



**virtual benilde**

A safer space for learning.

**UPPERCLASS STUDENTS FAQs  
for 1<sup>st</sup> Term AY2020-2021**

De La Salle-College of Saint Benilde is embracing the new normal for the incoming school year. The restrictions on physical mobility and social interactions due to COVID-19 pandemic might have caused you to feel that your future is derailed. Yes, there are limitations. However, in Benilde, we choose to focus on things that are within our control and on possibilities. The College has been preparing through intensive faculty training, online learning materials development, and operational systems update.

Benildeans continue to dream and turn visions into reality. It is in our DNA to do ordinary things extraordinarily well.

As we welcome you back through the virtual halls of our innovative and inclusive College, we compiled all your inquiries that will hopefully help those with similar questions.



## How do I know if I am ready for online learning?

To help you assess whether you are ready to be an online student, please take a quick survey using the link to our **Self-Assessment for Online Learning Readiness: [Self-Assessment: Online Learning Readiness Scale](#)**.

A copy of your responses will be sent to your email. Please find time to review the items in the self-assessment and pay special attention to the your negative responses (i.e., strongly disagree and disagree).

For helpful tips on how to become successful as an online student, please visit [EdTech's Guide to Online Learning](#). You may also watch our video on [CHECK: A Guide to Effective Online Learning](#).



## ENROLLMENT RELATED QUESTIONS



## **What courses will be offered next term?**

- Course offerings are flowchart-based. This means that the courses you need to enroll based on your flowchart will be offered. There will be GE, Core, and Major Courses available so long as these are ready for online delivery (or on-board delivery).
- However, if you are an irregular student, then it is possible that not all the courses you need to enroll would be offered.



## **Do I have a chance to choose my subjects?**

Yes, you will have a chance to choose your subjects. During adjustment period, you may drop/add a course. The online adjustment period will be from **August 24 to September 6.**



## **When will the enrollment process for 1<sup>st</sup> Term begin?**

- The online pre-enrollment is ongoing until August 15 (S). It is being handled by the Registrar's Office, based on the courses that were pre-enrolled supposedly for the 3rd term, AY 2019-2020.
- You may view and print your Student Enrollment Record (SER) [formerly known as Enrollment Assessment Form (EAF)] starting August 17 (M) to September 19 (S).



## When is the deadline of enrollment and payment?

The deadline of enrollment is **September 6** and the deadline of payment is **September 17**.



## **I am undecided. Will there be a late enrollment period?**

In view of the modular schedule of classes, late enrollment will adversely affect your learning opportunities. Therefore, late enrollment will be strictly restricted.



## **When will be the start of 1<sup>st</sup> Term AY 2020-2021?**

The 1<sup>st</sup> Term starts on September 07, 2020 (Monday) and ends on December 19, 2020 (Saturday).



## **What will happen to the courses I pre-enrolled before the lockdown?**

Don't worry, we saved the data! The courses you pre-enrolled will be applied to the 1<sup>st</sup> Term AY 2020-2021.



## **What should I do if I was not able to pre-enroll before the lockdown?**

Don't worry, the Registrar's Office took care of enlisting your courses for you.



## How much is the tuition fee next term?

- There will be a 12% discount on tuition, 100% discount on laboratory fees and approximately 20-30% discount on miscellaneous fees.
- The Table of Fees will be posted in the SIS login page.



## Is there a minimum or maximum load for next term? Can I carry an overload?

- Unless you are in your ultimate term, the minimum load is nine (9) units.
- The maximum units you may enroll is eighteen (18) units.
- Overload will not be allowed.



**If a course that I need is not offered, can I petition for it?**

Yes, if you are expecting to graduate at the end of the term. Otherwise, no.

**If a petitioned course falls below the minimum number of students, can I still apply for special class?**

Yes, if you are expecting to graduate at the end of the term, and if there is a faculty member to handle the class.



**Will there be an online application of processes such as Dropping, Withdrawal, Shifting, MRP, LOA, Returnee, etc. in RO?**

Students who meet the conditions for RO processes will be given access to the online forms. You may request for evaluation through e-mail to [registrar@benilde.edu.ph](mailto:registrar@benilde.edu.ph). Provide the following details:

- ID number
- Full name
- Degree program
- Detailed Request



## My MRP has expired. May I appeal for MRP extension?

- In view of the reduced maximum loads and the general study delays brought about by the pandemic, your MRP will be reviewed and extended accordingly. However, extension of expired MRP shall follow the same procedure.
- Application for MRP extension may be requested from the Registrar's Office. Please email your application to [registrar@benilde.edu.ph](mailto:registrar@benilde.edu.ph).
- MRP Extension is subject to review.
- Appeal may be denied on the following grounds:
  - Academic performance
  - Units remaining



**I am an International Student, and currently in my home country, my status is AWOL, can I enroll in the next regular term if the College offers full online classes?**

File your application for returnee status. If your application is approved, then you will be granted access to online enrollment. You may contact [registrar@benilde.edu.ph](mailto:registrar@benilde.edu.ph).



