



Adventist International Institute of Advanced Studies

Graduate School and Seminary

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AllIAS Mission and Vision Statement

Statement of AllIAS 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 Mission and Goal Statement

Our Mission

The mission of the SSO is to fully support the general mission statement of AllIAS by providing services designed to enhance students' studies and secure a happy, peaceful, and comfortable stay at AllIAS in a conducive Christian campus.

Our Goal

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

Message From the Vice President for Student Services

Dear Students:

It is our privilege to welcome you to the Adventist International Institute of Advanced Studies (AIAS). I believe that you are here for a very special reason: to be educated and prepared for service in a unique international and quality Seventh-day Adventist Christian Institution of higher learning.

We offer this Student Handbook as a “ready reference” to AIAS. What students may expect of each other as well as 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 a student's duties, rights, obligations, and benefits. It also outlines the policies and regulations that apply to all enrolled students. In addition, each section of this handbook gives guidelines and information needed during your stay at AIAS.

Since the programs, policies, and statements 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, don't hesitate to 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 AIAS.

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

Sincerely yours,

Robert Benjamin
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 (Seminary) 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 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: Ginger Ketting-Weller, PhD

FOUNDED: March 21, 1972, as “Seventh-day Adventist Theological Seminary (Far East).” Name changed to AIIAS on January 31, 1986, when it became a full-fledged graduate school, under Presidential Decree 2021.

ENROLLMENT: approximately 336 on campus/cohort on campus, 75 by extension, and 51 Online for a total of 462 at start of AY 2023-2024

COUNTRIES REPRESENTED BY ALUMNI: ~118; **Current STUDENTS:** ~60

CAMPUS AREA: 20 hectares

LIBRARY: The library has holdings of more than 74,000 volumes of reference and circulating books, maintains subscriptions to hundreds of print journals, subscribes to a number of powerful databases providing online access to over 14,000 full text journals and an increasing number of e-books.

FACULTY: 39 regular faculty and 76 adjunct faculty for a total of 115 faculty representing 22 countries. Approximately 94 percent of faculty hold doctoral degrees.

Important Contact Information

The AIIAS 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 oversees distribution. Below is a list of selected important contact information.

Department	Phone Number	Email Address
President	+63 (46) 414-4305	president@aaias.edu
VP Academic Administration	+63 (46) 414-4310	vpacademic@aaias.edu
VP Finance	+63 (46) 414-4320	vpfinance@aaias.edu
VP Student Services	+63 (46) 414-4331	vpstudentservices@aaias.edu
Dean, Graduate School	+63 (46) 414-4371	graduateschooldean@aaias.edu
Dean, Theology Seminary	+63 (46) 414-4341	semdean@aaias.edu
Admissions	+63 (46) 414-4318/319	admissions@aaias.edu
AIIAS Online Learning	+63 (46) 414-4365	online@aaias.edu
Admissions and Records	+63 (46) 414-4315/316	registrar@aaias.edu
Finances	+63 (46) 414-4303	finance@aaias.edu
Student Services	+63 (46) 414-4330/331	studentservices@aaias.edu
Immigration	+63 (46) 414-4332	eejercitado@aaias.edu, floresa@aaias.edu
Housing	+63 917 8096822	studenthousecor@aaias.edu
Academy	+63 (46) 414-4420	academy@aaias.edu
Health Clinic	+63 (46) 414-4450	clinic@aaias.edu
Counselor	+63 (64) 414-4495	mihyang@aaias.edu
Chaplain	+63 (64) 414-4432	chaplain@aaias.edu
Security	+63 (46) 414-4499	
Student Association	+63 (46) 414-4334	studentassociation@aaias.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.aaias.edu	
Facebook	www.facebook.com/aaias	

Map of the AIAS Campus



Campus Buildings and 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
- Educational Effectiveness
- Amphitheater
- English Center
- Kitchenette
- Online Learning

The Leslie Hardinge Library (Chan Shun Hall 2)

First Floor:

- Instructional and Media Resources Center (IMRC)
- Computer Workstation
- 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
- Seminary Room

Graduate School (Chan Shun Hall 4)

- Dean's Office
- Classrooms
- Professors and Secretaries' Offices
- Seminar Room
- Institutional Editor's Office

Gymnasium (Chan Shun Hall 5)

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

Physical Plant Services (Motor Pool)

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

Siew Huy Auditorium

- Pastors' Offices
- Chaplaincy
- Baptistry
- Media Center
- Worship Hall
- Sabbath School Classrooms
- Function Hall
- Open Amphitheater

Faculty and Staff Housing

Most faculty and some staff are housed on campus.

