



Adventist International Institute of Advanced Studies (AIIAS)

# **Student Handbook**

## **2018**

## Table of Contents

MISSION AND VISION STATEMENT .....	4
MESSAGE FROM THE VICE PRESIDENT FOR STUDENT SERVICES .....	5
GENERAL INFORMATION .....	6
HISTORY .....	6
FAST FACTS.....	6
IMPORTANT CONTACT INFORMATION.....	7
MAP .....	8
CAMPUS BUILDINGS & FACILITIES .....	9
STUDENT CODE OF CONDUCT .....	12
STUDENT RIGHTS AND PRIVILEGES.....	12
STUDENT RESPONSIBILITIES .....	13
STUDENT DISCIPLINE.....	14
STUDENT GRIEVANCES AND LINE OF APPEAL AND PROCEDURE.....	14
PROCEDURE FOR APPEAL IN ACADEMIC MATTERS .....	15
PROCEDURE FOR APPEAL IN NON-ACADEMIC MATTERS.....	15
PROCEDURE FOR APPEAL IN MATTERS AFFECTING MORE THAN ONE STUDENT .....	15
STUDENT FINANCIAL INFORMATION .....	16
TUITION, REQUIRED FEES AND OTHER CHARGES .....	16
STATEMENT OF ACCOUNT.....	16
SPONSORED STUDENTS .....	16
FINANCE CHARGES.....	16
STUDENT FINANCIAL ASSISTANCE.....	16
STUDENT VISA AND DOCUMENTATION .....	18
VISA REQUIREMENT.....	18
REQUIREMENT FOR 47(a)2 VISA HOLDER .....	18
ALIEN CERTIFICATE OF REGISTRATION (ACR) .....	19
EXIT CLEARANCE AND RE-ENTRY PERMIT REQUIREMENTS.....	19
SPECIAL STUDY PERMIT (SSP) .....	19
CAMPUS LIFE & STUDENT ORGANIZATION .....	19
RELIGIOUS ACTIVITIES.....	20
SOCIAL ACTIVITIES .....	20
STUDENT ORGANIZATIONS .....	21
STUDENT PUBLICATIONS.....	22
HEALTH CLINIC .....	22
NEARBY HOSPITALS.....	22
COUNSELING .....	23
TRANSPORTATION AND SHOPPING.....	23

HOUSING POLICIES AND REGULATIONS.....	24
ELIGIBILITY FOR STUDENT HOUSING .....	24
RENT .....	24
ASSIGNMENT PRIORITIES .....	24
HOUSING CONTRACT .....	25
CATEGORIES OF DORMITORY UNITS .....	25
DEPOSITS .....	25
FURNISHINGS .....	25
AIR-CONDITIONING AND WATER HEATER SYSTEM.....	26
HOUSING PROVISIONS FOR WRITERS .....	26
SIGNING OUT OF STUDENT HOUSING.....	26
TRANSFER FROM ONE TOWER TO ANOTHER .....	26
PARKING SPACE.....	27
PERIODIC VISIT .....	27
DOMESTIC HELPERS .....	27
REPAIR AND MAINTENANCE.....	27
GARBAGE COLLECTION AND DISPOSAL.....	27
GARDEN .....	28
LAUNDRY FACILITIES .....	28
PETS IN TOWERS.....	29
QUIET TIMES .....	29
CAMPUS POLICIES AND REGULATIONS .....	29
AREA USE .....	29
CHILDREN’S SAFETY .....	30
Parents’ Responsibility.....	30
Off-Limits Areas for Children .....	30
DRIVING, PARKING AND TRAFFIC REGULATIONS .....	30
IDENTIFICATION CARD.....	31
EMERGENCY AND SAFETY .....	31
SELLING ON CAMPUS.....	31
VISITORS.....	32
WATER SUPPLY.....	32
ELECTRICITY .....	32
POSTAL.....	32
FACSIMILE TRANSMISSION .....	32
TELEPHONES .....	33
ELECTRONIC COMMUNICATIONS.....	33
INTERNET USAGE.....	33
OFFICIAL NOTICE AND ANNOUNCEMENTS .....	34

## **MISSION AND VISION STATEMENT**

### **STATEMENT OF MISSION**

To develop leaders through distinctively Seventh-day Adventist graduate education, excelling in spirituality, scholarship, and service.

### **STATEMENT OF VISION**

A Christ-centered community of leaders with a heart for mission.

## **STUDENT SERVICES**

### **OUR MISSION**

The mission of SSO is to fully support the general mission statement of AIIAS by providing services that are designed to enhance students' studies, secure a happy, peaceful, and comfortable stay at AIIAS, and create a conducive Christian lifestyle that will help students succeed in their academic pursuit.

### **OUR GOAL**

To promote an atmosphere which will enhance the satisfaction of students and their families during their time of study at AIIAS, thus helping them to achieve physical, spiritual, social development and academic success.

## MESSAGE FROM THE VICE PRESIDENT FOR STUDENT SERVICES

Dear Students:

It is my privilege to welcome you to Adventist International Institute of Advanced Studies (AIIAS). I believe that you are here for a very special reason, that is to be trained in a unique international and quality Seventh-day Adventist Christian Institution of higher learning.

We offer you this Student Handbook as a “ready reference” to AIIAS. What students may expect of each other, the social, physical and spiritual life inside the campus are articulated in this handbook. The Student Handbook is designed to become a source of important information about duties, rights, obligations, and benefits of a student. It also outlines the policies and regulations that apply to all enrolled students. In addition, each section of this handbook gives guidelines and information that are needed during your stay at AIIAS.

Since the programs, policies, and statements contained within this handbook are subject to continuous review and evaluation, the Student Services Office reserves the right to make changes at any time without notice. If you have any questions or concerns, please contact the Student Services Office at (046) 414-4331 and (046) 414-4330 and we will be glad to help you.

Information about academic policies is found in the current Academic Bulletin. It is important for you, as a student, to familiarize yourself with all the provisions of this handbook and all requirements established by AIIAS.

We wish you every success in your academic endeavors, personal development, and spiritual growth at AIIAS.

Sincerely yours,

Bryan Edward Sumendap, DMin  
Vice-President for Student Services

## GENERAL INFORMATION

### HISTORY

As early as 1957, graduate programs mostly in religion were offered in the campus of Philippine Union College (now Adventist University of the Philippines). In 1978, these programs were organized into a Theological Seminary known as the Seventh Day Adventist Theological Seminary (Far East). Graduate programs steadily expanded to include areas of teaching, management, health education, and evangelism.

On May 5, 1987, AIIAS came into being by Philippine Presidential Decree 2021 and was then composed of two schools, the Theological Seminary (ThS) and the Graduate School (GS).

In 1991, AIIAS relocated to its present location in Silang, Cavite. On October 6, 1996, AIIAS became the fourth graduate level institution of the General Conference of Seventh-day Adventists and the first outside of North America.

The mission of the church in Seventh-day Adventist (spell out or “Adventist) education has long been represented by two symbols: the triangle and the circle. In the AIIAS logo these symbols have been recast, in Asian calligraphic style, as the Alpha and Omega, symbolizing Christ the author and finisher of our faith. These symbols, together with two fronds of the palm tree, form the basis for the AIIAS logo.

- The circle represents the world that is the “gospel of the kingdom.”
- The triangle represents the harmonious development of the physical, mental and spiritual aspects of man.
- The palm tree branches, so much in evidence on the AIIAS campus, express the joy and victory of one’s life in Christ. The palm frond, waved on festive occasions has long marked religious celebrations of the Judeo-Christian tradition.

