

CENTRAL COLLEGES

OF THE

PHILIPPINES

STUDENT MANUAL

Revised 2023

FOREWORD

The Central Colleges of the Philippines is an academic institution that takes pride in giving importance to students' need and welfare. With a vision for excellent academic offerings, it compliments quality instruction with excellent service. Through its thrust to develop individuals towards professional growth, the learning environment has been enhanced to the fullest.

It is in this light that this Student Manual containing general academic and other important information concerning the School has been developed. This Manual has been designed to familiarize the students with their rights, privileges, duties and responsibilities while in the School. As reference for the various school services, it is a tool that helps make the teaching-learning environment more effective.

It is desired that the students familiarize themselves with the contents of this Manual. A keen appreciation of its intent will immensely contribute to the realization of the school's mission to fully develop students' potentials.

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Part I

HISTORY

HISTORY OF THE SCHOOL

On January 18, 1954, strongly adhering to the vision of contributing to the progress and development of the nation through producing competent engineers, architects and technologists honed in the most modern and advanced methods and techniques, the Polytechnic Colleges of the Philippines was established. It was an educational undertaking welcomed by an economy witnessing dramatic advancements in the field of technology but concerned with this problem of lack of qualified manpower.

Founded by a group of respected educators that included Messrs. Manuel I. Felizardo, Vicente Y. Orosa, Ciriaco Y. Coronel and Emilio M. Javier, the School's first President and Co-Founder was Engr. Gonzalo T. Vales, who had earned his Civil Engineering degree the University of Southern California. He was then the Dean of Mapua Institute of Technology.

With only one building and an enrolment of about three hundred students in 1954, PCP initially offered a limited number of disciplines, namely: Bachelor of Science Degrees in Civil, Mechanical, Electrical and Chemical Engineering and a separate course in Surveying. Two years later, the High School Department was established with Mr. Miguel Pacquing as its first principal. The College of Arts and Sciences and the College of Business Administration were opened in School Year 1960-61. Additional associate courses in Industrial Technology, Radio and Electronics Engineering were also offered.

EXPANSION AND GROWTH

In 1970, Polytechnic Colleges of the Philippines changed its corporate name to Central Colleges of the Philippines (CCP) with Dr. Hermenegildo R. Reyes as Chairman of the Board of Trustees. A prominent educator and a highly recognized civil engineer, Dr. H. R. Reyes had held the significant positions of Dean of the Institute of Technology of the Far Eastern University and a member of the Board of Regents of the University of the Philippines. His administration was supported and assisted by President Salvador San Juan, and Mrs. Rebecca S. Vales, Registrar and Assistant to the Chairman who paved the way for the unprecedented growth it was to experience later.

Some of the major developments on campus during the incumbency of Dr. H. R. Reyes were the launching of additional courses in Secretarial Administration and Agri-Business Management in 1977 and the offering of the Degree in Doctor of Optometry in 1981. It was also during his tenure that the Antonino Hall, Engineering Building (now the Vales Hall) and the Don Paulino Reyes Hall were built due to the continuous increase in the student population. An Extension Campus was also put up at this time to house the High School Department and the College of Secretarial Administration.

Dr. H. R. Reyes led the School for thirteen years up to his demise in 1982 leaving it on a solid foundation for future progress.

LEGACY OF QUALITY

In the same year, Dr. H. R. Reyes was succeeded by Atty. Crispino P. Reyes as College President. A trial lawyer, he had graduated from the Ateneo de Manila University College of Law and earned his Master of Laws Degree from the University of Michigan.

Although not a UP Law alumnus, he was a Professorial Lecturer at the UP College of Law for 27 years. Atty. Reyes brought to the institution the dynamism, expertise and profundity needed for the greater challenges of the 80's and the 90's.

His administration expanded the school's vision, updated the curricular program and further improved its facilities. Courses in Electronics and Communications Engineering, Computer Science and Computer Engineering were added in 1986 to serve the growing needs of industry in these fields. In 1994, a modern Computer Science Building comparable in design with the

best in the country was constructed to fill the growing needs of the student population.

Today, with the numerous numbers of young men and women under its tutelage, the Central Colleges of the Philippines continues to move forward in a new century marked by progress and expansion, resolutely determined to continue to provide relevant and quality education.

Coinciding with its 50th Foundation Anniversary in 2004, the Central Colleges of the Philippines added to its list of degree courses a Bachelor of Science in Nursing.

The College of Nursing was in response to the opening of the urgent global demand for world class nurses who meet the highest standards required in caring for sick and impaired people.

As envisioned by President Crispino P. Reyes, the new College of Nursing meets the highest standards of nursing education with a state-of –the-art five-storey nursing building complete with fully air-conditioned amphitheatre, largest skills nursing skills laboratory, mini-hospital and community set-ups, furnished anatomy-physiology, microbiology-parasitology, chemistry and physics laboratory room, classrooms and a multi-purpose gymnasium.

Part II

PHILOSOPHY, VISION, MISSION, AND CORE VALUES OF THE SCHOOL

Philosophy

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

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 for rapid modernization and global competitiveness.

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 and creative thinking; and
3. produce committed professionals imbued with the ideals necessary to serve the welfare of the society.

Core Values

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

Part III

RULES AND REGULATIONS

ARTICLE I

ADMISSION

SECTION 1. Eligibility for admission

The school is open to all students:

- a. who can meet its academic standards;
- b. who can present complete and valid credentials; and
- c. who can agree to abide by its policies, rules and regulations

SECTION 2. Ineligibility by Admission.

The school, as a general rule, will not accept a student:

- a. who cannot present transfer credentials or who has been refused admission in other schools for reasons of academic deficiencies or discipline;
- b. who has been previously admitted to the School but was dismissed, or excluded there from;
- c. who is transferring from other schools with neither permit nor recognition to operate from the government;
- d. who is suffering from a highly contagious or communicable disease; and
- e. who has been previously admitted to the School but was found to possess an abnormality requiring special care or attention

The above enumeration is not exclusive.

SECTION 3. General Requirements.

a. All collegiate programs are open to anyone who graduated from a Senior High School or who came from a Higher Education Institution recognized by the government.

b. New Freshmen, transferees and new foreign students are required to take the entrance examination administered by the Guidance and Counseling Office. A student applicant is exempted from taking the entrance examination if:

1. the student applicant's general weighted average in Grade 12 academic courses is 85% and above (for new freshmen only); or

2. the student applicant has no failing grades, dropped or incomplete and has no grade below 2.5 or its equivalent in their certified copy of grades (for transferees).

c. Student-applicant must submit and/or comply 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) 1 ½ x 1 ½ ID pictures
- f. Accomplished Enrolment Application Form

2. Transferees

- a. Certificate of passing the entrance examinations.
- b. Transfer credentials
- c. Certificate of Good Moral Character
- d. Certified Copy of grades
- e. Copy of PSA/ authenticated birth certificate
- f. Four (4) 1 ½ x 1 ½ ID pictures
- g. Accomplished Enrolment Application Form
- h. Crediting of courses or units to be accomplished during assessment by authorized college representative.

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 Description or its 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 grant for institutional scholars, covering the expenses for the student's accommodation and subsistence, as well as school dues and other incidental expenses.
- d. Photocopy of the student's applicant's passport page showing the date and birthplace and the latest admission with valid authorized stay.
- e. Birth certificate or its equivalent duly authenticated by the Philippines 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 students.
- h. Pass the entrance examination and interview.
- i. Six (6) pieces of passport size photograph background taken not more than six months prior to the submission.
- j. Accomplished Enrollment Application Form.

4. Cross Enrollee

- a. Permit to cross enroll
- b. Certificate of Good Moral Character
- c. Two (2) 1 ½ x 1 ½ ID pictures
- d. Accomplished Enrolment Application Form

5. Old Students

- a. Clearance from the Accounting Office
- b. Copy of grades of the last semester attended
- c. Accomplished Enrolment 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. Transfer of Credits

Courses taken from another school will be credited in conformity with the course requirements of the enrolled program. This is based on the course content and the number of units.