Student Apartments

Apartments are provided for student housing on campus, based on a priority point system list. These towers are solely for the use of bona fide Allias students. Inside the campus are twelve student apartment towers (A-L) on the North side and six student apartment 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 store/canteen is operated by Allias on campus. It sells non-perishable and frozen foods, 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 8:00 a.m. – 5:00 p.m. on weekdays and 8:00 a.m. – 3:00 p.m. on Fridays and on Sundays from 8:00 a.m. – 12:00 p.m.

Academy

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

Play Field

There is a 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 Courts

There are two open tennis courts on campus which can be used by students. The courts are open daily on weekdays during daylight hours. The courts may also be used for pickleball. Any evening or night usage is by permission 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

Allias is a Seventh-day Adventist institution of higher learning; as such we are committed to provide opportunities to develop mature, accountable, and responsible Christian leaders. All students are expected to conduct themselves in a mature and responsible manner, with commitment to biblical standards.

Therefore, the students are to be guided by this code of conduct.

Student Rights and Privileges

1. The right to receive thorough, competent instruction and quality education in line with AIIAS 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 until graduation, except in cases of academic deficiency, violation of disciplinary regulations, or not meeting financial obligations.
3. The right to have an advisor or mentor to guide during studies, in decision-making, and in the selection of alternative fields of work.
4. The right to access his/her own records maintained by the institution.
5. The right to confidentiality in protection of records and personal information.
6. The right to receive official certificates, diplomas, transcripts of records, grades, transfer credentials and other similar documents within a reasonable time on request, provided all obligations to the institution are fulfilled.
7. The right to automatic membership in the Student Association while currently enrolled, with all associated rights and privileges.
8. The right to freely express and communicate opinions and suggestions to the appropriate academic and administrative bodies of the institution.
9. The right to establish, join, and participate in organizations, clubs and societies recognized by the institution in order to foster cultural, spiritual, and physical growth and development.
10. The right to be informed of the rules and regulations affecting him/her.
11. The right to receive reasonable protection on the AIIAS campus.
12. The right to participate in curricular and co-curricular activities.
13. The right to use AIIAS facilities within the context of rules and regulations as set forth by the AIIAS Administration.
14. The right to due process of the law and fair treatment.
15. The right to file a grievance when the approved process of addressing concerns has not achieved an acceptable resolution.

Student Responsibilities

The typical AIIAS student is a mature person with a life experience background who is 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 regulations 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, disability 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 matters such as Christian behavior, Sabbath observance, biblical sexual morality, and modesty.
4. To devote efforts to study and fulfilling academic requirements.
5. To comply with the AllAS computer and network usage policy.
6. To abide by the AllAS traffic rules and security regulations.
7. To responsibly meet financial obligations promptly.
8. To dispose of garbage properly in the trash bins and containers provided in the recovery center.
9. To refrain from any dishonesty, including but not limited to academic dishonesty, misuse of copyrighted materials, cheating, lying, stealing, forgery, alteration, or misuse of institutional documents, records, and identification cards. Academic dishonesty (e.g., plagiarism) particularly undermines student learning, and therefore is subject to serious disciplinary action.
10. To refrain from vandalism, theft, defacing of institutional property, or of anybody else's property.
11. To refrain from accessing or possessing pornographic materials.
12. To refrain from all forms of sexual harassment. Sexual harassment includes insinuating, proposing, or demanding sexual favors of any kind, inappropriate touching, coercing, or threatening another person to get them to engage in a sexual act, sending sexual messages, commenting in a derogatory manner about a person's dress, looks or sexuality, making obscene comments, jokes or gestures that humiliate or offend someone, flirting with a person persistently without the other person's willing participation. The most extreme form of sexual harassment is sexual assault and will result in expulsion from AllAS.
13. To refrain from wearing jewelry that is not a traditional symbol of marriage.
14. Not to smoke or drink alcoholic beverages, or to use recreational drugs, in any situation on or off campus. These activities will result in serious disciplinary action.
15. Not to be involved in any illegal or unlawful activities.

Failure to uphold any of these responsibilities may result in disciplinary action ranging from a warning to an expulsion, depending on the seriousness of the incident.

We are a diverse community of Seventh-day Adventists from a variety of cultures that understand and practice health principles in different ways. However, AllAS encourages healthy living according to the light given through Ellen G. White and upheld by current scientific research. For this reason, only vegetarian food is to be served at public events that utilize AllAS facilities or involve AllAS events off campus.