### FAST FACTS

**PRESIDENT:** Stephen R. Gupfill, EdD, MDiv, MPH

**FOUNDED:** January 31, 1986 by Presidential Decree 2021.

**ENROLLMENT:** approximately 324 on campus, 301 DLC, 134 main campus Cohorts and 64 Online

**COUNTRIES REPRESENTED BY STUDENTS:** 75

**CAMPUS AREA:** 20 hectares

**LIBRARY:** 67,000 volumes of reference and circulating books; 526 current periodical subscriptions; 500,000 + full-text electronic journal articles available for use. Online access to over 14,000 full-text journals.

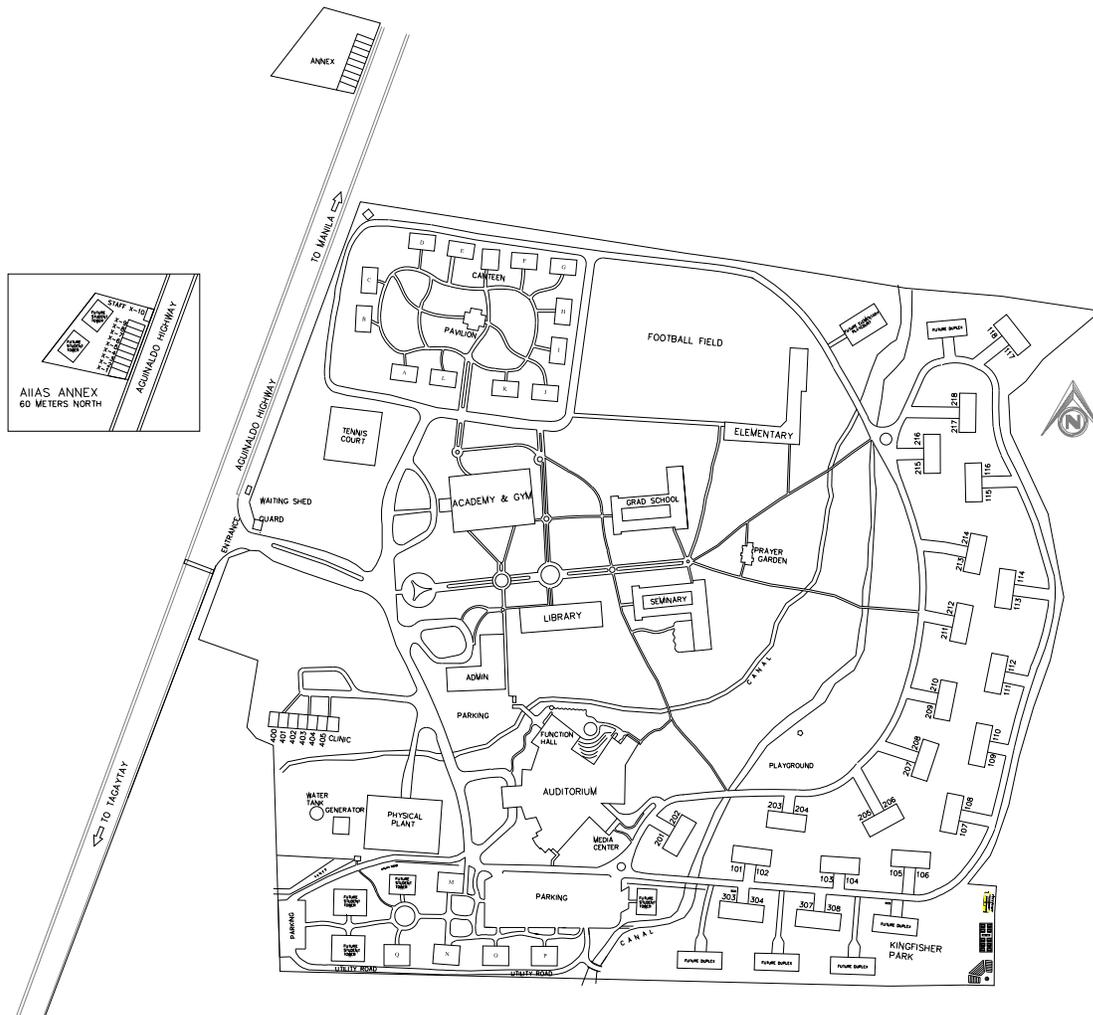
**FACULTY:** Full-time faculty of more than 29 representing 19 countries. Approximately 77 percent of faculty holds doctoral degrees.

## IMPORTANT CONTACT INFORMATION

Telephone directory is emailed by the Finance Office and Student Services Office. AIIAS residents may get a copy of the student and faculty/staff directories from the Receptionist, who is in-charge of distribution. Below is a list of selected important contact information.

DEPARTMENT	PHONE NUMBER	EMAIL ADDRESS
President	+63 (46) 414-4305	president@aiias.edu
VP Academic Administration	+63 (46) 414-4310	vpacademic@aiias.edu
VP Finance	+63 (46) 414-4320	vpfinance@aiias.edu
VP Student Services	+63 (46) 414-4330	vpstudentservices@aiias.edu
Dean, Graduate School	+63 (46) 414-4371	graduateschooldean@aiias.edu
Dean, Theology Seminary	+63 (46) 414-4341	semdean@aiias.edu
Admissions	+63 (46) 414-4318/319	admissions@aiias.edu
AIIAS Online Learning	+63 (46) 414-4365	online@aiias.edu
Admissions and Records	+63 (46) 414-4315/316	registrar@aiias.edu
Finances	+63 (46) 414-4303	finance@aiias.edu
Student Services	+63 (46) 414-4330/331	studentservices@aiias.edu
Immigration	+63 (46) 414-4332	eejercitado@aiias.edu, floresa@aiias.edu
Housing	+63 917 8096822	studenthousecor@aiias.edu
Academy	+63 (46) 414-4420	academy@aiias.edu
Health Clinic	+63 (46) 414-4450	clinic@aiias.edu
Security	+63 (46) 414-4499	
Student Association	+63 (46) 414-4334	studentassociation@aiias.edu
Postal Address	AIIAS, Lalaan 1, Silang 4118, Cavite, Philippines	
Physical Address	Km. 45 Aguinaldo Highway, Lalaan 1, Silang, Cavite, Philippines	
Telephone Number	+63 (46) 414-4300 (Operator)	
Website	www.aiias.edu	
Facebook	www.facebook.com/aiias	

MAP



## CAMPUS BUILDINGS & FACILITIES

### Administration Building (Chan Shun Hall 1)

- President's Office
- Vice President for Academic Administration's Office
- Vice President for Finance's Office
- Vice President for Student Services Office
- Admissions and Records' Offices
- Finance and Accounting Offices
- Director of Public Relations' Office (Advancement, Recruitment and Alumni)
- Cashier
- Committee Room
- Board Room
- Receptionist
- Immigration
- Director of Human Resources' Office
- Amphitheater
- English Center
- Kitchenette
- Online Learning

### The Leslie Hardinge Library (Chan Shun Hall 2)

#### First Floor:

- Instructional and Media Resources Center (IMRC)
- Computer Work Station
- Online Public Access Catalogue
- Carrels & Reading Area
- Periodicals
- Offices & Technical Services
- Computer Laboratory

#### Second Floor:

- Circulation Section
- Carrels
- Cubicles
- Main Reading Room & Reference Section

#### Third Floor:

- Circulation Section
- Carrels
- Cubicles
- E. G. White Branch Office

- Heritage Center
- Asian Study Center
- Group Study Area

**Theological Seminary (Chan Shun Hall 3)**

- Dean's Office
- Classrooms
- Professors and Secretaries' Offices
- Institutional Editor's Office
- Seminary Chapel

**Graduate School (Chan Shun Hall 4)**

- Dean's Office
- Classrooms
- Professors and Secretaries' Offices
- Seminar Room
- Institutional Editor's Office
- Asia Pacific Research Center (APRC)

**Gymnasium (Chan Shun Hall 5)**

- Academy Faculty Room
- Sports Complex
- Student Association Office
- Academy Classrooms
- Copy Center
- Information Technology (IT) Office
- Physical Fitness Center

**Physical Plant Services (Motor Pool)**

- Mechanical Workshop
- Carpentry
- Maintenance
- Plant Manager
- Utilities Office

**Siew Huy Auditorium**

- Pastors' Offices
- Counseling Center
- Baptistery
- Media Center
- Worship Hall
- Sabbath School Classrooms
- Function Hall
- Open Amphitheater

**Faculty and Staff Housing**

Most faculty and some staff are housed inside the campus. Homes are located on the eastern to south-eastern side of the campus.