Crediting of courses passes two (2) levels of evaluation-temporary evaluation and the final evaluation. The temporary evaluation is accomplished by the Dean/Academic Head before the initial enrolment of the transferee. A copy of the temporary evaluation is forwarded to the Registrar's office. The final evaluation is accomplished by the Registrar for validation once the official transcript of records of the transferee is already forwarded to the school.

A special evaluation may be requested by the student at the Registrar's office to ensure that the courses temporarily credited are already validated and finalized.

e. Enrolling students who are currently employed in any government agencies are required to submit a study permit.

f. A pregnant student or a person with disability to submit a medical waiver from her doctor stating the capacity of the student as fit 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 summer term, to be readmitted for enrolment for the following semester. Otherwise, they will be considered under probationary status that requires them to accomplish the Readmission Form issued by the Registrar's Office. 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 of guidance counseling and Dean's endorsement in terms of the student's load.
2. A student who was on probationary status for two (2) consecutive semesters will only be allowed to enroll a maximum of eighteen (18) units for the succeeding semester.

3. A student who was on probationary status for three (3) consecutive semesters will be only allowed to enroll a maximum of fifteen (15) units for the succeeding semester.
4. A student who was on probationary status for four (4) consecutive semesters will no longer be admitted to non-licensure program offered by the school.

B. Readmission of Inactive Students

1. An undergraduate student who is not enrolled or out of school in a semester or longer will be classified as an inactive student.
2. An inactive student requesting for re-enrolment will be required to accomplish the Returnee Form, which can be obtained from the Registrar's Office, subject for the approval of the concerned Dean.
3. Returning inactive students under a licensure program who have been out of school for a total of two (2) academic years or longer will follow the academic 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 student's remaining deficiency, will 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 during the time they were initially enlisted in their respective programs.

ARTICLE II

ENROLMENT / REGISTRATION

SECTION 1. Enrolment Period

An Academic Year is composed of three terms – two semesters and a Midyear term. The registration period open two months before the start of classes every 1st Semester, two weeks before the start of classes every 2nd Semester and Midyear term. The enrolment closes on the day when the regular classes start. 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 Midyear classes, provided they have justifiable reasons for late enrolment, and provided further, that they are capable of making up the lessons and activities already covered. After the extended periods mentioned above, no further enrollment will be allowed.

SECTION 2. Official Enrolment

A. student is considered officially enrolled upon completion of all requirements of registration and initial payment of school fees accepted by the School during the enrollment period for the school term. Adviser's Slip will be issued to the student and the student ID will be processed and issued at the Registrar's Office. No student shall receive credits for course work unless officially enrolled.

B. When necessitated all learners may 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 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 during enrollment the prescribed photo-identification card which he shall wear upon entering and while inside the School premises. Students who violate this rule shall be subjected to disciplinary measures.

B. Lost or stolen ID cards must be reported at once to the Security and the Registrar's Office, i.e. by the next class day. Failure to do so shall establish the presumption that the same has been lent out. Pending acquisition of a new ID card, the student concerned shall be issued a temporary permit to enter the premises duly 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 courses of students will be based in accordance with the approved program curriculum. The maximum load shall be based on the prescribed load for a semester of each year level in the approved curriculum. Reasonable exemptions may be permitted in individual cases considering the best interests of the student and the objectives of the School.

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 over the normal load specified by the school for the school 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 their account.

D. A graduating student may be permitted an additional course load of not more than six (6) units, in excess of the regular load for graduating students, provided that the student did not avail of 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 a maximum load of twelve (12) units.

F. Students may be allowed to concurrently enroll a prerequisite course with its corresponding advance course if the prerequisite 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 as well.

SECTION 6. Physical Assessment

All students officially enrolled are required to undergo physical examination within three months after the registration.

SECTION 7. Revision of Courses Enrolled

A. Under no circumstances may a student change his section, course or number of courses without the revision from approved by the concerned Dean or the Registrar. This is contingent on a fee per course involved in the revision process. No credit shall be earned, or a refund of tuition fees made for courses not previously authorized.

B. Student desiring to revise his section or courses enrolled 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 on 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 for tutorial classes if the requested course is not currently offered or no longer offered in CCP or if it is requested to resolve schedule conflicts or overloading issues. The maximum number of units for tutorial classes six (6) only inclusive of 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 course offerings are subject to the recommendation of the Dean, validation of the Registrar and the approval of the Vice President for Academics.

SECTION 9. Shifting of Program

A student shall be allowed to shift to another program offered by the school at the end of the term. It is permissible only to 1st year to 3rd year students. The student need to accomplish the required Shifting Form available at the Registrar's Office.

SECTION 10. Cross-enrolment

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 on the current term;
2. when there is a conflict of schedules between available courses offered on the current term; and
3. when the student requests to cross-enroll in a school located in his home province or region or near his job-related assignment.

B. A student who intends to cross-enroll must seek approval from the Dean through a written request indicating the name and address of the school where he/she is going to cross enroll. Approved written request must be forwarded to the Registrar for the issuance of the cross-enrolment permit.

Cross-enrollment is not permitted to non-graduating student.

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 Enrolment-related Information

A. The student needs to fill up the request form for the change or correction of name or birthdate which can be obtained from the Registrar's Office. Attached to the request form are the original and photocopy of the birth certificate, marriage certificate or court order on the matter, single and joint affidavit.

B. A student who changed his address, status or any information listed in the enrolment application form should immediately inform the Registrar's Office in writing.

SECTION 12. Dropping of Courses

A. A student who drops or withdraws a number of courses without accomplishing the official dropping form and securing the approval of the Dean 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 of courses shall be ten (10) days after the last day of the midterm examination. Each faculty member shall, within five (5) days thereafter, submit to the Dean's office a list of students who have been validly dropped from their classes. A faculty member is not allowed to submit a grade of Dropped (DRP.) after that date even if a student shall thereafter exceed the allowable number of absences for the subject or may otherwise have a failing grade.

SECTION 13. Leave of Absence

A student in good standing 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 in writing indicating the reason for such petition. The approved LOA must be filed in the Registrar's Office and it is valid only for a maximum of one (1) academic year. Students

under this status who return beyond the validity of the LOA needs to request for readmission.

SECTION 14. Discontinuance of Enrolment

Students giving up his studies must fill out a Request for Withdrawal / Discontinuance of Enrolment form subject for the approval of the Admission Officer and/or Registrar and forward it to the Accounting Office for adjustment of 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

A student who after being enrolled is discovered to be ineligible for admission or have falsified any of the data appearing in his application or any other schools record shall be dropped from the school rolls and all credit earned shall be nullified. 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 a disciplinary action. Every student who applies for transfer shall be provided with the appropriate transfer credentials; provided that, in the case of a student who is a transferee from another school, his records from his previous school have been received by the Registrar's Office and are complete and in order.

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

SECTION 17. Withholding of Credentials.

The release of the transfer credentials of any student may be withheld by reasons of suspension, expulsion of financial obligations or property responsibility to the School. The credentials shall be released as soon as his obligation shall have been settled or the penalty of suspension or expulsion lifted.

ARTICLE III

FEES

SECTION 1. Tuition fees and other charges are prescribed by the School with the approval of the Commission on Higher Education (CHED)/ Dep Ed.

SECTION 2. Tuition fees and other charges are payable at the Cashier's Office or direct to CCP bank accounts upon registration. Payment by check or bank drafts should be made payable to "Central Colleges of the Philippines Inc." In case of direct payments Accounting Office should be furnished a copy of the transaction slip immediately after the payment transaction is made.

SECTION 3. All tuition and other School charges are payable in advance upon registration. Payment on installment basis is allowed with the prior approval of the School. An extra charge shall be imposed on installments.

SECTION 4. A student who is late for enrollment and/or who pays his fees and other School charges after the first day of classes shall be charged an extra amount for late enrollment.

SECTION 5. The withdrawal of the student from the Central Colleges of the Philippines does not relieve him of the responsibility of settling the unpaid balance of his fees and other accountabilities for the entire term, semestral and midyear in the case of college students or for the year in the case of the high school student, and all other accountabilities for previous years.

