- 37.12 Spitting through the window, floor or within the school premises
- 37.13 Violation of school prescribed dress code
- 37.14 Using cellphone unpermitted either during class hours or activity
- 37.15 Wearing cap, bonnet and the likes within the classroom and school premises
- 37.16 Bringing or munching gum in school
- 37.17 Sitting on school ledges, corridors, or other than the student center
- 37.18 Colored hair both male and female
- 37.19 Contact lenses shall be limited to natural color or clear only
- 37.20 Alteration of school uniform in any manner like modification of school prescribed pants, jogging pants and polo shirts
- 37.21 Violation of parking regulations
- 37.22 Shouting on corridors, classrooms, building or on school grounds
- 37.23 Simple teasing
- 37.24 Not cleaning the classroom on designated day and time by the adviser/teacher-in-charge
- 37.25 Unauthorized bringing of speakers or other electronic gadgets

Section 38. **Major Offenses**

- 38.1 Falsely accusing another student
- 38.2 Instigating or causing fight in school, within the allowed school boundary or actions affecting the good name of the College
- 38.3 Possession and used of cigarettes/smoking, matches or lighter or any smoking paraphernalia

- 38.4 Possession, bringing and/or used of gambling paraphernalia/gambling
- 38.5 Tampering, borrowing, switching of school ID and/or other school documents
- 38.6 Cutting classes, leaving the classroom or not in school for more than 15 minutes prior to the start of the first period or any schedule academic class for the day without authorization
- 38.7 Writing unnecessary comments on school records (attendance sheet, textbooks, quiz paper, test paper and the likes)
- 38.8 Desecration of religious places/profanity
- 38.9 Third violation of the same offense
- 38.10 Insubordination
- 38.11 Forgery
- 38.12 Any form of misconduct that would affect the good name and/or reputation of the College
- 38.13 Assaulting physically or orally fellow student or school personnel
- 38.14 Physical fight or brawling in school/publicly; violence resulting to physical injuries
- 38.15 Bringing or possession of deadly weapon(s) and the likes in school
- 38.16 Committing acts leading to public scandal and unbecoming of a Crucian student
- 38.17 Disrupting classes and barricading the school entrance
- 38.18 Entering the school premises or in school uniform under the influence of alcohol/intoxication
- 38.19 Bringing alcoholic drink(s) in school
- 38.20 Drug dependency, possession, selling and/or using prohibited drugs
- 38.21 Involvement in a serious fight publicly
- 38.22 Fight or violence resulting to physical injuries
- 38.23 Gross misconduct or disrespect to persons in authority, fellow student(s) and to other members of the school community
- 38.24 Hazing
- 38.25 Immorality or acts of lasciviousness
- 38.26 Violent or rowdy behavior
- 38.27 Instigating or leading strike(s) or similar activities that leads to the obstruction of classes and/or normal operations of the school
- 38.28 Joining and/or forming illegal organizations contrary to the beliefs of the school
- 38.29 Any acts of perjury
- 38.30 Vandalism of any willful and deliberate damage to school properties

- 38.31 Preventing or threatening any student or school personnel from entering the school premises or in discharging their duties
- 38.32 Refusing to identify student accomplice(s) or identity (ies) included in the violation of discipline and school policies when personal knowledge of which is clearly manifested
- 38.33 Moral Turpitude (an act or behavior that gravely violates the sentiment or accepted standard of the community)
- 38.34 Stealing, theft or robbery
- 38.35 Using the name of the school, creating school page/account(s) and the likes without authorization or official written directive(s)
- 38.36 Climbing or jumping over the school boundary fence and escaping from school
- 38.37 Third violation of any of the major offenses herein mentioned will be subjected to suspension
- 38.38 Deliberate disobedience to policies
- 38.39 Rumor Mongering
- 38.40 Child Abuse
- 38.41 Violation of the Privacy Act of 2012
- 38.42 Violence against women and children
- 38.43 Going to off-limits area (school building roof, restrooms not your gender and the likes)
- 38.44 Newly acquired body tattoo or pierce (not present when enrolled)
- 38.45 Cyber bullying or bullying in general
- 38.46 Borrowing school equipment and facilities without authorization
- 38.47 Utilization of school forms to unintended purposes

Note: Offenses (minor or major) not herein mentioned yet with similar nature to other student disciplinary infractions, its construction, discretion and interpretation will be left to the sole pronouncement of the Prefect of Discipline.

Section 39. **Other Offenses**

HCC students are always expected to have a sense of responsibility. This includes being accountable to acts committed that are considered opposed to the values of the school and against the rules and regulations that have been set forth.

Thus, offenses committed by students are subject to disciplinary sanctions by the Prefect of Discipline, if such offense(s) falls under minor or major offenses that warrant jug, warning, benching, grounding, restitution, and educational experience.

For offenses punishable by suspension and above, the approval of the President must be sought by the disciplinary committee.

Offenses against ORDER

- 39.1 Tardiness
- 39.2 Cutting classes
- 39.3 Bringing unnecessary materials to school
- 39.4 Misbehavior while under the supervision and custody of the school (in-out of the classroom activities like camping and recollections)
- 39.5 Violation of rules on off-limits areas
- 39.6 Violation of rules on haircut, gala attire and uniform
- 39.7 Failure to submit an excuse letter after absence in school
- 39.8 Other offenses similar or related to those mentioned above

Offenses against SECURITY and SAFETY

- 39.9 Smoking, including the possession of cigarettes and VAPE
- 39.10 Gambling in any form
- 39.11 Possession and/or bringing of deadly weapon(s) while in school. The possession/bringing of ordinary objects and school materials (such as blade, a drawing compass, a penknife, a razor, scissors, a toy gun, a letter-opener, a hammer, and the likes) can fall under the category of “deadly weapons” if misused and/or abused.
- 39.12 Membership in organizations or fraternities banned by the school. The sanction is outright separation.
- 39.13 Possession of prohibited drugs. HCC considers the possession of prohibited drugs as a very serious violation, as it is both physically and morally harmful. Thus, the sanction for such is outright separation. Any student found to be in possession of, actually taking or using, buying or selling, giving or trafficking barbiturates, hypnotic amphetamines, suppressants, marijuana or other dangerous/prohibited drugs in the College premises or its extension facilities, or during school activities, is subject to expulsion from the school. The school deems all these substances physically or morally harmful. Any student found guilty of such offense can be meted outright separation from the school.
- 39.14 Mischievous pressing of the fire alarm system

Offenses against PERSONS

- 39.15 Acts of bullying, malicious name-calling, fighting, inciting fights, inflicting physical harm
- 39.16 Gross disrespect, insubordination, disobedience to teachers, superiors or school officials

Offenses against PROPERTY

- 39.17 Vandalism, wastage, damage, mutilation, or destruction of property and the environment. In addition to a sanction that

shall be imposed, depending on the circumstances and gravity of the offense, the offender will pay compensation to the school or person(s) involved for damages.

39.18 Stealing or extortion.

Offenses against TRUTHFULNESS and HONESTY

39.19 Passing off someone's work as one's own

39.20 Providing untruthful information when asked

39.21 Tampering of or falsifying official school documents and the deliberate non-delivery of important communication to parents.

39.22 Cheating and dishonesty during exams, tests, quizzes or class activities. Such act is defined as, but not limited to talking unnecessarily, whispering, calling the attention of others, looking around, looking at work of others, using unauthorized notes, making one's work visible to others and behaving suspiciously. The lowest rating in the examination or quiz is given to the offender. A sanction may be imposed depending on the gravity of the offense.

Offenses against PUBLIC VALUES

39.23 Possession and/or passing/uploading/downloading of pornographic or indecent literature

39.24 Using facilities and technology such as the internet to display and pass on hurtful offensive and indecent information to other members of the school.

Section 40. Disciplinary Sanctions

40.1 Jug

A jug is a corrective measure meted for the infraction of class rules and the violation of certain school rules classified as minor offense. It may take the form of writing or copying lectures, verses and accomplishing assignments required by the teacher or the Prefect of Discipline.

40.2 Warning or Reprimand

A warning shall be given by the Prefect of Discipline or subject teacher to a student. The student's parents are informed of the infraction after which the offender is no longer entitled to a warning for any offense.

Offenses punishable with WARNING or REPRIMAND

- a. Excessive teasing which may at times be construed as simple bullying or misbehavior.
- b. Uniform code and haircut violation. Penalty may be raised to benching.
- c. Improper use of classroom or school facilities.

- d. Tardiness. Penalty may be raised to benching on the 4th commission of which.
- e. Violation on waste segregation.

40.3 **Benching**

Benching is a penalty imposed by the Prefect of Discipline for serious violation of school rules and classroom discipline. The offender is grounded, which means that such student will not be allowed to participate in regular school activities. Instead, he/she reports to the Prefect of Discipline who assigns various tasks. The duration of the benching depends on the seriousness of the offense.

Quizzes and class activities missed on that day will be determined by the Principal/department head if the benched student will be given a special quiz or equivalent to that matter.

Offenses punishable with BENCHING

- a. Conduct unbecoming of a Crucian. The penalty may be raised to suspension depending on the gravity of the offense.
- b. Defiance of school authority rules. Example: Gross disrespect, insubordination, or disobedience to teachers, superiors or any other school personnel
- c. Fighting and inciting fights
- d. Gambling in any form
- e. Off-limits area
- f. Possession/ownership and/or the passing around of indecent/pornographic materials/literature
- g. Tampering school documents
- h. Unexcused tardiness
- i. Vandalism, damage, mutilation or destruction of property

40.4 **Grounding**

Grounding involves disallowing the student from playing during recess and lunch, and depriving him/her of certain privileges like participation in the forthcoming school/department events. This sanction is applicable to major offenses.

40.5 **Restitution**

The sanction requires the student to pay the school, persons or groups for damages incurred as a result of the violation. This may be imposed separately or with other sanctions.

40.6 **Educational Experience**

The sanction is intended to create a constructive activity that is assigned to students as a redemptive sanction. It is

designed to enhance a student's ability to learn from the disciplinary experience and promote learning that will lead to responsible decision making in the future.

40.7 **Suspension**

The Prefect of Discipline imposes a suspension for major offenses or habitual violation of school rules and classroom discipline. A suspended student is separated from his/her classes/classmates and is barred from entering the classroom for a period lasting from one to five days, depending on the reason for suspension. The parent/guardian of the suspended student may be called to confer with the POD to relay to them the gravity of the situation and to set the stage for a change of attitude and earnest reform on the part of the student.

Suspension is served to the student solely for the purpose of reformation. Suspension should not be more than 20% of actual number of school days.

For missed quizzes on the day/days of suspension, the student gets a score of zero. Special quizzes or exams for the suspended student are subject for the approval of the Principal or Dean.

Offenses punishable with SUSPENSION

- a. Academic Dishonesty. An additional penalty entails being conferred the lowest rating during major examinations and a zero in all quizzes during the days when suspension is served.
- b. Bringing, taking, and/or possessing alcoholic and related beverages in the school premises or extension facilities, or during school functions.
- c. Possession/bringing of "deadly weapon(s)", ordinary objects and school materials that fall under the category of deadly weapon(s) (as stipulated under offenses against security and safety) while in school.
- d. Possession and ownership of explosive materials.
- e. Forgery
- f. Malversation of any funds intended for class, organization, council or publication, whether the offender is a member/staff or not.
- g. Physical or verbal assault
- h. Smoking and/or possession of cigarette or smoking paraphernalia.
- i. Theft/Extortion
- j. Truancy which involves leaving the classroom for an unreasonable length of time, or leaving the campus without permission.

