



CENTRAL COLLEGES OF THE PHILIPPINES COLLEGE STUDENT MANUAL

(Online Version, 2020-2021)

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(ONLINE VERSION 2020-2021)

Foreword

This manual shall serve as a guide to the policies, procedures, and protocols concerning students' administrative and academic practices. Every Centralian is expected to abide by these guidelines to promote and maintain a sound education adhering to the school's philosophy, vision, mission, and core values. Additional policies about online learning have been added to the school's existing rules in view of the current health crisis.

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PART I. PHILOSOPHY, VISION, MISSION, AND CORE VALUES OF THE SCHOOL

SECTION 1. Philosophy

The Central Colleges of the Philippines is dedicated to the pursuit of knowledge, truth, and excellence towards the holistic foundation of the human person as a strong foundation for national pride, discipline, and development.

SECTION 2. Vision

The Central Colleges of the Philippines is envisioned to develop the intellectual, artistic, scientific, and technological minds of students essential to the attainment of the country's goals.

SECTION 3. Mission

The Central Colleges of the Philippines aims to:

1. provide quality and relevant education accessible to all;
2. train individuals to develop personal discipline and critical, creative thinking; and
3. produce committed professionals imbued with the ideas necessary to serve the welfare of the society.

SECTION 4. CCP Core Values

1. Leadership
2. Lifelong Learning
3. Integrity
4. Fairness

5. Excellence
6. Community Service
7. Confidence

PART II: ADMISSION

SECTION 1. Eligibility for Admission

The school is open to all students who can...

1. meet its academic standards;
2. present complete and valid credentials; and
3. agree to abide by its policies, rules, and regulations.

SECTION 2. Ineligibility for Admission

The school, generally, will not accept a student who...

1. cannot present transfer credentials or who has been refused admission in other schools for reasons of academic deficiencies or discipline;
2. has been previously admitted to the school but was dismissed or excluded after;
3. is transferring from other schools with neither permit nor recognition to operate from the government;
4. is suffering from a highly contagious or infectious disease; and
5. has been previously admitted to the school but was found to possess physical and mental conditions requiring special care or attention.

The above enumeration is non-exclusive.

SECTION 3. General Requirements

- A. All collegiate programs are open to Senior High School graduates or those who came from a Higher Education Institution recognized by the government.

- B. New first-year students, transferees, and new foreign students must take the entrance examination administered by the Guidance and Counseling Office.
- C. Student-applicants must submit and/or comply with the following:
1. New Freshmen
 - a. Certificate of passing the entrance examination
 - b. High School Report Card (Form 138)
 - c. Certificate of Good Moral Character
 - d. Copy of PSA-authenticated birth certificate
 - e. Four (4) 1½” x 1½” ID pictures
 - f. Accomplished Enrollment Application Form
 2. Transferees
 - a. Certificate of passing the entrance examination
 - b. Transfer Credentials
 - c. Certificate of Good Moral Character
 - d. Certified Copy of Grades
 - e. Copy of PSA-authenticated birth certificate
 - f. Four (4) 1½” x 1½” ID pictures
 - g. Accomplished Enrollment Application Form
 3. New Foreign students
 - a. Scholastic Records duly authenticated by the Philippine Foreign Service located in the student applicant’s country of origin or legal residence
 - b. Course Descriptions or their equivalent duly signed by the Registrar of the former school (for transfer students only)

- c. A notarized Affidavit of Support, including bank statements or notarized grants for institutional scholars, covering the expenses for the student's accommodation and subsistence, as well as school dues and other incidental costs
 - d. Photocopy of the student applicant's passport page showing the date and birthplace and the latest admission with valid authorized stay
 - e. Birth certificate or it is equivalent, duly authenticated by the Philippine Foreign Service
 - f. Medical Certificate issued by the Bureau of Quarantine Clearance and International Health Surveillance
 - g. Five (5) copies of the Student's Personal History Statement (PHS) duly signed by the student
 - h. Certificate of passing the entrance examination and interview
 - i. Six (6) passport-sized ID pictures with background taken not more than six months before submission
 - j. Accomplished Enrollment Application Form
4. Cross Enrollee
 - a. Permit to cross enroll
 - b. Certificate of Good Moral Character
 - c. Two (2) 1½" x 1½" ID pictures
 - d. Accomplished Enrollment Application Form
5. Old Students
 - a. Clearance from the Accounting Office
 - b. Copy of grades of the last semester attended

- c. Accomplished Enrollment Application Form
 - d. Duly accomplished Shifting Form (*for shifting students*)
 - e. Duly accomplished Returnee Form (*for inactive students*)
 - f. Duly Accomplished Readmission Form (*for students who were not able to pass at least 9 units in the previous semester*)
- D. Enrolling students who are currently employed in any government agency are required to submit a study permit.
- E. A pregnant student or a person with a disability must submit a medical waiver from a doctor stating the student's capacity to enroll and attend classes.

SECTION 4. Readmission

A. Minimum Requirements for Academic Standing

1. Every student must earn a total of not less than nine (9) academic units during each semester attended, excluding midyear term, to be readmitted for enrollment for the following semester. Otherwise, the student will be considered under the probationary status that requires him/her to accomplish the Registrar's Office's Readmission Form. Exempted from this rule are students who need less than nine (9) academic units to complete their respective programs. The Readmission Form entails the need for guidance counseling and the Dean's/Program Chair's endorsement in terms of the student load.
2. A student on probationary status for four (4) consecutive semesters will no longer be allowed to continue his/her program but may be subjected to shift to a non-licensure program offered by the school.