SECTION 6. Refund of fees shall be made in accordance with the following rules:

- a. The corresponding refund or credit adjustments without deduction shall be made in the following cases:
 - 1) when the class is dissolved or discontinued; or
 - 2) when the student enrolled had already taken and passed the subject.
- b. Refund of fees follows the 2015 Revised Manual of Regulations of Private Schools, to wit:

"Section 100. Refunds and Other Charges. Unless otherwise provided by institutional policies, rules and regulations, a student who transfers or withdraws, in writing, within two (2) weeks after the beginning of classes, and who has already paid the pertinent tuition and other school fees in full or for any length longer than one month, may be charged twenty-five percent (25%) of the total amount due for the school term if he withdraws within the first week of classes, or fifty percent (50%) if within the second week of classes, regardless of whether or not he has actually attended classes. The student may be charged for all the school fees in full if he withdraws any time after the second week of classes.

SECTION 7. Students who fail to settle in full their financial and/or property accounts with CCP shall not be issued their transfer credentials and transcript of records; nor shall they be allowed to enroll for the next semester or term or to graduate as the case may be.

ARTICLE IV

ATTENDANCE

SECTION 1. Maximum Number of Absences

A student who incurs absences of more than 20% of the required total number of class or laboratory periods in a given term shall be dropped, depending upon his academic standing in the class or classes where the absences were incurred. All such absences must have been incurred before the last day for dropping which is ten (10) days after the last day of the mid-term examinations, otherwise, the student shall be given a grade of no credit.

SECTION 2. Excused Absences

An absence may be excused by the Dean upon presentation by the student of satisfactorily written explanation for his absence. Such excuse, however, does not relieve the student from doing class and laboratory work which he missed during his absence. In case of protracted illness, a student may, under very exceptional circumstances, be given credit for the courses in which he is enrolled, provided he makes up for the missed work and he can show a marked degree of proficiency in the course/s.

SECTION 3. Reporting of Absences

A student who absents himself for three (3) consecutive class days in one class will be reported by his Instructor to the Dean of the College.

SECTION 4. Checking of Attendance

A. Attendance shall be checked starting on the very first day of classes. Late enrollees may be admitted in the class only upon presentation of their certificate of matriculation and shall be marked absent for the days missed.

B. A student must attend classes regularly and punctually. Any student who comes to class fifteen (15) minutes or less shall be marked tardy. A student who leaves the classroom without permission from the instruction/professor shall likewise he marked absent.

ARTICLE V

EXAMINATION

SECTION 1. Examination Permits

All the students are required to take the scheduled major examinations namely Prelims, Midterms, Pre-Final and Final examinations. Examinations permits are issued by the Accounting Office and they must be presented to the instructor/professor concerned before taking any of the scheduled examinations. A student will not be allowed to take all examinations prior to the final examinations without an examination permit. No fees are charged for scheduled examination permits.

SECTION 2. Special Examinations

A student who fails to take any of the periodic examinations or the final examination for reasons of serious illness, or death of his parent, child, brother or sister, or any of his/her direct ascendants, may be allowed to take special examinations upon submission of the corresponding a medical or death certificate and upon prior approval of the Dean and payment of the required special examination fee.

ARTICLE VI

GRADING SYSTEM

SECTION 1. Measures of Proficiency

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	

SECTION 2. Incomplete Grades

A. A faculty member can file a grade of Incomplete (INC) only for students that has satisfactory class standing and with the following deficiencies:

1. an excusable absence for a major examination (lack of examination);
2. a failure to submit assigned written work such as term papers, experiments, theses, feasibility studies and other academic requirements (lack of requirements); and
3. a failure to settle the required fees for the term.

B. Lack of examination and lack of requirements must be completed only within the allowable period one (1) year after the INC grade has been filed at the Registrar's Office.

SECTION 3. Removal of INC Grades

A. 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 remove the INC grade within one (1) year will automatically supersede it as a grade of N.C.

B. The removal of the INC grade due to unsettled accounts can only be attained through an accomplished grade forwarding form or yellow form issued at the Registrar's Office.

SECTION 4. Filling of Dropping Form

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.

SECTION 5. Computation of Final Grade

A. The 1st (Prelim), 2nd (Midterm), and 3rd (Pre-Final) periodic grades are based on the examination given during these periods. The basis for the class standing (CS) computed before the final examination period are the recitations, quizzes, reports, projects and other learning activities.

B. The computed grade (CG) in a course is the average of the 1st, 2nd and 3rd periodic grades and the Class Standing (CS); mathematically represented as

$$CG = (\text{Prelim} + \text{Midterm} + \text{Pre-Final} + \text{CS})/4$$

C. The Final Grade (FG) is the sum of the 60% of the computed grade and 40% of the final examination (Final) grade; mathematically represented as

$$FG = (CG \times 0.6) + (FE \times 0.4)$$

SECTION 6. Dean's List

At the end of the semester, students who have outstanding scholastic achievements shall be recognized by including their names in the Dean's List. To qualify, a student should:

1. carry a minimum load of 18 units for the semester; unless the Students curriculum year level allows/requires load.
2. have a general weighted average of at least 2.00;
3. have not been subject to disciplinary action for violation of the School Rules and Regulations; and
3. have no numerical grade lower than 2.00 in any enrolled subject; should have no grade remarking dropped, incomplete or NC, an NC is equivalent to a failing grade.

ARTICLE VII

STUDENT ORGANIZATIONS

SECTION 1. The CCP aims for academic excellence and recognizes the importance and encourage participation of students in extra-curricular activities where qualities of sound leadership, loyalty, civic consciousness and other virtues may be developed and find proper expression.

SECTION 2. The right to join and participate in a recognized student organization implies the right not to join or participate in any student organization against his will. To do so is to violate his right.

SECTION 3. Selection of members in these organizations shall be on the basis of personal qualities as proven by achievement or service in the field pertinent to the organization. Under no circumstance shall an organization be recognized or approved by the administration which resorts to initiation practices not in consonance with human dignity or unworthy of mature conduct or deportment expected of a CCP student. The Administration has the sole and final right to pass judgment on such matters.

SECTION 4. Every extra-curricular organization shall have a constitution and a declaration of principles and objectives approved by the Administration, by which the worth and good standing of such organization can be judged. The recognition of any organization which, in the judgment of the Administration, does not live up to such principles and objectives may be withdrawn by the Administration.

SECTION 5. Every extra-curricular organization shall have at least two (2) full time faculty advisers.

SECTION 6. An extra-curricular organization is not allowed to hold seminars, meetings, programs, parties, or any other activity whatsoever, inside or outside the School premises, without the recommendation of its Adviser, Dean and the written approval of the President of the School or his authorized representative.

SECTION 7. The organization shall not invite speakers or confer honors on any individual without the prior written approval of the Dean of Student Affairs. Violation of this provision shall subject the officers to disciplinary action and the withdrawal of the recognition of the organization.

SECTION 8. Unauthorized posting of posters, streamers, or notices, etc. is prohibited unless approved by the Dean of Student Affairs. Same may be summarily removed and the posting thereof shall subject the organization, its officers or members or the student to disciplinary action.

SECTION 9. The student organization shall not participate in any off-campus activity or join or affiliate itself with any other organization outside without the written permission from the Dean of Student Affairs.

SECTION 10. No student organization shall hold any activity within one week before any scheduled periodic examination, or two weeks in case of final examination.

SECTION 11. Official recognition of student organization is valid only for the duration of the School Year except when earlier withdrawn, suspended or revoked.

SECTION 12. No hazing or initiation rites in any form or manner by any person and/or organizations shall be allowed inside or outside the campus.

A student may not participate in any outside activity, contest, meeting, conference, seminar, field trip, association, society or group as representative of the school or any of its recognized students organizations without written authorization from the Office of Student Affairs, the Vice President for Administration, the Vice President for Academic Affairs or the School President.

The school shall not be responsible for any consequences resulting from a student's/student organization's participation in any outside activity, contest, meeting, conference, seminar, field trip, association, society or group where such engagement was done on the individual's/organization's personal capacity and not as representative of the school and without the school's prior written approval.