- k. Jumping over the school boundary fence/escaping from school

40.8 **Non-Readmission**

Non-readmission is awarded to student who has accumulated four (4) major offenses immaterial if these offenses are not of similar nature.

40.9 **Expulsion**

Expulsion/dismissal is the most serious of all penalties. A student who is expelled or dismissed from the school is debarred from all private and public schools (cf. Amendment to paragraph 146, sub-paragraph (a) and (c) of the Manual of Regulations for Private Schools, first edition, 1995). Hence, a student is expelled or dismissed only if he/she commits an offense that merits separation from HCC or after probation was attempted but failed to affect the desired improvement on the part of the erring student.

Offenses punishable with dismissal/expulsion:

- a. Membership in Fraternities. Fraternities or societies which are secret in nature foster loyalty to the group, whether rightly or wrongly. In principle, they run contrary to moral values and the school order. Consequently, membership in such groups entails dismissal from the school.
- b. The illegal possession/ownership/use of prohibited dangerous drugs. Any student found to be in possession of, actually taking or using, buying or selling, giving or trafficking barbiturates, hypnotic amphetamines, suppressants, marijuana or dangerous/prohibited drugs in HCC premises or its extension facilities, or during school activities, is subject to expulsion from the school. The school deems all these substances physically or morally harmful. Any student found guilty of such offense can be meted outright separation from the school.
- c. Commission of any offense within the campus punishable under the Revised Penal Code.
- d. Carrying of firearms, deadly weapons (lead-pipes, icepicks or blades which are more than 1 ½ inches long etc.), explosives (including firecrackers and pyrotechnics) within the school premises.
- e. Abuse of technology; such as uploading videos or photos in the web that may cause humiliation to a member of the community and the likes.
- f. Violation of Republic Act 8044, otherwise known as the Anti-Hazing Law – either inside or outside of the school.

Section 41. **Other Sanctions**

- a. Reprimand or Admonition
- b. Public Apology
- c. Payment of actual damage inflicted
- d. Failure in a subject or test
- e. Exclusion from extra-curricular activities
- f. Disqualification from holding or seeking any position either by election or appointment
- g. Cancellation of scholarship
- h. Denial of graduation privileges
- i. Stripping of honors and awards
- j. Disallowing of readmission to the college/department due to academic undesirability
- k. Extra school or community work
- l. Such other sanctions as may be approved by the disciplinary board.

Section 42. **Purpose of Sanctions**

Sanctions imposed for the violations of the school rules and regulations are designed to achieve the following:

- a. teach students/pupils the ideal justice;
- b. develop in students the habit of self-discipline and an understanding of moral and right conduct;
- c. teach respect for order, law and authority;
- d. impress in their minds the importance of rules and regulations;
- e. deter students from future violations;
- f. correct and strengthen students' character; protect them and the good name of the school from corrupting influences of lawbreakers.

Section 43. **Composition of the Disciplinary Committee**

The Disciplinary Council (DC) shall be composed of the following:

- | | | |
|-----|---|-----------------|
| 1. | Dean of Student Affairs and Services Department | Chairperson |
| 2. | Chief of Safety and Protection | Vice Chair |
| 3. | Prefect of Discipline | Secretary |
| 4. | Department Head concern | Member |
| 5. | Adviser concern | Member |
| 6. | Student council president concern | Member |
| 7. | Chief Guidance Counselor | Observer |
| 8. | PNP representative (when needed) | Observer/Member |
| 9. | MSWD representative (when needed) | Observer/Member |
| 10. | PTA President concern | Member |

The DC performs the following functions:

- 43.1 It shall review the facts of the case as presented by the POD.
- 43.2 It shall ensure that due process has been observed in the investigation of the case.
- 43.3 It shall affirm whether or not there has been a serious violation of the Code of Discipline.
- 43.4 It shall evaluate the appropriateness of the sanctions based on the merit of the case.
- 43.5 It shall recommend appropriate action/s to the office of the President.

Section 44. **Management Prerogative**

The school takes the prerogative to effect special guidelines or new policies in the form of a memorandum or directive, whenever necessary.

Section 45. **Due Process in Disciplinary Cases**

Procedures related to student discipline are meant to ensure rationality and order for the members of the College. HCC recognize and protect the rights of students to due process, but student disciplinary proceedings are not criminal proceedings and are not subject to the rules of court.

45.1 **Due Process in Minor Cases**

45.1.1 The POD decides on cases deemed as minor. The decision must be based on substantial evidence and based on existing guidelines/policies of HCC.

45.1.2 The sanctions for minor infractions include warning/reprimand, writing extra lines or jugs, grounding, benching and deprivation of some privileges.

45.2 **Due process in Major Offenses**

The procedure followed in imposing disciplinary sanctions for major offenses is as follows:

45.2.1 The apprehending or complaining party shall file a written report to the office of the POD. The written complaint shall include witness/es, date, time and substance of charges.

45.2.2 The POD investigates on the case. The erring student and his parent or guardian shall be informed in writing of the specific charges and shall be required to file an answer within three (3) academic days. Failure on the part of the respondent or his/her parents to file an answer within the prescribed period gives the POD the reason to expedite the case and present the same to the

Disciplinary Council. Failure on the part of the respondent to answer in writing and to appear for investigation shall be construed as waiver to present evidence and the case shall be resolved based on existing evidence.

- 45.2.3** After receipt of the answer, the Office of Student Affairs and Services shall then schedule the case for hearing. Notifying all the parties to appear before the Council, this shall not be later than five (5) academic days from receipt.
- 45.2.4** At the hearing, the student shall be provided with the evidence and witnesses against him. He may present evidence and witnesses on his behalf, and may opt to avail himself of the service of a counsel. No request for postponement shall be entertained.
- 45.2.5** Within five (5) days from the day the hearing is completed, the POD shall submit the recommendation of the Disciplinary Council to the President for his approval.
- 45.2.6** Upon approval or disapproval of the resolution by the president, in 72 hours upon receipt of the POD of the final decision, the same must be served immediately to the erring student and parent(s)/guardian for information, guidance and satisfaction of the due process.
- 45.2.7** Non-school days, Sundays and holidays (foreseen or not) are not counted as part of an offender's period of suspension.
- 45.2.8** Upon lifting of the suspended status, the student must secure a re-admission slip to the POD and the class adviser must be furnished with such document.

Section 46. **Reservation Clause**

Any other act or misconduct similar to all the foregoing that may be deemed offensive and inappropriate by the school or any such acts may be determined by the Board provided the supplication is prospective and disseminated to students through memoranda and/or campus student publication.

Hence, infraction/ violations (minor/major) and the like not herein mentioned, the same policies/ procedures and sanctions shall be applied on cases of similar nature.

Chapter 7 Drug Testing in Schools

Section 47. **Mandatory Drug Testing**

The Random Drug Testing (RDT) of the secondary students shall be conducted once every school year, pursuant on Section 36© of Article III of R.A. 9165 otherwise known as the “Comprehensive Dangerous Drug Act of 2002 and the Department of Education Order No. 80 s.2009.

The purposes of the RDT are the following:

- 47.1 To determine the prevalence of drug users among the students;
- 47.2 To assess the affectivity of school-base and community base prevention program;
- 47.3 To deter the use of illegal drugs;
- 47.4 To give the students the reason to resist peer pressure to use Illegal drugs;
- 47.5 To facilitate the referral/treatment of drug users and Dependents; and
- 47.6 To strengthen the collaboration efforts of identified agencies against the use of illegal drug users and dependents.

Section 48. **Supervising Agencies**

The RDT in school shall be conducted in coordination with supervising agencies, Department of Health (DOH), Department of Education (DepEd), in collaboration with the Dangerous Drug Board (DDB). The school through its respective Selection Board and health personnel shall assist in the conduct of drug testing.

Section 49. **Supervising Board**

The “Selection Board” shall be the board constituted at the level of the school composed of the Drug Testing Coordinator, the School Head as chairperson, and representatives each from the students, faculty and parents as members. The authorized governing duly recognized by their representative constituents shall choose the representative from these stakeholders based on a set of selection criteria formulated for this purpose. In the absence of parent’s association, the School Head may appoint any parent who shall be a member of the Selection Board. For the guidance and compliance of all concerned, the General Guidelines for the conduct of random Drug Testing for students of secondary, tertiary, vocational and technical schools shall be followed.

Section 50. Procedure

Procedure for RDT will be done among randomly selected students.

- 50.1 All students and their parents shall be notified in writing on the process and the manner by which the random drug testing shall be conducted. Such notification may be sent at any time during the school term. Failure to return the acknowledgement receipt shall not be a bar to the conduct of the drug testing.
- 50.2 The whole student population of the school shall be included in the random sampling.
- 50.3 On the day of the testing, the Selection Board shall conduct the random selection of those to be tested.
- 50.4 The selection process should be a random through a lottery, which maybe computerized, or in any other manner that shall be done on the same day.
- 50.5 The random selection of students and the drug testing shall be done on the same day.
- 50.6 The laboratory shall follow the DOH prescribed guidelines in the collection of urine specimens. Universal precautions shall be observed at all times.
- 50.7 The monitor to ensure the integrity of the collection process should be of the same sex as the student.
- 50.8 The drug testing shall be done in the school and conducted by duly accredited drug testing laboratory. The school through its respective health personnel shall assist the Drug Testing Laboratory in the conduct of the drug testing.
- 50.9 The drug testing coordinator shall ensure the confidentiality and integrity of the random drug testing for the students of the school. It is vital that only the people who need to know the test result see them (parents and school administrators).
- 50.10 The result of the test shall be strictly confidential. No school shall publish or post results whether positive or negative.
- 50.11 The Drug Testing Coordinator shall remind the students that divulging the results to anybody will be at his own risk; and that possible, the information should remain in the confine of their house.
- 50.12 The laboratory shall place the drug test result in a sealed envelope and deliver the same via personal service to the Drug Testing Coordinator shall then inform all the students tested individually of the test result.
- 50.13 In case the test result is positive the Drug Testing Coordinator shall inform both the student and parent concerned that a confirmatory test shall be conducted. The student shall be told to inform his/her parents of the scheduled conference with the Drug Testing Coordinator. The students shall be advised to refrain from revealing the test result to other persons.

- 50.14 The confirmatory drug test shall be conducted in the same manner as the initial drug test
- 50.15 The result of the confirmatory test shall be transmitted by the laboratory in a sealed envelope and handed directly to the Drug Testing Coordinator.
- 50.16 The parents, the RDT coordinator and the students shall then prepare for a conference to discuss the result and treatment of positive confirmatory drug test.
- 50.17 Treatment planning and options for treatment should be discussed and presented to the parent and student.
- 50.18 Date should be agreeable to all concerned in the case conference.
- 50.19 Venue should have a semblance of privacy (Preferably in room, with an office table where group discussions and individual sessions can be done).

Section 51. **Fees**

The fee for Random Drug Testing in private school shall be charged to students (or his parents).

Section 52. **Enforcement of Compliance**

Students who refuse to undergo random drug testing shall be dealt with in accordance with the rules and regulations of the school; provided at no time refusal to undergo testing shall not give rise to a presumption of drug use or dependency provided further that the school may implement interventions on such refusal other than the offense of drug use or dependency.

Section 53. **Rationale**

The Holy Cross College pursues the RDT not just to comply with these laws but to ensure a safe and secure learning environment for all its students. The purpose of the RDT is not just to identify drug users, but more importantly, to help and protect students from deleterious effects of drug abuse.