B. Readmission of Inactive Students

1. An undergraduate student not enrolled or out of school for a semester or longer will be classified as an inactive student.
2. An inactive student requesting re-enrollment will be required to accomplish the Returnee Form, which can be obtained from the Registrar's Office, subject to the concerned Dean's approval.
3. Returning inactive students under a licensure program, who have been out of school for a total of two (2) academic years or longer, should follow the educational path required in the latest curriculum of their respective programs.
4. Returning inactive students under a non-licensure program who have been out of school for a total of five (5) academic years or longer, with more than 18 units as the students' remaining deficiency, should follow the academic path required in the latest curriculum of their respective programs.
5. Returning inactive students not covered by the conditions stated in #3 and #4 may use the required curriculum when they were initially enlisted in their respective programs.

PART III: ENROLLMENT/REGISTRATION

SECTION 1. Enrollment Period

An Academic Year is composed of three terms: two semesters and a midyear term. The registration period opens two months before the start of classes every 1st semester and two weeks before the start of 2nd semester and midyear term. The enrollment closes on the day when the regular classes begin. However, students may still be enrolled during the 1st and 2nd semesters within two weeks after the start of classes or until the 3rd day of midyear classes. They have justifiable reasons for late enrollment and further make up for the lessons and activities already covered. After the extended periods mentioned above, no further registration will be allowed.

SECTION 2. Official Enrollment

- A. A student is considered officially enrolled upon completion of all registration requirements and the initial payment of school fees accepted by the school during the enrollment period for the academic term. An Adviser's Slip will be issued to the student, and his/her ID will be validated at the Registrar's Office. No student shall receive credits for course work unless officially enrolled.
- B. For Academic Year 2020-2021, all learners need to accomplish an online enrollment form and submit their requirements online. This form will be accessible through the school's website at www.ccp.edu.ph.

SECTION 3. Adviser Slip

- A. The students' Adviser Slip contains information regarding their enrollment in CCP, including their class schedules and payment assessments.
- B. After successful enrollment, the Online Enrollment System will generate the student's Adviser Slip and immediately email it to the student.
- C. Based on the Enrollment Application Form, the generated Adviser Slip is considered official.

SECTION 4. Identification Card

- A. Each student shall secure the prescribed photo-identification card immediately upon enrollment. Should there be a need to visit the school, this shall be worn upon entering and inside the school premises. Students who violate this rule shall be subjected to disciplinary measures.
- B. Lost or stolen ID cards must be reported immediately to the Security Officer and the Registrar's Office. Failure to do so shall establish the presumption that the same has been lent out. With the pending acquisition of a new ID card, the student concerned shall be issued a provisional one signed by the President or his duly authorized representative.
- C. Students are required to provide the school a soft copy of their picture (1½" x 1½") with a white background and their signature to be printed on their ID card.
- D. The submission of the pictures and signatures is through the Enrollment Application Form (EAF). In case a student failed to provide the photo and signature in the EAF, the student can send them via email to technical@ccp.edu.ph.
- E. CTC will inform the students of their printed identification card availability through their official CCP email accounts.

SECTION 5. Student Load

- A. The academic load and sequence of students' courses will be based on the approved program curriculum. The maximum load shall follow the prescribed load for a semester of each year level in the approved curriculum. Reasonable exemptions may be permitted in individual cases considering the student's best interests and the school's objectives.
- B. Every student must enroll in at least fifteen (15) units per semester except if they are a candidate for graduation.
- C. A senior student on their last academic year may be permitted, upon the discretion of the school, a one-time additional course load of not more than six (6) units more than the average load specified by the school for the academic year or term, provided that the student:
1. does not have a grade of Dropped nor No Credit during the preceding semester; and
 2. does not have an outstanding balance in his/her account.
- D. A graduating student may be permitted an additional course load of not more than six (6) units, over the regular load for graduating students, provided that the student did not use the one-time additional course load specified in Section C.
- E. The regular load for the midyear term or special programs is nine (9) units, and graduating students may be allowed to enroll in a maximum load of twelve (12) units.
- F. Students may be allowed to concurrently enroll in a prerequisite course with its corresponding advance course if the prerequisite course is a repeated course or the student is a candidate for graduation. It must be clear to the student that if he/she failed in the prerequisite course, the advance course will automatically be graded as "No Credit."

SECTION 6. National Service Training Program (NSTP)

All students must register in any of the National Service Training Program (NSTP) based on RA 9163 as a requirement for graduation in any baccalaureate degree course.

SECTION 7. Revision of Courses Enrolled

- A. Under no circumstances may a student change his section, course, or number of courses without the revision form approved by the concerned Dean/Program Head or the Registrar. This rule is contingent on a fee per course involved in the revision process. No credit shall be earned, or a refund of tuition fees be made for courses not previously authorized.
- B. A student desiring to revise his section or enrolled courses must do so not later than two (2) weeks after the opening of classes.

SECTION 8. Opening of Additional Course Offerings

- A. Students can petition, in writing, for the opening of courses not offered during the current term. It will be classified as a regular class provided that the number of enrollees reaches the economic class size defined by the Accounting Office.
- B. Senior students may request a tutorial class if the requested course is not currently offered or no longer provided by the school or if requested to resolve schedule conflicts or overload issues. The maximum number of units for tutorial classes is six (6) units that may include no more than two (2) laboratory courses. The Registrar's Office issues the request form for tutorial classes during the 2nd week of classes only. Requested tutorial classes must be enrolled one week before the preliminary examinations.

- C. All requests for the opening of additional courses are subject to the Dean's/Program Chair's recommendation, validation of the Registrar, and the approval of the Vice President for Academic Affairs.

SECTION 9. Shifting of Program

A student shall be allowed to shift to another school program at the end of the term. It is permissible only for 1st year to 3rd-year students. The student needs to accomplish the required Shifting Form obtained from the Registrar's office.