Responsibilities of Visitors

Visitors are expected to abide by all of the behavioral rules that govern AllAS students and campus residents. Violation of any of these rules by visitors may lead to being banned from campus for a determined period of time, or indefinitely.

Student Discipline

It is the policy of AllAS to handle each disciplinary 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 Student Guidance Committee will seek a solution to the problem, which may affect the student in any one of several levels of discipline. The possible disciplinary actions are as follows:

1. Written or verbal warning or caution from the VP for Student Services for minor offense
2. Recommend or require counseling
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 AllAS

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

1. Written notification of the complaint and the time and place of the hearing. The student has the right to select one faculty or student to accompany him/her to the hearing. That individual may speak but not vote. The accompanying individual cannot be a member of the Student Guidance Committee.
2. Right to appeal: any appeal must be filed within 48 hours of the committee's decision. This appeal must be made in writing and will be forwarded to the President for a response within 7 days.

Discipline does not necessarily proceed consecutively through each of these levels. In some cases severe behavior may result in the student being banned from campus and/or dismissal from AllAS without previous steps in the process. The rationale for such action may include, but not be limited to, physical/sexual/verbal assault, the threat of violence or harm to others, or stated intent to self-harm or attempt to self-harm.

Following any action, the committee chairperson or the VP for Student Services will notify the student. (Parents or sponsors may also be notified, if necessary). Copies of the official statement of disciplinary action will be placed in a personal file and sent to the student's guardian/parent or sponsoring organization. A student may file a written response within two weeks to be placed in his/her file. For Fairness Procedures (right to appeal), see AllAS Academic Bulletin (Appeals Procedure).

Philosophy of Handling Student Grievances and Appeal Procedures

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

For the procedure in handling academic matters, please see the policy stated in the bulletin.

Procedure for Appeal in Non-Academic Matters

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

- The supervisor of the sector or division.
- Student appeal in person to the Student Guidance Committee
- A written appeal by the student concerned to the Administrative Committee (AdCom)

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, the SA, through its sponsor, may present a written appeal to the Administrative Committee (AdCom). If it is a matter of policy change, the AIIAS President shall present it to the Board upon the recommendation of the Administrative Committee.

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

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 end 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 the *AIIAS Academic Bulletin*.

Statement of Account

Students can access their statement of account through IUTUS (www.IUTUS.aiias.edu). No other printed statement of accounts is sent to the student.

Sponsored Students

Sponsored students' stipends are paid on the last Thursday of the month and are normally available in the bank on Friday. All sponsored students are required to open a bank account at Philippine National Bank (PNB) or Banco de Oro (BDO) in Silang, Cavite.

Student Financial Assistance

The Scholarship Committee has been established to disburse financial aid to needy and worthy students. Scholarships make it possible for students both from the Graduate School and the Theological Seminary to complete their degree program and serve the world church field. Scholarship Application forms are available at the Student Services Office.

AllIAS has several scholarship programs for worthy students, with differing criteria of eligibility. These scholarships are divided into two categories: a full scholarship or a partial scholarship. The list of possible scholarships, with criteria, is available at the student services office.

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

1. The applicant must be a regular student of AllIAS. 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 AllIAS.
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 AllIAS Scholarship fund at a time. Normally, the Scholarship Committee grants financial aid for tuition only. Recipients of the full scholarships must be expected to render work in partial recognition of the institution's support of their education. A full scholarship recipient is required to work 180 hours per semester, while a half scholarship recipient is required to work 90 hours per semester. The Job Assignments Committee is responsible for assigning recipients to departments and recognizes that the work done will often result in additional cocurricular development and references for future jobs. There may be additional service requirements to be fulfilled to receive a scholarship. Please check with the student services office for information.

The scholarship work requirement is to be completed within the semester for which it was received, and before the registration for the next semester. The scholarship will not be credited to the student's account until the work hours have been completed. A student may apply for a scholarship every semester if he/she meets the qualifications. Scholarship recipients must demonstrate progress toward degree completion within an acceptable time frame.

Student Visa and Documentation

All AllIAS foreign students are expected to hold 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 Center classes may hold a visitor's visa, but they must obtain a Special Study Permit (SSP) to continue to study in the English Center and AllIAS Academy).