Chapter 8

Child Protection Policy

Section 54. **Child Protection**

Pursuant to DepEd order 40, s 2012, the Policy and Guidelines in Protecting the Children School from Abuse, Violence, Exploitation, Discrimination, Bullying and other forms of Abused entitled “DepEd Child Protection Policy,” shall be adhered to and its implementing guidelines on cases of Bullying, Sexual Harassment, and other forms of abuse.

The said order likewise enumerates and defines the disciplinary offenses student may commit and its implementing guidelines.

Section 55. **Child Protection Committee**

The Child Protection Committee (CPC) shall be composed of the following:

- a. School Head/Administrator, Chairperson
- b. Chief of Safety and Protection, Vice Chairperson
- c. Representative of the teachers as designated by the Faculty Club
- d. Representative of the parents as designated by the Parents-Teachers Association
- e. Representatives of pupils, students, and learners as designated by the student Council
- f. Representative from the community as designated by the Punong Barangay, preferably a member of the Barangay Council for the Child Protection of Children (BCPC)
- g. Representative from the Safety and Protection Division of the school

Further, the Child Protection Committee shall draft a school protection policy with code of conduct and plan to ensure child protection and safety, which shall be reviewed every three (3) years.

Chapter 9

Scholarship and Grants

Section 56. **Policy Statement**

In its continuing commitment to provide quality education and holistic formation for the youth and in fulfilling its mission of inculcating a high sense of civic mindedness, Holy Cross College expands its scholarship programs to assist the deserving youth in acquiring quality education. These scholarship and grants are awarded not only to students who excel academically but also to those who

demonstrate distinctive athletic and performing arts abilities and commendable social involvement.

The giving of scholarship and grants is a prerogative of the institution following established implementing rules and guidelines. Therefore, the administration reserves the right to grant, withhold, and / or withdraw such for duly-determined causes.

Section 57. Implementing Rules and Guidelines

57.1 General Requirements for Admission of Freshmen to the Scholarship Program

57.1.1 Completed HCC application form.

57.1.2 Taking and passing the entrance exam is a pre-requisite to application for a grant.

57.1.3 A scholarship grant is non-transferable privilege given to qualified students.

57.1.4 Application for a grant is done via registration at the office of Career Planning and Placement Services/Student Affairs and Services Department and Services.

57.1.5 The application form must have the supporting documents as specified in the guidelines that govern each type of scholarship/grant.

57.1.6 Only one grant can be availed in a semester.

57.1.7 Except for specific cases, all grants are valid only for one semester shall cover only the regular tuition. Miscellaneous and other fees will be paid by the grantee in full or installment basis.

57.1.8 Scholarship may be availed of only by students who carry load prescribed by the curriculum.

57.1.9 Continuance/availment of any scholarship grant requires presentation of credentials and accomplishment of Scholarship Program Form from the Career Planning and Placement Services/ Office of the Student Affairs and Services within the prescribed period.

57.1.10 Recipient who failed to meet the standards set by the Career Planning and Placement Services/ Office of the Student Affairs and Services will be put on probationary statue. The full scholarship then cannot be availed of for one semester. In case the recipient fails to meet the standards during the probationary period, the scholarship will be revoked.

57.1.11 Disqualified scholars can re-avail of the benefits of the program for the next semester upon meeting satisfactorily all the prescribed requirements.

57.1.12 Any scholarship granted by the College shall be cancelled for any grave misconduct on the part of

the student.

57.2 AMY Foundation Scholarship Program

57.2.1 The AMY Foundation awards full academic scholarships (100% free tuition & miscellaneous + book allowance) to economically disadvantage but deserving students who will enroll in Holy Cross College.

57.2.2 To avail of this program, an application form for scholarship program must be secured, filled out, and submitted within the prescribed period to the Career Planning and Placement Services/Office of the Student Affairs and Services. The applicant must also undergo and pass Psychological assessment and series of interviews. The recipient must obtain the required grade in all of the subjects that he/she is enrolled in, otherwise, he/she shall be disqualified to further avail of the program.

57.2.3 Entry Requirements:

- a. High school average of 85% or its equivalent end for first year college and above, average of 2.0 or is equivalent and no grades lower than 2.5 or its equivalent.
- b. Must come from a family with annual income of not more than 200,000.00.
- c. Filipino Citizen [Birth Certificate issued by the Philippine Statistics Authority (PSA)]
- d. Certificate of Good Moral
- e. Not a recipient of any major scholarship in HCC
- f. Must pass the interview and examination administered by the screening committee.
- g. Scholarship is renewable every semester.

57.2.4 To continuously avail of the scholarship for the next semester, the recipient must maintain an average of 2.0 or its equivalent and no grade lower than 2.5 or its equivalent in any academic subjects, must be of good moral character, must not have a record of any disciplinary actions and religiously abide all the rules and regulations of the institution.

57.2.5 The submission of the following documents required for re-evaluation:

- a. Letter of intent and justification for applying.
- b. Certified true copy of grades
- c. In case the grantee obtained a final subject grade lower than 2.5 in any of his/her

subjects, the scholarship benefit will be revoked.

- 57.3 President's List of Academic Achievers Grant (First Honors)**
- 57.3.1** This is given to students carrying a full load according to prescribed curriculum, had at least a residency of one term (semester), and must have shown exemplary academic performance but not enjoying any scholarship and grants. The GPA should not be less than 95% and must have no grade lower than 92% including Physical Education and NSTP subjects. The student grantees shall be entitled to 100% free tuition for the current semester.
- 57.3.2** Recipients shall pay the miscellaneous and other fees prescribed for the course in full or installment basis.
- 57.3.3** To avail of this program, an application form for scholarship program must be secured from the Career Planning and Placement Services. The form must be filled out and submitted within the prescribed period. The applicant must also undergo and pass series of interviews.
- 57.3.4** The recipient of P.L.A.A.G. must obtained the required grade in all of the subjects that he/she is enrolled in, otherwise, he/she shall be disqualified to further avail of the program.
- 57.3.5** To continuously avail of the grant for the succeeding semester, the recipient must maintain a GPA not less than 95% and no grade lower than 92% in all of his/her subjects, must have at least one (1) extra-curricular activity, must not have any dropped subjects, must be of good moral character, must not have a record of any disciplinary action and religiously abide all the rules and regulations of the institution.
- 57.3.6** Entry Requirements:
General average of 92% and no grade lower than 90% in all of the academic subjects including P.E., NSTP and Typing/Keyboarding.
- 57.3.7** The submission of the following documents is required for re-evaluation:
- Letter of intent
 - Certified true copy of Grades
 - Good Moral Certificate
- 57.3.8** In case the grantee obtained a final subject grade lower than 90% and/or obtained an average below 92%, the grant will be revoked.

57.3.9 The grant is valid only for the semester following the one where the above criteria had been met.

57.4 Dean's List Academic Achievers Grant (Second Honors)

57.4.1 This is given to students carrying a full load according to prescribed curriculum, who have shown exemplary academic performance but not enjoying any scholarship grant. The GPA should be not less than 92% with no grade lower than 90% including Physical Education and NSTP subjects. Grantees shall be entitled to a 50% free tuition for the current semester.

57.4.2 Recipients shall pay the miscellaneous and other fees prescribed for the course in full or in installment basis.

57.4.3 To continuously avail of the grant for the succeeding semester, the recipient must maintain a GPA not less than 92% and no grade lower than 90% in all of his/her subjects, must have at least one (1) extra-curricular activity, must not have any dropped subjects, must be of good moral character, must not have a record of any disciplinary action and religiously abide all the rules and regulations of the institution.

57.4.4 To avail of this program, an application form for scholarship program must be secured from the Career Planning and Placement Services. The form must be filled out and submitted within the prescribed period. The applicant must also undergo and pass series of interviews.

57.4.5 The recipient must obtain the required grade in all of the subjects that he/she is enrolled in; otherwise, he/she shall be disqualified to further avail of the scholarship.

57.4.6 Entry Requirements:
General average of 92% and no grade lower than 90% in all of the academic subjects including P.E., NSTP and Typing/Keyboarding.

57.4.7 The submission of the following documents are required for re-evaluation:

- a. Letter of intent
- b. Certified true copy of grades
- c. Good Moral Certificate

57.4.8 In case the grantee obtained a final subject grade lower than 90% and/or obtained an average below 92%, the grant will be revoked.

57.4.9 The grant is valid only for the semester following the one where the above criteria had been met.

57.5 Athletic Scholarship/Tuition Discount (A.S.D.)

57.5.1 Athletes or varsity players may enjoy full or partial tuition and/or fees waiver. Applicants for this grant must be recommended by the Sports and Kinesthetic Development Services Division.

57.5.2 A.S.D. is given to *bona fide* students who excel in the field of sports and has met the following requirements:

- a. Holistic fitness and eligible to take part in athletic meets to represent the college.
- b. Of good moral character
- c. Exemplary performance as attested by a recommendation from (for new/incoming students) the institution's assigned coach/trainer. For old students (varsities), exemplary performance must be attested by a recommendation from the moderator / coach / trainer.

57.5.3 Recipient of this grant shall avail of tuition fee discounts based on the following merits:

- A. Gold Medalist
 - Gold Medalist Cluster/Division – 50%
 - Gold Medalist Regional – 75%
 - Gold Medalist National – 100%
- B. Silver Medalist
 - Silver Medalist Cluster/Division – 35%
 - Silver Medalist Regional – 60%
 - Silver Medalist National– 75%
- C. Bronze Medalist
 - Bronze Medalist Cluster/Division – 25%
 - Bronze Medalist Regional – 50%
 - Bronze Medalist National– 60%

57.5.4 The grant is valid only for the academic year following the one where the above criteria had been met.

57.5.5 To continuously avail of the grant, the recipient must maintain his/her status as gold medalist in the chosen sports discipline, must be of good moral character, must not have record of any disciplinary action and must religiously abide all the rules and regulations of the institution.

57.5.6 The grantee must submit the following documents after the current semestral period for re-evaluation:

- a. Performance evaluation from trainer and/or sports coordinator.

- b. Proof of achievement/s.
- c. Medical Certificate from school Physician

57.5.7 Incoming Freshmen and old students can avail of this grant provided the above criteria had been met.

57.6 Student Assistant Scholarship Program. (S.A.S.P.)

57.6.1 Holy Cross College is awarding full scholarships (100% free tuition fees for a maximum of 30 units) to deserving but economically underprivileged students. This program provides education to its recipients in exchange of the required specific work hours which will be rendered in any of the offices of the institution. However, these students have to pay the miscellaneous and other fees prescribed for the course in installment basis. Any scholarship granted by the College shall be cancelled for any misconduct on the part of the student.

57.6.2 To avail of this program, an application form for the scholarship program must be secured, filled out, and submitted within the prescribed period. The applicant must also undergo and pass a series of interviews and when admitted to the program, the recipient must have the required grade of 80% in all subjects that he/she is enrolled in; otherwise, he/she shall be disqualified to further avail the program.

Entry Requirements:

- a. Properly accomplished application form for (S.A.S.P.) from the Career Planning and Placement Services Division.
- b. Submit application with the following documents:
- c. (1) Passport size ID Picture
- d. Photocopy of Current Income Tax Return of Parents duly stamped by the Bureau of Internal Revenue (Bring Original for Validation) or Tax Exemption for parents earning minimum wage and below.
- e. Certified True Copy of Senior High School Report Card (Form 137) indicating not less than 80% average for incoming first year/ Certified True Copy of grades for the current semester for college applicant.
- f. Photocopy of Notice of Acceptance from the Records and Authentication Department

(Enrolled Form) with stamped “Officially Enrolled”.