SECTION 10. Cross-enrollment

- A. Students who are officially enrolled in CCP are not permitted to cross-enroll in any other educational institution except:
1. when the course to be cross-enrolled is not offered in CCP during the current term;
 2. when there is a conflict of schedules between available courses provided on the current term; and
 3. when a student requests to cross-enroll in a school near his home province or job-related assignment.
- B. A student who intends to cross-enroll must seek approval from the Dean/Program Chair through a written request indicating the school's name and address where he/she will cross-enroll. The approved written request must be forwarded to the Registrar for the issuance of the cross-enrollment permit.
- C. A student may cross-enroll courses for a maximum of nine (9) units only.

SECTION 11. Change of Name, Birthdate, Address, Status, and Other Enrollment-related Information

- A. The student needs to fill out the request form for the change or correction of name or birthdate, obtained from the Registrar's Office. Attached to the request form is the original and photocopy of the birth certificate, marriage certificate, or court order on the matter, and a single and joint affidavit.
- B. A student who changed his address, status or any information listed in the enrollment application form should immediately inform the Registrar's Office in writing.

SECTION 12. Dropping of Courses

- A. A student who drops or withdraws several courses without accomplishing the official dropping form and securing the Dean's/Program Chair's approval shall be given a failing grade therein and required to pay in full all school fees and charges.
- B. A final grade of DRP (Dropped) is given to a student who has officially filed the required dropping form within the period set in these rules.
- C. The last day for dropping courses shall be ten (10) days after the midterm examination for Cycle C. For Cycles A and B, it is a week after the midterm examination. Within five (5) days after that, each faculty member shall submit to the Dean's office a list of students who have been validly dropped their classes. After that, if a student exceeds the allowable number of absences for a subject, a faculty member is no longer allowed to submit a Dropped grade (DRP.), and the student will be given a failing grade due to absences.

SECTION 13. Leave of Absence

A good standing student who will not be able to enroll for a semester, with a valid reason, may petition for a Leave of Absence (LOA). The student needs to secure approval from the concerned Dean/Program Chair in writing, indicating the reason for such a petition. The approved LOA must be filed at the Registrar's Office. It will only be valid for a maximum of one (1) academic year. Students under this status who return beyond the validity of the LOA need to request readmission.

SECTION 14. Discontinuance of Enrollment

Students giving up their studies must fill out a *Request for Withdrawal / Discontinuance of Enrollment* form subject to the Admission Officer and/or Registrar's approval. It then needs to be forwarded to the Accounting Office to adjust fees based on the college certification of the student's last day of attendance or non-attendance, as the case may be.

SECTION 15. Ineligibility for admission due to Falsification of Documents

After being enrolled, a student will be ineligible for admission if falsified data appearing in his/her application or any other school's record shall be dropped from the school rolls, and all credit earned shall be nullified. The fees paid shall not be refunded.

SECTION 16. Issuance of Transfer Credentials

A. A student is entitled to transfer to another school, provided he has settled all his obligations with the school, and he/she is not the subject of disciplinary action. A student who applies for

transfer shall be provided transfer credentials. In the case of a transferee student, the Registrar's office should receive the student's complete records from his previous school.

- B. No student under eighteen (18) years of age shall be entitled to a discharge without the parent or guardian's written permission. The school ID must be surrendered to the Registrar's Office.

PART IV: GRADUATION

SECTION 1. Degrees and Titles Granted

- A. The appropriate diploma, Certificate, title, or degree shall be granted to a student who has completed the curriculum and complied with all other requirements of his/her course.
- B. When CCP grants a degree, it places its seal of approval upon the grantee's scholastic, social and moral caliber. Therefore, the school reserves the right to withhold a diploma or Certificate from a candidate for graduation who falls short of its standards.

SECTION 2. Eligibility for Graduation

- A. A student of good moral character who has satisfactorily completed all requirements of his course of study and has acquired at least one (1) year of academic residence in CCP with a full load shall be eligible for graduation. This includes settling all financial and property obligations with the school.
- B. A holder of a bachelor's degree from another institution may earn a baccalaureate degree in CCP upon successful completion of all the units prescribed for the second degree provided that the total number of units he/she has acquired from the school shall not be less than thirty (30) units; and provided further; that he/she has at least one (1) year of academic residence in CCP.
- C. No title or degree shall be conferred upon a student until his/her eligibility to receive the same has been certified in an Official Special Order issued by the Commission on Higher Education.

PART V: AWARDS AND HONORS**SECTION 1. Latin Honors**

Students who complete their programs with the following averages computed based on units shall be granted with honors:

| Grade Average | Latin Honor | Medal |
|---------------|-----------------|--------------|
| 1.00 – 1.25 | Summa Cum Laude | Gold Medal |
| 1.26 – 1.50 | Magna Cum Laude | Gold Medal |
| 1.51 - 1.75 | Cum Laude | Silver Medal |

In the computation of the final averages of candidates for graduation with honors, only resident credits shall be included.

SECTION 2. Qualifications for Honors

- A. Students who are candidates for graduation with honors must have completed in CCP at least eighty percent (80%) of the total academic units required for graduation.
- B. The candidate for honors must have been in continuous residence therein for at least the last three (3) to five (5) years before graduation, depending on the program taken.
- C. The candidate for honors must not have a grade lower than 2.00, INC due to lack of examination or lack of requirements, or dropped in any of the subjects prescribed in the curriculum irrespective of whether that course was taken in CCP or elsewhere.

- D. Students who are candidates for graduation with honors must have been enrolled in not less than eighteen (18) units during each semester except for his/her last academic year.
- E. The candidate must not have been involved in any disciplinary action.