**Student Dormitories**

Dormitories are provided for student housing on campus, based on a priority point system list. These towers are solely for the use of bonafide AIIAS students. Inside the campus are twelve student dormitory towers (A-L) on the North side and six student dormitory towers (M-R) on the South side. Located just across the highway from the campus is the Annex with 9 student housing units.

**Canteen**

A small canteen is operated by AIIAS on campus. It sells food, small household items and basic school supplies. Students living inside the campus and neighboring areas can easily purchase necessities from the canteen at reasonable cost during operating hours from 9:00 a.m. – 6:00 p.m. on weekdays and 8:00 a.m. – 3:00 p.m. on Fridays and on Sundays from 9:00 a.m. – 1:00 p.m.

**Academy**

The AIIAS Academy (AA) caters pupils from grades Kindergarten to 12 National and International tracks.

**Play Field**

There is play field on campus for soccer and athletic field games. Rules and regulations apply.

**Playground**

Playgrounds on campus for use of student and faculty children. Parents are cautioned not to leave children unattended at any of the playgrounds. Children under 12 are allowed to use other sport facilities in the company and supervision of parents or guardians.

**Tennis Court**

There are two open tennis courts on campus which can be used by students. The court is open daily on weekdays during daylight hours and on sports nights until 10:00pm only. Rules and regulations apply.

**Phillip Boughman Prayer and Meditation Garden**

A Prayer Garden is located between the classroom complexes and the faculty houses. This is intended for reflection and meditation. Eating and playing are not allowed in this area.

## STUDENT CODE OF CONDUCT

AIAS is a Seventh-day Adventist institution of higher learning; as such we are committed to provide opportunities to develop matured, accountable and responsible Christian leaders. All students are expected to conduct themselves at all times in a matured and responsible manner.

Therefore, the students are to be guided by this code of conduct but are not limited to.

## STUDENT RIGHTS AND PRIVILEGES

1. The right to receive thorough, competent instruction, and quality education in line with AIAS goals. This is conducive to the full development of professionals with human dignity.
2. The right to continue studies in a chosen field of study up to graduation, except in cases of academic deficiency or violation of disciplinary regulations or not meeting financial obligations.
3. The right to have an advisor or mentor to guide in the course of studies, in making of decisions and selection of alternative fields of work which acknowledges personal interests and potentials.
4. The right to access his/her own records which are maintained by the institution in such a way that confidentiality is recognized and preserved.
5. The right to receive official certificates, diplomas, transcripts of records, grades, transfer credentials and other similar documents within a reasonable time from request, provided all obligations with the institution are fulfilled.
6. The right to automatic membership of the Student Association, with all associated rights and privileges while currently enrolled.
7. The right to free expression of opinions and suggestions through effective channel of communication with appropriate academic and administrative bodies of the institution.
8. The right to form, establish, join and participate in organizations and societies recognized by the institution in order to foster cultural, spiritual and physical growth and development. The right to form, establish, join and maintain organizations and clubs for purposes not contrary to the law of the land and mission of AIAS.
9. The right to be informed of the rules and regulations affecting him/her.
10. The right to receive reasonable protection within AIAS campus.
11. The right to participate in curricular and co-curricular activities.

12. The right to use AIIAS facilities within the context of stated rules and regulations set forth by the AIIAS Administration.
13. The right to due process of the law and fair treatment.

## STUDENT RESPONSIBILITIES

The typical AIIAS student is a mature person with a background of life experience and committed to the mission, goals and purposes of the Seventh-day Adventist Church. Within this context, AIIAS expects the student and his/her dependents to comply with all the rules and regulation as stipulated by AIIAS.

1. To work with others in a cooperative, friendly way without prejudice or unfairness; and to show honor and respect to every individual and their properties regardless of race, nationality, religion and gender.
2. To enjoy wholesome recreation and relationships that will develop the social, mental, emotional, physical and spiritual Christian life.
3. To observe with high regard the principles and standards of a Seventh-day Adventist in such matters as modesty, pleasant behavior, and thoughtful and meaningful Sabbath observance.
4. To devote efforts to study and fulfill academic requirements.
5. To uphold the biblical teaching of sexual morality.
6. To comply with the AIIAS computer and network usage policy.
7. To abide by the AIIAS traffic rules and regulations.
8. To respect the security regulations.
9. To meet financial obligations regularly.
10. To dispose of garbage properly.
11. To refrain from committing any form of dishonesty such as cheating, lying, stealing, including forgery, alteration or misuse of institutional documents, records, and identification cards.
12. To develop and practice a habit of academic integrity by refraining from all forms of academic dishonesty.
13. To uphold academic integrity. AIIAS is committed to the highest principles of honesty, trust, and accountability. Because academic dishonesty (e.g., plagiarism) undermines student learning, it is subject to serious disciplinary action.
14. To refrain from vandalizing and unauthorized taking, keeping, or defacing of institutional property, or anybody else's property.
15. Refrain from immoral conduct, possession of pornographic materials and use of foul language.
16. Refrain from wearing jewelry that is not a traditional symbol of marriage.
17. No smoking or drinking of alcoholic beverages, and use of recreational drugs whether in houses or public places.
18. Not to be involved in any illegal or unlawful activities in any form.

The AIIAS Administration realizes that we are a diverse community of Seventh-day Adventists even in the understanding and practice of health principles. For this reason, vegetarian food

should be served at public events that utilize AIIAS facilities. In harmony with health principles and as outlined by E.G. White, moderation in the use of sugar, fat, and other ingredients which are also known to contribute to health problems, is also recommended.

## STUDENT DISCIPLINE

Most students do not encounter disciplinary action while attending AIIAS. It is the policy of AIIAS to treat each situation on an individual basis, in a Christian manner and with the least possible embarrassment and disruption of the student's education. If a student comes under disciplinary action by violating any policy or regulation, the Vice-President for Student Services and/or by Students Guidance Committee will seek a solution to the problem which may affect the student in any one of several levels of discipline. The modes of discipline are as follows:

1. Written or verbal warning or caution from the VP for Student Services for minor offense
2. Recommend or require counselling
3. Reprimand with restriction of privileges
4. Possible fine with written or verbal warning
5. Suspension from classes
6. A request for withdrawal from school
7. Dismissal from AIIAS

Discipline does not necessarily proceed consecutively through each of these levels.

If a student is called before the Student Guidance Committee, the student will receive the following:

1. Notice of the complaint, and the time and place of a hearing either in written or verbal form.
2. Advise of the right to appear and/or be represented by a voting member of the academic community (advocate), and/or a non-voting student advocate.
3. Advise of the right to appeal. Any appeal must be filed within 48 hours of the committee's decision.

Following any action, the student will be notified by the committee chairperson or the VP for Student Services. Parents or sponsor may be notified. Copies of the official statement of disciplinary action will be placed in a personal file, sent to the student's guardian/parent, or sponsoring organization. A student may file a written response at any time to be placed in his/her personal file. For Fairness Procedures (right to appeal), see AIIAS Academic Bulletin, (p. 5).