- g. Notarized Parental Consent stating that parents allow the student to work in the College.
- h. If self-employed, last income Tax Return and copies of pay slips for 3 months prior to the application.
- i. Accomplished Essay on a topic specified by the committee.
- j. Certification of good moral character from the guidance counselor/Parish Priest.

57.6.3 To continuously avail of the grant for the succeeding semester, the recipient must maintain a GPA of not less than 80% and no grades lower than 80% in all of his/her subjects, must be of good moral character, has very satisfactorily remarks in the performance evaluation by the superior, must have not a record if any disciplinary sanction and religiously abide by all the rules and regulations of the institution.

57.6.4 All student assistants awarded with the (S.A.S.P.) are expected to render a minimum of five (5) hours of service to the school per day (minimum of 22 days per month). Services may be in the form of office work, statistical jobs, assistance during assessment or student registration, or as specified by the Scholarship Committee and the direct supervisor/s.

57.6.5 The grantee must submit the following documents after the current semestral period for re-evaluation:

- a. Letter of intent
- b. Properly accomplished daily log sheet
- c. Performance evaluation from immediate supervisor
- d. Certified true copy of grades
- e. Certificate of good moral character

57.7 **Family Patronage Tuition Discount (F.P.T.D.)**

57.7.1 This privilege may be availed of by families with two or more children enrolled in Holy Cross College, Elementary, Junior High School, Senior High School and College Departments. The tuition discount is 10% for every academic year for Elementary and Junior High School and for every semester for Senior High School and College. The total number of

children that can avail of the discount is determined by the formula: number of enrolled children less one.

57.7.2 To avail of this program, an application form for scholarship program must be secured from the Career Planning and Placement Services. The form must be filled out and submitted within the prescribed period.

57.7.3 Students granted with (F.P.T.D.) have to pay the miscellaneous and other fees prescribed for the course in full or in an installment basis.

57.7.4 Entry Requirements:

- a. Validated HCC registration form with stamped *"Officially Enrolled"*.
- b. Photocopy of PSA Birth Certificate (bring original for verification).

57.8 Transferee Tuition Discount (T.T.D.)

57.8.1 Holy Cross College is giving a 20% tuition discount for transferees from other schools.

57.8.2 This discount is valid only for two (2) consecutive terms (2 semesters).

57.9 Evaluation, Assessment and awarding of Scholarships/ Grants shall be made in the Office of Guidance and Counseling Services Division. The CPPS Officer will provide the cashier with the list of qualified recipients indicating the type of scholarships/grants, the corresponding discounts (% and amount) and the effectivity/coverage of the scholarships/grants.

57.10 All scholarships and grants (discounts) should be approved by the VPAA before the later will be deducted from the account of recipient.

57.11 Deadline of application for scholarship/grants is until the first day of the scheduled day of preliminary examination of each term (refer to the collegiate calendar). Failure to submit required document for scholarship application will be resulted to cancellation of scholarship/grant.

57.12 The CPPS officer shall submit status report of scholarship and grant program every semester to the Dean of Student Affairs and Services, copy furnish the Office of the VPAA and VPFA.

Chapter 10 Campus Governance

The Holy Cross College aims to excellently develop the productive and creative potentials of students including their soft skills through co-curricular and extra-curricular activities. Involvement in co-curricular and extra-curricular activities has qualifications set by the organization concerned: however, the following will serve as guidelines:

Section 58. **Students Organizations**

The College recognizes the importance of developing creative and responsible student leaders through practicing good campus governance, thus, HCC students are encouraged to form organization. However, they must be set up along social, cultural, recreational, literacy, education and religious lines which should be registered at the Student Affairs and Services Department (SASD) to be given due recognition. These organizations should work for the attainment of the goals and objectives of the HCC.

Section 59. **The HCC Central Student Council**

The Holy Cross College Supreme Student Council (HCC-SSC) is set herein as the mother student organization of which all bona fide students of HCC are members. All other student organizations, though independent with each other, are under the umbrella of this mother organization.

Section 60. **Operation and Establishment of an Organization Membership**

- a. Only bona fide students are qualified to become members of RSOs. Advisership in these organizations is limited to full-time faculty or staff members of the HCC.
- b. A student cannot be a president or vice-president of more than one organization in addition to his class, or interest groups. A member cannot hold two major positions at the same time.
- c. An officer of any organization should carry an academic load of not less than 12 units and should have a minimum cumulative grade point average of 85% and grade not lower than 80% in all subjects which must be maintained during his term of office.
- d. A student under strict disciplinary or academic probation cannot be elected or appointed to any office in a recognized student organization.

New Organizations

In applying for official recognition, a newly formed organization shall submit to the Office of SASD the following documents for evaluation:

- a. Ratified Constitution and by Laws
- b. Lists of officer and members (at least 25)
- c. Faculty Advisers (supported with a letter accepting appointment); and
- d. An action plan for the school year.

After a careful evaluation made by the SASD, the newly-formed organization will be endorsed to the VPAA/President for final approval.

For RE-recognition

The College President/VPAA accords their operation for the next school year only after official re-recognition is given to them. For the re-recognition, the officers of the student organization shall submit to the President/VPAA thru the SASD the following:

- a. Letter of request for re-recognition;
- b. Ratified constitution and by-laws with the signature of at least 25 members;
- c. List of new set of officers and members of the organization;
- d. Action plan for the school year;
- e. President’s report;
- f. Treasurer’s report (financial statement); and
- g. Secretary’s minutes of the meeting (compiled)

Section 61. Application for Recognition

Recognition of student organizations is held every semester and based upon semestral performance. Application forms and information on requirements for new and reapplying organizations are available at the SASD office. to be officially recognized, student organizations must also meet the following criteria:

- 61.1 Uphold and preserve the ideals and traditions of the HCC embodied in its vision, mission and core values, in particular:
 - a. Student Government must promote good governance among constituents and work collaboratively with the school management towards holistic development of a Crucian Leader;
 - b. Service organizations must contribute to the welfare of the campus or community;
 - c. Interest groups must promote the development of talents, skills and/or creative interest;
 - d. Course-related groups must encourage scholarship and further academic interests and excellence in particular fields.
- 61.2 Promote academic excellence on the campus.
- 61.3 Develop campus-wide friendships and fellowships that transcend race or region.

- 61.4 Comply with the semestral and other requirements of the SASD.
- 61.5 Student Publications and class organizations are not considered for recognition. Religious-oriented organizations shall be eligible for registration and will be considered as Interest groups.
- 61.6 After a thorough examination of the constitution and by-laws, list of officers and members and program of activities, using the above qualifications, the organization shall then be endorsed by the SASD for official recognition. Existing student organizations that are officially recognized and have been part of the campus student life in the past are granted registration without undergoing the process of recognition. However, the programs and activities of organizations are still subject for review and appraisal by the SASD for re-recognition.
- 61.7 **Privileges**

All recognized student organization in HCC shall enjoy the following privileges:

- a. To hold social functions and other activities during the semester;
- b. To complete for awards given to organizations in the Student Handbook or in other official student/school publications;
- c. To enjoy free use of School Facilities and other privileges;
- d. Organizations which are not recognized or registered do not have the rights or privileges of registered organization. The new and re-applying organizations may be allowed to function for one semester on a probationary basis.

Registration

Organizations shall be registered prior to the opening of classes or at least within the first three weeks after the start of each semester. Only organizations registered with SASD may become members of the Council of Recognized Student Organizations (CRSOs).

President's Reports

The president or head of every student organization is required to submit to the SASD a written report on the Progress/accomplishments of the organization's program at the end of every semester.

Financial Reports

The treasurer of each organization shall submit two copies of a financial report of each activity that involves payments

and/or contributions from non-members not later than one week after the date the activity is undertaken. A financial report covering all the organization's activities must be submitted in duplicate not later than three weeks before the final examinations during the first semester, and not later than three weeks before the student organizations' award day in the second semester. Failure of the organization to comply with this requirement may result in the withdrawal of recognition.

Initiation

HCC prohibits any form of initiation such as physical punishment humiliation or indignity and the likes as part of the requirements in joining student organizations or clubs. Service-oriented and interest-based student organizations shall conduct a selection process in conformity with the academic and Catholic ideals of a Crucian community. Organizations are encouraged to emphasize service and productive work projects as part of membership requirements. All forms of hazing that inflict physical harm to the recruit, neophyte, or applicant as defined under R.A. no. 8049 are strictly prohibited and are considered illegal.

Solicitation of Funds, Prizes and Sponsorships

Only recognized student organizations with approval from the office of the University President and/or Vice President for Finance and Administration may be authorized to raise funds, solicit prizes, sponsors or patrons. All applications for fund-raising projects must be accompanied by a budget of expected income and expenses, as well as details of the purpose of holding the fund-raising activity. Permission will be given only if the fund to be raised is intended for a worthy cause. The SASD will issue the necessary forms and will also give instruction on the proper keeping of records. Tickets shall be sold on cash basis only.

Publicity on Campus

RSOs are urged to use the Student Organization Bulletin Boards. Department bulletin boards shall not be used by the students unless permission is first secured from the department head/dean concerned. Unauthorized bulletin boards and billboards are not allowed on any campus property. Bulletin Boards which are properly authorized may be set up in designated places in the campus.

- a. Posters/ads on the bulletin boards shall be duly signed by the Dean of the SASD. No poster shall be posted without the approval of the SASD posters must be

removed immediately after the termination of the announced activity of the organization sponsoring the activity. No posters or announcements may be posted on trees or walls inside the campus.

- b. Any violation of the provisions shall cause the removal of the posters by authorized persons and sponsoring organization will be held liable.

Section 62. Rules Governing the Operation of Students Organization

General Principles

- 62.1 The Holy Cross College, in accordance to its vision, mission and as to the Crucian ideal of the human person. The processing list of responsibilities, procedures, offenses and sanctions contains the modes of conduct conducive to the creation of a Crucian academic community committed to and consistent with the core values of excellence, integrity, teamwork, innovation and social justice.
- 62.2 Holy Cross College provides the basic framework of normative rules to facilitate the total student integral formation involved with students' broad array of cultural, academic, social and political organization. Representatives in student government collaborate with school leaders to enhance the student experience. Student journalist write, edit and produce multimedia content for the student publication. Students explore career interests through a range linkage that provide networking and job opportunities. Students interested in the arts participate in a variety of visual and performing arts groups. Student organizations shall provide wholesome entertainment, serve the students, the local community and celebrate the cultures and traditions of a Crucian academic community committed to the HCC's vision, mission and core values.
- 62.3 Students who are members of organizations are expected to conduct themselves in a manner that promotes their continuing development as a person, as well as the continuing development of their organizations and/or co-members. Student members have a responsibility to ensure that academic environment of HCC is wholesome and conducive to human formation, specifically in following the policies and guidelines in conducting activities inside and outside the College.

Section 63. **Authority to Supervise**

The supervision and coordination of student organizations are undertaken by the SASD. Appropriate penalties are imposed upon the officers or leaders of any organization who function without recognition or prior approval from the SASD.

Section 64. **Accredited Student Organizations**

HCC provides its students with a variety of opportunities for their integral development and expression of talents and skills through membership in various student organizations and clubs. These vary from the interest groups and course-related or professional societies/ organizations to service-oriented groups. These organizations provide valuable exposure to democratic action and opportunities for sharing experiences with persons of same interests. Such organizations are required to undergo **the Annual Performance Evaluation of Registered Student Organizations**. (APERSO).