SECTION 3. Academic Distinction

- A. Candidates for honors with an average ranging from 1.76 to 2.00 and satisfying the honors' qualifications will be given an Academic Distinction (bronze medal).
- B. Candidates for honors with a grade average ranging within the standards for Latin Honors but with only one (1) violation in the qualifications for honors will be given an Academic Distinction (bronze medal).

SECTION 4. Loyalty Award

A Loyalty Medal is awarded to students who completed their secondary education and a baccalaureate degree in CCP.

PART VI: ONLINE LEARNING OPERATIONS

SECTION 1. Student Email Address

- A. All officially enrolled students will be provided with their official CCP email accounts to access their Google Classroom and for communication.
- B. CTC will provide new students (Freshmen/Transferees/Cross-Enrollees) with a CCP Email account upon enrollment. They will receive their email accounts and the temporary password through their email registered in the Enrollment Application Form (EAF). The obtained new email account is inactive but will be activated within 24 hours. Otherwise, he/she should contact CTC (ccpassist@ccp.edu.ph). Once activated, the student checks by logging onto the system to ensure his/her username and password work.
- C. Students can access and use their CCP email account if they are actively enrolled. If the student graduates or leaves CCP, his/her email account will be deactivated after 30 days and eventually deleted. Suppose a student stopped or filed a leave of absence, his/her email account will be halted by the CTC administrator for one (1) semester, after which it will be permanently deleted if he/she failed to re-enroll.
- D. Students who have forgotten their email account password can send an email to emailrequest@ccp.edu.ph to reset their password.
- E. Inactive email accounts can be reactivated once the student re-enrolls. To request the reactivation of an email account, students can send an email to emailrequest@ccp.edu.ph.
- F. Resetting of password or reactivation of email account can be from 15 minutes to 24 hours during regular business days. If a request has been made during weekends or holidays, resetting the email account's password or reactivation will be on the next business day.

G. The use of the CCP account is crucial to avoid the following threats:

1. Confidentiality Violation - gaining unauthorized access to the files present in the online learning system
2. Integrity Violation - tampering with files used in the online learning system
3. Illegitimate use - exploitation of privileges of legitimate users

SECTION 2. Online Platforms

The current health crisis brought disruptions to the traditional modality of education. CCP explores innovative ways of delivering education remotely and in digital formats so that students will continue their learning while face-to-face education is not yet feasible.

A. Google Drive

Google Drive is a cloud-based file storage system that enables account holders to save files on Google servers and synchronize and share files across platforms.

B. Google Classroom

Google Classroom is a free online learning management system developed by Google for schools that allow teachers and students to collaborate regarding schoolwork. There will be one Google Classroom for each of the subjects.

Students who rely on their mobile phones or tablets are advised to download Google Classroom from Google Play (Android) or App Store (iOS). When accessing the Google Classroom on a mobile phone or tablet, a student should make sure that his/her currently logged account is his/her CCP account by installing the work profile setting on his/her device.

Students using desktop or laptop computers may access Google Classroom by logging onto their CCP account using a web browser (<https://accounts.google.com>).

SECTION 3. Online Class Requirements

A. Technical Requirements

A student should use a mobile phone or tablet that enables him/her to surf the internet using any browser, participate in video conferences, create and share multimedia files, read emails, and maintain a Google Classroom account.

A student may consider using a desktop or laptop computer with the necessary hardware and software requirements:

1. Intel Core i3 or Core i5 processor, or AMD Ryzen3
2. 8GB RAM or higher
3. 500 GB hard disk or higher
4. Audio-video peripherals if using a desktop computer (webcam, headset, speaker, microphone)
5. Pre-installed software applications such as but not limited to: Web Browser (Google Chrome is recommended.); MS Office or Google Suite; Plug-ins (Adobe Reader, Flash, and Java); Video/Audio Software (VLC is recommended.); Videoconferencing Tools (Zoom is recommended.)

B. Internet Service Provider

High-speed internet connection (DSL, Fiber, Cable) with at least 5 Mbps or a higher bandwidth is recommended for an optimum online learning experience.

C. Technical Skills

A student needs to have moderate computer experience – including but not limited to:

1. navigating the World Wide Web
2. sending and receiving an email with or without attachments

3. uploading and downloading files (including copying, pasting, renaming, and locating files)
4. using productivity tools (word processors, spreadsheets, presentations with embedded audio/video, etc.)
5. creating multimedia materials (video/audio)

SECTION 4. Learning Modalities

The medium of instruction of teachers is English except in Filipino courses.

During the first week of the semester, an instructor will post a course syllabus in the Google Classroom to guide students to the kind of teaching and learning they can expect in class and lead them to take responsibility for their education. The online modality of learning includes synchronous and asynchronous learning sessions.

A. Synchronous Learning Session

This refers to the set time for students and instructors to meet through a video-conferencing application. For every class, synchronous learning sessions are scheduled every week, as stated in the Adviser's Slip.

Instructors use Google Meet or Zoom for real-time online meetings. Should there be connectivity issues, the class can use an equivalent application such as MS Teams or Messenger.

The following are synchronous learning protocols:

1. Students are expected to go online to attend the weekly synchronous learning session/s per subject.
2. Instructors shall remind students of the scheduled synchronous learning session, including the topics to cover, how they should prepare, and what they will be expected to do.

3. Students should select a comfortable and conducive place that is free from distractions before joining the synchronous session.
4. Students are expected to dress appropriately, strictly no everyday clothing or sleepwear. Wearing the school uniform or CCP shirt is highly encouraged.
5. Only students officially enrolled in the class shall join the synchronous learning session.
6. Students are encouraged to constantly turn their cameras on during lectures so that the instructors can see them and turn their microphones off, except when asked to recite or ask questions.
7. The instructor shall note the names of the students who joined for the entire duration of the session.
8. Students should avoid inappropriate behavior during a video conference.