## STUDENT GRIEVANCES AND LINE OF APPEAL AND PROCEDURE

It is essential for the smooth functioning of any organization for people to know what line of appeal to follow when problems arise. The following line of appeal is suggested, based on the

Biblical principle that a problem must be discussed first with the individual who has the primary responsibility, before proceeding to the next level of authority.

### **PROCEDURE FOR APPEAL IN ACADEMIC MATTERS**

The matter must be discussed first with the person involved. If the matter is not resolved satisfactorily the order of appeal is as follows:

- The Department Chairperson
- The Academic Dean
- The Academic Standards and Admissions Committee

### **PROCEDURE FOR APPEAL IN NON-ACADEMIC MATTERS**

The matter must be discussed first with the person concerned. If the matter is not resolved satisfactorily, the order of appeal is as follows:

- The supervisor of the sector or division.
- The chairperson of the committee with responsibility in that particular area.
- A written appeal to the Administrative Committee (AdCom) through the Student Services Committee

### **PROCEDURE FOR APPEAL IN MATTERS AFFECTING MORE THAN ONE STUDENT**

The Student Association (SA) will bring the problem to the attention of the Student Services Committee. If not resolved, then the SA, through their sponsor, must present a written appeal to the Administrative Committee. If it is a matter of policy change, the institution President shall present it to the Board, upon the recommendation of Administrative Committee.

For Academic Information and Policies, please refer to AIIAS Academic Bulletin p. 25.

## STUDENT FINANCIAL INFORMATION

### TUITION, REQUIRED FEES AND OTHER CHARGES

Tuition and fees are collected in full at registration. Registration is only completed when arrangements have been made to cover all charges. If charges are to be cared for by a sponsoring organization, a letter stating the provisions of the sponsorship, the appropriate committee action, and the beginning and ending dates of the sponsorship should be provided at the time of application. Students not sponsored by the Adventist Church organization must pay each semester in advance. Registration for each semester is not completed until prior accounts with AIIAS have been paid. Permission to graduate is only given when all accounts with AIIAS are settled.

\*For details on financial information, please see AIIAS Academic Bulletin.

### STATEMENT OF ACCOUNT

Students can access their statement of account thru IUTUS. Please note that there will be no printed statement of accounts. Students are required to pay their account balance every end of the month.

### SPONSORED STUDENTS

Sponsored students' stipend will be every last Thursday of the month and it will be available in the bank on Friday. All sponsored students are required to open a bank account either at Philippine National Bank or Banco de Oro in Silang, Cavite.

### FINANCE CHARGES

There will be a finance charge added to all AIIAS student accounts that are older than 60 days (current rate is 7% per annum but will be adjusted quarterly).

### STUDENT FINANCIAL ASSISTANCE

The Scholarship Committee has been established to extend financial aid to needy and worthy students. Scholarship grants make it possible for these students both from the Graduate School and the Theological Seminary to complete their degree program and serve the world church field. Scholarship Application form is available in the Reception desk at the Administration Building.

AIIAS has several scholarship programs for worthy students, with differing criteria of eligibility. These scholarships are divided into two categories, a full scholarship and a half scholarship. Students may apply for Chan Shun, AIIAS, or Nancy Tsao Scholarship.

Qualifications for students to receive a scholarship grant vary. But the general qualifications are as follows:

1. The applicant must be a regular student of AIIAS. Regular is defined as a student who has been admitted to a degree program whether full-time, part-time, probationary, provisional or regular status.

2. The applicant must have studied at least one semester and completed at least 12 earned credits at AIIAS.
3. GPA requirements vary for each scholarship. For the requirements please see the respective departments handling the scholarship.

The Scholarship Committee does not give financial assistance to the following:

1. Students with questionable character or conduct.
2. Students receiving sponsorship from denominational or other sources.
3. Students who are employed and receiving salary.

A student may receive financial assistance only from one AIIAS Scholarship fund at a time. Normally, the Scholarship committee grants financial aid for tuition only. Only Chan Shun International Foundation Scholarship, a full scholarship, grants financial aid for tuition and required fees. Recipients of the scholarship must render work. A full scholarship recipient is required to work 10 hours per week, while a half scholarship recipient is required to work 5 hours per week. The Job Assignments Committee is responsible to assign recipients to departments who are in need of help.

The scholarship work requirement is to be completed within the semester for which it was applied for and granted and before the registration for the next semester. The scholarship grant will be credited to the student's account in proportion to the amount of work completed within the semester. A student may apply every semester as long as he/she meets the qualifications. Recipients of scholarship must demonstrate progress toward the degree program within an acceptable time frame.

## STUDENT VISA AND DOCUMENTATION

All AIIAS foreign students are expected to be in the 47(a)2 scholar Visa issued to them by the Department of Justice (DOJ) and implemented by the Philippine Bureau of Immigration office (BI). Those who are taking only English classes may still be in visitors 9(a) Visa status but they will be required to obtain Special Study Permit (SSP) to be able to study in the English Center and AIIAS Academy.

### VISA REQUIREMENT

Before coming to the Philippines, prospective students should contact the Philippine embassy in their country to know if they are required to have a visitor's visa to enter the country. If so, the invitation letter from the Admissions' office may be used to apply for a visa at the embassy under section 9(a) of the Philippine Immigration Act. This visa will be normally good for a 59-day of stay in the Philippines.

If the prospective students are not required to get a visa before they leave their country, they will be issued a 21-day visitor's visa called EO 408 upon arrival at the immigration counter at the port of entry in the Philippines.

They must submit their passports and other pertinent documents to the AIIAS Student Services Office within 7 days upon their arrival. The Student Services Office will then apply the change of status to scholar visa under Section 47(a)2. All foreign students are expected to come to the Philippines with a round trip or onward ticket.

The following documents are needed from the prospective student and his/her immediate member/s of the family:

- Passport
- Birth Certificate of each accompanying child (with official translated copy)
- Marriage Certificate (if married, with official translated copy)
- Personal Data Information Form (from Admissions' Office)
- 1 pc. 2"x 2" colored picture with white background of the principal applicant

The processing of the change of status from 9(a) visitor's visa to 47(a)2 scholar visa may take four to six weeks. All issues relating to the issuance of a visa such as change of status from a temporary visitor to the special non-immigrant visa and the extension 47(a)2 of a visa should be referred to office of the VP for Student Services.

### REQUIREMENT FOR 47(a)2 VISA HOLDER

All principal 47(a)2 visa holder is required to register for full load of minimum 9 credit units every regular semester and for minimum 6 units every inter semester. Whenever the principal visa holder stops studying, the school is required by law to submit the name of the student and his/her dependents to the Department of Justice within fifteen days for cancellation of the scholar visa. Students are responsible to check the validity of their visa in their passports periodically and attend to their status.

## **ALIEN CERTIFICATE OF REGISTRATION (ACR)**

After receiving 47(a)2 visa, the next immediate document that a student must have is the Alien Certificate Registration (ACR). This paper-based certificate will prove that the student is a legally registered alien here in the Philippines. This ACR is a primary document required in applying a bank account, driver's license, and exit clearance. Accompanying family members are also required to get an ACR. Application forms are available in the Student Service Office.

## **EXIT CLEARANCE AND RE-ENTRY PERMIT REQUIREMENTS**

All 47(a)2 Visa holders who are leaving the country for a short period of time and are planning to return and continue their study in AIIAS are advised to secure Special Return Certificate (SRC). This document would give the student the privilege to maintain his 47(a)2 visa upon his return here in the Philippines. To those 47(a)2 visa holders who are leaving the country for good are advised to obtain Emigration Clearance Certificate (ECC). The Student Services Office requests all 47(a) 2 visa holders to *plan* their trips ahead of time and submit the necessary documents and applications to avoid any inconveniencies, or delays. Application for exit and re-entry permit should be filed at least one month prior to the planned departure. A valid visa is necessary for every trip outside the country. Application forms for these transactions are also available in the Student Service Office. Please do not hesitate to request assistance and advice from the Student Services Office concerning the said legal documentations.