Part V STUDENT SERVICES

Chapter 1 Learning Resources Center

Section 65. **Mission and Vision**

The HCC Learning Resource Center

The library of the school, the Learning Resource Center, occupies the fourth floor of the Learning Resource Center Building, and is being managed by the Library Services Division under the Student Affairs and Services Department. The Library Services Division provides access to the information and handles the information needs of its constituents. The Learning Resource Center is located at the fourth floor of the Learning Resource Center Building. Its satellite library, the Grade School Library Extension, is located at the second floor of the Elementary Building.

Mission of HCC Library

The HCC Learning Resource Center strives to provide optimum information services and assistance in all aspects of lifelong learning

development to cultivate students in becoming commendable, benevolent and well-informed professionals.

Vision of HCC Library

The HCC Learning Resource Center envisions itself as a catalyst and motivator of divine-fearing, honorable, and humble citizens by bringing people and information together.

Section 66. General Services

- 66.1 *Circulation services.* The Library Services Division accommodates its patrons by providing circulation services with its collection. This service includes lending or borrowing materials, resource renewal, collection of borrowing penalties and fines, book shelving, and shelf organization.
- 66.2 *Reference services.* The division also supports its users by helping them retrieve and access the information they are seeking in order to satisfy their information needs through reference interviews and user assistance.
- 66.3 *Computer and internet access.* The Learning Resource Center is also equipped with desktop computers connected to the internet. Students, faculty and personnel can use these computers for free. Each user is allowed to use this service for a maximum of one (1) hour per day.
- 66.4 *Library orientation and instruction.* The Library Services Division also conducts periodic library orientations and instruction to students, teachers and staff in order to constantly remind them how the library functions, and how to utilize and locate information in the collections efficiently.
- 66.5 *Reader's advisory.* List of new acquisitions will be posted regularly both onsite, through the Library Bulletin, and online, through the HCC Library Services Division Facebook page.
- 66.6 *Users suggestions.* The Library Services Division is always open for suggestions from its patrons. Users can deliver their comments, queries, or ideas through the suggestion box located on the circulation desk. This is to understand the wants, needs, and demands of the patrons straight from them.

Section 67. **Access to the Collections**

The HCC Learning Resource Center is open from 8:00 am to 6:00 pm every Mondays to Fridays. The LRC runs an open shelf system, meaning users can scan and browse through the shelves while searching for the information or resource that they need. Currently enrolled students, faculty and personnel are allowed to enter the premises of the LRC.

The Grade School Library Extension and the General Collection house resources organized systematically using Dewey Decimal Classification (DDC). The College Library, however, contains resources arranged in DDC which are sorted per offered course.

Dewey Decimal Classification is used to organize materials and give access to the collection of a certain information center using the following scheme:

000 - 099: Computer science, information & general works

100 - 199: Philosophy & psychology

200 - 299: Religion

300 - 399: Social sciences

400 - 499: Language

500 - 599: Science

600 - 699: Technology

700 - 799: Arts & recreation

800 - 899: Literature

900 - 999: History & geography

The computers inside the Instructional Media Center are also networked to access the electronic resources and open resources that are parts of the collection. Students can use any of the computer units to view and read those specific materials.

Section 68. **Health Protocols and Sanitation**

The Learning Resource Center have done numerous actions and requirements in order to prevent the spread of viral, bacterial and other microbial diseases inside the premises of the facility. These provisions are also considered to secure the safety of the students, employees, and other constituents of the schools. Wearing of face masks is mandatory upon entering the library. There are also floor markings, social distance markers and signages posted inside the library to guide the mobility of the students. The library also utilizes UV disinfection regularly to sterilize air spaces and

surfaces inside the facility. Using this method can destroy active viruses and other pathogens inside the closed space.

Section 69. Rules and Regulations

1. No validated ID, no entry.
2. Only a maximum of 100 students are allowed inside the Learning Resource Center.
3. Always keep in mind to have social distance inside the library.
4. The Learning Resource Center is a study area in which reasonable silence is essential. Talking to each other and walking must be done quietly. Neither playing nor running along the LRC corridors is allowed.
5. The LRC is an area for studying and learning. Eating and drinking are prohibited. Tobacco, alcoholic drinks, and other vices are strictly banned inside the premises.
6. Vandalism, like defacing, marking, cutting, mutilating, or damaging LRC resources in any way, shall not be tolerated.
7. Materials borrowed should always be protected from dust, rain, insects, and other means of resource damage.
8. While inside the LRC, always put your mobile devices on silent mode.
9. Playing and downloading online games inside the LRC are forbidden.
10. Browsing social media such as Facebook, Twitter and Instagram on the LRC electronic resources are prohibited.
11. Always maintain orderliness and proper arrangements of the physical facilities such as tables and chairs in the LRC.
12. Disrespectful language and gestures against LRC personnel will be dealt accordingly.
13. Bags should be placed at the baggage counter. Always secure your baggage number before leaving your bags. Always bring your wallet, phones and other valuables with you. The LRC shall not be liable for any loss or theft of any belongings.
14. Charging electronic devices such as mobile phones, laptops, and tablets are strictly prohibited.
15. If you have further questions, or need some help, do not hesitate to go to our personnel. Our library employees are always there to help and support you and your needs.

Section 70. The Grade School Library Extension Rules and Regulations

1. Only a maximum of 20 students are allowed inside the Grade School Library Extension.
2. Before entering the library, remove your shoes and place them on the designated shoe rack.
3. Always keep in mind to have social distance inside the library.
4. The GSLE is a study area and not a place for running and loud noises. Talking to each other and walking must be done quietly.
5. The GSLE is an area for studying and learning. Eating and drinking are not allowed inside the library.
6. You can read the books and play with the toys inside the library, provided that you keep them back in their proper places after using them.
7. Always give the books respect. Vandalism, like defacing, marking, cutting, mutilating, or damaging resources in any way, shall not be tolerated.
8. Materials and resources being used inside the library should always be protected from dust, rain, insects, and other means of resource damage.
9. While inside the GSLE, always put your mobile devices, if any, on silent mode.
10. Playing with toys inside the playing area is welcomed. However, playing and downloading online games inside the GSLE are forbidden.
11. Always maintain orderliness and proper arrangements of the physical facilities such as tables and chairs in the GSLE.
12. Disrespectful language and gestures against the personnel will be dealt accordingly.
13. Always bring your wallet, phones and other valuables with you. The GSLE shall not be liable for any loss or theft of any belongings.
14. If you have further questions, or need some help, do not hesitate to go to our personnel. Our library employees are always there to help and support you and your needs.

Section 71. **Regulations for Borrowing**

71.1 Different types of books pertain to different durations of borrowing materials.

71.1.1 Reference books and materials (dictionary, encyclopedia, fact books, etc.) are for room use only. They are not available for circulation and cannot be borrowed.

71.1.2 Non-fiction resources must be returned three (3) days after borrowing.

71.1.3 Fiction resources must be returned seven (7) days after borrowing.

- 71.2 Once students acquire their desired material, they must go to the circulation counter to process the book for lending. A library personnel will then handle the process and log the book in the system in order to prepare the said material for circulation.

Section 72. Offenses and Penalties

- a. Whoever caught violating any of the rules and regulations of the LRC shall be subjected to disciplinary action.
- b. Any person engaged in disorderly conduct and/or disruptive behavior shall be asked to leave the LRC and be subjected to disciplinary action.
- c. Any student who fails to return a circulation book on its due date will receive a fine of P50.00 a day, exclusive of Sundays and holidays.
- d. Any student who lost a circulation book must immediately report it to any LSD personnel. Penalties then will be discussed during the report.
- e. Any student who refuses to settle library accounts and/or obligations shall not be permitted to use the LRC and shall not be issued a clearance.

Chapter 2
Rules on the Use of School Facilities and Laboratories

Section 73. Rules on the Use of Computer Laboratories

College of Computer and Library Science is tasked to provide and maintain computing resources to the students in various laboratories. The following must be observed when inside the computer laboratory:

- 73.1 Only enrolled students are allowed to use the Laboratories.
- 73.2 Wearing of school's prescribed uniform and ID is strictly implemented.
- 73.3 All bags must be properly placed below the computer tables or against the wall if the students sit at the back row for convenience purposes.
- 73.4 The password granted to each user must be kept CONFIDENTIAL. The user must not give out his password or allow unauthorized access to his account.
- 73.5 No student is allowed to use the laboratory without an instructor present.

- 73.6 Students without schedule may be allowed to use the computers depending on the availability of units and if the following are observed.
- 73.6.1** Students must first request for a Laboratory Permit
 - 73.6.2** Permission on the use of computers will depend on the availability of units on a “first come-first served” basis.
- 73.7 The following activities are strictly not permitted inside the laboratories:
- 73.7.1** Audio streaming or playing of computer games and chatting unless otherwise such activities are permitted by the Instructor for valid and/or reasonable circumstances such as simulation or as part of the lesson being conveyed.
 - 73.7.2** Installation of any software not directly related to the course requirements unless prior approval has been received from the Dean, Instructor or Technician Staff.
 - 73.7.3** Food and Drinks (including bottled water)
 - 73.7.4** Littering
 - 73.7.5** Vandalism
 - 73.7.6** Tampering with the control panel and changing the computer settings/configurations. Likewise, removing, rearranging or disconnecting any machine and peripherals.
 - 73.7.7** Deleting installed software and directly opening and/or handling malfunctioning computers and peripherals during their classes.
- 73.8 The users must properly shutdown the units after use to avoid file damage corruption.

Section 74. **Science Laboratories Safety Rules and Guidelines**

- 74.1 Never work alone. Experiments should be carried out with the supervision of an instructor.
- 74.2 Perform only experiments authorized by the instructor.
- 74.3 Proper attire should be observed during experiments. Wear goggles or safety glasses, laboratory gowns or aprons, and closed shoes. Long hair should be tied up.
- 74.4 Follow the written and verbal instructions. Clarify instruction with the instructor in case of doubt.
- 74.5 Never fool around in the laboratories. Horseplay, practical jokes, pranks are dangerous and prohibited in laboratories.
- 74.6 Eating and drinking are strictly prohibited in the laboratories.
- 74.7 Be alert and monitor experiments at all times. Immediately record results of activities.
- 74.8 In case of accidents, notify the instructor immediately.

- 74.9 All chemicals in the laboratories are to be considered dangerous. Do not touch, taste, or smell any chemicals. Take sufficient amount of chemicals as you need and do not return used chemicals to their original containers.
- 74.10 Never use damaged electrical equipment. Report immediately to the instructor/Maintenance Supervisor all electrical-related problems.
- 74.11 All laboratory apparatus and materials should be handled with care and returned to their proper storage after use.
- 74.12 Observe good housekeeping. Work areas should always be kept clean and tidy. Glassware and other materials should be cleaned and dried before returning to respective cabinets.
- 74.13 Any waste or residue must be properly disposed in their designated containers.
- 74.14 After using the laboratory, make sure that electrical equipment, fume hoods, faucets, gas valves, electric fans and lights are turned off.

Section 75. School Facilities and Equipment

75.1 Library

The College Library is located at the 4th floor of the Learning Resource Center building. It is equipped with books, computers, periodicals and other reading and reference materials.

75.2 School Clinic

The school has a centralized school clinic responsible for carrying out the health program of the school. The health services are provided by a full-time nurse, a part-time dentist and a part-time physician. The school clinic is open from 8:00 am to 5:00 pm, Monday to Friday.