Visa Requirements

Before coming to the Philippines, students should check to see if your country is on the list of EO408 (<chrome-extension://efaidnbnmnibpcajpcglclefindmkaj/https://www.philembassymadrid.com/wordpress/wp-content/uploads/Forms/EO408.pdf>). If your country is listed on this list, you are free to come for a period of 30 days on the EO408, which is a visa upon arrival.

Suppose your country is not on this list. In that case, you will need to apply for tourist visa 9(a) e.g., Nigeria, China, India, Pakistan etc., To enter the Philippines an invitation letter for the visa interview or for traveling to the Philippines will be issued after a student has been admitted to a program of study or to the English Center. The invitation letter is issued by the Admissions Office and may be used to apply for a visa at the embassy under section 9(a) of the Philippine Immigration Act.

Suppose the prospective student is not required to get a visa before they leave their country. In that case, they will be issued a visitor's visa called EO 408 or a tourist visa (9a) upon arrival at the immigration counter at the port of entry in the Philippines. However, ***do not come to campus before you are fully admitted to a program at AIAS***. Admissions is not guaranteed, and therefore a prospective student who arrives without being fully admitted may have to return to their home country.

Application for Visa to Study at AIAS

Upon arrival, a new student must submit passports and other pertinent documents to the AIAS Student Services Office within 7 days. If applicable, the Student Services Office will then apply for a change of status to scholar visa under Section 47(a)2.

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)
- One 2"x 2" picture of the principal applicant (in color with a white background)

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

Requirements for 47(a)2 Visa Holders

All principal 47(a)2 visa holders are required to register for a full load of at least 9 credit units every regular semester and for a minimum of 6 units every intersemester. Whenever the principal visa holder stops studying and is no longer enrolled, AIAS 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, to note their visa expiration dates, and to attend to their status at least a month in advance of the expiration date.

Alien Certificate of Registration (ACR)

After receiving 47(a)2 visa, the next immediate document that a student must obtain is the Alien Certificate Registration (ACR). This paper-based certificate will prove that the student is a legally registered alien in the Philippines. The ACR is a primary document required in applying for a bank account, driver's license, and exit clearance. Each accompanying family member is 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 at Allias are advised to secure a Special Return Certificate (SRC). This document gives students the privilege to maintain their 47(a)2 visa upon their return here to the Philippines. The 47(a)2 visa holders who are leaving the country permanently are advised to obtain an 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 inconveniences or delays. Application for exit and re-entry permits 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, from the visa liaison officers. Please do not hesitate to request advice from the Student Services Office concerning any matters related to visas.

Passport extensions are processed individually. Every foreign national should locate their respective embassy or consular office, some of which may be outside the Philippines, and should be aware of their embassy's passport extension procedures.

Special Study Permit (SSP)

9(a) Visitor visa holders are not allowed to practice their profession, do business, or study in the Philippines. Therefore, all English Center or Academy students who have not been accepted to any Allias degree program are required to secure an 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 up-to-date.

For any question regarding visas and legal documentation, please visit the visa liaison officers in the Student Services Office.

Campus Life

Allias 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 because everyone makes personal adjustments necessary to maintain harmonious environment conducive to study, development, and growth. In this spirit, Allias welcomes students of other faiths who are willing to enter fully into the culture, expectations and experience of Allias.

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

Religious Activities

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

Allias 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.

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 with morning and evening meetings. Mission Emphasis Week promotes mission activities for student and faculty involvement and is scheduled once a year. During spiritual programs on campus, the Gym and Library schedules are altered and will be announced.

The Allias church warmly welcomes individuals to join the different ministries offered each year.

Various Sabbath School classes are organized for children ranging from cradle roll to youth. Other programming for children is provided, including active Adventurer and Pathfinder Clubs.

Social Activities

Allias life is filled with music, culture, and opportunities to interact with one another. Concerts, cultural shows, and social get-togethers provide Allias residents with the chance to attend, perform, and play.

All graduate students and English Center students are members of the student association. In addition, international communities and departmental clubs offer students the chance to socialize and work together in smaller groups.

Students may take advantage of a variety of recreational opportunities, such as soccer, baseball, tennis, basketball, volleyball, badminton, table tennis, jogging and walking, sports days, potlucks, acquaintance programs and 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, usually meeting in the amphitheater, feature quality speakers. Occasionally, school-specific programming will be announced for this time slot.

Student Organizations

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

Allias Student Association (SA). This is the primary student organization on campus and works closely with the VP for Student Services. 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 student life through social and spiritual activities. The SA is the official channel for student representation on all levels and provides student representation for AIIAS committees. The SA officers' main mandate includes planning and organizing cultural, extra-curricular activities, mission trips, student outings, and the Student Week of Prayer.

