

HOLY ANGEL UNIVERSITY E-LEARNING MANUAL

I. INTRODUCTION

Holy Angel University is committed to its mission to offer quality education that transforms students into persons of conscience, competence, and compassion. Amidst the global Covid-19 pandemic plaguing the world and the myriad challenges in its wake, the University remains undeterred and continues to pursue that mission by adapting the most appropriate academic system: online learning. It is a platform that highly contrasts with the physical classrooms that students are closely familiar with.

HAU has devoted extensive efforts and resources to competently equip itself and prepare for the new normal system of education. The University will continue providing topnotch instruction using online learning, as demanded by the current pandemic situation, with the view of empowering students to be globally competitive as they attain their educational goals. The various departments and schools in the University are committed to improving the academic success of students by providing support through flexible programs and services.

Online learning is not a completely novel experience to HAU, as the University already had occasions in the past, albeit in limited terms, to deliver education by blending and enriching in-person instruction with e-learning. The value of online learning, however, came to the fore particularly for the University in SY2019-2020. In the aftermath of the series of natural calamities – typhoons and earthquakes – that prompted class suspensions beyond the normal limits in that school year, HAU gave virtual learning its considered attention.

Now, as the yet unraveling global health crisis continues to plague all aspects of society, the education sector included, the University finds these prior preparations for virtual learning most advantageous and beneficial. It gave the University the experience and a huge head start to update and convert its various programs into an online format, obtain the necessary logistics and lay the digital infrastructure, and train faculty and staff in the online learning management system and attendant support services. Thus, the University welcomes its students to a fully-online learning milieu with warranted confidence, in terms of academic preparedness and organizational support, in the abrupt shift to e-learning that is the norm in the immediate term.

Starting SY 2020-2021, HAU will utilize Canvas, a cloud-based learning management system that makes online teaching and learning easier. Its tools are designed to be used on web browsers, mobile devices, and tablets. Canvas is used around the world by instructors and learners of all ages and organizations of all kinds.

II. ONLINE E-LEARNING TERMS

Below are some of the terms frequently used in the new e-learning environment:

- **Asynchronous** is a self-paced and time-independent activity that can take place at any time and place in online learning. Examples are emails and discussion forums.
- **Blended learning** is a combination of more than one learning modality. It is usually a mixture of traditional instruction (face-to-face) and online classes, discussion, or other learning modalities.
- **Collaborative learning** is a learning approach used by teachers to enhance learning through group work, such as by working together on common projects.
- **Current Awareness Service** is a library service which informs clients about new acquisitions on various disciplines and curricular programs, through posts on bulletin boards, smart TVs, social media pages, and the library website.
- **Electronic Resources or E-Resources** are either subscribed or free information sources which may be accessed using an electronic device with Internet access. Some of these electronic resources are e-books and e-journals which are used as references in online learning.
- **Learning Management System (LMS)** is an application software used to document, track, report, automate, and deliver educational courses. It is the main application utilized by faculty and students to go across and undertake any academic-related activities. The LMS serves as the platform for online education.
- **Online discussion** is a collaborative and interactive discussion that may happen any time and place between teacher and student(s) or amongst students on an electronic device with Internet connection.
- **Online learning** is education that takes place over the Internet, with the use of electronic devices such as laptops, tablets, and smartphones. It is also referred to as e-learning.
- **Synchronous** is an activity that requires participants to engage and take part in an endeavor at the same time. Examples of these activities include instant messaging and online discussion using audio/video conferencing.
- **User Education Service** is a library service which teaches clients to maximize the use of the library. Also known as user instruction, the service includes library orientation and other instructional programs.

- **Virtual Reference Service** is a service provided by librarians to clients who need assistance online or virtually. The service usually involves email, text, videoconferencing, and text as means of communication
- **Webinar** is an online seminar or lecture usually offered using various platforms such as, but not limited to, Zoom, Google Meet, and Webinar Jam. The activity gives participants the opportunity to ask questions, answer polls, and share their own screen.

III. FEATURES OF HAU E-LEARNING

The adoption by Holy Angel University of Canvas as its Learning Management System (LMS) allows the various schools to build the digital learning environment that meets the unique challenges faced by the institution. Serving as the means of communication and instruction, Canvas easily connects instructors and students. It is used to monitor grades, manage active enrolments and assignment submissions, share course documents, facilitate message correspondence between students and instructors, and contain course and institutional syllabus information for all to access.

HAU employs both the synchronous and asynchronous modes in facilitating learning. These ensure that teachers have ample time to hold live sessions with students and do check-ins. At the same time, they provide students with enough room to do activities and tasks on their own. Employment of both approaches to e-learning also addresses the issues on screen time, bandwidth, and connectivity.