SECTION 13. Requirements for student officership:

A student who fails the following requirements, cannot become or remain an officer in any extra-curricular organizations except temporarily, if his services are considered indispensable in the judgment of the Head of Student Affairs.

- a. Must be enrolled for any semester with an academic load of a least 18 units;
- b. Must have a weighted average, including PE, of at least

2.5 during 1st and 2nd semester of School Year with no grade of 5, incomplete or dropped;

- c. Must have continuously enrolled in CCP for at least two successive semesters

A student who fails to meet the requirements they will not become or remain an officer in any extra-curricular organization except temporarily, if his services are considered indispensable in the judgment of the Head of Student Affairs.

SECTION 14. Recognition of New Student Organizations

Any organizations would like to be recognized must submit a request letter attached the following at the Office of Student Affairs;

- a. Name of student organization;
- b. Original copy of Constitution & By-Laws of the organization;
- c. List of the duly qualified and elected officers;
- d. List of members for the current school year indicating their addresses, student number, course, year, picture and signature;
- e. Name of full-time faculty members for the Adviser/s of the organization;
- f. Plan of activities for First & Second Semester of School Year;

SECTION 15. Renewal of Recognition of Student Organizations.

Any organization would like to renew its recognition must submit the following:

- a. List of the duly qualified and elected officers;
- b. Name of full-time faculty members for the Adviser/s of the organization;
- c. List of members for the current school year indicating their addresses, student number, course, year, and signature;

- d. Accomplishment Report for First & Second Semester of School Year;
- e. Financial Report for First & Second Semester of School Year

Only recognized student organizations may avail the use of bulletin boards on a first-come first-served basis.

Any organizations which does not renew its application for recognition shall be automatically considered inactive.

SECTION 15. The Faculty Advisers of recognized organizations shall exercise and assume the following duties and functions:

- a. Conduct the organizational meeting;
- b. Supervise the conduct of all meetings;
- c. Be present at all socials and other undertaking of the organization;
- d. Settle questions on matters of procedure not otherwise covered by these rules;
- e. Give advice and guidance to the officers and members of the organization;

- f. Assist in coordinating the activities and projects of the organization;
- g. Pass upon, prior to their submittal to the CCP President, Dean or Principal, all acts and resolutions of the organization, including the disbursement of funds.
- h. Submit to the President, Dean or Principal a written report containing his observations and recommendations before the end of each school year, and
- i. Perform such other duties and functions as may be assigned to them.

The organization shall, however, lose its recognition when majority of its five top officials shall fail to maintain their grade requirements as set forth in this section.

SECTION 16. Qualifications of Faculty Advisers:

Full time faculty member of CCP at the time of appointment.

ARTICLE VIII

GRADUATION

SECTION 1. Degrees and Titles Granted

The appropriate diploma, certificate, title or degree shall be granted to a student who has successfully completed and complied with all other requirements of his/her course.

When CCP grants a degree, it places its seal of approval upon the scholastic, social and moral caliber of the grantee. Therefore, the school reserves the right to withhold a diploma or certificate from a candidate for graduations 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 who has acquired at least one (1) year of academic residence in the CCP with full load and has settled all financial and property obligations with the School shall be eligible for graduation.

B. Holder of a Bachelor's degree from another institution may earn a baccalaureate degree at CCP upon successful completion of all the units prescribed for the second degree provided that the total number of units he has acquired from the School shall not be less than thirty (30) units; and provided further; that he has at least one (1) academic residence in the CCP.

C. No title or degree shall be conferred upon a student until his eligibility to receive the same has been certified to in an Official Order issued by the Commission on Higher Education.

SECTION 3. Filing of Evaluation Form and Candidacy for Graduation

A. Candidates for graduation must file their evaluation sheet and college approved credit certifications with the Registrar's Office not later than two (2) months before the start of enrollment for their last term or semester.

B. Candidates for graduation must accomplish the candidacy form for graduation during enrollment duly approved by the enrollment adviser.

SECTION 4. Graduation Ceremonies

Unless stated otherwise by the school, candidates for graduation are required to attend the School's Commencement Exercises.

ARTICLE IX

HONOR SYSTEM

SECTION 4. Latin Honors

Students who complete their programs with the following averages computed on the basis of units shall be graduated with honors:

Grade Average	Latin Honor	Medal
1.00 – 1.25	Summa Cum Laude	Gold Medal
1.26 – 150	Magna Cum Laude	Gold Medal
1.51 – 175	Cum Laude	Silver Medal

In the computation of the final averages of students who are 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 number of 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 prior to graduation depending on the program taken.

C. The candidate for honors must not have a grade lower than 2.00, INC due to lack examination or lack requirements, or dropped in any of the subjects prescribed in the curriculum irrespective of whether that course was taken at 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 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 qualification for honors will be given an Academic Distinction, bronze medal.

B. Candidates for honors with a grade average ranging within the averages 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 baccalaureate degree at CCP.

ARTICLE X

ONLINE LEARNING OPERATIONS (These are guidelines for when regular face to face school operations are not possible)

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.

- C. 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.

- D. 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

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:

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 videoconferencing application. 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, The CCP dress code should be followed. Wearing the school uniform (if applicable) 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. Instructional materials usually uploaded in the Googl 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 10%

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	Grade	Range	Remarks
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1.00	96 – 100	Excellent	2.50	80 – 82	Fair
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1.25	94 – 95	Very Good	2.75	78 – 79	Fair
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1.50	91 – 93	Very Good	3.00	75 – 77	Passed
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1.75	88 – 90	Good	NC	Below 75	No Credit
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2.00	85 - 87	Good	INC		Incomplete
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2.25	83 - 84	Fair	DRP		Dropped
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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.

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.

MEDIUM OF INSTRUCTION

SECTION 1. English shall at all times be used as the medium of instruction for all classes except Filipino subjects which is taught in Filipino.

ARTICLE XII

RULES OF DISCIPLINE

SECTION 1. Administrative Sanctions Effects. Disciplinary administrative sanctions may be imposed on a student for the violation of any of the offenses enumerated hereunder. Such sanctions may take any of the following forms:

- a. Reprimand or Censure. These sanctions are carried out through admonition of erring students. Any repetition of the offense committed, or commission of any other offense shall immediately make him liable for more severe disciplinary measure and at least a suspension.

- b. Suspension. This penalty bars a student from attending his classes and from the School premises for a certain period of time.
- c. Exclusion. Exclusion is a penalty in which the School is allowed to exclude or drop the name of the erring student from the school rolls for being undesirable, and transfer credentials immediately issued.
- d. Expulsion. Expulsion is an extreme penalty on an erring student consisting of his exclusion from admission in any public or private school in the Philippines which requires the prior approval of the Commission on Higher Education. The penalty may be imposed for acts or offenses constituting gross misconduct; dishonesty; hazing; carrying deadly weapon; immorality; selling and/or possession of prohibited drugs such as but not limited to marijuana or shabu; drug dependency; drunkenness; hooliganism; vandalism; and other serious school offenses such as assaulting a fellow student or school personnel, instigating or leading illegal strikes or similar concerted activities resulting in the stoppage of classes; preventing or threatening any student or school personnel from entering the school premises or attending classes or discharging their duties; forging or tampering school records or school forms, and securing or using forged school records, forms and documents, and other similar acts.

The decision of the School on every case involving the penalty of expulsion, together with the supporting papers, shall be forwarded to the Commission on Higher Education within ten (10) days from the termination of the investigation of each case.

SECTION 2. Administrative Due Process. A student charged with violating School rules and regulation shall be informed of the complaint against him and shall be afforded a fair and reasonable opportunity to defend himself, provided, however, that in case of voluntary confession or where the student is caught in act of committing an offense (in flagrante delicto), a decision may be summarily handed down and the corresponding penalty imposed on the erring student.

SECTION 3. Hearing officers. In case where there is no confession or where the student was not apprehended in the act of committing an offense, the President shall appoint the officers/faculty members authorized to receive evidence for the purpose of fact-finding and on the basis thereof to render a Report and Recommendation to the President.