Services:

Annual medical check-up includes:

- Physical examination to all levels
- Hearing visual examination
-

Annual Dental check-up

- Conduct an oral examination
- School dentist may advise or give referral to consult outside
-

Consultation

- Medical
- Dental

Emergency and first aid management

- Administration of the available over the counter drugs prescribed by the school physicians
- Dressing of wound immobilization then application of splints, elastic bandage if needed, hot and cold compress application

Referral

- If patient suffer persistent symptoms the school nurse will inform the adviser and parents or guardians immediately for referral to the nearest hospital for further evaluation and management

Confinement at Clinic

- After assessment and evaluation depending on the severity of patients condition, the nurse may give medication and will advise to stay in clinic for observation, patient is limited to stay for 1-2 hours only, if symptoms relieved the nurse will advise the patient to return to classroom

Monitoring and inspection

- Prevention of illness and safety measures by continues promotion of healthy lifestyle
- Classroom visit and giving of health teaching and reading materials and pamphlets about different diseases
- School canteen sanitation, proper coordination with the utility team leader about cleanliness, proper segregation and disposal of garbage
- Everyday rounds inside the campus

Section 76. Covered Court, Sports Facilities and Equipment

In line with the goals and objectives of the school to develop the students not only mentally but also physically as well as inconsonance with the government's program on physical fitness and sports development, sports facilities for basketball, volleyball, badminton and table tennis are put up and equipment such as balls, nets, rackets, chess sets and scrabble are provided. Usage of the facilities and equipment is on a "first come, first served" reservation basis.

Section 77. **Canteen**

The school has a canteen which is located at the center of the three departments. It is open from Monday to Friday during class hours and offers a variety of food and drinks.

Section 78. **Bookstore**

The school bookstore is open from 8:00 am to 5:00 pm, Monday to Friday, and is located in front of the Elementary Department. It offers a variety of school supplies, books, uniforms, miscellaneous items and photocopying services.

Section 79. **Audio-Visual Room (AVR), Amphitheatre and Liquid Crystal Displays (LCDs)**

The school maintains an Audio-Visual Room and Amphitheater equipped with LCDs used primarily for academic and indoor non-academic activities. A reservation system governs the use of these facilities and equipment.

Section 80. **NSTP (National Service Training Program) Office**

The College has its own NSTP unit, which is supervised by a designated NSTP Coordinator. The program of training is Civic Welfare Training Services (CWTS) conducted every Saturday inside or outside the campus as form of community service.

Chapter 3
Guidance Services

Section 81. **Rationale**

The Guidance and Counseling Services Division is located on the 1st floor of the Old College Building. It is staffed with competent counselors per department (IBED to College) who assists students in their personal, social, educational, and occupational planning. They are concerned primarily with the mental health and awareness of the students.

Section 82. **Vision and Mission**

Vision

Our vision is to support the academic and other department to attain the vision and mission of Holy Cross College. We provide holistic formation to the students by assisting them in their personal, social, educational and occupational planning that will promote the psychological well-being of students

and make them productive members of the community and to the country in general.

Mission

- a. We assist the students to have a better understanding of themselves.
- b. We provide positive guidance to the students in making sound decisions.
- c. We develop among pupils and students' proper interpersonal relationships.
- d. We assist pupils and students to appreciate self, family, community, and the life given by God.
- e. We assist students to develop skills needed in preparation for their chosen career.
- f. We provide possible job opportunities for the students by establishing linkages with other institutions, business firms and government offices.

Section 83. Objective and Goals of GCSD

The Guidance and Counseling Services Division (GCSD) aims primarily to assist pupils and students in their various needs. Be able to equip them through different activities as they grow and formed into a mature individual and productive member of the society. The specific objective is for them to have a self-realization, as far as personal, family matters, and societal realities are concern, moving towards the developmental stages of oneself such as self-awareness, explorations, and self-enhancement.

The office guides the students in adjusting satisfactorily into their personal and educational endeavor. The program also assists them in making responsible mature and rational decision in their lives - be it personal, academic and career path, and social.

It is the ultimate goal of the program to journey with the student. Back to their nature and guides him to a deeper appreciation and realistic knowledge of self, through carefully planned psychological services and interventions.

Section 84. Guidance Principles

The guidance and counseling program is an integral part of the education system

- 84.1 Guidance is a fundamental and integral part of the educational system. It provides for the holistic development of the students.
- 84.2 Education and guidance support and complement each other to maximize student's growth and development.
- 84.3 Administrative and faculty understanding and support of the guidance program are crucial to its success.

- 84.4 Guidance personnel perform specific tasks distinct and separate from teaching and disciplining it is responsive to the student's needs.
- 84.5 The guidance program addresses the developmental and adjustment needs of the students.
- 84.6 The program considers the unique culture and climate of the specific population and environment it serves.
- 84.7 Program offerings are based on regular, systematic assessment of the students' needs and environment.
- 84.8 Guidance is a continuous process throughout the student's stay in school.
- 84.9 Guidance activities are specifically planned and developed to ensure program effectiveness.
- 84.10 The guidance team consists of the school counselor, psychologist, social workers, teachers, administrators and other educational professionals and staff who work together for the welfare of the students.
- 84.11 The guidance program recognizes the need to provide objective evidence of accomplishments and the rationale for its continued existence. It recognizes the students as an individual and is premised on the following:
 - a. Every individual has needs that must be attended to
 - b. Guidance should be extended to all
 - c. Every individual is unique and possesses worth and dignity
 - d. Human beings can develop their own insights
 - e. All individuals have the right and capability to make decisions and plan

Section 85. **Guidance Services**

The guidance services are a systematic and organized procedures, tools and facilities aims to assist our pupils and students in securing knowledge and skills needed in making plans, decisions and in interpreting life.

These services provide comprehensive information about opportunities, personality and moral development, effective studying and learning.

85.1 **Individual Inventory Service**

The Guidance and Counseling Services Division keeps, update and organize student's records, profiles, and utilize information, about his/her home and family, scholastic progress, test results, interviews and other data deemed helpful in understanding the context of the students and in writing recommendation letters when requested.

The guidance program assumes that adequate data about the student will be helpful in planning and carrying out courses of

actions adapted to the pupils and the student's personal needs.

Information Obtained:

- a. Individual information Sheet
- b. Cumulative Records
- c. Test Records (Achievements, Mental ability and Aptitude Batteries)
- d. Interest Records
- e. Personalities inventories
- f. Non-Test/ Self Evaluation Report
- g. Counseling Protocol

Guidance Activities:

- a. Asking students/ pupils to fill out questionnaire
- b. Entrance exam
- c. Screening and/or exit interview
- d. Class Guidance

85.2 **Information Service**

This service provides students with significant information that will be useful as they make an evaluation of the various opportunities that are available around their environment. Information includes: educational guidance bulletin, symposia bulletin boards, hand-outs, brochures and other information campaigns.

Kinds of Information:

- a. **Personal-Social Information** – These are information regarding how one can improve oneself or how can improve relationship with others. Self-help materials or Group Guidance Sessions are part of this. Examples of topics are:
 - Building self-confidence
 - Overcoming shyness
 - Proper Etiquette
 - Improving Personal Appearance
 - Social Assertiveness
 - Handling Anger
 - Stress Management
 - Healing painful Memories
 - Self-Awareness
 - Social Awareness
 - Boy-Girl relationship

- b. **Vocational-Occupational Information** – These are information that will help student plan their career.
 - B1.** Information about different employment possibilities/ job openings
 - B2.** Information about different job/occupations
 - Nature of the Occupation
 - Branches of the Occupation
 - Employment Possibilities
 - Work Involved
 - Difficulties and Challenges
 - Advantage and Benefits
 - Requirements
 - Educational/ Training
 - Physical requirements
 - Intellectual requirements
 - Social requirements
 - Personality requirements
- c. **Educational/ Academic Information** – These are information that will enable students to make decisions regarding the school he/she is in or wishes to enter.
- d. **Guidance Activities:**
 - Group Guidance/ Homeroom Guidance
 - Conferences
 - Orientation Program
 - Career days
 - College days
 - Circulars
 - Seminar, Symposia, Dialogues, Interactions
 - Pamphlets, Brochures, Bulletins
 - Bulletins Board Announcement
 - Books

Section 86. **Orientation Service**

Continuing orientation services for the new pupils and students these includes transferees, (Basic Education, CHED and TESDA courses). From Kindergarten to College freshmen, and transferee's orientation about school's policy and regulations, uniforms, records, presentation of faculty members, familiarization of school facilities and different services including guidance services.

Section 87. **Counseling Service**

Counseling is primarily the reason for the existence of the Guidance Program in the Academic Institutions, being the heart and soul of the Guidance

Services Department. The main purpose of counseling is to give assistance to students in obtaining self-realization and eventually self-development. Be able to help them in making important life decisions, and work towards positive changes in their lives.

The counseling service is done through: individual counseling, group/peer counseling and follow-up to assist them in handling various areas of concerns particularly in academic, personal, psycho-emotional, social, career, moral, relationship and family matters.

Confidentiality is the utmost rule in counseling, that's why counseling sessions are conducted in strict privacy.

Guidance Activities:

- a. Individual Counseling
- b. Group Counseling
- c. Educational Counseling
- d. Career Counseling
- e. Vocational Counseling
- f. Placement Counseling

Section 88. Admission and Psychological Testing

Assessment and placement of student applicants for enrolment, giving information regarding enrolment and the school's courses offered.

Standardized tests such as Aptitude Test, School Ability Test and Personality Test for CHED courses and MATB Test for TESDA courses, Achievement and School Ability Tests for Graders administered and interpreted by the guidance counselor; serve as an aid in assessing and identifying student's strengths and weaknesses in the areas of personality, aptitudes, interest, values, motivation, intellectual capabilities and even job skills. The results of his tests are disseminated and communicated through:

- a. Test interpretation feedback sessions (either one on one, dyad or triad)
- b. Year-level profiles which are presented to the college faculty. These are useful in curriculum planning, and the updating of their teaching strategies and methodologies.
- c. Inventory forms (instrument to gather information about students' personality, school and medical records and other pertinent data.

Section 89. Consultation Service

This service is one of the major roles of the guidance counselor/ staff, being the specialist on how to respond to needs and behavior of the pupils or students.

It works to have mutual sharing and analysis of information with the administration/ management, faculty members, parents and other specialists

to facilitate sound decision-making and come up with programs and strategies to aid the pupils'/ students' needs.

Section 90. Remedial and Enrichment Service-Special Program/Workshop

In partnership with the faculty, varied enrichment activities in and out of the school are also offered to respond to any concerns of any official organization or informal group of students, faculty or staff on areas about their sexuality, family relationships, scholastic adjustment, personality and other self-development activity, such as leadership training, team building, personality development and other workshops that can make them continuously improve their skills.

Section 91. Referral Service

Referral is usually understood as the action taken by faculty/ staff/ parent or significant people within the institution who see that a particular student needs a counselor's assistance. This service also refers to the assistance rendered to students or to their significant others in obtaining services from other people or agencies that might be more effective in helping them. The clients are usually referred to other people, particularly to specialists, who might be in a better position to respond to their peculiar needs.

Section 92. Career Guidance and Placement Service

This is a group of activities which provides a follow through to a student's realistic career planning – a continuous program which helps determine the manner (how) to assign a student, based on his/her personal and social adjustment.

- Educational placement
- Vocational placement

Section 93. Follow-Up Service

In this service, the Guidance and Counseling Services Division is continuously giving support to students in relation to their academic standing. This service also includes monitoring of alumni and continuously referring them in different companies that could offer them employment.

- a. In-School Follow-up – helps students adjust to student life and to provide mechanism to lessen the number of drop-outs by knowing the causes/ reasons why students leaves school.
- b. Out-of-school Follow-up – applies to services extended even to the graduates to instill in them a sense of belongingness. At the same time, it also helps the school to analyze its program effectiveness.