Passport extension is processed individually. Every foreign national should know the location of their respective Embassy or Consular Office and should be aware of the Embassy's passport extension procedure.

## **SPECIAL STUDY PERMIT (SSP)**

All 9(a) Visitor visa holders are not allowed to practice their profession, do business or study in the Philippines. So, all English or Academy students, who have not been accepted in any AIIAS degree program are required to secure SSP, which allows the 9(a) Visitor visa holder to take a non-degree program while in the country. All students must keep their visa status updated at all times.

If you have any question regarding your visa and legal documentation, please visit the Student Services Office.

## **CAMPUS LIFE**

AIIAS is a temporary home to about 75 nationalities. Diverse culture and beliefs characterizing the different social, ethnic and age groups blend harmoniously in one community, one church, having one faith. This is due to the fact that everyone makes personal adjustments necessary to maintain harmonious environment conducive to study, development and growth.

Students may plan co-curricular activities, both religious and social. Some activities are organized by the student association and others by the AIIAS church.

## RELIGIOUS ACTIVITIES

AIIAS provides opportunities for Christian fellowship as well as spiritual growth. Resident students are expected to attend scheduled worship services and Sabbath on a regular basis.

AIIAS Seventh-day Adventist Church holds services on campus in the Siew Huy Auditorium. Worship takes place on the following schedule:

Vespers Service	: Friday, 7:00 p.m.
Sabbath School Service	: Sabbath, 8:45 a.m.
Hour of Worship Service	: Sabbath, 10:40 a.m.

Adventist Youth meetings and sundown worship is held on a Sabbath afternoon.

Weekly services include Wednesday mid-week prayer meetings or small groups. Students are invited to join any small group.

A Week of Spiritual Emphasis is scheduled twice a year. Mission Emphasis Week is another activity aimed to promote mission activities to students and faculty and is also scheduled once a year.

The church welcomes individuals to join the different ministries such as the following:

- a. Women's Ministries
- b. Church Choir
- c. Music Groups
- d. Singing Groups
- e. Outreach Programs
- f. Family Life
- g. Others

Various Sabbath School classes are organized for children ranging from cradle roll to youth. An Adventist Youth program also provides progressive classes and is available for all children and young adults on campus. Regular church programs are always planned with children in mind. The Pathfinder Club is an active part of the AIIAS Church. It is subdivided into three clubs: Teen Pathfinders, Junior Pathfinders and the Master Guides. The Adventurer Club is also a very active club of the AIIAS church. This club works with children under the Pathfinder age.

## SOCIAL ACTIVITIES

AIIAS life is filled with music, culture and fun. Concerts, cultural shows and social get-togethers provide AIIAS residents with the chance to perform or sit back and enjoy.

All graduate students are members of the student association, which provides opportunities to join in student affairs on campus and to organize and participate in a number of cultural, recreational, and spiritual events. In addition, national associations and departmental clubs offer students the chance to socialize and work together in smaller groups.

Students who like a bit of action can take advantage of the many campus and local recreational opportunities. They may use the multipurpose gymnasium and outdoor sports facilities to play soccer, baseball, outdoor tennis, basketball, volleyball, badminton, table tennis, or to jog and walk.

Social activities include;

- a. Cultural tours
- b. Sports days
- c. Potlucks
- d. Acquaintance programs
- e. Cultural shows

## CHAPEL SERVICES

Each student is required to attend the weekly chapel programs scheduled every Monday at 11:00 a.m to 12:00 noon. Chapel services features quality speakers that can stimulate the thoughts of the students and faculty. Their talks become a motivation and encouragement for the AIIAS community.

## STUDENT ORGANIZATIONS

“Student organization” refers to any association, club or any other form of organizational group whose members are students of AIIAS. Students organize such groups for educational, cultural, recreational and spiritual purposes. All student organizations are answerable to the VP for Student Services. There are several categories of student organizations listed as follows:

**AIIAS Student Association (SA)** is the primary student organization on campus. All registered students are automatically members of the SA. Obligations to the SA take precedence over all other student associations. The association engages in all areas of the students’ life through social and spiritual activities. The SA shall be the official channel for student representation on all levels and at all times. The SA leadership council plays and act role in representing the student body at all levels of the AIIAS. The SA executive committee consists of the President, Vice President, Secretary, Treasurer, Auditor, Social Chair, Religious leader, Public Relations and 2 Editors. The SA executive committee main mandate includes planning and organizing cultural, extra-curriculum activities, students’ outing, and Week of Prayers.

### Student Groups and Associations

Various academic clubs and cultural clubs are represented on campus. Academic clubs are AIIAS Business Club, Education Department Student Association, AIIAS Asian Theological Society, and AIIAS African Theological Association. While cultural groups are the African Student Association, Southern-Asia Community, Filipino Community, Indonesian Community, Korean Community, Russian Community, International Community, Latino Community, and Thai-Myanmar Community.

### Organizing Groups and Associations

Only bona-fide students of AIIAS may organize or form an association on campus. Any direct or indirect involvement of an individual not connected with AIIAS in organizing or running any

student organization is discouraged. The Student Services Committee of AIIAS must approve any new student organization or group.

### STUDENT PUBLICATIONS

The Student Association editorial board through the SA Executive Committee is responsible for the publication of the Student Yearbook at the end of each school year. The Student Services Committee must approve any new student publication. Students are at liberty to contribute articles to AIIAS publications such as the Flags Magazine, International Forum and the Journal of Asia Adventist Seminary Studies (JAAS). Graduate School students are automatically subscribed to the International Forum and Seminary students are automatically subscribed to JAAS.

### HEALTH SERVICES

All enrolled students are provided with free medical consultation. The AIIAS Health Services is operated on campus. It is located at the House number 406, western part of the AIIAS campus. Clinic hours are from 8:00 a.m. -12:00 noon and 3:30 p.m. - 5:30 p.m., Monday to Thursday and on Friday 8:00 a.m. - 12:00 noon only. Off-hours consultation is reserved for real emergency cases only. Services include medical consultation and examination, initial care in emergencies, minor surgical procedures, health supervision, and preventive care. The facility is staffed by a licensed campus physician and nurse who follow the Professional code of Ethics which includes keeping student information with greatest confidentiality among others. Health services provided by the campus clinic are covered by the medical fee for registered students. A nominal fee is charged for dependents. Medicines and supplies are a personal expense.

### NEARBY HOSPITALS

Students or their dependents needing hospital care can obtain these services from the small hospitals. There are three primary health care hospitals in downtown Silang, Estrella Hospital, Silang Doctor's Hospital and Velasco Hospital. Dental services are also available in the Silang area. Hospitals with more advanced facilities are the following:

- Silang Specialist Medical Center, is a private hospital with outpatient and complete laboratory services located at Silang Bypass, San Miguel 2. It is a Level 3 hospital in the Silang vicinity and is located 3.5 kilometers from AIIAS Campus.
- De La Salle University Medical Center, a multi-speciality, teaching hospital, with complete facilities and specialized service. It is the only Level 4 hospital and the largest tertiary hospital in Region IV- A. It is located about 12 kilometers from AIIAS Campus.
- A private, tertiary hospital, Unihealth-Tagaytay Hospital and Medical Center Tagaytay Hospital and Medical Center is along Emilio Aguinaldo Highway, Silang Crossing East, Tagaytay City which is about 10 kilometers away from AIIAS Campus.
- Asia Medic Family Hospital and Medical Center, is non-departmentalized hospital with level 2 hospital category. It is in Dasmariñas, about 10 kilometers away from AIIAS.