SECTION 4. A student facing administrative charges may be preventively suspended from attending his classes or from entering School premises, upon written order of the Dean or a duly authorized officer of

the School, if in his considered view as a person in place of the parent (loco parentis), the presence of the student in the School is a threat to the peace and harmony of the academic community.

SECTION 5. Procedure for Complaint. The procedure for Complaint shall be as follows:

- a. Complaint shall be submitted in writing to the Dean of Student Affairs or any duly authorized officer of the School.
- b. Upon receipt, the hearing officer, shall be given fifteen (15) days to conduct the investigation and on the basis thereof, render his Report and Recommendation. The investigation shall be summary in character and the technical rules of evidence need not be followed. No cross-examination shall be allowed. However, clarificatory questions shall be propounded by the hearing officer. Legal counsel shall be allowed to recommend what clarificatory questions, if any, should be asked by the hearing officer, who may or may not, at their sole discretion, ask such recommended questions. And provided further, that if the erring student refuses to appear or to present his defense, or resort to dilatory tactics in the course of the investigation, the hearing may be conducted even without the presence of the erring student.
- c. The President, on the basis of the facts found in the Report and Recommendation of the Hearing Officer, shall impose any of the sanctions enumerated above or clear the student of any wrongdoing, as the case may be.

SECTION 6. A written Appeal may be filed with the President ten (10) days from notice of the decision.

ARTICLE XIII

OFFENSES

SECTION 1. Classification of Offenses. The following constitute offenses punishable under these Rules:

- a. Acts against peace, order, security and safety;
- b. Acts detrimental to the property, rights and interests of the School, and the educational community;
- c. Acts offensive to public decency, good morals and customs;
- d. Acts against the inviolability of School records, official papers, certificates and other documents; and
- e. Acts endangering health and sanitation.

SECTION 2. Offenses against peace, order, security and safety shall include the following:

- a. Instigating, inciting, provoking, leading or giving active support in any manner or form whether financial, physical or material, to unauthorized or violent demonstrations or activities;

PENALTY:

- a) 1st offense – Suspension for a period of fifteen (15) school days.
 - b) 2nd offense – Exclusion from the school rolls.
- b. Leading or taking part in any activity which disrupts, interferes or adversely affects classroom instructions, other curricular activities, as well as, co-curricular or extra-curricular functions of classes, whether or not such activity is accompanied by violence, such as tampering with or disconnecting electrical connection, switches, generators, motors, air-conditioners, fans, lights, fire alarms, giving false alarms, shouting, banging doors, walls, tables, desks, chairs, etc; and other acts of rowdiness and disturbance;

PENALTY:

1st Offense:

- (a) Suspension for a period of fifteen (15) school days.
- (b) If offense is accompanied by violence exclusion from the school rolls.

2nd Offense: Exclusion

- c. Challenging, insulting, assaulting or committing physical abuse or any act of gross disrespect against persons in authority, faculty members, personnel and fellow students, or threatening to do such a fore stated acts;

PENALTY:

- a) For threatening, challenging or insulting -
 - 1) Committed against school officials, faculty members, school personnel
Suspension for period of fifteen (15) school days.
 - 2) Committed against fellow student/s
Suspension of five (5) days
- b) For assaulting or committing physical abuse or gross disrespect -
 - 1) Committed against school officials, faculty members, school personnel
Exclusion from the rolls of the School

2) Committed against fellow student/s -

1st Offense:

Suspension for fifteen (15)
school days

2nd Offense:

Exclusion from the rolls of
the School

c) Preventing or maliciously interrupting school officials, faculty members and school personnel and/or fellow students from performing their duties or exercising their rights;

PENALTY:

1st Offense

(a) If committed against fellow students.

Suspension for a minimum of seven (7)
school days.

(b) If committed against employee, faculty member, personnel and school officials.

Suspension for a minimum of fifteen (15)
school days.

2nd Offense: Exclusion

a. Carrying of explosives, firearms, knife or other deadly weapon of whatever kind within School premises;

PENALTY:

Exclusion from the school rolls and endorsement of the case to the police authorities for proper disposition.

b. Detonating firecrackers or fireworks within the School premises and its immediate vicinity;

PENALTY:

- (a) 1st offense – Suspension for a period of fifteen (15) school days.
- (b) 2nd offense – Exclusion from the school rolls.

- (c) Not wearing the required ID card within the school premises;

PENALTY:

- (a) 1st offense – Reprimand.
- (b) 2nd offense – Suspension for a period of five (5) school days.
- (c) 3rd offense – Suspension for a period of ten (10) school days.
- (d) 4th offense – Exclusion from the school rolls.

- (d) Lending, borrowing, tampering and/or forging certificates of matriculation, ID card, clearance certificates or other similar documents; or committing, allowing or abetting acts of impersonation and/or misrepresentation for the purpose of entering School premises, enrolling, securing permits or taking examination;

PENALTY:

- (a) 1st offense – Suspension for a minimum of fifteen (15) school days.
- (b) 2nd offense – Exclusion from the school rolls.

- (c) Loitering along prohibited areas;

PENALTY:

- (a) 1st offense - Reprimand
- (b) 2nd offense – Suspension for a period of five (5) school days
- (c) 3rd offense – Suspension for a period of ten (10) school days.

- (d) Bringing sound amplifying equipment or instruments like megaphones, bullhorns, loudspeakers, etc. inside school premises without permission from the Dean of Student

Affairs or authorized officer shall establish the presumption that the student concerned is out to disrupt or adversely disturb classroom instruction or other school

- (e) functions and activities and such act should fall within the category of offenses under this section. All such equipment and instruments brought in without permission shall be confiscated;

PENALTY:

- (a) 1st offense – Suspension for a period of fifteen (15) school days.
 - (b) 2nd offense – Exclusion from the school rolls.
- (f) Room to room campaign without prior approval from the Dean of Student Affairs or authorized official of the School.

PENALTY:

- (a) 1st offense – Suspension for a period of fifteen (15) school days.
- (b) 2nd offense – Exclusion from the school rolls.

SECTION 3. Offenses detrimental to the Property Rights and Interest of the School and Academic Community shall include the following:

- a. Robbery, theft and acts of malicious mischief involving School property or that of the educational community, including School guests and callers.

PENALTY:

Exclusion from the school rolls and endorsement of the case to the police for proper disposition.

- b. Solicitations of money, donations or contributions in kind without prior approval of the School.

PENALTY:

Suspension for a period of ten (10) school days.

- c. Misappropriation of or failure to account for funds belonging to the School or any recognized organization or society;

PENALTY:

Suspension for a minimum period of fifteen (15) school days.

Withholding of clearances until proper accounting and reimbursement of funds.

- d. Vandalism, such as defacing and writing on walls, doors, desks, tables, chairs, etc. tearing pages of library books, notices, etc.;

PENALTY:

1st Offense:

Suspension for a minimum period of fifteen (15) school days and payment of property destroyed.

2nd Offense: Exclusion

- e. Destroying toilet bowls, laboratory and athletic equipment, mirrors, fans, air-conditioners, clocks, furnishings, etc;

PENALTY:

Exclusion from the school rolls.

- f. Gross or disobedience to a lawful order or any School official or faculty member;

PENALTY:

1st Offense:

Suspension for a minimum period of ten (10) school days.

2nd Offense - Exclusion

- g. Ridiculing or discrediting School Officials, personnel, faculty members, or fellow students, such as uttering or writing invectives, personal insults, black propaganda or malicious imputations;

PENALTY:

Exclusion from the school rolls.

- h. Unauthorized issuance, posting or distribution of leaflets, handbills, graffiti, posters or other similar materials within School premises;

PENALTY:

Suspension for a minimum period of ten (10) school days for each offense.

- i. Unauthorized use of School premises or facilities, equipment or instruments.

PENALTY:

Suspension for a minimum period of ten (10) school days.

- j. Unauthorized use or publication of the name, logo, stationery, etc. of the School without the consent of the President;

PENALTY:

1st Offense:

Suspension for a minimum period of fifteen (15) school days.