Tools and systems needed in Synchronous and Asynchronous Learning:

Synchronous	Asynchronous
<ul style="list-style-type: none"> • Chat and I.M. • Video and audio conference • Live webcasting • Application sharing • Whiteboard • Polling • Learning Management System • Scheduled quizzes and tests • Scheduled chat room time for students to share ideas • Scheduled video conferences or group phone calls • Live-streamed lectures or demonstrations 	<ul style="list-style-type: none"> • Email • Discussion forum • Wiki • Blog • Webcasting • Learning Management System • Recorded presentations, such as slideshows and videos • Email • Discussion boards • Social media groups • Collaborative documents in the cloud

A. Structured

The University will provide students with an online learning environment supported with appropriate instructions, guides, and routines to help them manage and focus on their tasks efficiently and effectively. While different in many respects from the typical in-person classes, the online learning format will provide for the same routine schedules that students are accustomed to in the physical classroom set-up.

The e-learning classes, composed of synchronous and asynchronous activities, are scheduled according to class level.

The courses/subjects come with defined goals with a complete listing of the topics and materials to be covered.

The duration of every subject/course and the length of the school day are carefully set depending on the course/module requisites and other concerns.

As online classes begin, students will train on navigating different routines in Canvas and familiarize themselves with the variety of methods useful in e-learning. They will learn of their tasks and responsibilities, as well as the expectations from them. Students will also deal with the array of unfamiliar issues relating to the learning environment.

B. Flexible

Academic and Discipline Policies

While the Student Handbook policies will generally be in place, certain items may be adjusted to suit the online learning setting.

E-Learning Guidelines for Students

- All standards of student conduct outlined in the Student Handbook remain in full effect during the time of e-learning.
- Students should keep the lines of communication open with their parents, teachers, librarians, and counselors during the time of e-learning.
- Students should maintain regular routines on school days with regard to academic work and sleeping and waking regimens.
- Students should practice proper hygiene for health and wellness. Sufficient sleep, regular physical exercise, and a healthy diet all help boost the immune system.

C. Balanced

Holy Angel University emphasizes holistic education which places importance on the inclusive growth of a learner instead of focusing only on specific aspects of human experience. The approach promotes growth in different areas of development, encompassing the intellectual, social, emotional, and physical dimensions. In tandem with various offices which include the University Guidance Office, the University Library, and the Institute for Christian Formation and Social Integration (ICFSI), teachers are ready to provide students with mentoring, guidance, and support to ensure their well-being and enrichment in other aspects of their lives.

- Guidance Programs
- Library Programs
- Spiritual Growth
- Health and Wellness Programs
- Recreation Activities
- Extracurricular Activities

D. Safety and Security

The safety and security of students and the privacy of data are prioritized in the e-learning environment. Accordingly, the University requires the compliance by all to laws, rules, regulations, and policies governing these matters. Information access is restricted through the use of passwords and authentication of learners'/students' identification. E-learning data are appropriately encrypted while the learning management system will undergo regular updating.

More so, measures are instituted to protect the contents of e-learning deliverables as well as published works or online discussions that are saved and stored in learning management system. All sensitive information are safeguarded and kept confidential.

E. Collaborative and Supportive

The collaboration and support of various stakeholders are essential keys to developing an effective online environment. Some examples of collaborative learning are:

- Think-pair-share
- Problem-based learning (PBL)
- Guided design
- Case studies
- Simulations
- Peer teaching
- Small group discussion
- Peer editing
- Jigsaw strategy

Also, collaboration and support between parents and teachers play a vital role in the success of students' virtual education. Parent-teacher conferences on developing and improving means to support students are conducted online.

IV. LEARNING MANAGEMENT SYSTEM AND RECOMMENDED/REQUIRED HARDWARE AND SOFTWARE

All students enrolled in an online course must have access to a computer, laptop, or mobile device with Internet access, and utilize the following software and programs:

A. Browser and Computer Requirements

For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it was built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. The computer operating system should be kept up to date with the latest recommended security updates and upgrades.

B. Supported Browsers

- 81 and 83 versions of Chrome
- 76 and 77 versions of Firefox
- 81 and 83 versions of Edge
- Respondus Lockdown Browser
- 12 and 13 version of Safari (Macintosh only)

C. JavaScript

- JavaScript is required to enable Canvas

D. Browser Plugins and Extensions

- Disabling browser plugins and extensions may be required to run the Canvas functionally.

A. Computer Specifications

- A computer or laptop five years old or less with 1GB of RAM is recommended.

B. Internet Speed

- A speed of 512kbps is recommended to run Canvas.