B. Asynchronous Learning Session

This refers to a time for students to do a self-study by viewing and/or reading instructional materials and accomplishing learning tasks. Every synchronous class has an equivalent asynchronous learning session, as specified in the Adviser's Slip.

Instructional materials usually uploaded in the Google Classroom include but not limited to the following:

1. Lecture Notes (PDF, Word Doc, Image Files, etc.)
2. Lecture Slides (PowerPoint Presentations, Prezi, Adobe Spark, etc.)
3. Lecture Videos (TEDx, YouTube, or any video sharing site)
4. Website Links
5. Modules or Worksheets

Instructors may post their lecture videos on a video-sharing site and invite the students to subscribe to their channels.

Some examples of learning activities include the following:

1. Short Quiz
2. Survey
3. Film/Book Review
4. Essay Questions
5. Review of Scholarly Journals or Articles

The instructor will be online during the asynchronous learning period and will be available to answer queries.

SECTION 5. Use of Third-Party Materials in Online Learning

Images, videos, audio, and text can all be essential in giving meaning to the course content. Before incorporating any of these, it is necessary to consider copyright restrictions. Violations of copyright laws could be subject to civil penalties and criminal liability.

Some of the best practices in avoiding copyright infringement are the following:

1. Create original content, particularly for images.
2. Share a link to the work instead of making copies of it.
3. Limit the use of third-party copyrighted materials. Credit all sources, display the copyright notice, and indicate which materials have been used with permission. Citing the material does not grant permission to use a copyrighted work.
4. Take precautions to protect the copyrighted work from broader distribution (e.g., by streaming rather than posting a film; by posting on a password-protected site).

5. Be mindful of the rules regarding the proper use of copyrighted materials and the consequences of infringing on others' rights.

SECTION 6. Students' Data Privacy

The school takes account of data privacy in collecting data and education records. Hence, the instructor and the students are ethically obliged to follow and model acceptable digital citizenship practices and behaviors:

1. The instructor and the students are responsible for reviewing the settings in sharing digital files and folders (Google Drives, Forms, etc.). All personal information should be kept confidential in the online learning environment.
2. Use social media responsibly.
3. Closely review any image file before posting.
4. Never display sensitive individual or class information.
5. Never share student's photos, videos, or names without explicit consent.
6. Instructors are not allowed to require students to post their photos or recorded videos on social media or any video sharing platform (e.g., YouTube).

SECTION 7. Consultation Hours

Since instructors are expected to be online during the asynchronous session, a student may get in touch with his respective instructor for concerns that require real-time attention. This session may be done using Google Hangouts, Google Classroom, Google Meet, Zoom, etc.

Moreover, a schedule for online consultation and mentoring period for students will be announced by the instructor during the first week of the semester/cycle.

SECTION 8. Online Attendance

The students are expected to join the synchronous session. Suppose a student already reached the maximum number of absences in the synchronous classes (20% of the total school hours for a course) he/she should schedule a meeting with his instructor for an explanation.

SECTION 9. Submission of Student Activities, Examinations, and Grading System**A. Submission of Student Activities**

All students' submissions should be made using Google Classroom. Large files can be stored in Google Drive and the link shared through the CCP email account and/or Google Classroom. The school strictly enforces this rule to maintain the integrity and confidentiality of files.

Any schoolwork that has been submitted after a deadline has passed is considered late. Since the prompt submission of schoolwork is a part of practicing student discipline, the student with a late submission should notify his respective teacher of the justifiable cause and be liable to a penalty.

Below is the computation and maximum points for late submissions of schoolwork:

Less than an hour late - 95 % of the credit score

1 to 3 hours - 90 % of the credit score

3 to 12 hours - 80 % of the credit score

12 to 24 hours - 70 % of the credit score

beyond 24 hours - no points, the schoolwork is deemed to be a non-submission.

Since CCP requires all faculty and students to have a CCP email account, Google Hangouts is the prescribed instant messaging application. However, the creation and use of social media group chats are only allowed during inevitable situations. It should be upon the consensus of the class. If one student disagrees, the course instructor and students should communicate using the prescribed platform.

B. Examination and Grading System

Transparency in the grading system keeps the instructors and the students accountable and aware of where they stand. It exudes trustworthiness, which plays a vital role in nurturing good school relations and raising students' achievement.

1. The instructor should discuss and upload the grading system at the start of the semester.
2. The grading system for college online classes is given below:

| | |
|--------------------|------------|
| Major Examinations | 50% |
| Online Activities | 40% |
| Faculty Evaluation | <u>10%</u> |
| | 100% |

3. The teacher must present the breakdown of every category above to students at the start of the semester. If there are alterations during the semester, the instructor should immediately advise all the students.
4. CCP implements a numerical grading system, with the following grade points, their recommended percentage equivalent, and corresponding remarks.

| Grade | Range | Remarks |
|-------|----------|-----------|
| 1.00 | 96 – 100 | Excellent |
| 1.25 | 94 – 95 | Very Good |
| 1.50 | 91 – 93 | Very Good |
| 1.75 | 88 – 90 | Good |
| 2.00 | 85 - 87 | Good |
| 2.25 | 83 - 84 | Fair |

| Grade | Range | Remarks |
|-------|------------|-----------|
| 2.50 | 80 – 82 | Fair |
| 2.75 | 78 – 79 | Fair |
| 3.00 | 75 – 77 | Passed |
| NC | Below 75 | No Credit |
| INC | Incomplete | |
| DRP | Dropped | |

5. If a student missed a significant examination, the student should immediately request the instructor for a make-up exam. If another major test was missed, the student should seek the instructor and the College Dean's approval to be given a chance to schedule another make-up test. Otherwise, the student receives a failing mark for that examination.
6. Attendance and behavior of students are summed up as faculty evaluation.
7. Students are encouraged to verify their class standing with their respective instructors during the final examination week.