2nd Offense: Exclusion

- k. Attendance in classes without having duly enrolled therein;

PENALTY:

a) 1st offense – warning

b) 2nd offense – suspension for a minimum period of fifteen (15) school days.

- l. Taking examination without the required permit;

PENALTY:

- a) 1st offense – warning
- b) 2nd offense – suspension for a minimum period of fifteen (15) school days.

SECTION 4. Offenses against Public Decency, Good Morals and Customs shall include the following:

- a. Extortion or blackmail, whether or not, the purpose or objective is accomplished;

PENALTY:

Exclusion from the school rolls.

- b. Indecent exposure, gross immorality and other acts constituting scandalous and censurable conduct;

PENALTY:

Suspension for a minimum period of fifteen (15) school days, up to exclusion, depending on the degree or severity of the offense.

- c. Gambling, maintaining or participating in any game of chance within School premises;

PENALTY:

- (a) 1st offense – suspension for a period of five (5) school days
- (b) 2nd offense - suspension for a period of ten (10) school days
- (c) 3rd offense - suspension for a period of fifteen (15) school days
- (d) 4th offense – exclusion from the school rolls.

- d. Bringing, taking or selling within School premises liquor or other alcoholic drinks;

PENALTY:

Suspension for a minimum period of ten (10) school days.

- e. Bringing, lewd, indecent pictures or other pornographic materials;

PENALTY:

Suspension for a minimum period of five (5) school days.

- f. Bringing, taking or selling within School premises marijuana, shabu or other prohibited drugs;

PENALTY:

Exclusion from the school rolls.

- g. Entering School premises under the influence of liquor, marijuana, shabu or prohibited drugs;

PENALTY:

(a) 1st offense - Suspension for a minimum period of ten (10) school days.

(b) 2nd offense - Suspension for a minimum period of fifteen (15) school days.

(c) 3rd offense – Exclusion from the school rolls.

- h. Cheating in examination, plagiarism, bribery or affecting any change of grades without proper authority;

PENALTY:

Suspension for a minimum period of fifteen (15) school days. A grade of failure in the subject.

- i. Violation of any provision of the Revised Penal Code or the law regulating hazing and other forms of initiation rites, committed in or outside School premises or other laws and acts which indicates an unworthiness to be a CCP student;

PENALTY:

Suspension for a minimum period of five (5) school days to exclusion from the school rolls depending on the severity of offense.

SECTION 5. Offenses against the Inviolability of School Record and Official Paper or Documents shall include the following:

- a. Falsifying, tampering or destroying student School records;

PENALTY:

- (a) 1st offense - Suspension for a minimum period of fifteen (15) school days.
- (b) 2nd offense – exclusion from the school rolls.

- b. Knowingly using tampered or falsified school records or any other documents including examinations;

PENALTY:

Exclusion from the school rolls.

SECTION 6. Offenses endangering Health and Sanitation Offenses shall include the following;

- a. Smoking inside the campus.

PENALTY:

- (a) 1st offense – Reprimand
- (b) 2nd offense - Suspension for a minimum period of five (5) school days.
- (c) 3rd offense - Suspension for a minimum period of ten (10) school days.
- (d) 4th offense - Suspension for a minimum period of fifteen (15) school days.
- (e) 5th offense – Exclusion from the school rolls.

- b. Spitting on the floor or wall of the building.

PENALTY:

- (a) 1st offense – Reprimand
- (b) 2nd offense - Suspension for a minimum period of three (3) school days.
- (c) 3rd offense - Suspension for a minimum period of ten (10) school days.
- (d) 4th offense - Suspension for a minimum period of fifteen (15) school days.
- (e) 5th offense – Exclusion from the school rolls.

- c. Intentionally clogging toilet bowls, urinals and lavatories or causing spillage of waste or stinking matters;

PENALTY:

- (a) 1st offense - Suspension for a minimum period of ten (10) school days.
- (b) 2nd offense - Suspension for a minimum period of fifteen (15) school days.

d. Littering paper or any form of waste within school premises;

PENALTY:

- (a) 1st offense – Reprimand
- (b) 2nd offense - Suspension for a minimum period of three (3) school days.
- (c) 3rd offense - Suspension for a minimum period of ten (10) school days.
- (d) 4th offense - Suspension for a minimum period of fifteen (15) school days.

SECTION 7. Enumerated Offenses Not Exclusive. The above enumeration of offenses is not exclusive. Dedication to study, respect for authority, strict observance of the rules and regulations of the School and unfailing courtesy are expected at all times of all CCP students. The Administration reserves the right to expel or to dismiss from the School at anytime, or to strike from the list of candidates for graduation, any student whom it may deem unworthy.

Any student found involved in any rumble, fist-fight or other disorder, whether violent or otherwise, will be subject to suspension, dismissal or expulsion, depending on the severity of the offense.

SECTION 8. Imposition of Penalties. All offenses, whether or not enumerated in this article are subject to imposition of penalties ranging from reprimand to expulsion, depending on their gravity and attendant circumstances, whether mitigating or aggravating, as each case may warrant.

SECTION 9. Extent of Jurisdiction. Any offense whenever committed against a member of the educational community as a consequence of the discharge of his duties and responsibilities is included under the jurisdiction of the Dean of the Student Affairs.

SECTION 10. Prescription Period. The School has the right to take action against any student for any offense committed by him as long as he remains enrolled therein.

SECTION 11. Government Action Prejudiced. Any action taken or penalty imposed under this Article shall be, without prejudice to any action provided under the laws of the Republic.

ARTICLE XIV

AMENDMENTS

These Rules and Regulations may be amended, changed or modified in the interest of School discipline or academic excellence, or when the changing times require that they be so changed.

ARTICLE XV

EFFECTIVITY

This Amended Rules and Regulations shall take effect beginning the First Semester of School Year 2019-2020.

Part III

PROCEDURES

I. ENROLMENT PROCEDURES

Section 1. New Freshmen

Step 1. Submit requirements to the Admission Office

Step 2. Pay testing fee to Cashier and go to the Guidance Office For testing.

Step 3. Secure enrolment form from the Admission Office.

- Step 4. Pay the down payment to the cashier.
- Step 5. Proceed to the Studio Theatre for enrolment advising and processing of Adviser's Slip.
- Step 6. Proceed to CCP Bookstore for PE and NSTP for enrolment validation and for ID picture taking.
- Step 7. Proceed to Clinic for physical examination.
- Step 8. Present Adviser's Slip to Window 1 of Registrar's Office for final enrolment validation.

Section 2. Old Students

- Step 1. Present ID and computerized grades at Window 1 and 2 of the Registrar's Office.
- Step 2. Fill up enrolment and pre-registration forms issued by Registrar's Office
- Step 3. Pay the down payment to the cashier.
- Step 4. Proceed to the Enrolment Section for advising and processing of Adviser's Slip.
- Step 5. Proceed to CCP Bookstore for PE and NSTP enrolment validation (if enrolled).
- Step 6. Present Adviser's Slip to Window 1 of Registrar's Office for final Enrolment validation.

Section 3. Transferees

- Step 1. Submit the requirements to the Admission Office for approval
- Step 2. Pay testing fee to Cashier and proceed to the Guidance & Counseling Office for testing.
- Step 3. Fill up enrolment and pre-registration forms at the Admission Office.
- Step 4. Present copy of grades to the accepting Dean for interview and evaluation.
- Step 5. Proceed to the Enrolment Section for advising and processing of Adviser's Slip.

Step 6. Proceed to CCP Bookstore for PE and NSTP for enrolment validation and for ID picture taking.

Step 7. Proceed to clinic for physical examination.

Step 8. Present Adviser's Slip to Window 1 of Registrar's Office for final enrolment validation.

Section 4. Cross enrollees

Step 1. Submit requirements to Window 3 of the Registrar's Office

Step 2. Secure enrolment form from the Registrar's Office

Step 3. Follow steps 4 to 8 of Section 1.

Section 5. Foreign students

Step 1. Submit requirements to the Registrar's Office for approval

Step 2. Secure endorsement letter from the Registrar's Office.

Step 3. Secure Student Visa from the Bureau of Immigration.