Section 94. **Public Relation Service**

This service explains the guidance roles and functions, its programs and services and benefits inside and outside the Holy Cross College.

Section 95. **Research & Evaluation Service**

The purpose of this service is to have an objective evaluation of accomplishments for further improvement.

The office conducts a series of evaluation to determine whether the guidance services and the educational programs are meeting the needs of the stakeholders. Results of which are then relayed to the concerned departments for immediate action/ intervention.

Chapter 4 Social Media Policy

96. Guidelines:

96..1.1 Respect College Values: When engaging in social media activities, individuals must adhere to the values of Holy Cross College, which include integrity, respect, inclusivity, and academic excellence.

96..1.2 Transparency and Authenticity: Individuals should use their real names and be transparent about their affiliation with Holy Cross College when discussing college-related matters. They should make it clear that their views are personal and not representative of the college unless officially authorized.

96..1.3 Privacy and Confidentiality: Respect the privacy of others and do not share confidential or sensitive information related to the college, its students, faculty, staff, or administration. Always obtain necessary permissions before sharing personal information. Adhere to the provisions of Republic Act 10173 (Data Privacy Act of 2012) when handling personal data.

96..1.4 Civility and Respectful Communication: Maintain a respectful and civil tone in all online interactions. Avoid engaging in offensive, harassing, discriminatory, or defamatory language or behavior.

96..1.5 Academic Integrity: Uphold academic integrity in all online discussions related to the college. Do not engage in plagiarism, cheating, or any behavior that undermines the college's academic standards.

96..1.6 Intellectual Property: Respect copyright and intellectual property rights. Always give proper credit when sharing or using content created by others. Adhere to the provisions of Republic Act 8293 (Intellectual Property Code of the Philippines) when using copyrighted material.

96..1.7 Accuracy and Truthfulness: Ensure that information shared is accurate and truthful. Avoid spreading false or misleading information.

96..1.8 Endorsements and Sponsorships: Posting about products, services, or organizations, is not allowed without the approval of the management.

96..1.9 Official Communication: Official statements, announcements, and communications representing Holy Cross College should only be made by authorized college representatives. Individuals should avoid speaking on behalf of the college without proper authorization.

96..2 Monitoring and Enforcement

The college reserves the right to monitor social media activities that involve college-related content. Failure to comply with this policy may result in appropriate disciplinary actions.

96..2.1 HCC Recognized Student Organization Social Media Accounts:

On students and employees setting up new official/recognized student organization social media accounts:

- Students are allowed to create a new HCC recognized student organization social media account provided that it is only for official school use such as Student organizations or school programs/projects.
- Students may only create new HCC recognized student organization social media account upon the endorsement and supervision of an adult HCC personnel, adviser, moderator, and application and approval of the Information and Communication Department.
- Student created social media accounts such as the “Freedom Wall” and the like are not authorized by the school thus, is not an official HCC social media account. The content, views, opinion, language used/ expressed therein do not necessarily reflect those of the School

- Employees may only create a page for their program, advocacy, or project if it is submitted and approved by the Information and Communication Department.

- Upon approval of this social media policy, existing pages must submit an application to the Information and Communication Department for mapping and validation of HCC social media accounts.

96..3 Social Media Posts

All content shared through Holy Cross College's social media accounts represents the institution. It is crucial to exercise careful consideration when crafting messages. It is imperative to ensure that messages are appropriate and do not harm the College's comprehensive development and reputation.

Measures should be implemented to minimize the potential for communication errors on social media. This includes verifying the accuracy and authenticity of content before publishing.

All posts must align with Holy Cross College's values, ethics, and relevant school regulations.

Students and employees contributing content to the College's social media accounts are prohibited from sharing or endorsing content that:

- Harasses, bullies, or intimidates individuals.
- Instructs, coerces, or incites others to engage in harassment, bullying, or intimidation.
- Aims to extort money, incite violence or hatred, or engage in blackmail.
- Is abusive, targeting aspects like age, disability, gender, status, race, religion, belief, sex, sexual orientation, or political stance.
- Contains inappropriate images, photos, videos, or audio that go against the conduct expected of a student at Holy Cross College.

All content posted or promoted on the College's social media accounts should consistently show respect and courtesy towards others.

The use of social media accounts is not intended for critiquing or engaging in disputes, whether within the Holy Cross College community or beyond.

When creating posts, it is vital to consider the legal implications, including avoiding breaches of confidentiality, defamatory statements, and copyright infringements.

96.4 Social Media Parameters

Using social media for communication should avoid:

96.4.1 Sharing details about the school's daily functions and procedures.

96.4.2 Disclosing unconfirmed school events or occurrences.

96.4.3 Revealing upcoming plans that haven't been made public yet.

96.4.4 Violating intellectual property rights.

96.4.5 Exposing personal information of others without consent.

96.4.6 Contravening the HCC principles and spiritual beliefs.

96.4.7 Violating the school's standards of professionalism and confidentiality.

96.5 Social Media in an Emergency

Social media plays a crucial role in delivering important information to students and the HCC community during emergency situations. As a result, it is essential that the information shared is timely, consistent, and accurate. All emergency communications from the School will be exclusively issued through the official social media account/s.

96.5.1. In cases of class suspension due to technical concerns, recommendations will be provided by the Academic Council and Human Resource and Management Office, but official announcements will be made by the Information and Communication Department.

Similarly, any other class suspensions will be announced by the Information and Communication Department in coordination with relevant departments, subject to the President's or the Vice President of Academic Affairs' approval. These announcements will be conveyed via official Facebook, Instagram, and Twitter pages.

96.5.2. To avoid the risk of disseminating conflicting or incorrect information, it is crucial that all other social media accounts refrain from posting updates during an ongoing incident.

96.5.3. Students or employees found misusing Official Social Media Accounts may face disciplinary consequences in accordance with the School's rules and regulations.

96.6 Account Security

96.6.1 To avoid hacking that can result in significant harm to reputation, potential spread of misinformation, and compromise the security of students and the broader school community, a designated responsible individual must be established in accessing any registered and approved HCC social media account.

96.6.2 It is advisable for the designated individual to select a robust and secure password comprising of capital letters, special characters, and numbers that are distinct from personal passwords. The designated individual must also install a security application for two-factor authentication.

96.6.3 During emergency situations, such as the hacking of any HCC account, the responsible personnel will immediately inform the Information and Communication Department to promptly address the issue.

96.7 Resolving Challenges and Problems

96.7.1 In the event of a hack, compromise, or accumulation of negative comments on any the HCC social media account, the responsible individual or relevant departments must collaborate with the Information and Communication Department to resolve the matter.

96.7.2 When the situation is deemed severe, posing physical threats or jeopardizing Holy Cross College's standing, a crisis management team will be convened in accordance with the School's Crisis Communication Management Plan.

96.6. Disclaimer

This policy is subject to change, and individuals are responsible for staying updated with any revisions. Holy Cross College is not responsible for the content posted by individuals on their personal social media accounts.

By engaging in social media activities related to Holy Cross College, individuals acknowledge their understanding and agreement to comply with this Social Media Policy and relevant Philippine laws.

ACADEMIC POLICIES DURING COVID-19 PANDEMIC PERIOD

The HCC administration recognizes the need to adapt to the needs of the times during this critical period with the ultimate goal of assisting the students cope with the demands of HCC Flexible /Blended Learning Approach and providing quality education despite the New Normal context. The following academic policies apply until such time that the government declares the country as Covid-19 free and the people return to normal daily functions, including academic institutions.

Chapter 1: Academic Calendar and Classes

Section 1: The School Calendar

Exercise flexibility in determining the extent of adjustments that will be made in their approved academic calendar. The opening of classes for AY 2020-2021 shall be based on the HEI's delivery mode, subject to compliance with minimum health standards and the situation on the ground: i. HEIs using full online education can open any time after May 31, 2020; ii. HEIs using flexible learning can open anytime in August 2020; iii. HEIs using significant face-to-face or in person mode can open no earlier than 01 September 2020;

For this purpose, all HEIs who are using the old academic calendar (June-May) are encouraged to change their academic year and open in August 2020 or later in the year. The school calendar for the college level shall begin on August 03, 2020 with an earlier orientation session for the online classes of BSA, BSIT, BSCE, and BSDEV COM on July 27, 2020.

Section 2: Classes

Pursuant to the CHED COVID ADVISORY No. 6, dated April 13, 2020, Holy Cross College will provide Flexible/blended Learning Approach. Online modality will be implemented using the HCC e-LMS together with the training of teachers and parents, piloting of the system with the participation of students. On the other hand, those without internet access will be on modular scheme. Learning packages which will include modules, video lessons, and activity sheets will be distributed to the students every two weeks.

Based on the COVID ADVISORY No. 7, May 24, 2020 CHED, OJT and internship programs (foreign and local) remain suspended until ECQ, MECQ, GCQ, and MGCQ has been lifted. However, for HEIs in MGCQ areas, on-campus OJT and internship programs can be authorized provided there is strict compliance with physical distancing and other health protocols.

In consonance with this guideline, Holy Cross College suspends the OJT, internship and community-based activities of all courses including NSTP.

Section 3: Consultation

The faculty members are mandated to provide consultations to students in relation to the course content, requirements, assessments, and activities. The college instructors' online and modular classes will be monitored by the Program Chairs, Deans, and Vice President for Academic Affairs.

The Guidance Counselors will monitor and provide mental wellness counselling and monitor students who encounter problems in coping with the online and modular set-ups.

Chapter 2: Admission and Enrollment

Holy Cross College implemented the ONLINE ENROLLMENT as early as March, 2020. Students can access their portal accounts. To facilitate easy and fast registration, they can use links to different banks to pay the school fees. For new students and transferees, the students' records can be sent through email or parents can submit them to the Registrar's Office.

For irregulars, shifters or transferees, online advising can be conducted by the Program Chairs and Deans. Students above 21 years old may set an appointment with the Program Chairs or Deans and settle the course sequence and advising at HCC during the MGCQ period.

Cross enrollment of HCC students in other schools will be discouraged this academic year for health and safety reasons.

All admission requirements for new students and transferees will still be applied. The same is true for the withdrawal of enrollment and dropping of courses. This can be done through online transactions or physical presence at HCC.

In addition, as full consideration of the familial difficulties besetting the Filipino families at this time, enrolment will end after the 2nd week of classes to give time to the parents to recoup their financial loses and make a final decision on the education of their children.

Chapter 3: Specific Academic Policies

Section 1: Attendance

Students' attendance will be monitored through the HCC e LMS for those who will be online while those who are on the modular scheme will be required to submit outputs every two weeks. Both modalities will be outcomes-based and student-centered.

Section 2: Major Examination Policies

Major examinations will be administered covering the lessons taken during the first third of the semester (Preliminary Examination), second third of the semester (Midterm Examination), and the last third of the semester (Final Examination), both for online and modular students. The final examination maybe comprehensive, covering majority of the topics covered during the semester or specific parts of the course materials taken during the final term.

Section 3: Dishonesty and Plagiarism

Copying other students' work and passing it as his/her own will be given utmost penalty based on the policies of HCC to be recommended by the Committee on Discipline.

In view of the outcomes-based modalities which will be adapted by the Academic Council, students will be required to submit projects, research work, and learning activities. In compliance to these requirements, students are strictly prohibited from plagiarizing. Plagiarism is an ethical offense, claiming attribution for a work one did not author, or using someone else's work without proper attribution. A thorough investigation will be conducted, and the student (s) will be subjected to disciplinary action set by the Committee on Discipline, with the approval of the VPAA and President.