SECTION 10. Incomplete Grades

A. Incomplete Grade

1. A faculty member can file a grade of Incomplete (INC) only for students that have satisfactory class standing but with the following deficiencies:
 - a. an excusable absence for a major examination (*lack of examination*);
 - b. failure to submit assigned written work such as term papers, experiments, theses, feasibility studies, and other academic requirements (*lack of requirements*); and
 - c. failure to settle the required fees for the term.
2. Lack of examination and lack of requirements must be completed only within the allowable period of one (1) year after the INC grade has been filed at the Registrar's Office.

B. Removal of INC Grades

1. The removal of the INC grade due to lack of examination or lack of requirements can only be settled through an accomplished completion permit or blue form issued at the Registrar's Office within the allowable period of one (1) year. Failure to complete the INC grade within one (1) year will automatically supersede it as an NC grade.
2. The INC grade's removal due to unsettled accounts can only be attained through an accomplished grade forwarding form or yellow form issued at the Registrar's Office.

SECTION 11. CCP Student Portal

1. The Student Portal is the information portal for CCP students. Here, students can view the following:
 - a. Grades
 - b. Student Balances
 - c. Articles
 - d. Registrar's Notifications
2. Students may view their grades online one week after the final examination week. This procedure requires the student to log in to the School's Student Portal for confidentiality and data privacy.
3. To access the Student Portal, the student needs to provide their login details. For first time users, the default login details are as follows:

Username: student number without hyphens

Password: FIRST TWO LETTERS OF SURNAME and student number

For Example:

Student Number: 2020-1-0001

Student Name: Alfredo Velasco

Login Details:

Username: 202010001

Password: VE202010001

4. After a successful login, the student is encouraged to change the default password for security reasons immediately.
5. Students who have forgotten their Student Portal password can send an email to ctc@ccp.edu.ph to reset their password.
6. Resetting of the Student Portal password can be from 15 minutes to 24 hours during regular business days. If a request has been made during weekends or holidays, resetting the password will be on the next business day.

PART VII: SOCIAL MEDIA GUIDELINES FOR STUDENTS

SECTION 1. Introduction

- A. Central Colleges of the Philippines is dedicated to creating and maintaining a safe and welcoming community that nurtures mutual respect and consideration for cultures. This rule applies to all environments, including social media. All members of the Central Colleges community must be able to thrive within their roles without fear of any form of inappropriate behavior, including online harassment.
- B. The term ‘Social Media’ is used herein to describe dynamic and socially-interactive, networked information and communication. Example sites include, but are not limited to:
1. Multimedia and social networking sites, such as Facebook, LinkedIn, and YouTube
 2. Internal or external blogs and micro-blogs including Facebook and Twitter Community discussion forums
 3. Any sites where one can post text, photos, and videos, such as Pinterest, Flickr, Google+, and Tumblr
- C. Central Colleges of the Philippines has several official accounts on Facebook, Instagram, and Youtube, where the opinions expressed and information shared should reflect Central Colleges’ views as a corporate body. Any student (either on an individual basis or as a group) seeking to set up a formal Central Colleges of the Philippines social media account (or any featuring the school logo) should seek prior permission from the Marketing and Admissions office.

SECTION 2. Responsibilities of Students Related to Personal Online/Social Media Presence

A. Be aware that third parties, including the media, employers, and police, can access profiles and view personal information. This includes pictures, videos, comments, and posters. Inappropriate material found by third parties affects the student and Central Colleges' perception as a whole and can harm a student's prospects.

B. Communications made in a personal capacity through social media must not:

1. be unlawful – i.e., breach any PH criminal and/or civil legislation;
2. include anything that could be considered discriminatory against or bullying, or harassment of, any individual. This includes:
 - a. making offensive or derogatory comments relating to sex, race (including nationality), disability, sexual orientation, religion or belief, or age
 - b. using social media to harass another individual
 - c. posting images that are discriminatory/offensive or link to such content
3. encourage illicit drug-related activity. This item includes but is not limited to posting pictures, videos, or comments that promote or portray the personal use of drugs and drug paraphernalia;
4. depict or encourage unacceptable, violent, illegal, or dangerous activities, e.g., sexual harassment or assault, fighting, vandalism, academic dishonesty, drunk and disorderly behavior, drug use, etc. through posting pictures, videos, or comments;
5. breach copyright, e.g., using someone else's images or content without permission; failing to give acknowledgment where consent has been shown to reproduce something;
6. breach confidentiality, e.g., revealing confidential information owned by Central Colleges; giving away personal information about an individual or organization; and

7. use the School logo on personal social media sites

SECTION 3. Misuse of Social Media

- A. Central Colleges has the right to request the removal of content from an official social media account, specifically, a posting that risks the school's reputation or that of one of its members.
- B. Students who post views, opinions, or images online in breach of these Guidelines may be subject to disciplinary action.
- C. Prospective employers may trawl social media sites as part of their selection process, and the social media posts that a student makes could undermine his/her future employment prospects.

PART VIII: COMPUTER TECHNOLOGY CENTER

The Computer Technology Center (CTC) is the Central Colleges of the Philippines' management information system department. The department aids the institution's workforce and students for any tasks related to the computer processing of information. The CTC is beneficial in collating data and reports to be used as tools for decision making.