Step 4. Present scholastic records to the concerned Dean for interview and evaluation.

Step 5. Secure enrolment form from the Registrar's Office

Step 6. Pay down payment, acceptance and Foreign Service fees

to the Cashier.

Step 7. Follow steps 5 to 8 of Section 1.

Section 6. Graduate School

New freshmen

Step 1. Submit requirements to the Dean's Office for approval.

a) Original transcript of records (College Level)

b) Copy of grades or transfer credentials (for transferee)

c) Copy of NSO authenticated birth certificate

d) Copy of Marriage Contract (for married female student applicant)

e) Study permit (for government employee)

f) Two (2) 2 x 2 ID pictures

Step 2. Pay testing fee to Cashier and coordinate with the Secretary for testing and interview schedules.

Step 3. Secure enrolment form from Dean's Office for advising.

Step 4. Pay the down payment to the cashier.

- Step 5. Go to the Studio Theatre for the processing of Adviser's Slip
- Step 6. Proceed to CCP Bookstore for ID picture taking
- Step 7. Present Adviser's Slip to Window 1 for final enrolment validation

Old Students

- Step 1. Submit requirements for old students and secure enrolment form from to the Dean's Office
- Step 2. Follow steps 4, 5 and 7 of Section 1.

II. SECURING REPLACEMENT FOR LOST IDENTIFICATION CARD

Step 1. Submit a handwritten Statement of Loss of Identification Card to the Security Officer in duplicate and one 1x 1 colored picture (size: 1x 1) The Statement should be signed in front of the Security Officer.

Step 2. Pay the necessary fees to the Cashier.

Step 3. Submit the Official Receipt, signed Statement of Loss to Bookstore, 1st Floor PR Building where a new ID will be prepared and issued.

Step 4. Return on the date designated for the release of your new ID.

III. GRADUATION AND SECURING TRANSCRIPT OF RECORDS

Step 1. On the last semester of enrollment, fill out an application form for graduation and issuance of Transcript of Records. Submit same to the Registrar's Office for final evaluation.

Step 2. After evaluation by the Registrar's Office, if there are deficiencies, all of these deficiencies must be complied with. If no deficiencies are determined, the student will accomplish a Clearance Form and secure the signatures of the persons authorized in the following offices:

- Library
- Shops and Laboratory
- Athletics
- Accountant
- Cashier
- Administrative Officer
- Office of Student Affairs
- Alumni Office
- Registrar NSTP

Step 3. Pay to the Cashier the corresponding fees and secure an Official Receipt.

Step 4. Submit the duly accomplished Clearance form and Official Receipt to the Registrar for recording in the logbook.

Step 5. Student signs his/her name in the logbook to attest to the date of submission of the Clearance and Official Receipt.

Step 6. Registrar issues a Claim Slip to the student stating the expected date of release of the transcript of records which should not be earlier than one month after submission.

VI. SECURING DIPLOMA

Step 1. Fill out Application Form for Special Order or Diploma at the Registrar's Office.

Step 2. Pay fees at the Cashier's Office.

Step 3. Submit Application Form and Official Receipt to Registrar.

Step 4. Registrar will issue a claim slip.

Step 5. Return on date specified in the Claim Slip.

V. SECURING SCHOLASTIC RECORDS

Step 1. Fill out application form.

Step 2. Accomplish Clearance Form and obtain signatures of duly authorized

persons enumerated in the Clearance Form.

Step 3. Pay corresponding fees to Cashier.

Step 4. Submit accomplished Clearance and Official Receipt to Registrar.

Step 5. Registrar will issue a Claim Slip.

Step 6. Return on the date specified in the Claim Slip.

VI. DROPPING OF SUBJECTS

Step 1. Secure and accomplish Dropping form in triplicate.

Step 2. Secure approval of your professor in the subject you intend to drop.

Step 3. Secure approval of your Dean.

Step 4. Surrender a copy of dropping form to your Dean, Professor, and Accounting Office.

VI. SECURING TRANSFER CREDENTIALS

Step 1. Submit a letter of application for Transfer Credentials to the Registrar's Office.

Step 2. Pay the necessary fees to the Cashier.

Step 3. Secure clearance from the different departments.

Step 4. Submit to the Registrar's Office the Official Receipt and the clearance.

Step 5. Claim Certificate of Honorable Dismissal/Transfer Credential, Certificate of Good Moral Character and copy of grades from the Registrar's Office after two weeks.

VII. CROSS ENROLMENT IN ANOTHER SCHOOL

Step 1. Graduating students may cross enroll in another school if the subject needed for their graduation is not offered in the School during the current term.

Step 2. Write a letter to the registrar requesting permission to cross-enroll in another school.

Step 3. Pay the necessary fees to the Cashier.

- Step 4. Submit to the Registrar's Office the Official Receipt of Payment.
- Step 5. Return for the Official Permit to Cross-enroll within one week.
- Step 6. Present the Official Permit to Cross-enroll to the school intended for cross enrollment.

PART IV

FACILITIES AND STUDENT SERVICES

1. SCHOOL CHAPEL

The school maintains a chapel consecrated to the Immaculate Conception for the spiritual needs of the academic community. It is open to all. Important church services are regularly conducted such as Mass on First Fridays, anticipated mass on Saturdays, Holidays and other special occasions are held thereat.

2. LIBRARY FACILITIES WITH INTERNET LEASED LINE CONNECTION

The school maintains air conditioned libraries with internet connections located at the third and 4th Floor of the Antonino Building. The College Library is located at 3rd floor, Junior High school / Senior High School and Graduate School are located in the 4th Floor of the Main Library. A vast collection of books, non-print and periodicals is enriched regularly through the regular acquisitions. The Library has an (OPAC) On-Line Public Access Catalog that contains basic information of all books collections. The libraries observed the Open Stack-System. Photocopying machines are available for use by the students at minimal cost.

3. STUDIO THEATRE

The School has an air-conditioned Studio Theatre, complete with audio visual devices sound system for the use of faculty members and students during convocations, seminars, symposia, film showing, and the like.

4. HEALTH SERVICE FACILITIES

The School maintains two air-conditioned Medical/Dental Clinics staffed by competent physicians, dentists and nurses. Students and faculty members including non-academic personnel may avail of the medical and dental services for consultation and treatment.

5. GUIDANCE AND COUNSELING SERVICE

The Guidance and Counseling Office assists students in the development of their personality and maximization of their potential in academic and personal pursuits.

They administer and interpret different psychological examinations to the students (e.g. aptitude, personality interest tests).

6. ENGLISH CENTER

The English Center provides free intensive English programs to assist the students in attaining proficiency in English. It also initiates trainings and seminars to prepare the interpersonal competencies of the students as work-ready graduates.

All officially enrolled students may avail the following services for free.

- (1) one-on-one / group tutorials
- (2) accent neutralization training
- (3) speaking/writing enhancement workshops

In addition, the English Center shows educational video lectures about

- >increasing English fluency
- >gaining confidence
- >becoming good leaders
- >possessing irresistible charisma
- > achieving personal happiness.

Located at the 2nd floor, GV Building, with fully-air conditioned session rooms; the English Center is open daily from 8am to 6:30pm.

RECREATION AND OTHER FACILITIES

There are basketball and volleyball courts in the main and Extension Campuses. The Physical Education Department conducts an extensive program in intramural games and recreation activities. It selects student athletes to represent the School in athletic competitions in basketball, karate, volleyball, table tennis and chess.

A Martial Art gym for karate, arnis, weight lifting and aerobics is being maintained.

7. COMPUTER TECHNOLOGY CENTER

Located in fully AIR-CONDITIONED rooms at the 2nd Floor of the H.R Reyes Computer Science Hall is the Computer Technology Center which includes:

- A Computer Laboratory consisting of 7 laboratory rooms with more than 200 computers which provide a 12-hour daily hands-on service to the students with 5 fully-networked rooms. Full time laboratory instructors are always on hand to guide and help the students in their hands-on activities.
- A separate Tech Room with complete audio-visual facilities for showing instructional software of popular software and video lectures from world-renowned universities.
- A separate CADD Laboratory Room equipped with the latest CAD software for design subjects in architecture, ECE, EE and CompE courses.
- A Cisco Laboratory Room equipped with Cisco networking equipment for training students taking the Cisco Networking Academy Program.
- INTERNET CONNECTIONS USING a 50Mbps Dedicated Leased-line connection.