Student Groups and Associations. Various academic clubs and cultural clubs are represented on campus. Academic clubs include but are not limited to the Business Club (ABC), the Education Department Student Association (EDSA), the Biblical Studies Department club, the AIIAS Asian Theological Society (AATS), and the AIIAS African Theological Association (AATA). Cultural groups include the African, Southern-Asia, Filipino, Indonesian, Korean, Chinese, Russian, Latino, South Pacific, and Myanmar communities.

Organizing Groups and Associations. Only bona-fide registered students of AIIAS may organize or form an association on campus. Any direct or indirect involvement of an individual not connected with registered at AIIAS in organizing or running any student organization is discouraged and prohibited. 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 invited 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 operates on campus. It is located at house number 406 on the AIIAS campus, near the physical plant. Clinic hours are from 8:00 a.m. -12:00 noon and 1:30 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 emergency cases only. Services include medical consultation and examination, initial care in emergencies, school checkups for Academy students, health supervision, referrals to specialists, and preventive care. The facility is staffed by a licensed physician, Dr. Lacuna, and the clinic nurse who follows the professional code of ethics, which includes keeping student information with the greatest confidentiality among others including confidentiality concerning health matters. Dr. Lacuna, our campus physician, and Ms. Joy, our campus nurse, can be contacted by phone at +63 464144450 or by email at lacunadl@aiias.edu. 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 should note that there are three hospitals in the immediate area: Silang Specialists Medical Center, Estrella Hospital, and Velasco Hospital. There are additional hospitals in the Tagaytay, Dasmarinas and Santa Rosa areas (about 30 minutes' travel). The nearest Adventist Hospital is in Pasay City, in Manila. AIIAS strongly

encourages students to consult with the campus doctor regarding hospital choice. Dental services are also available in the Silang area.

Counselling Service

AllIAS provides a free service to students who desire help from a professional counsellor. Students needing support may email the AllIAS counselor, Dr. MiHyang Song, at mihyang@aaias.edu or counseling@aaias.edu to make an appointment. The service is free and confidential. The counselling office is located next to the clinic.

Transportation and Shopping

Public transportation to the nearby town of Silang (around 1 km) or Manila (55 km) is available at most hours of the day. AllIAS encourages utmost care and watchfulness when traveling by public transportation, to ensure safety of personal belongings.

Premiere Plaza is about 1 kilometer away from AllIAS, and may be reached by walking as well as local transportation. It is the nearest shopping center and supermarket for accessing everyday needs. Serin Mall and Fora Mall are located in Tagaytay, about a 15-minute drive from AllIAS. Robinson's Place and SM City Mall are located in Dasmariñas City, about a 30-minute drive away. Be aware that estimated drive times depend on traffic conditions.

There is a wet and dry market in Silang. The best time to shop is on the three major market days (Sunday, Tuesday, and Thursday). The on-campus AllIAS market stalls for fruit and vegetables is open Sunday, Wednesday and Friday mornings, and is located in the garage area of Tower G.

Student Residence Policies

Allias aims to create a living environment which is conducive for study and for spiritual growth. Allias will do its best to provide housing for Silang campus students. Cooperation from all is requested to live harmoniously and in unity. Staying in Allias student residences is a privilege. Every occupant must comply with the policies governing student residences.

For the convenience of students and their families, Allias maintains 166 units of two- to three-bedrooms. Housing application must be completed during the application process, preferably four or more months before the intended arrival date at Allias.

Student residences are assigned by the Student Residential Life Committee depending on the availability and eligibility of students.

Eligibility for Student Residences

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

- a. Be officially accepted as a full-time student at Allias, which means enrollment for 9 credits every regular semester and at least 6 credits every inter-semester. (Documented medical conditions or other extenuating circumstances needing exceptions may be appealed to the VPSS.)
- b. Apply for a residence unit through the Admissions Office.
- c. Pay the residence deposit at the time of application.
- d. English Center students should be registered (full-time equivalency) every term.
- e. Students must be at least 20 years of age and must have been accepted either into the English Language Center or into a regular graduate program of study at Allias.

Residence fees

Allias emails students periodically, reminding them to view their student account for recent activity and to pay the amount due by the due date. The billing is reflected on the student account via IUTUS. The billing period covers the first and last days of each month. Students must pay residence fees on time, and up to date.