- The Adventist Medical Center-Manila, a tertiary, acute care, teaching hospital, operated by the Seventh-day Adventist Church. It is about 40 kilometers away from the AIIAS Campus.
- Asian Hospital and Medical Center is a major private hospital with tertiary care facilities in the Southern Luzon area (Alabang), about an hour away from AIIAS.

### **COUNSELING SERVICE**

AIIAS provides a free service to students who desire help from a professional counsellor. The Counselling Service is provided to help students gain understanding and insight into any relational or mental health difficulties and challenges they may be experiencing while pursuing their academic potential. This is free to all registered students. Confidence is strictly conducted in this service. Counseling-related seminars are also conducted.

If you decide that you want to talk to someone, it is suggested that you seek an appointment with the counsellor, you may contact 430 or 433 or send an email to [counseling@aias.edu](mailto:counseling@aias.edu). The counseling office is located beside the clinic at the single staff housing.

### **TRANSPORTATION AND SHOPPING**

Public transportation to the nearby town of Silang (around 1 km) and Manila 55km are available at most hours of the day.

Market in Silang is open all week. The best time to shop is on the three major market days (Sunday, Tuesday and Thursday). AIIAS market for fruits and vegetables is opened every Sunday, Wednesday and Friday mornings and is located at the garage area of Tower G.

Premiere Plaza at the Silang By-Pass, about 1 kilometer away from AIIAS. It is the nearest shopping center and supermarket which is a convenient place to find your everyday needs. Ayala Malls Serin and Fora Mall is up in Tagaytay, 15 minutes-drive away. Further down the Aguinaldo Highway is the Robinson's Place and SM City mall in Dasmariñas City just 30 minutes-drive away.

## HOUSING POLICIES

AIIAS aims to create a living environment, which is conducive for study and for spiritual growth. This is why AIIAS will do its best to provide housing for the regular students. Cooperation from all is requested in order to live harmoniously and in unity. The granting of an AIIAS student housing is a privilege. Every occupant must comply with the rules and regulations.

For the convenience of students and their families, AIIAS maintains 177 units of two to three bedroom dormitories. Application for housing must be completed during the application process preferably four or more months before the intended arrival date at AIIAS.

Student housing is assigned by the Student Housing Committee depending on the availability and eligibility of students.

## ELIGIBILITY FOR STUDENT HOUSING

To be considered for student housing, one must satisfy the following conditions:

- a. Apply for a housing unit through the Admissions' Office.
- b. Pay the housing deposit at the time of application.
- c. Be officially accepted as a full-time student at AIIAS. A full-time student means enrolled for 9 credit units every regular semester and at least 6 credit units every inter-semester.

## RENT

AIIAS emails students periodically reminding them to view their student account for recent activity and pay any amount due by the due date. The billing will be reflected on the student account via the IUTUS. The billing period covers the first day through the last day of each month. Students must pay rent charges up to date with regular monthly payments.

## ASSIGNMENT PRIORITIES

Housing assignments are made based on a highest point priority system. Points are granted to the applicants based on the following criteria:

- |  |           |
|--|-----------|
| a. Sponsored GC/SSD/NSD                  | 30 points |
| b. Sponsored by other Institution        | 20 points |
| c. Non-sponsored                         | 15 points |
| d. Spouse full time student              | 5 points  |
| e. Each dependent                        | 2 points  |
| f. Housing deposit (1 point every month) | 1 point   |

For 3-bedroom units, priority will be given to families with 3 or more children, or two school-aged children of the opposite sex. English students may apply for student housing. However, it will be granted subject to the availability and approval of the Student Housing Committee. Priority for student housing will be for graduate students.

## HOUSING CONTRACT

Students are required to sign the housing contract prior to entering the units and abide by the terms and conditions stipulated in the contract.

## CATEGORIES OF DORMITORY UNITS

**Family unit.** There are two types—the 2-bedroom and the 3-bedroom units. These units are assigned to students and their immediate family members (spouse and child/children). There are two unfurnished units available at the Annex.

Students are not allowed to accommodate non-family members. However, parents of students are allowed to visit and stay free of charge for a period of up to one month maximum. A letter must be submitted to the VP for Student Services Office stating the names and period of stay of the parents. Beyond that, an additional fee per occupant will be charged to the student's account.

Visitors are not allowed to stay in the student dormitory tower without securing permission from the Student Services office. Failure to obtain permission to accommodate visitor/s the student will be penalized equivalent to the monthly rental charges per person.

**Single unit.** The space or room assigned to the student is for one person only. Other members of the family or friends are not permitted to stay, sleep or live with the student. Remember that you are sharing the facilities of the tower with other students who are also renting it. Visitors of the opposite gender shall be entertained in the living room only.

Single units are available on-campus and in Annex. The units at Annex consist of 9 units with 2 bedrooms. The facility is located just across the road.

## DEPOSITS

Rental and key deposit is required at the beginning of occupancy. This is refundable if one faithfully pays the rent through the last month of stay in the towers and the key is turned in. Under no circumstances should occupants duplicate keys to the towers. For details, please refer to the Admissions' Office.

## FURNISHINGS

All furnished dormitory unit are equipped with the basic furniture needs of the students. A furnished unit will be equipped with spring bed, refrigerator, cooking gas range, table set, study table. It is expected that occupants will take good care of them. Cooking utensils, general kitchenware, curtains, linens, lamps and carpets (as desired), should be provided by the students. No furniture or any appliance shall be moved or transferred to another tower. Should there be any missing furniture or breakage, it will be replaced or repaired at the expense of the occupant.

## MODIFICATION

No tower building may be modified by the occupants. Change of structure may only be done by the AIAS Administration. Modification is defined as any structural changes or the removal and/or addition of structures such as bookshelves, cabinets, doors, tiles, etc. External antennas

for TV, Internet or other electronic equipment should not be installed without prior approval from the VP for Finance, and may be installed only by the AIIAS Physical Plant Department.

Occupants are prohibited from connecting, disconnecting or fixing water and electrical installations, and from cooking in non-designated areas without permission from the VP for Finance.

### **WATER HEATER SYSTEM AND AIR-CONDITIONING**

The purchase, installation and maintenance expense of a water heater an air conditioner and is a personal expense of the student. Installation of the equipment must be supervised by the AIIAS Physical Plant Department. No building structure shall be modified to accommodate the unit.

### **HOUSING PROVISIONS FOR DISSERTATION/THESIS/PROJECT WRITERS/VISITING SCHOLARS**

AIIAS housing is available to full time enrolled students with the following provisions for those who are writing a dissertation for a period of five semesters or thesis/master's project for a period of three semesters. After the stated period, students may request to extend their stay in the dormitory subject to full time enrolment and the availability of dormitory units. Housing is also provided for enrolled visiting scholars who are on campus for a Sabbatical leave or special writing leaves from other sister institutions.

### **SIGNING OUT OF STUDENT DORMITORY**

Present the clearance form, duly signed, to the Student Housing Coordinator at least 3 working days before departure. Signify the intent to withdraw the deposit. Leave the tower in a clean and good condition. Scrub the floors, tiles, cupboards, shelves, etc. The Coordinator will check the list of furnishings (equipment and furniture) and make sure all are present and in acceptable condition. He/she will also check on any damage caused by the occupant, in addition to the cleanliness of the tower. Upon completion of the clearance form, the student may claim their deposit from the Cashier's Office one week after student vacates the tower.

Appropriate charges will apply through the student's deposit should there be any breakage, damage, uncleanness or missing keys. Upon completion of a program, the student is expected to vacate the tower within 2 weeks.

### **TRANSFER FROM ONE TOWER TO ANOTHER**

If a student would like to move to a different dormitory unit, he or she may request a transfer. Transfer request form is available in the Student Services Office. Once the form is received, the Student Housing Committee will review available units and determine whether the request can be granted. If the committee allows the transfer, a transfer fee will apply. No transfer fee will be required in cases where a student is requested to transfer by the AIIAS or if the request is made ten days after the student's arrival on campus. No transfer fee will be charged if a student moves from Annex to in campus and vice versa provided that the apartment is clean. No transfer fee will also be charged if they move to another room within the same unit (Applies only for singles).