8. TECH ROOMS

The CCP TECH ROOM/s is a 50 seat, fully air-conditioned learning facility used for classes meetings, seminars, and watching movies and for other functions. The Tech Room is equipped with state of the art sound system, LCD projector, and computer system for learning purposes.

9. FOOD SERVICES

The food service facilities is located in the Main Campus for the convenience of the students, faculty members and school personnel.

10. BOOKSTORES

Books, school supplies, and other school materials are available at the college and High School Bookstores.

11. JOB PLACEMENT

The students and alumni can avail of job and employment assistance through their respective Colleges and the CCP Alumni Association.

12. SECURITY SERVICES

The students and employees are physically secured and protected by specially trained Security Officers and guards employed by the school.

13. LOCKER

Rental lockers on a first come, first serve basis are provided by the school for students. These lockers are located at very accessible places.

14. BULLETIN BOARD

Bulletin boards are provided for important notices, memoranda and other communications.

15. INTERNET ACCESS CENTER/GAME ROOM

The Central Colleges of the Philippines has opened a game room adjacent to its Cyberport facility in the Main Campus on Aurora Boulevard in Quezon City.

The game room is equipped specially to stimulate strategy building skills through chess and billiards, which are both sports of kings. Billiards also spurs the players to apply geometry skills, and table tennis develops agility.

The game room is equipped with a pool table, a ping pong table, chess boards and a large flat screen T.V. for screenings of classical and educational DVDs.

Use of the game room is **free of charge** for students with **NO FAILING** grades during the previous semester.

17. CCP DRESS CODE

In lieu of designated uniform students must dress in a manner that is appropriate for the academic character of the college and for professionals in the workplace. Slippers, underwear-like apparel, and other inappropriate clothing are not permitted, and students in such attire will not be allowed entry to the campus. For those Colleges with specified uniforms, the prescribed uniform shall be used for the students of said college.

18. STUDENT INSURANCE POLICY

SECTION 1 - ACCIDENTAL HEALTH BENEFIT

If bodily injury as aforesaid shall within twelve calendar months from date of accident result in the death of the Insured, the Company will pay the sum as herein above specified against Section 1.

SECTION 2 - TOTAL PERMANENT DISABLEMENT

If bodily injury as aforesaid shall within twelve calendar months from date of accident result in total permanent disablement and not followed within twelve calendar months of the said bodily injury by the death of the Insured, the Company will pay the corresponding percentages as stated in the Table of Permanent Disablement Benefits of the sum as here in above specified against Section 2.

The provisions printed and written by the Company on the succeeding pages hereof from a part of this Contract as fully as if stated over the signature hereto affixed.

SECTION 3 – TEMPORARILY TOTAL DISABLEMENT

Or, if bodily injury as aforesaid shall within three calendar months from the date of accident totally and continuously disable and prevent the Insured from engaging in or giving attention to only and every pertaining to his profession or occupation, the Company will pay weekly indemnity during such continuous temporary total disablement at the rate herein before specified against Section 3, but not for a longer period than 100 weeks either separately or together with the Benefits under Section 4, in respect of any one injury calculated from the date then.

19. CCP Wi-Fi INTERNET USE POLICY

PURPOSE

To state the conditions, procedures and responsibilities for use of the school's Wi-Fi Internet facility by the CCP community. To outline the consequences for inappropriate or illegal use of the school's Wi-Fi Internet networks.

POLICY

A. General Use

The CCP Wi-Fi Internet facility is available for use by the CCP community for educational, research and information purposes. The community is encouraged to use the Wi-Fi Internet facility to:

- Conduct research
- Complete homework assignments
- Develop and practice computer skills
- Improve literacy skills
- Send and receive e-mail

Wi-Fi users with special needs should check with the CTC Technical Support staff to see if those needs can be accommodated. Use of Wi-Fi Internet facility is limited to the existing services. Users may not, under any circumstances.

- Modify or alter any hardware settings;
- Introduce any virus, worm, spyware, Trojan horses or other program designed to harm other users' equipment or software, or in any way compromise the safety and security of the school's computers or computer system or computer users.

Users may not use the School's Wi-Fi Internet facility for the commission of harmful or illegal activities, including, but not limited to, the following:

- Hacking into any system;
- Introducing any virus, worm, spyware, Trojan horses or other program or code into any computer, computer system, software or disks;
- Any activities intended to aid in identity or credit card theft;
- Engaging in any activities or access any material involving the sexual exploitation of minors, child pornography, or the luring children;
- Viewing materials that are harmful to minors, when children are present;
- Violating copyright laws by making unauthorized copies of copyrighted or licensed software, data or publications on the Internet;
- Violate state or local law or CCP policy;
- Participating in or committing telecommunications fraud;
- Engaging in any act that constitutes a criminal offense under state, or local laws or regulations;
- Any activities which will damage, disable, vandalize or otherwise harm computer equipment, hardware or software;
- Downloading copyrighted materials such as videos, audios, etc. and;
- Use of P2P software such as uTorrent, Napster, Gnutella and the likes to download software.

The Wi-Fi Internet facility is provided to CCP community as an important service. Users assume all risks when using the Wi-Fi made available by the school. The school does not guarantee that the Wi-Fi Internet facility will function flawlessly. CCP does support access to all on-line service providers or websites. The CCP Wi-Fi Internet facility will not be reconfigured to gain access to any specific Internet Service

provider. CTC – Technical Support staff members may not always be available to assist the users.

B. Internet User

Access to the Internet is provide as an integral part of the school's research, education, and information services. All users are expected to use the Internet in a manner consistent with these purposes and with respect and consideration of other users.

Use of the CCP Wi-Fi Internet is a privilege, not a right, and users agree to act in a responsible way.

Internet use is monitored and filtered by CCP.

Each user must carefully consider what information he or she chooses to enter, write or send via the school's Wi-Fi Internet facility. Viruses and malicious code can be transferred via the Internet, despite virus protection and other security software. No encryption software is installed.

CCP does not provide virus protection, encryption or other security for Wi-Fi connections. Customers that close to use the school Wi-Fi connection are advised to install current anti-virus and firewall software on their personal computers. Due to the wide variety of personal computers, personal computer equipment and setting. CTC Technical Support staff will not configure personal computer equipment.

Any Internet site or service that requires the user to provide personal information may not be safe. A customer who chooses to enter personal information, such as the following, does so at his or her own risk:

- Name or alias
 - Social Security Number
 - Address
 - Cell or landline telephone numbers
 - E-mail Address
 - Credit Card number
 - Bank account number or other financial
- informational
- Personal photographs
 - Any other personal information

By using CCP's Wi-Fi Internet services, a customer accepts full responsibility for and acknowledges that he or she may:

- Encounter text, images or sound that he or she may find offensive or disturbing;
- Retrieve or use inaccurate or incomplete information.
- Introduce a virus, worm or other potentially harmful program or code into his or her software, storage media or computer equipment.
- Damage his or her personal software, storage media or computer equipment; or
- Provide information that leads to identify theft or other criminal activity.

Disclaimer:

Use of the School's Wi-Fi network, is strictly at the users own risk.

CCP does not endorse, warrant, or advocate for any particular software application or Internet website.

CCP advises Wi-Fi users that no filtering software is perfect. CCP does not warrant or guarantee that Internet filters will block all content that is illegal, inappropriate for children or possibly offensive to some customers. Further, CCP does not warrant or guarantee that Internet filters will allow access to some valuable resource materials that a customer may wish to view.

CCP is not responsible for the accuracy, authority, timeliness or completeness of the information available on the Internet. It is the user's responsibility to verifying the accuracy of such information.

CCP takes no responsibility, and does not accept liability, for any direct or consequential harm to user's personal computer equipment, or other property that may result from use of CCP Wi-Fi network.

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

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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: addrrequests@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.