Assignment Priorities

Housing assignments are made based on a priority system, ranked as follows:

- a. Sponsored by GC/SSD/NSD
- b. Sponsored by other Adventist institutions
- c. Non-sponsored

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 to live in student residences; however, this will be granted subject to availability and the approval of the Student Residential Life Committee. Priority for student residence is given to graduate students.

Residential Life Contract

Students are required to sign the residential life contract prior to moving into the units, and to abide by the terms and conditions stipulated in the contract.

Categories of Residence Units

Family unit. There are two types of family units—the 2-bedroom and the 3-bedroom options. These units are assigned to students and their immediate family members (spouse and child/children). There are two unfurnished units available at the Annex, across the highway from the main AIAS campus.

Students are not allowed to accommodate non-family members. However, parents of students are allowed to stay with their family with permission, and an additional charge. Parents of students may visit and stay free of charge for a period of up to one month. A letter must be submitted to the Office of the VP for Student Services stating the names and period of stay of the parents.

Visitors are not allowed to stay with students in their apartment residence tower without first securing permission from the Student Services Office. If permission is not obtained to accommodate one or more visitors, the student will be penalized with an amount 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. ***Visitors of the opposite gender may visit in the living room only.*** Violation of these rules could result in severe consequences for the student committing the offense, up to and including expulsion from campus.

Single units are available on-campus and in the Annex, located across the highway from the main campus.

Deposits

Rental and a key deposit are required at the beginning of occupancy. These deposits are refundable if the resident faithfully pays the rent through the last month of their stay in the tower's residence and returns the key to the housing coordinator. Under no circumstances should occupants duplicate keys to the tower's residential units

Furnishings

All furnished residential units 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, and 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 student. No furniture or any appliance shall be moved or transferred to another residence. Should there be any missing furniture or breakage, it will be replaced or repaired at the expense of the occupant.

Some residential units are unfurnished, and the students will need to provide their own furnishings.

Modification

No tower building or residential unit may be modified by the occupants. 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, including air conditioning units, may not be installed without prior approval from the VP for Finance and may be installed only by the AllAS Physical Plant personnel. 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 or an air conditioner is a personal expense of the student and requires prior permission from the VP for Finance. Installation of the equipment must be supervised by the AllAS Physical Plant Department.

Housing Provisions for Dissertation/Thesis/Project Writers/Visiting Scholars

AllAS student residences are available to full-time enrolled students and those who are writing a dissertation. Students may request to extend their stay in the residential unit subject to continued enrollment and the availability of units. Housing is also provided for enrolled visiting scholars.

Signing Out of Student Apartments

Present the signed clearance form to the Student Residential Coordinator at least 3 working days before departure, indicating on the form whether they intend to reclaim the deposit.

If intending to reclaim the deposit: Leave the residential unit in clean and good condition. Scrub the floors, tiles, cupboards, shelves, etc. The coordinator will inventory the list of furnishings (equipment and furniture) and ensure that all are present and in good condition. The coordinator will also note any damage caused by the occupant, and assess that the cleanliness of the residential unit meets requirements listed on the checkout sheet. Upon completion of the checkout sheet, the student may claim their residential deposit (minus any repair costs deducted, e.g. breakage, damage, uncleanness, missing keys, etc.) from the Cashier's Office one working day after the student vacates the residential unit.

The student is expected to vacate the residential unit within one month of program completion.

Transfer From One Residential Unit to Another

If a student would like to move to a different residential unit, he or she may request a transfer (form available in the Student Services Office). Once the form is received, the Student Residential Life Committee will review the available units the request and determine whether the request for the transfer can be granted. If the committee allows the transfer, a transfer fee will apply. No transfer fee will be required if a student is requested to transfer by AllAS 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 the Annex to campus and vice versa, provided that the residential unit is left clean. No transfer fee will be charged when a single student moves to another room within the same residential unit.

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 AIAS residential towers. Park only in designated areas. "No Parking" road signs should be strictly observed.

Parking violators will be subject to a penalty. The first offense will be a warning citation. The second offense will be a fine of PhP100.00, the 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 may conduct periodic visits to each enrolled student, whether inside or outside the campus. The purpose of the visits is to make connections with the students at their residences and conduct ocular inspections of the units. An appointment may or may not be set prior to the visit.

The Student Residential Coordinator and the Physical Plant Department provide service and assistance to the residential unit occupants. Occupants must allow periodic visits for maintenance purposes to keep the residences in good condition. These visits will be arranged in advance with the residents.

Domestic Helpers

Student residents who wish to employ persons for domestic work and gardening must coordinate with the Security Committee, which grants the approvals.