C. Screen Readers

- Macintosh: (latest version for Safari) VoiceOver
- PC: (latest version for Firefox) JAWS

- PC: (latest version for Firefox) [NVDA](#)
- Chrome does not support Canvas' screen readers

D. Mobile Devices

For better app performance, users may download the Canvas mobile app version which is recommended when using mobile devices.

Canvas has limited support for native mobile browsers on table devices, especially on iOS, because it uses a small element of Flash.

Mobile Browser	
iOS	Safari (default browser with limited Canvas support) Chrome Photon Flash Player (supports Flash)
Android	Chrome (default browser with limited Canvas support) Internet Firefox

E. Learning Management System

Of the various learning management systems available, the University selected Canvas as its LMS platform for use with the following gadgets at the corresponding academic level:

LEVEL	LMS PLATFORM	GADGETS
Senior High School	Canvas	PC, laptop, or any mobile device
College	Canvas	PC, laptop, or any mobile device
Graduate School	Canvas	PC, laptop, or any mobile device

The gadgets used by students must be able to do ALL of the following:

1. Connect to the Internet to access websites or search for information/data
2. Take photos and videos (camera)
3. Join a video call and online discussion (camera, microphone)
4. Create documents and presentations
5. Record audio files
6. Edit photos
7. Edit videos
8. Record screens
9. Access and use MS365, G Suite or Google Apps (ex. Gmail, Google Docs, Google Slides, Google Sheets), or any educational application available

V. PLANS, STRUCTURE, AND CLASS SCHEDULES

A. Schedules

Teachers will post and keep a weekly schedule of digital classes, consultations, and office hours. At their discretion, teachers will be available during synchronous activities through email, chat, and other options. The schedule of meeting will be posted on Canvas and observed accordingly. Teachers may set an additional time for consultation, if needed. Students needing extra time with teachers may reach out via email and expect a response within 24 hours. Alternative schedules may be set to allow teachers some degree of flexibility, especially in assisting students who may take two courses in one academic department.

B. Online Learning Attendance

In e-learning, attendance is mandatory. Students are required to log in to Canvas LMS on their scheduled synchronous classes. The faculty tracks student participation through the LMS attendance system. Attendance is a vital part of the course requirements, as are completing course assignments and interaction with faculty.

A percentage of student grades are based on online class participation. Obtaining notes, handouts, and other information covered is the responsibility of students in the period of their absence. With the permission of the faculty, students must arrange for make-up class, submit assignments, or take tests. The faculty will report excessive and unexplained absences to the Guidance Office for intervention. A student may be dropped with three (3) absences unless prior arrangements for make-up work are made.

Note: Policies on attendance may vary depending on the department or school.

C. Study Time Information for Each 3-Unit Course

Study Time Outside of Class for Face-to-Face Courses

A student is expected to spend two (2) hours per week outside the face-to-face courses.

Study Time for Hybrid or Blended Courses

A student is expected to spend three (3) hours per week studying the course materials.

Study Time for Online Courses

A student is expected to spend four (4) hours per week studying the course materials.

VI. ASSESSMENTS AND GRADING

A. Analytics

Analytics evaluate individual components of a course and assess student performance. Analytics takes a three-pronged approach to create substantive data for Canvas users.

Evaluation of the different parts of a course and student performance is called Analytics.

- **Justification** focuses on system reports and how the system is being used.
- **Intervention** looks to predict at-risk students and how to meet their needs.
- **Learning** focuses on learning outcomes, the effectiveness of the teaching style, and the division of time between students achieving competence and those falling behind.

B. Originality of Student's Course Work

Student Profiles

Students are assisted by their faculty in creating their profile with an identification number, identification card photo, and verification of registered course.

Submission of Original Work

Students are required to submit their assignment and upload the original work to the required course LMS.

The submitted work is verified as to the student signature block, writing patterns, and interaction styles.

Toolsets and patterns of work by students are checked for plagiarism or work substitution.

Authentication and Proctoring of Course Exams

The proctoring of exams, whenever possible, is done to validate student identities.

Students and faculty are assisted by the LMS team in the proctoring of exams and any special summative activities.

During the exam, proctors verify student identification cards as to name, student number, and picture.

Faculty may verify student identities through the random use of electronic cameras during discussions and phone calls to students.

Assessment

Assessment is a key authentication tool. The following assessment tools may be used: participation in the chat room, online tests and/or quizzes, homework assignments, projects/papers, bulletin board postings, reflective journal, student portfolio, and such others.

Students are required to complete their online exams and quizzes. A grade of "5" or "F" is given to those who fail to do their work.

C. Assignments

In Canvas, assignments can be used to challenge student understanding and help assess competency by using a variety of media. A page in the LMS shows all the assignments with corresponding points.