## **PARKING SPACE**

Application for parking space must be filed at the Student Services Office. Parking spaces are assigned only to students who are staying in the AIIAS dormitory towers. Park only in designated areas. “No Parking” road signs should be strictly observed.

Parking violators will be subjected to a penalty. First offense will be a warning citation. The second offense will be a fine of PhP100.00 third offense will be a fine of PhP200.00, and the fourth will be a fine of PhP500.00.

## **PERIODIC VISIT**

The VP for Student Services conducts regular visits to each enrolled student, whether inside or outside the campus. The purpose of the visits is to make connection with the students at their residence and conduct ocular inspection of the units, for on-campus students. An appointment will be set prior to the visit.

The Student Housing Coordinator together with the Physical Plant Department provides service and assistance to the occupants. Tower dwellers must concede to a periodic visit for maintenance purposes to keep the tower in good condition.

## **DOMESTIC HELPERS**

Student residents who employ persons for domestic work and gardening must make arrangements with the Security Committee. One stay-in helper may be allowed, with the Housing Committee’s approval. There will be an extra rent/charge to the student with a stay-in helper.

## **REPAIR AND MAINTENANCE**

AIIAS has designated personnel for repair and maintenance of dormitories and surroundings. Should there be any concerns, students should submit an electronic ticket to the Physical Plant personnel through support.aaias.edu. AIIAS residents should treat their housing and surroundings as if their own.

## **GARBAGE COLLECTION AND DISPOSAL**

A system of garbage disposal has been devised to make life more pleasant and bearable for student dormitory occupants. Each household is expected to dispose of its garbage properly at the Recovery Center located across the perimeter road in the Northeast corner of the AIIAS Property. All garbage is to be taken to this building. At home, garbage should be properly segregated as Biodegradable, Recyclable and Non-recyclable.

### **Biodegradable waste**

Wet kitchen garbage should be placed in the container provided for each tower. **DO NOT PLACE ANY PLASTIC, PAPER, OR OTHER ITEMS THAT ARE NOT BIODEGRADABLE IN THAT CONTAINER!** This container should be taken to the recovery center regularly and the contents placed in the special containers on the far-right side labeled as biodegradable kitchen waste. A sink with a faucet is provided inside the recovery center where you may wash out your container so it will return to your tower clean.

**Recyclable waste**

All recyclable materials such as paper, glass, plastic, tin cans, aluminum, etc., should be placed in the barrels provided for them inside the recovery center building.

**Non-recyclable waste**

All other garbage may be placed in the barrels marked for residual garbage.

Do not bring wet garbage to the recovery center in a plastic bag, empty the contents in the wet garbage container and then put the soiled plastic bag in any of the other barrels. Do not mix the various types of garbage. Keep the door of the recovery center closed to prevent entry of rats, flies, and other unsanitary inhabitants.

The wet garbage is disposed of in a sanitary fashion on a daily basis six days per week. The dry recyclable items and residual garbage are removed as necessary from the building.

Everyone is expected to comply with the above procedures for garbage disposal. It is the responsibility of each tower dweller to teach their helpers about the procedures.

**GARDEN**

Small vegetable gardens for personal use are permitted in designated areas. A plot can be secured from the Student Housing Committee. Plots will be assigned based on availability. Gardens should be well kept, neat, orderly, free of weeds, and unsightly growth and foul smell.

The following regulations apply:

- Watering, weeding, harvesting and any other garden related maintenance are all the responsibility of the student.
- It is the obligation of the student to keep the garden plot well maintained, including the use of faucet and hose for watering.
- The garden should be kept clean and orderly.
- Garden clippings and weeds must be kept on the sidewalk. Weeding and cleaning works include the outer edges of the garden whenever possible.
- Make sure to turn off the faucet and do not leave the water running unattended.
- Plots have been marked for the reason of individual plot recognition. Please do not move the markers. Violation of this may result in disciplinary action.
- No permanent structures are permitted (e.g. concrete, bricks and mortar).
- When planning to be away for an extended amount of time, make sure a person is assigned to attend the plot. A plot neglected for two months' time will be repossessed and re-assigned to another applicant.
- When a student ends his/her stay in AIAS, the SSO has the exclusive right to re-assign the plot to another applicant. The plot shall not be inherited to another student.

**LAUNDRY FACILITIES**

Certain laundry rooms are provided for certain towers. It is strongly advised that all laundry users conserve water and use the facilities with great care. Clotheslines are provided at the side

of each tower building. All wet clothes must be dried on the lines. No clothes should be left hanging by the tower stairway and by the emergency fire exits and in the parking areas. Laundry clothes should not be left hanging on the clothesline and porches before sunset every Friday afternoon.

### **PETS IN TOWERS**

Pets or animals are not allowed in the towers due to disturbance, danger and disease to occupants and neighbors who live in proximity with one another. These include domesticated animals and exotic animals. Failure to comply to this policy, will result in the following penalty:

First offense	PhP 500.00 + removal of pet/s
Second offense	PhP1, 000.00 + removal of pet/s
Third offense	the student will be required to vacate the tower

Animals that provide medical alert and assistance to occupants, such as service dogs, may be allowed, subject to the approval and monitoring of the Student Housing Committee.

### **QUIET TIMES**

During quiet times, specific noisy activities should be severely reduced and the noise level held to a minimum or entirely omitted if possible. The following noises are disturbing:

1. Children playing outside of the close to the living space.
2. The sound of a TV, radio, vocalization, and musical instruments those are loud enough to be heard outside their own unit.
3. Visitation, parties with noisy discussions.
4. Testing of power equipment, engines of motor vehicles or motorbikes, and blowing of horns.

The following are designated quiet times:

01:00 p.m. - 2:00 p.m.;  
07:30 p.m. - 5:30 a.m.

Practice time for voice or musical instruments is from 6:30 a.m. - 12:00 noon and 3:00 p.m. - 7:30 p.m. only. Occupants who violate quiet hours and thereby disturb their neighbours may be asked to leave the dormitories

### **CAMPUS GENERAL POLICIES**

#### **AREA USE**

When walking from one area to another within the campus, only designated roads, sidewalks and paths are to be used. Residents should avoid looking into or walking close behind the sleeping rooms of ground floor towers. No motorcycles or any vehicle are allowed on the pathways or lawns except for official business.

## CHILDREN'S SAFETY

Children are the personal responsibility of their parents. Therefore, parents are responsible for the behavior of their children.

### Parents' Responsibility

Children may play in all playgrounds and most open grass areas but not near the instructional buildings, library building and faculty housing. Roads and sidewalks are for walking, cycling, scooters, roller-blades, but all must observe safety precaution.

For the safety of the children and safety of others, children must not be allowed to do the following (any violations will be the responsibility of the parents):

- Climb on parapet, roof, or fire exits.
- Fighting. Parents must deal firmly with this problem.
- Play, make noise or disturbances during quiet time. (See section on Quiet Time)
- Destroy the grass, flowers, shrubbery, trees, lawn decor, etc.
- Playing of roller blades, skates, scooters, skateboards or bicycles inside the gym
- Run around the auditorium during church service.
- Vandalism. Any property damaged will be the responsibility of the parents.

### Off-Limits Areas for Children

Children are not allowed to play in the following off-limits area in the campus.

- Administration building
- Around Faculty/Staff houses
- Around and in the academic buildings—Library, Administration, Graduate School, Theological Seminary
- Around and in the Motor Pool, Prayer Garden, Bell Tower and flag area, platform in the gym, Academy Building - before and after school hours.
- Classroom areas

## DRIVING, PARKING AND TRAFFIC REGULATIONS

AIIAS is situated on private property. The right to use AIIAS roads is restricted.