One stay-in helper may be allowed with the Student Residential Life Committee's approval. An extra fee is charged to the student for a stay-in helper.

Repair and Maintenance

AIAS has designated personnel for repair and maintenance of residential units and surroundings. Should repairs be needed, students should submit an electronic ticket to the Physical Plant personnel through support.aias.edu. AIAS residents are expected to treat their housing and surroundings as if they were their own, including external cleanliness with trash picked up.

Garbage Collection and Disposal

A system of garbage disposal and recycling has been developed to be environmentally responsible. Each household is expected to dispose of its garbage properly at the Recovery Centers located near the towers. All garbage is to be taken to these centers. 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 labeled as biodegradable kitchen waste. A sink with a faucet is provided inside the Recovery Center for washing out containers so they can be returned clean to the towers.

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.

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.

Wet garbage is picked up at the Recovery Center Sunday through Friday. Dry recyclable items and residual garbage are removed as necessary from the Recovery Center.

All residents are expected to comply with the above procedures for garbage disposal. It is the responsibility of each tower dweller to teach their helpers and children about the procedures.

Garden

Small vegetable gardens for personal use are permitted in designated areas. A plot can be assigned by Student Residential Life Committee upon request, based upon availability. Gardens should be well-kept, neat, orderly, and free of weeds, 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 a faucet and hose for watering.
- The garden should be kept clean and orderly.
- Garden clippings and weeds can be placed on the side of the road closest to the gardens. Weeding and cleaning work includes 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 purposes of individual plot recognition. Please do not move the markers. Violation 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 tend the plot. A plot neglected for two months will be repossessed and reassigned to another applicant.
- When a student leaves AIAS, the SSO has the exclusive right to reassign the plot to another applicant. The plot shall not be inherited by another student.

Laundry Facilities

Certain towers have laundry rooms. All laundry users are urged to 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 stairways, across the emergency fire exits, or in the parking areas.*** Laundry clothes should be removed from the clotheslines and porches before sunset every Friday afternoon.

Prohibition of Pets in Student Residence Units

Pets or animals are not allowed in the student residences due to allergies, disturbance, danger, pet waste and disease. These include domesticated 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 found in the student residence or educational areas will be removed from campus. 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 Residence Life Committee.

Quiet Times

The following are designated quiet times:

1:00 p.m. - 2:00 p.m. (Siesta time)

8:30 p.m. - 6:30 a.m.

Occupants who violate quiet hours and thereby disturb their neighbors may be asked to vacate their residential units or be charged a fine.

During quiet times, noisy activities should be stopped, including, but not limited to the following activities:

1. Practicing musical instruments.
2. Children playing outside, near living spaces.
3. The sound of a TV, radio, or vocalization: anything loud enough to be heard outside one's own unit.
4. Visitation, parties with noisy discussions.
5. Testing of power equipment, engines of motor vehicles or motorbikes, and blowing of horns.
6. Talking loudly while walking through faculty or student residential areas

Campus General Policies

Area Use

Only designated roads, sidewalks, and paths are to be used when walking from one area to another within the campus. Residents should avoid looking into or walking close to the windows of other people's residences. Motorcycles or vehicles are not allowed on the pathways or lawns except for those driven by security or physical plant personnel for work purposes.

Gatherings at Which Food is Served

For official AllAS gatherings, food fairs and potlucks on campus, meals must be vegetarian-only and drinks should be caffeine-free. Whether at official or private gatherings, clean up and properly dispose of any food garbage at the Recovery Center.

Children's Safety

Parents are held responsible for the behavior of their children.

Children may play in all playgrounds and most open grass areas, but not near the instructional buildings, library building, faculty housing or construction areas. Roads and sidewalks may be used for walking, bicycling, scooters, and rollerblades, but all must observe safety precautions.

For the safety of the children and safety of others, the following are prohibited (any violations will be the responsibility of the parents):

- Climbing on walls, railings, roofs, or fire exits.
- Fighting. Parents must intervene immediate to stop fights.
- Playing, being noisy or causing disturbances near residences during quiet time. (See section on Quiet Time)
- Destroying the grass, flowers, shrubbery, trees, landscaping, etc. (Please especially protect the Prayer Garden.)
- Using roller blades, skates, scooters, skateboards, or bicycles inside the gym
- Running around the auditorium during church service.
- Vandalism. Repair or replacement of any property damaged will be charged to 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, Academy Building - before and after school hours.
- Classroom areas
- Construction areas