D. Quizzes

The quiz tool in the LMS is used to create and administer online quizzes and surveys. This can be used to challenge student understanding and assess comprehension of course materials.

The solutions to problem-solving quizzes are sent by students as scanned PDF files using a scanner application like Genius scan.

Students taking the same subject are scheduled to take quizzes at the same time. This is similar to the administration of major exams where students take the same exam in the same subject at the same time to avoid the leak of questions or answers to other students.

Canvas has four different types of quizzes:

1. Graded quiz which is the most common quiz and awards students with a corresponding score.
2. Practice quiz which sees how well users understand the course materials without providing them with a corresponding grade.
3. Graded survey which rewards students with points for completing a survey; grading is not based on right or wrong answers.
4. Ungraded survey which obtains opinions or other information from students without providing a grade.

E. Grading Schemes

Student achievements are measured by a set of criteria called a grading scheme. Without the scheme, a specific standard cannot be checked against the student's scores.

Policies on Grading

1. Modifications to grading may take place within courses which the faculty will communicate to students via the learning platform. Students should continue being

diligent with their coursework and follow the lead of their teachers. Students and parents are encouraged to reach out to their year level, department, or program counselor if they need any additional support.

2. Updated Policy: All assignments for the week are posted every Monday Due dates for assignments require at least three (3) days of prior notice and submissions are made on a scheduled class day.

Note: Students are notified of tests and quizzes that are open for only one day at least one (1) week in advance.

3. Teachers may require at least one (1) digital deliverable assignment per week.

All assessments (quizzes and tests) will have the same length, i.e., number of questions and range of items as in-class assessments designed for 45 minutes. Students struggling academically may be granted additional time to complete the assessments at twice the usual testing time. For example, a 45-minute test will instead be open for a period of 90 minutes.

F. Outcomes

The knowledge and skills that students develop during a course or program are described as Outcomes.

G. Rubrics

Rubrics are used by faculty as an assessment tool for expectations and measurements such as student mastery of course assignments or assessments. Rows and columns typically comprise a rubric. Rows contain the criteria being assessed while columns bear information on the level of performance of each criterion in a column.

VII. ACADEMIC INTEGRITY IN THE E-LEARNING ENVIRONMENT

A. Overview

Training students at the highest levels of professionalism and integrity is one of the aims of the University. In this light, the University places a high value on academic integrity and thus makes it an integral element in the delivery of education in the virtual learning environment.

B. Scope

Academic integrity and the policies relevant thereto apply to all students enrolled in the University in SY 2020-2021 and to all teaching and non-teaching employees involved in the delivery of instruction and/or the provision of services in support thereof in the e-learning environment.

C. Purpose

To inspire the members of the University community to uphold and practice academic integrity, several policies have been promulgated relating to the conduct of various activities in the virtual learning setting

D. Policies Relating to Scholastic Work

Attendance and Absences

1. Students must attend weekly synchronous sessions with the faculty on a regular basis in classes for which they are registered or enrolled, and as prescribed by the unit, department, or college. Absence from class, regardless of the reason, does not relieve the student from his/her responsibility to complete all coursework by the set deadlines. It is the student's responsibility to obtain notes, handouts, and any other information covered during his/her absence from class, and to arrange to catch up for any in-class assignment or test if permitted by the faculty.
2. Extended absence from an online class and failure to hand in assignment, post to discussion boards, or communicate with instructors will quickly cause problems on student performance and hamper the completion of the course in a timely manner. Class participation in synchronous sessions helps ensure academic success.
3. All faculty members must set a weekly schedule for synchronous sessions, allot time for consultation periods, and coordinate with the class officers for monitoring and supervision of academic activities

Class Works and Activities

1. Students must not collaborate with other students on assignments unless these are expressly designated as group work. In addition, parents or guardians may not login to a student account and complete coursework in behalf of the student.
2. Integrity and authenticity of student work is given the highest regard; hence, copying the work of others, allowing others to copy a student's work, and/or misusing content from the Internet could result in the removal of a student from a course with failing grade.
3. Respect for the integrity of all online systems and networks is expected from both students and employees.
4. Students, teachers, non-teaching personnel, and administrators are expected to respect all copyright laws.

5. Every member of the University community must respect the personal information and privacy of others.
6. Students must not submit work of any kind that is not their own work.
7. Students must not plagiarize any written, multimedia, oral, and creative work.
8. Students must not post assessments, assignments, answers to assessments or assignments, e-portfolios, or any other curricular materials on any medium that can be seen by other students or third parties.
9. Students must not give or receive unauthorized assistance on assessments.
10. Mentors and parents must not give assistance on assessments.
11. Students must not present any forged document to their teacher.