The CTC is on the 2nd Floor of the H.R. Reyes Hall, which includes:

1. a computer laboratory that consists of 7 laboratory rooms with more than 200 computers, with five fully-networked rooms;
2. a Technical Room with complete audio-visual facilities for showing popular instructional software and video lectures from world-renowned universities; and
3. a Cisco Laboratory Room equipped with Cisco networking equipment for training students taking the Cisco Networking Academy Program.

PART IX. GUIDANCE AND COUNSELING OFFICE

SECTION 1. CCP Online Counseling Services

- A. The Guidance and Counseling Office offers individual or small group online counseling to students via Zoom or Google Meet. Areas that may be addressed in these settings include social skills, dealing with anger, anxiety, sadness, or loss; learning self-control; improving self-esteem; leadership skills; academics, career, and making responsible choices.
- B. Parents/guardians or school staff may refer students for online counseling, or students may request online counseling for themselves. Online Counseling Services are short-term services aimed at the more effective education and socialization of students during the pandemic. These services are not intended as a substitute for diagnosis or treatment for any mental health disorder.
- C. Terms and Conditions:
1. Students interested in receiving online counseling services must be enrolled during the Academic Year 2020-2021.
 2. Student-client eligibility and acceptance will be based on whether online counseling services are appropriate for a potential student-client. If it is determined that online counseling would not be in the best interest of a student-client, the school guidance counselor will recommend alternative therapeutic interventions.
 3. Online counseling services are intended for students who have limited access to direct, face-to-face counseling services due to the pandemic. The online schedule is from 9 a.m. to 5 p.m. from Monday to Saturday.

To schedule or book an online counseling session, interested parties may fill out the form via bit.ly/CCPonlinecounseling.

PART X. FEES

Even during periods where classes are on pure online modality, Central Colleges of the Philippines still subscribes to fees approved by relevant government institutions, particularly the Commission on Higher Education.

However, because of the difference in instruction mode, the CCP does not and will not charge some fees not directly associated with online processes until such time those fees become a requirement to service instructional needs.

1. A student may pay his tuition and other fees through over the counter deposit or online with any of the school's published partner banks, which can be found on the following link: https://www.ccp.edu.ph/students/CCP_WORLD/payments.php

A student may avail of the cash basis mode of payment if he fully pays his account within two (2) weeks from the start of classes for the term enrolled. A student is considered to be paying on installment and will be charged installment fees after the "Cash Payment Period" has lapsed/expired.

2. Payments are also accepted through GCash no. 09458904100.
3. Payment transaction slips should be scanned and emailed to payments@ccp.edu.ph.
4. Any request for information regarding the status of accounts should be emailed to acctg@ccp.edu.ph.
5. Other provisions related to the Article on "FEES" in the existing student manual still apply.

PART XI. SAFETY AND SECURITY GUIDELINES

SECTION 1. Personnel Access

- A. A security officer shall control all persons' entry and exit at the school campus at the main entrance gate.
- B. The "no face mask and no face shield, no entry" policy shall be strictly enforced inside school premises.
- C. The queueing of at least a 1-meter radius (front, side, back) should be observed.
- D. All persons entering the school should follow floor markers/chairs as separation from others.
- E. Hand washing stations/alcohol dispensers are placed in strategic locations.
- F. There will be a temperature check (non-contact thermal scan) before accomplishing the Daily Symptom Questionnaire / Health Declaration Form / Health Checklist
- G. The use of personal pens when accomplishing forms is encouraged. Likewise, the use of sanitizers is advised before and after using provided writing materials.
- H. Respiratory etiquette (coughing or sneezing) should be practiced at all times.
- I. Parents, visitors, and guests who are correctly identified and have a legitimate reason for visiting shall be allowed entry to campus premises.
- J. During emergency conditions such as bomb threats, fire, etc., only the persons involved in the Emergency Response Team shall enter the campus.
- K. Security guards are responsible for controlling access at all entry points into the building/school campus. The security personnel in the discharge of their responsibility shall observe courtesy, consideration, and quality customer service.

- L. Firearms, deadly weapons, explosives, combustible materials, dangerous drugs or substance, and other prohibited items provided in the manual of school rules and regulations shall not be allowed on the campus. Even if licensed, all firearms should be surrendered to the guard on duty and not allowed inside the school premises.

SECTION 2. Identification Control

- A. The Visitors Pass and Identification System shall identify and control all persons entering the building/school campus.
- B. For regular personnel, faculty members, and bonafide students, the school's tamper-resistant ID card shall be worn/displayed conspicuously upon entering and while inside the campus.
- C. Visitors arriving with school officials, employees, faculty members, or bona fide students through the main gate shall be required to register for the issuance of the visitor's pass. The accompanying officers, teacher, student, or employee shall be responsible for the visitor's adherence to the school's security policies and procedures.
- D. The employees are urged to advise the main entrance guard in advance of any expected visitor to expedite the last screening and entry.
- E. Before issuing a visitor's pass to any visitor, the guard at the main entrance must first seek the person's clearance or permission to be visited. If the person to be called refuses to accept a visitor, they shall not enter because the person refused to be seen.
- F. Nobody will be allowed entry without the intended office's consent or clearance from the highest-ranking officer onsite. In the absence of such, the Safety Officer will ask for approval from the Building Administrator via email, chat, or phone call.
- G. Visitors' access shall be limited to the area of the person to be visited.

- H. Visitors shall return the Visitor's Pass to the main entrance guard when they leave the premises. It shall be the main entrance guard's responsibility to ensure that departing visitors return their respective passes.
- I. All unauthorized persons found roaming within the school campus shall be accosted courteously and referred to the Security Office for proper disposition.