**What if my visa expired while I am in my home country, can I still enroll for the 1<sup>st</sup> Term AY 2020-2021, especially if it's online?**

Yes, you may enroll. Per Bureau of Immigration advice, students with expired visa can enroll in online classes as long as they are not in the Philippines.



## **Am I allowed to drop or withdraw courses?**

- Yes. Course Dropping is allowed up to the second week of classes. Retention fees apply:
  - 25% of tuition within the first week of classes
  - 50% of tuition within the second week of classes
- Course Withdrawal is allowed from the 3rd week to the 5th week of classes. Withdrawn courses appear in your Transcript of Records as "W", and there is no refund.



**Is there a different schedule for dropping or withdrawal for modular classes?**

None. Modular classes follow the same schedule for dropping and withdrawal as the regular classes.



**I intend to shift to another degree program.  
What is the procedure?**

You may request for an evaluation of your records to determine if you qualify for shifting. Use your Benilde email address and send your request to [registrar@benilde.edu.ph](mailto:registrar@benilde.edu.ph).



## **I am a Scholar, can I go on a Leave of Absence?**

- Yes, once you submit your Addendum to the contract that will be emailed to you.
- Subject to the Maximum Residency Policy (MRP) of the College, a Scholar is now allowed a 3 term Leave of Absence (LOA) as needed. A 4<sup>th</sup> term LOA will automatically forfeit the scholarship.
- Scholars need to file the LOA form properly in the Office of the Registrar and provide SGO a copy of the form accompanied by a letter explaining the reasons for the leave.
- For queries, contact [scholarships@benilde.edu.ph](mailto:scholarships@benilde.edu.ph)



## **I am a Scholar, do I need to take full load this term?**

- No. Scholars are now allowed to enroll a minimum of 9 units per term subject to the Maximum Residency Policy (MRP) of the College.

However, if the scholar is vying for the Dean's List (DL), s/he must subscribe to the number of units required per term. Please refer to the minimum load requirements to qualify for DL in the next pages.

- The Term Grade Point Average (TGPA) requirement for the Scholarship is still applicable even with fewer units.



## 1ST TERM RELATED QUESTIONS



## How will the virtual classes be delivered?

- Because courses will be fully online, you are allowed a high degree of flexibility. For the most part, you can study at your own pace while being mindful of set deadlines.
- Majority of the online sessions are **ASYNCHRONOUS** and can be carried out either online or offline without being required to see your faculty mentor and/or classmates in real time.
- To optimize your online learning experience, a modular delivery approach will also be employed for some courses. This means that the 14-week term will be divided into two (2) modular periods with 7 weeks each.
- There will be 3-5 **SYNCHRONOUS** meetings for modular courses and 5-7 synchronous sessions for non-modular courses. For these pre-scheduled real-time sessions, you will have to be online at the same time as your faculty mentor and/or classmates.



## What does an online classroom look like?

- Online courses are presented using BigSky, the official learning management system of Benilde. BigSky is managed and supported by Benilde's Educational Technology Office of the Center for Instruction, Research, and Curriculum.
- BigSky will serve as your online classroom where materials and activities of the courses you are enrolled in will be accessible. You will be given login credentials to be able to access it.
- In addition to BigSky, your teacher may also use other online platforms such as Zoom, Google Meet, Facebook, and Skype to facilitate synchronous sessions. You may also be advised to use online file sharing sites like Google Drive or YouTube.
- If you have not used BigSky in the past and wish to explore in advance, you may go to <https://circ-edtech.online/support> and search for "BigSky Tutorials for Students".



## **Are the course requirements the same as those for face-to-face classes?**

- Online courses shall maintain the same academic rigor expected in conventional, face-to-face (F2F) classes. The requirements, therefore, are parallel and equivalent to what is stated in the course syllabus.
- For example, in an F2F session, your class participation is assessed through your recitation and engagement in classroom discussions. In an online class, class participation may include your timely and meaningful responses to teacher-initiated online discussions, constructive feedback to the online posts of your classmates, and/or insightful questions about course content addressed either to your faculty mentor or to other learners in the course.