E. Policies Relating to Standards of Conduct in the E-Learning Environment

Communications

1. Employees and students are not to use obscene, profane, threatening, and/or disrespectful verbal or non-verbal language and images in any communication with other students, faculty members, non-teaching personnel, and administrators.
2. All communications with other students, employees, and administrators in any forum, course-related email, discussion post, etc., must be polite, courteous, and respectful.
3. All communications must be in adherence to honesty and integrity.
4. All communications must give regard to respect for personal information and privacy of others.

Online Interaction/Faculty and Student Engagement

The integrity of the teaching-learning process in an online environment depends on how teachers and students conduct themselves in the class for the purpose of learning. The following are acts of academic misconduct that violate academic integrity:

1. Creation of a disturbance which interrupts or disquiets the proceedings of the school, a class, or any activity in the learning environment;
2. Engagement in any behavior that is considered to be injurious to the moral tone of the school or to the physical and/or mental well-being of others;

3. Misrepresentation of an identity or assumption of the identity of another by using login credentials other than those specifically assigned to the person attempting access to an account. This includes using email or login information issued to another including family members;
4. Sending or posting discriminatory, harassing, or threatening messages or images that defame or slander other individuals;
5. Stealing, using, or disclosing someone else's code or password without authorization;
6. Copying, pirating, or downloading software and electronic files without proper permission;
7. Buying and/or selling of term papers and/or research outputs, examinations, and other academic requirements and documents or contracting a person or a company to produce such;
8. Sending or posting confidential material or proprietary information outside the organization;
9. Violation of the copyright law;
10. Engagement in unauthorized transactions that may incur a cost to the school or initiate unwanted Internet services and transmissions;
11. Participation in the viewing or exchange of pornographic or obscene materials;
12. Recording the proceedings of any class session and transmitting it without authorized consent;
13. Recording the teacher and/or fellow students during the conduct of online classes and other e-learning sessions;
14. Engagement in cheating and/or plagiarism. Cheating is defined as the act of obtaining or attempting to obtain credit for academic work by the use of dishonest, deceptive, or fraudulent means. Examples of cheating include, but are not limited to:
 - Copying, in part or in whole, from another's test or other examination materials;
 - Discussing answers or ideas relating to the answers to a test or other examination without the permission of the instructor;
 - Obtaining copies of a test, an examination, or other course material without the permission of the instructor;
 - Using notes, cheat sheets, or other devices considered inappropriate under the prescribed testing condition;

- Collaborating with others on the preparation of work to be presented without the permission of the instructor;
 - Falsifying records, laboratory work, or other course data;
 - Submitting work previously presented in another course;
 - Altering or interfering with the grading procedures;
 - Plagiarizing, as defined, and
 - Knowingly and intentionally assisting another student in any of the above.
15. Sharing of login credentials with anyone else;
 16. Deliberate uploading of any file or program that contains a virus, malware, or other malicious code;
 17. Reproduction of course content including assessments, electronic mail correspondences, digitally captured materials, discussions, or chat threads in any fashion and in any other server without explicit written permission from the school principal or any other designated person of authority;
 18. Use of anyone else's login account;
 19. Use, dissemination, download, upload, or display of any information that is hostile, insulting to others, obscene, threatening, or otherwise offensive;
 20. Discussion in any open forum of information that is critical of another student, teacher, non-teaching personnel, or administrator, and
 21. Inappropriate use of discussion fora and chat threads, which are open to all school members, as media for private correspondence.

On Decency

Proper conduct and behavior is expected at all times and in all places, even in the e-learning environment. Wearing of proper clothing for online meetings or synchronous sessions manifests decency and professionalism as members of a Catholic University.

Engaging in lewd, indecent, or immoral conduct including scandalous display of intimacy inside and outside the university and in any social media platform is a violation of the code of conduct.

F. Policies Relating to the Use of Technology

Unacceptable Conduct in the E-Learning Environment

Unacceptable conduct includes, but is not limited to, the following:

1. Using the network for illegal activities, including copyright, license, or contract violations;
2. Unauthorized downloading or installation of any software, including shareware and freeware;
3. Using the network for financial or commercial gain, advertising, or political lobbying;
4. Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments;
5. Vandalizing and/or tampering with equipment, programs, files, software, network performance, or other components of the network;
6. Use or possession of hacking software which is strictly prohibited;
7. Gaining of and engagement in unauthorized access anywhere in the network;
8. Disclosure of one's own or another person's home address or phone number online;
9. Invasion of the privacy of other individuals;
10. Accessing a user's account or password other than one's own, or giving another user access to one's own account or password;
11. Observing, joining, coaching, or helping others who engage in any unauthorized activity on the network;
12. Posting anonymous messages or unlawful dissemination of information on the network;
13. Participation in cyberbullying or use of objectionable language in public or private messages, which may come off as racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning, or slanderous;
14. Resistance to lawful authority;
15. Falsifying permission, authorization, or identification documents;
16. Obtaining copies of or modifying files, data, or passwords belonging to other users on the network;
17. Deliberately placing a computer virus on a computer or network, and