SECTION 3. Material/Property Control

- A. All bags, packages, supplies, material, and equipment brought in and out of the premises shall be subject to inspection by security guards on duty.
- B. **Recording of Incoming Delivery.** Delivery receipts shall be obtained and recorded in the respective delivery logbook. The following information on all incoming deliveries shall be recorded in the log.
 - 1. Driver's Name
 - 2. Company Name
 - 3. Plate Number of the delivery vehicle
 - 4. Delivery / Invoice receipt number
 - 5. Item Description and volume
 - 6. Person accepting delivery
 - 7. Time in / out
- C. **Gate Pass for Outgoing School Property.** All school assets, supplies, equipment, and others to be brought outside school should have a gate pass duly signed and approved by an authorized signatory. Any item not indicated in the gate pass shall not be allowed to be brought out of the campus. The security guard shall take custody of the said item and refer

the same to school officials concerned for proper disposition. Furthermore, anyone who will try to bring out things from CCP without approval shall be reported to the appropriate authorities.

D. Garbage and Waste Disposal. No school property should be in the garbage/waste for disposal. There will be a mandatory and thorough inspection by the guard on duty every time trash is being disposed of or burned.

SECTION 4. Vehicle Control

All vehicles entering or leaving the campus shall be subjected to inspection by security guards on duty.

PART XII. ACADEMIC DIRECTORY

CENTRAL COLLEGES OFFICIAL MEDIA CHANNELS

Facebook: <https://www.facebook.com/CCPofficial>

Instagram: https://www.instagram.com/ccp_edu/

Tiktok: [@CentralColleges](#)

Twitter: https://twitter.com/ccp_admission

YouTube: <https://www.youtube.com/channel/UCWYf0yYDfXvSfMgkYZVUb7g>

ACCOUNTING OFFICE

For payment validation:

Email: payments@ccp.edu.ph

Landline: 8715-5170 loc. 145

For student accounts:

Email: acctg@ccp.edu.ph

Landline: 8715-5170 loc. 140

ADMISSIONS OFFICE

FB/Messenger: @ccpofficial

Contact Nos.: (0955) 362-1273 or (0965)817-9675

For general inquiries:

Email admission@ccp.edu.ph

For marketing concerns and proposals:

Email: laurie.blay@ccp.edu.ph

CLINIC

For medical e-consultation:

School Physician: Dr. Nerissa Estolano

Email: hrdhead@ccp.edu.ph

Landline: 8715-5170 loc. 126

**COLLEGE OF ARTS AND SCIENCES / PSYCHOLOGY AND GUIDANCE AND
COUNSELING DEPARTMENT**

Head: Ms. Jobelle Resuello

Email: jcresuello@ccp.edu.ph

FB/Messenger: <https://www.facebook.com/cased.ccp/>

Contact Nos.: 8715-5170 loc. 122, (0917)759-8498 or (0968)221-3298

COLLEGE OF BUSINESS ADMINISTRATION AND GRADUATE SCHOOL

Associate Dean: Ms. Frechie Nieva

Email: frechienieva@ccp.edu.ph

Department Secretary

Email: casec@ccp.edu.ph

COLLEGE OF COMPUTER STUDIES / ONLINE LEARNING SERVICES

Head: Ms. Pebbles Punzalan

Email: cshead@ccp.edu.ph

FB/Messenger: <https://www.facebook.com/papunzalan>

For @ccp.edu.ph email and password concerns:

Email ccpassist@ccp.edu.ph

For Google Classroom codes:

Email qaofficer@ccp.edu.ph

COLLEGE OF EDUCATION / CERTIFICATE IN TEACHER EDUCATION

Head: Mr. Aris Magmanlac

Email: aris_vm@ccp.edu.ph

COLLEGE OF ENGINEERING

Dean: Engr. Renato Gatbonton

Email: rgatbonton@ccp.edu.ph

Department Secretary

Email: engsec@ccp.edu.ph

FB/Messenger: Enginee Ring-ccp

FB/Messenger: <https://www.facebook.com/2019CCPcollegeofengineering/>

COMPUTER TECHNOLOGY CENTER

Head: Mr. Juanito Macabanti III

Email: ctc@ccp.edu.ph, csec@ccp.edu.ph or jmack@ccp.edu.ph

Landline: 8715-5170 loc. 115

HIGH SCHOOL DEPARTMENT

Principal: Ms. Marife Mission

Email: ccphs@ccp.edu.ph or hsprincipal@ccp.edu.ph

SHS Head: Mr. Aris Magmanlac

Email: aris_vm@ccp.edu.ph

Landline: 8715-5170 loc. 128 (JHS) or loc. 142 (SHS)

LIBRARY

For e-library access and e-consultation:

Email: library@ccp.edu.ph

Contact Nos.: 8715-5170 loc. 121, (0905)105-5849

REGISTRAR'S OFFICE

To request credentials, certifications, and authentications:

Email: credentials@ccp.edu.ph

For requests regarding readmission (inactive students), special evaluation, overloading and tutorial classes:

Email: addrquests@ccp.edu.ph

For inquiries regarding completion of grades and permits:

Email: completion@ccp.edu.ph

For employment verifications and other concerns:

Email: registrar@ccp.edu.ph

CCP HYMN

God and country you faithfully serve,

Hymns of praises you deserve.

In times of confusion, you find explanation,

In the world of uncertainty, you lead to discovery.

You are the bridge to precious knowledge,

Deep loyalty to you we acknowledge.

Through your help the future is paved,

In your halls democracy's engraved.

With your gentle training, the youth you mold,

Through your love and guidance, we face the world.

Beloved Central Colleges, fond memories we hold,

Beloved Central Colleges, wave high your banner of

crimson and gold.