The following regulations apply:

1. The speed for the compound is 25 kph for all motor vehicles, motorbikes and bicycles. Exceeding the posted speed limit may result in fines as determined by the Safety and Security Environment Committee and can lead to suspension of campus driving.
2. A valid driver's license, issued by a recognized issuing authority, is required for regular operation of a motor vehicle.
3. Only licensed drivers are allowed to drive in the campus, and only roadworthy and licensed vehicles may be used on campus roads.

4. Everyone entering the AIIAS campus is expected to adhere to the speed limit as posted, and to observe stop signs and parking restrictions. Those exploiting the posted speed limit and ignoring or violating other traffic regulations may be denied the use of AIIAS roads.
5. Sidewalks are primarily for the use of pedestrians. Bicycles, roller skates and boards may be used on sidewalks, but users must give way to people.
6. Vehicles should be parked in the parking sheds designated for occupants.
7. Motorbikes and other vehicles should be parked in the designated parking areas. All campus vehicles are required to secure an AIIAS vehicle sticker from the Business Office.
8. Park only in designated places. Do not double park, even for a short time.
9. Never park, or even stop in pedestrian crossings and in areas where the road curves.
10. As much as possible, do not blow your horn while inside the campus. Your patience will be greatly appreciated by the people around you.

### **IDENTIFICATION CARD**

Each of the residents of the campus is issued an identification card. Students IDs are issued by the Admissions and Records Office. Tutors and helpers whether stay-in or paid on an hourly basis, construction should also get their identification cards from the Security Department Head and are expected to wear at all times. Upon entrance to the main gate of the campus, IDs are inspected. A visitor to the campus is issued a Visitor ID by the guard at the gate for the purpose of accountability. All AIIAS residents are encouraged to be vigilant and must take care of their personal belongings, as well as institutional properties.

### **EMERGENCY AND SAFETY**

In emergencies such as physical assault, burglaries, fistfights, or other similar incidents, residents should respond in the following ways:

1. Seek immediate help of nearest neighbors.
2. Immediately call the attention of the Security Guard at the main gate, telephone #499 or +63-917-592-2477.
3. Call and notify the VP for Finance, tel. # 321 or 459 or cell phone #+63-917-532-6303 and the VP for Student Services, tel. # 331 or 460 or cell phone #+63-917-801-6308.
4. If necessary, call the Silang Police at 414-0204. In case of fire, follow the fire control procedure inputting out the fire. Seek help from your nearest neighbors if needed.

Each tower block is provided with a fire emergency exit and fire extinguisher. The use of these without appropriate cause is prohibited and may be subjected to a fine. Fire exits should be accessible at all times. Nothing should be placed in the way of the fire exits. Anything found obstructing the fire exists shall be confiscated.

### **SELLING ON CAMPUS**

Sales persons, solicitors and vendors are not allowed to visit towers without permission from the Finance. Resident students who wish to sell anything on campus or in the dormitories must first secure permission from the Administration. No house to house selling is allowed.

Students who wish to sell items on campus prior to leaving should seek permission from the VP for Finance. Students can advertise and hold a garage sale at one time.

Announcements may be sent through [campus-students@aiaas.edu](mailto:campus-students@aiaas.edu) or [personnel@aiaas.edu](mailto:personnel@aiaas.edu), but is subject to approval by the moderators.

## VISITORS

The following are guidelines for visitors of students:

1. Family and friends are welcome to visit students. However, relatives and friends are not permitted to stay, sleep, or live with the family of the student, unless requested and specifically approved in advance by the VP for Student Services or Housing Committee. Violation of this policy will result to a fine equivalent to the rent.
2. Tower occupants must always be present when visitors are in the tower. Non-occupants are not permitted to cook or use the tower facilities.
3. Single students should especially consider the needs of their fellow house mates and refrain from inviting guests for visiting or studying without the willing consent of the other occupants. Cooperation in this matter is expected.
4. Frequent visits to single towers by the opposite gender are strongly discouraged (i.e., cooking, studying or cooking together). Such visits can be done at the tower lounges. Under no circumstances should a member of the opposite gender enter the room of a single occupant. Visitors should not be nuisance to the rest of the occupants.

## WATER SUPPLY

We have a well that is chlorinated and provides water 24/7 for the whole campus. The water is tested frequently and regularly to ensure it is safe to drink. Residents are expected to conserve water by proper use and also by reporting any leakage promptly.

## ELECTRICITY

Conserve electricity. The charges by the electric company for electricity are comparatively high. It is suggested that gas be used for cooking, because using an electric hotplate, iron, rice cooker or heating appliance will have a higher electric bill. Bulbs and fluorescent tubes are replaced at the occupant's expense.

## POSTAL

Each tower is assigned a mailbox. New tower occupants must arrange for their mailbox and key from the receptionist. Mailbox keys must be returned to the receptionist during clearance.

Outgoing mail can be dropped at the receptionist counter at the administration building. For parcels and express mails, please contact the Receptionist for help.

## FACSIMILE TRANSMISSION

Facsimile transmissions can be sent through the Reception. Contact the Receptionist if you need to send any fax messages. The AIIAS Fax number is +63 (46) 414-4301.

## TELEPHONES

There is a digital telephone system on campus that enables students to call faculty/staff houses, offices, as well as other student towers from their own towers. Calls to the same area code does not require any phone PIN, however international, national and mobile phone calls require a phone PIN. A phone PIN should be requested from the IT Department.

A telephone directory may be obtained from the Receptionist counter at the Administration Building or through the Electronic Bulletin Board (<http://eb.aiias.edu>). See or contact the receptionist if you need assistance with your telephone calls. For detailed information regarding phone bills, see the Accounting Office.

## ELECTRONIC COMMUNICATIONS

AIIAS recognizes the importance of technology in achieving quality education.

To support the research and communication needs of faculty, staff and students:

- AIIAS is connected to the Internet via a high-speed Fiber Optic connection, with a total bandwidth of 50Mbps.
- All students, faculty and staff are provided with private electronic mail (e-mail) accounts.
- AIIAS e-mail is powered by Google apps for Education and hosts its own web site.
- A modern computer lab is maintained, complete with up-to-date application software to support students with course requirements and research.
- The campus is equipped with a high-speed network. The Library, Administration Building, Seminary and Graduate School are provided with high-speed wireless network access points apart from the fiber optic connection from the Data Center.
- The student towers are equipped with Triple Play connections for each apartment to provide Internet (wired and wireless), phone and CATV.
- Specialized help is provided to all through the help desk at the Administration Building. There are three ways to get help:
  1. Via the webpage: <http://support.aiias.edu>
  2. Call the receptionist during office hours from 8:00 a.m. - 12:00 noon and 2:00 p.m. - 5:00 p.m.
  3. Send email to [help@aiias.edu](mailto:help@aiias.edu)
- AIIAS has an IT Department employed with experienced personnel to address IT related issues and as well develop better and efficient systems.

## INTERNET USAGE

Students are provided unlimited Internet connection through the Wi-Fi at the Library, Graduate School and the Seminary. There is also Wireless and LAN access at the dormitory units on the student towers and Annex. Internet is provided primarily to complement the needs for education and communication. Students and family members are encouraged to be responsible users of this service.

**OFFICIAL NOTICE AND ANNOUNCEMENTS**

Office announcements, notices of committees and administrative bodies, dates and deadlines of coming events and information relevant to students are sent to emails and posted on AIIAS Electronic Board (<http://eb.aiias.edu>) and the AIIAS community social media pages. (<https://www.facebook.com/groups/aiiascommunity/>). All students are expected to take notice of the information within a reasonable period of posting.