18. Commission of any act of vandalism that causes damage to school property or servers.

Misuse and Unauthorized Use of University Information Technology Equipment and Systems

1. Theft or abuse of computer facilities;
2. Unauthorized access to a computer system of the University; attempting to modify/hack University system/programmes or data, for any purpose without authorization;
3. Unauthorized use or transfer of a file;
4. Unauthorized use of another individual's identification/account and password;
5. Use of computer facilities/system to obstruct the work of another student, faculty members, or University official;
6. Use of computer facilities/system to interfere with normal operation of the University computing systems, and
7. Deliberately causing a computer virus to become installed in a computer system or file.

G. Policies Relating to Use of Social Media

On Using Social Networking Sites

1. Posting of photos of contents of instructional materials used for e-learning such as test booklets, modules, or learning packets which are proprietary intellectual property of the University is not allowed.
2. Do not use the University logo in a bad light. All trademarks of the University may only be used for authorized purposes. Unlawful use of the University logo shall be subject to strict sanction.
3. The creation of "dummy or fake accounts" is strictly prohibited.
4. Posting of any malicious or false news on social media is prohibited.
5. Any social media group page or group created for the benefit of minor students shall require the written approval of the Head of the Department and the expressed consent of the parents. In the event of approval, the parent shall have the discretion to be part of the group instead of his/her minor child. Creation of any social media group or group chat under this provision shall be strictly for educational purposes.

The Head of the Department shall routinely monitor the conduct of created social media groups or group chats.

6. Only secured social media platforms approved by the University may be used for the creation of any educational group or chat.
7. Tagging or taking of pictures of others without the expressed written consent of persons involved is not allowed. If consent is secured, such photographs shall be used solely for educational purposes.
8. Faculty and students are enjoined not to be online “friends” or “followers” in social network platforms unless necessary for educational purposes or authorized by the institution.
9. All social media accounts of the University are subject to data privacy, copyright, and intellectual property rights of the country.

On Personal Use of Social Networking

1. The social media are public sites. As such, all faculty, staff, and students should be aware that they represent the school in both school affiliated and personal websites/applications. Therefore, there must be no online activity that would cause scandal or express disregard of school values. This activity includes, but is not limited to, advocacy of opinions contrary to school teachings and doctrine; posting, sharing, and/or liking of inappropriate images or videos; appearing online live or in pictures and/or videos wearing indecent clothing; advocacy of inappropriate music, movies, or entertainment; use of obscene, profane, or vulgar language; engagement in communication that is harassing, threatening, bullying, libelous, or defamatory; encouragement of illegal or immoral activity; advocacy of inappropriate use of alcohol or drugs.
2. Faculty, staff, and students must be careful in posting any information on social networking sites and in using social media, personally or professionally, and must abide by all data privacy, copyright, and intellectual property rights laws.

VIII. ROLES & RESPONSIBILITIES

Education plays a significant part in the life of an individual. It is a necessity that will determine the quality of life of a person. It is also an evolving process that must provide continuous learning, whatever the situation. During this pandemic period, knowledge must come from different methods to cope with the changing environment. One of these methods is distance and online learning. And for this method to become effective, collaboration from the students, teachers, and parents is essential. Each one has a distinctive role to play. These roles and responsibilities serve as guides to ensure the effectiveness and efficiency of distance and online learning. The support of teachers and parents will benefit the

students toward the transition of learning from the traditional classroom setting to distance education.

In general, these are the expectations of students, teachers, and parents:

A. Students

1. Attend classes regularly.
2. Practice discipline and time on task.
3. Regularly seek guidance from advisers whenever there are unclear or vague instructions.
4. Participate actively in any lesson and discussions that engage in learning.
5. Accomplish assignments and research work efficiently.
6. Follow procedures, rules, and policies.

B. Teachers

1. Prepare and present a learning task.
2. Consult with students to correct the problem and keep them on task.
3. Motivate and encourage student's participation in any discussions to keep them active and engaged in learning.
4. Be sensitive to student needs such as slow Internet connectivity.
5. Provide prompt and accurate feedback to students to facilitate learning.
6. Establish a productive environment to encourage student-teacher interaction.
7. Assign homework and special projects to students.
8. Monitor and assess individual student performance.
9. Track student attendance during classes.