Driving, Parking and Traffic Regulations

AllAS is situated on private property. The right to use AllAS 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 Committee and can lead to suspension of campus driving privileges.
2. A valid driver's license, issued by a recognized issuing authority, is required for the regular operation of a motor vehicle.
3. Only roadworthy and licensed vehicles may be used on campus roads.
4. Everyone entering the AIIAS campus is expected to observe stop signs and parking restrictions. Those ignoring or violating other traffic regulations may be denied the use of AIIAS roads.
5. Sidewalks are primarily for pedestrians. Bicycles, scooters, roller skates, and skateboards may be used on sidewalks, but users must give way to pedestrians.
6. Vehicles should be parked in the designated parking sheds. Do not double park, even for a short time.
7. All campus vehicles are required to secure an AIIAS vehicle sticker from the Business Office.
8. Parking or stopping is not permitted in pedestrian crossings or in areas where the road curves.
9. Do not blow your horn while on campus.

Identification Card

Each student is issued an identification card by the Admissions and Records Office. Tutors, helpers, and construction workers are required to obtain identification cards from the Security Department Head and to always wear them when on campus. Upon entrance at the main gate of the campus, IDs are inspected. Any visitor to the campus is issued a Visitor ID by the guard at the gate. Although visitors are reviewed in this way, all AIIAS residents are encouraged to remain vigilant and take care to secure 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 from the nearest neighbors.
2. Immediately call 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 #+63-976-377-0423.
4. If necessary, call the Silang Police at # 414-0204. In case of fire, follow the fire control procedure for extinguishing the fire. Seek help from your nearest neighbors if needed.

Each residential unit is provided with a fire alarm system installation and 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 always be accessible. Nothing should be placed in the way of the fire exits. Anything found obstructing the fire exits shall be confiscated.

Selling on Campus

Salespersons, solicitors, and vendors are not allowed to visit student residence units without permission from the Finance Office. Residential students who wish to sell anything on campus or in the residence towers must first secure permission from Administration. No house-to-house selling is allowed.

Students who wish to sell items on campus when preparing to vacate their residence units may advertise and hold a garage sale at the pavilion.

Announcements may be sent through campus-students@aiaas.edu or personnel@aiaas.edu, and are 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 Residential Life Committee. Violation of this policy will result in a fine equivalent to the residence fees for one month.
2. Tower occupants must always be present when visitors are in their residence unit.
3. Single students should respect their fellow housemates and refrain from inviting guests to visit or study without the prior consent of the other occupants. Cooperation in this matter is expected.
4. Frequent visits by individuals of the opposite gender to residences occupied by single students are strongly discouraged (i.e., studying or cooking together). Such visits are better accommodated in the tower lounges. ***Under no circumstances should a member of the opposite gender enter the bedroom of a single occupant.***
5. Any visitor found in misconduct, sexually harassing individuals on campus, behaving violently, or not adhering to campus policies may be banned from coming to campus for as long as the Administration deems necessary.

Water Supply

The AIIAS wells are chlorinated and provide 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 by reporting any leakage promptly.

Electricity

Conserve electricity. The charges by the electric company for electricity are comparatively high and it may be more economical to use gas. Bulbs and fluorescent tubes are replaced at the occupant's expense.

Postal

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

Telephones

There is a digital telephone system on campus that enables students to call faculty/staff houses, offices, and other student residence units from their own residence unit. Calls to the same area code do not require a phone PIN; however, international, national, and mobile phone calls do. A phone PIN may be requested from the IT Department.

For detailed information regarding phone bills, see the Accounting Office.

Electronic Communications

Allias recognizes the importance of technology in achieving quality education.

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

- Allias provides access to the internet for all students.
- All students, faculty, and staff are provided with e-mail accounts. Allias e-mail is a Google e-mail account.
- A computer lab is maintained in the library with software to support students in meeting course requirements and research.
- The student residence towers are equipped with internet (wired and wireless), internet (wired and wireless), and phone connections.
- Specialized help is provided to all through the help desk at the IT Office at the back of the gym. There are several ways to get help:
 1. Via the webpage: <http://support.aiias.edu>
 2. Go to the IT office.
 3. Send email to help@aiias.edu

Internet Usage

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

Official Notice and Announcements

Official announcements, notices of committees and administrative bodies, dates and deadlines of coming events and information relevant to students are sent by email. They may also be seen on the Allias Community Facebook page. (<https://www.facebook.com/groups/aiiascommunity/>). All students are expected to take notice of the information within a reasonable period of posting.