## What do I need to be able to fully participate in my virtual classes?

- The following are the basic requirements to be able to successfully participate in your virtual classes:
  1. A reliable Internet connection (with speed of at least 6 mbps)
  2. A working desktop or laptop computer (preferred) or tablet with easy-to-use keyboard and audio-video capability
  3. Any word processing tool, spreadsheet program, and/or any presentation software.
- However, certain courses have specific technical requirements (hardware and/or software), materials & supplies, and/or related equipment/instruments that you need to have before the term starts. Details of these specific requirements will be posted in the SIS login page.



## What online support services will be available to me?

You will be provided with the essential support services that will help you through your fully virtual term. These include the following:

1. Online academic support from your online instructor, Academic Adviser, Program Chair, Associate Dean, or Dean;
2. Learning Resource Center (LRC) Virtual Library for online collections and digital reference services;
3. Online well-being services from our Benilde Well-Being Center (BWC) thru programs like telepsychology;
4. Online support for students with specific education needs and other physical and sensorial disabilities through our Center for Inclusive Education (CIE);
5. Online Technical support for password and access concerns from our Digital Technology Office (DTO);
6. Online Technical support for issues and concerns in the use of BigSky Benilde thru our Education Technology Office under the Center for Instruction, Research, and Curriculum (CIRC ED-TECH); and
7. Online Intellectual Property support services from our Intellectual Property Management Center (IPMC).



## **Are laboratory courses offered in the 1<sup>st</sup> Term?**

- For now, SDA and SMIT will be offering laboratory courses through online delivery.
- The offering of laboratory courses under SHRIM are still subject to government approval.



## **Is PRACTICUM/OJT offered? How will I accomplish my practicum/OJT if all courses are offered online?**

- The College devised alternatives for the Practicum/OJT courses without sacrificing its original intended goals/outcomes.
- Your options to complete your Practicum/OJT course will be limited to the alternatives advantageously determined by your respective programs.
- Details are already posted in the SIS login page. Should you have program specific questions, please email your respective Program Chairpersons. Their emails are on the same announcement found in the SIS login page.



## **How about the Thesis? Will it be offered?**

Yes. Thesis courses will be offered, fully online.  
Details will be posted at the SIS login page.



## **Will online classes follow a regular class schedule?**

- You might be enrolled in either (or a combination of) a modular course and/or a regular one.
- For classes that will follow a modular schedule, it can either be delivered and completed within the first 7 weeks of the term or the second half of the term. Double-check the schedules given or posted to determine which half of the term your enrolled course follows.
- Whether modular or regular, online synchronous sessions should follow the posted class schedules. For a Monday 14:00-16:00 class, for example, an online meeting can be scheduled on a Monday from 14:00-15:00 or 15:00-16:00 or 14:00-16:00.



## How would I know my course schedules?

Course Schedules will be communicated through the following media:

- SiS Login Page
- Benilde website
- SER (only for SMIT students)



## **Are we allowed to use any of the facilities on-campus during the term?**

- The College campuses will remain closed and inaccessible to the students in compliance with the government-mandated lockdown.
- However, as mentioned in a previous page, online student services will be available such as access to the virtual library resources, online guidance & counselling, among others.



## Is there any dress code?

- Yes. You are reminded to wear appropriate attire and observe the General Dress Code Policy when attending your synchronous online classes. (Appendix M General Dress Code Policy of our Student Handbook 2019-2020)
- Attire should not bear any images or text that are deemed offensive, overly revealing garments or if sleeveless, shoulder straps should be at least an inch thick.
- Depending on your subject requirements, your faculty may require you to wear corporate/executive attire or any other school specific uniform for some synchronous sessions.



## Is there any DL for the term?

- Yes. Grades earned in the 1st Term will be included in the computation of the Term Grade Point Average (TGPA) and Cumulative Grade Point Average (CGPA).
- Minimum load requirements to qualify for DL:
  - 9 units for SMIT-CDP
  - 12 units for all other degree programs



**I am a graduating student at the end of 1st term, will there be a graduation ceremony?**

If prohibition of public gatherings will be lifted, then there will be a graduation ceremony. If not, a virtual ceremony will be arranged.



## BOLT RELATED QUESTIONS



**I enrolled in BOLT. Will I be underloaded next term?**

No. We have added courses that you may enroll in.



## **Can I enroll even if I still do not have a grade in BOLT?**

Yes, you may proceed with the 1st term enrollment. If you need to re-enroll any of the BOLT courses, then you can do so during adjustment period (August 24 to September 6).





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See you in class!

SWITCH TO A NEW VIBE.  
**BE EXTRAORDINARY**