C. Parents

1. Set up a study area.
2. Provide necessary technology such as laptops and internet connectivity that will support student online classes.
3. Implement discipline in the household during online classes.
4. Support your child's daily online learning task.
5. Provide help to student activities and/or assignments.
6. Encourage and motivate your child for active learning.
7. Monitor your child's performance throughout the course.
8. Help build your child's study habits.

IX. FORMATION ACTIVITIES

This manual supports the development Holy Angel University's core values of Christ-centeredness, Integrity, Excellence, Community, and Societal Responsibility through the different structures and programs prepared by the Institute for Christian Formation and Social Integration (ICFSI). In an online setting, the need to extend personal care is even greater. The following programs and activities, which are mostly done virtually, are meant to help in this regard:

Program/Services/Project	Description
H@UweConnect	<p>HAU's Mission and Donors' Engagement Program in Response to Students' Connectivity and Access Challenges</p> <p>The HAU's Mission and Donors' Engagement Program primarily aims to provide device and connectivity assistance to its students. Target beneficiaries are scholars; students in remote areas with no connection access; students with no devices; students in need of further tutorials on online education; students with a limited budget for data/internet prompting the need for printed modules, and students whose parents are economically displaced brought by the pandemic.</p>

Program/Services/Project	Description
	<p>University-wide and Department Based Initiatives</p> <p><u>Connectivity Modes:</u></p> <p>Share-a-Net – provision of Wi-Fi or internet access Share-a-Load – provision of internet load (prepaid, postpaid, or load allowance) Share-a-Device – a donation of new and/or used devices (laptop, netbook, cell phone, tablet, PC) Share-an-Allowance for Module Printouts – provision of printed modules for students whose connectivity is limited</p> <p>You may send your queries through our email: HAUweConnect@hau.edu.ph</p>
HAU Livestream Mass	<p>The Campus Ministry Office facilitates at least one weekly online Mass for the HAU community, usually on Fridays or unless otherwise announced.</p>
Webinar Sessions	<p>CLE Faculty will conduct various webinar sessions on Spirituality, Environment, Scriptures, Human Body and Relationships, Identity and Character Formation Officer, and University Chaplain,</p> <p>Discipline-based webinar of colleges and departments as part of their outreach and technical assistance</p>
Online Learning	<p>Theology Classes will use short video clips for their online learning sessions for Theology 101, Theology 102, and Theology 103. Theology Faculty will also facilitate online recollection on their Theology 103 classes. Online and home-based Angelite Bible Sharing (ABS) sessions will also be incorporated in the Theology classes.</p> <p>NSTP classes will also use online lectures, advocacy videos, and materials.</p>
CEP Formation, Recollections, Spiritual Counseling,	<p>Virtual Spiritual Counseling/Direction facilitated by the University Chaplain(by appointment via email: hbasilio@hau.edu.ph)</p>

Program/Services/Project	Description
Volunteerism and Community Extension	<p>Parent Formation Session</p> <p>Recollections and CEP Sessions for students and employees</p> <p>Sharing of Resources Program - Clients may be referred to OCES, CLE, or to the colleges and departments for their needs like livelihood assistance, training for HAU students' parents who lost jobs due to the pandemic, cash assistance, or other donations.)</p>
Prayer Services and Gospel Promotion	Campus Youth Ministry F.B. page regularly posts online prayer services and gospel promotion every week

University Guidance Center

The University Guidance Center (UGC) provides services and activities that help students discover, appreciate, understand, and accept themselves better. It aims to guide students towards self-awareness and self-management so they could direct their lives better and achieve personal happiness.

In support of the online academic activities, the UGC continues to provide the following online guidance services to give students a full campus experience:

Program/Services/Project	Description
Orientation Service	is designed to help students become aware of the different guidance services and how they can avail of such services.
Counselling Service	is a one-on-one interaction between the counselor and the student which is aimed at assisting students to gain a better perspective of their problems, find solutions, and learn how to handle future problems.
Testing Service	Questionnaires and inventories are administered to help students understand themselves better, maintain good mental health, cultivate interests, and develop their personality.
Group Guidance	Group activities are facilitated to provide meaningful learning experiences to enhance the intellectual growth and personality development of students.