Section 3: Grading System

The HCC Administration approved the following grading system

Computation of Grade

Major Exam - 50 %

Class Standing/Performance Task - 50 %

(projects, exercises, quizzes, graded activities and other performance related outputs)

100 %

The Deans will determine the distribution of the performance task rating, depending on the needs and requirements of the course.

For the **Subject Grade**, the following weighted percentages will apply:

Prelim Exam	-	30 %
Mid Term Exam	-	30 %
<u>Final Exam</u>	-	<u>40 %</u>
		100 %

No Uniform Policy for the 1st Semester of School year 2020-2021

Upon the recommendation of the Management Committee, HCC will implement a NO REGULAR UNIFORM POLICY FOR COLLEGE STUDENTS for the 1st semester of School Year 2020-2021 to help the parents save on expenses during this pandemic affecting the entire nation.

No Regular Uniform Policy will mean that College students can wear any decent clean and not revealing attire. Sleeveless, shorts, see-through, sandals and slippers will not be allowed. This will also apply during online classes where students are required to join or attend video/virtual conferences.

However, students enrolled in BS Criminology, BS Hospitality Management and BS Psychology will still wear their practicum uniform. PE uniforms for those taking up Physical Education will also be maintained.

Songs and Prayers

LUPANG HINIRANG

Bayang magiliw,
Perlas ng silanganan,
Alab ng puso
Sa dibdib mo'y buhay.

Lupang hinirang,
Duyan ka ng magiting,
Sa manlulupig
Di ka pasisiil.

Sa dagat at bundok,
Sa simoy at sa langit mong bughaw,
May dilag ang tula
At awit sa paglayang minamahal.

Ang kislap ng watawat mo'y
Tagumpay na nagniningning;
At bituin at araw niya,
Kailan pa ma'y di magdidilim.

Lupa ng araw, ng luwalhati't pagsinta,
Buhay ay langit sa piling mo;
Aming ligaya na 'pag may mang-aapi,
Ang mamatay ng dahil sa'yo.

OLD RUGGED CROSS

I.

On a hill far away
Stood an old rugged cross
The emblem of suffering and shame
And I love that old cross
Where the dearest and best
For a world of lost sinners was slain.
Refrain: So I'll cherish the old rugged cross
Till my trophies at last I lay down
I will cling to the old rugged cross
And exchange it someday for a crown

II.

Oh that old rugged cross

So despised by the world
Has a wondrous attraction for me
For the dear lamb of God
Left His glory above
To bear it to dark Calvary
(Repeat Refrain)

III.

In the old rugged cross
Stained with blood so divine
A wondrous beauty I see
For it was on that old cross
Jesus suffered and died
To pardon and sanctify me
(Repeat Refrain)

IV.

To the old rugged cross
I will ever be true
Its shame and reproach gladly bear
Then he'll call me someday
To my home far away
Where His glory forever I share
(Repeat Refrain)

HIMNU NING KAPAMPANGAN

Kapampangan misapwak
King legwan na ning alaya
Gabun ding pantas at marangal
Sibul ning lugud, karinan ling tepangan
Batis ning kataluran at panamdang makabalen
Ligaya mi ing mie payapa
King malugud mung kandungan
Koro:
Kapampangan, sale ning legwan
Kapampangan, sandalan ning katimawan
Kilub ning puso mi atin kang dambana
Luid ka! Luid ka!
Palsintan ming Kapampangan.

PRAYER FOR THE PHILIPPINES

O Almighty God, bless and protect the Philippines
May it ever be a country of freedom and justice.
Inspire and guide our rulers.
May we always be loyal and united
To our country and to our flag
Grant us true peace.
Amen.

Appendices

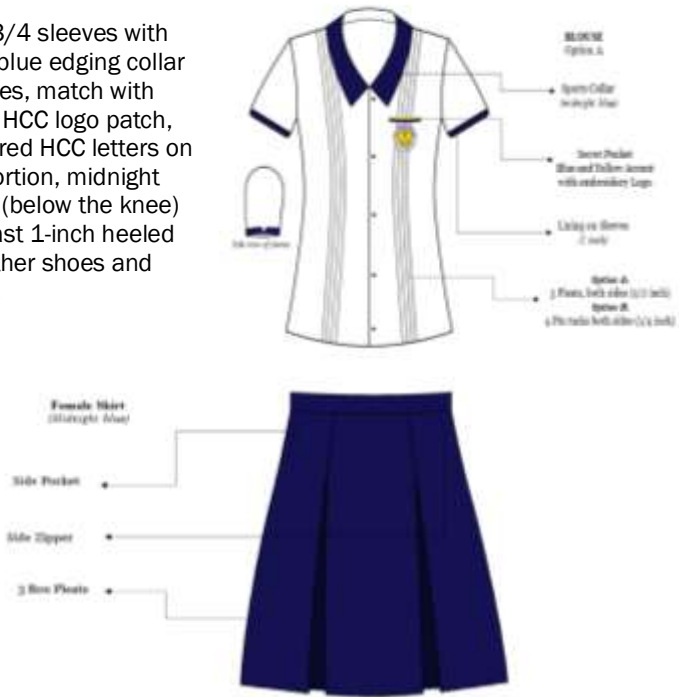
Appendix A – Type A: School Uniform

General Courses

BSA, BSA, BSIT, BSHM, BSCoEng, BSCE, BSEd, BEEd, BSDevCom and BSLIS

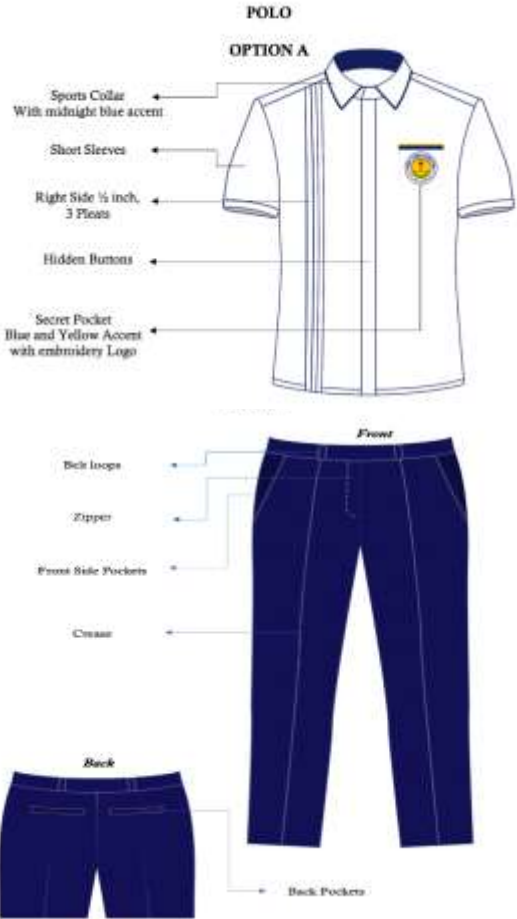
FEMALE

a. White 3/4 sleeves with midnight blue edging collar and sleeves, match with stripe tie, HCC logo patch, embroidered HCC letters on the left portion, midnight blue skirt (below the knee) and at least 1-inch heeled black leather shoes and school ID.



MALE

b. White polo with shirt with embroidered HCC letters of the left portion, with gray edging on the shoulders and sleeves, navy blue pants, black socks, black leather shoes and school ID.



Appendix B – Type B: PE Uniform



MALE and FEMALE

PE Shirt –White round neck short sleeves with dark blue linings on neck and arm hems, HCC logo and ID

PE Pants – Dark blue jogging pants with HCC log, black socks and rubber shoes

Appendix C - BS Criminology Uniform

MALE and FEMALE

- a. Type A Uniform -
Dark Blue polo with 4
pockets embellish
with gold buttons, HCC
logo, dark blue pants,
black socks, black charcoal
shoes and school ID.



b. Type B Uniform -

Black turtle neck long sleeves with HCC logo in front, BS Criminology logo at the back with 2 pockets on the triceps part.



c. Type C – Criminology College Shirt



MALE and FEMALE

a. White polo with Chinese collar with white buttons, white pants, white socks, white shoes and school ID.



MALE and FEMALE

a. White long sleeves (chef style) polo with dark blue edging at the center and on the arm sleeves, HCC and IHM logo; beige checkered pants.

Uniform accessories:

Chef toque and hairnet; apron, kitchen shoes
Match with black socks.



Appendix E - BS HRM



**COLLEGE DEPARTMENT
STUDENT HANDBOOK COMMITTEE
2023 -2024**

RANDEL CARLO C. DEL ROSARIO
President
College Student Council

ENGR. MARVIN O. MALLARI, Ph.D.
Dean
School of Engineering, Computer and Library Science
Unit Head, Research and Development

CHRISTINE J. CONCEPTION, LPT. MBA
Acting Dean
School of Business and Accountancy

ANUAR I. LOBO, CPA
Program Chair
Bachelor of Science in Accountancy

JARAMIE G. MANALAYSAY, LPT, MBA
Acting Dean
School of Hospitality Management

VANESSA CHARM N. MICALAT, Rpm.
Program Chair
Bachelor of Science in Psychology

ROSEMARIE B. TAPIA, LPT, MAEd
Program Chair
Bachelor of Secondary Education

ABIGAIL S. CALIWAG, LPT
Program Chair
Bachelor of Elementary Education

MARK JOHN M. PANGAN, RCrim, MSCJ
Dean
School of Criminal Justice

ARZEL P. PINPIN
Program Chair
Information Technology

ENGR. GROSBY A. DELA CRUZ
Program Chair
Institute of Computer Engineering

ENGR. MELCHOR L. PERALTA, MSCM
Program Chair
BS Civil Engineering

SIMEONA C. DELFIN, RL, MLIS
Program Chair
Bachelor of Library Information Sciences

BENJIE B. NOLASCO, LPT, MAEd
Dean, Student Affairs and Services

EMMANUEL M. RICAFFRENTE
Acting Chief
Student Discipline and Formation Services Division

Acknowledgement

I _____, have received a copy of the ***HCC COLLEGE Student Handbook***, as a bona fide student of Holy Cross College Department, it is my responsibility to read and understand the content of this handbook. I also commit to discuss this to my parents and comply with this agreement.

Program/Year & Section _____

Signature: _____

Date: _____

PARENTS SECTION

I have received and read the ***HCC COLLEGE Student Handbook***; I understand the behavior that is required of my child as a Crucian.

I agree and support Holy Cross College to maintain discipline and to improve disciplinary measures for offenses which warrant it. Thus, these disciplinary measures are designed to maintain a safe learning environment to all and to develop among the students the highest standard of decency, morality and good behavior as stipulated in the HCC Vision, Mission and Core Values.

I agree to help my child follow this agreement by:

- Encouraging my child to be a respectful and peaceful member of the school community
- Discussing the contents of the HCC Code of Discipline and the Student Rights and Responsibilities with my child
- Participating in any discussions and decisions concerning my child's education
- Attending scheduled appointments with school authority
- Providing the school if there are any significant changes in my child's health or well-being that affect his/her ability to perform in school.

Father/Guardian Name: _____

Signature: _____ Contact No. _____

Date signed: _____

Mother /Guardian Name: _____

Signature: _____ Contact No. _____

Date signed: _____

[SCHOOL'S COPY] Kindly remind your child to return the page to the Office of Student Affairs and Service after you affix your signature.

HOLY CROSS COLLEGE



Fides • Caritas • Libertas

STUDENT HANDBOOK

2023 EDITION

COLLEGE