Career Development Service	Students are assisted in exploring their values, interests, aptitudes, and abilities to enable them to come up with a wise career decision.
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Below are the contact details of the guidance counselor-in-charge per department/school/college:

Name of Counselor	Department	Email Address
Dianne Andrea Capati	SAS/SEd	dcapati@hau.edu.ph
Cecilia De Guzman	SBA	cesdg123@gmail.com
Jocelyn Miranda	SBA	jmiranda@hau.edu.ph
Alain Andal	SBA	abandal@hau.edu.ph
Charissa Camille Lansangan	SEA	clansangan@hau.edu.ph
Alessandra Czhanai Malonzo	SEA	acmalonzo@hau.edu.ph
Alyanna Morales	SEA	allmorales@hau.edu.ph
Gil Jeff Tanganco	SEA	gjtanganco@hau.edu.ph
Ryan John C. Tibe	SoC	rtibe@hau.edu.ph
Christian Laine Aquino	SHTM	caquino@hau.edu.ph
Alyson Jane David	SNAMS/CCJEF	ajdavid@hau.edu.ph

Students can message and talk about their concerns through the Facebook page link below. It is free and confidential.

High School Guidance:

<https://www.facebook.com/hauhsguidance>

College Guidance:

<https://www.facebook.com/hauguidanceoffice>

Fill out this Google Form for the Online Counseling Informed Consent:

For college (If not minor): <https://bit.ly/2Vc6Y7F>

For basic education: <https://bit.ly/2RmVo8y>

Click the SEND MESSAGE button for private consultation with a counselor through the Facebook page. Be assured that the counseling session will be strictly confidential.

X. LEARNING RESOURCES SERVICES

The HAU Library Department provides several tools that can be utilized to serve the clientele better in a situation of prolonged campus closure due to the Covid-19 pandemic.

Changes in library services have been made in response to the requirements dictated by the New Normal. These include the drafting of new guidelines to offer helpful information to the clientele in locating resources and other library services during this challenging time.

The HAU Library continues to assist students, faculty, and staff as they adapt to virtual education. It will provide the same library services to students in the virtual learning setting:

- Provide access to recent library published information and development through Current Awareness Services.
- Provide tutorials and other online orientation.
- Answer questions and assist research using Virtual Reference Services.
- Provide access to electronic scholarly articles, e-books, and e-videos.

Library Online Services

1. **Current Awareness Services** are vital for researchers and academics to keep updated with the library published information and developments through the service.

- a. **Library webpage**

Considered as the library portal where all information about the library are presented and showcased.

Link: https://www.hau.edu.ph/university_library/

- b. **Social Media Accounts**

Social networking tools which help library customers keep informed through the regular post of new resources available in the library, announcements, guides and manuals, and others.

Facebook Page Link <https://www.facebook.com/hauniversitylibrary/>

Instagram holyangelunivlibrary

Twitter libraryHAU

- c. **Webmail Service**

A tool for email marketing, it provides users with a lot of helpful information about library services and collection.

2. **User Education Services**

- a. **Online Library Orientation**

The library provides orientation on library services, collections, policies, and guidelines. A specialized orientation is given to familiarize library users in maximizing the use of e-resources.

b. Database Searching Assistance

The library provides instruction and assistance on how to access subscribed electronic resources, Online Public Access Catalog (OPAC), and e-videos. It also prepares instructional access guides, video/online tutorials about electronic resources.

c. Host Free Webinars

The library hosts free webinars on research, citations, and other related topics that will enhance learning and research capabilities.

3. Virtual Reference Services

The library provides personalized virtual assistance to library users in accessing suitable information resources to meet their needs.

a. Online Document Delivery Service

A service that provides online delivery of requested scanned articles and book chapters from journals, books, e-resources and other materials available in the library.

Copyright Protection for Reprographic Reproductions

In response to the COVID-19 pandemic, many libraries converted their traditional services into remote services for its clientele even as a number of publishers granted libraries free access to their resources. With these developments, the HAU Library will continue to assist its clientele through virtual assistance. This service entails scanning and photocopying of print materials for the instructional and research needs of its clientele through content delivery service.

The University Library adheres to the provisions in P.D. 49 and the 1997 Copyright Law on the handling of copyrighted materials.

Library's Right to Reproduce

Reprography is an important service provided by libraries to their clientele. The custom among libraries is that 10 percent of content are allowed for reproduction. Verzosa, F.A. (2003) cited the conditions which allow the reproduction of materials. First, the library must not produce copies for direct or indirect commercial advantage. Second, the purpose for reproduction is strictly for research or study.

According to Cuyo, E.G. (2020), the new copyright law allows reproduction of published works by a natural person for the exclusive purpose of research and private study without need for authorization or permission of the copyright owner, provided it is not for an entire book, or a substantial part of it, and in general, for any work where reproduction would unreasonably conflict with a normal

exploitation of the work or would be prejudicial to the interests of the author. (See P.D. 49 Sec188. Reprographic Reproduction by Libraries for details).

b. Index to Open Access/Online Resources and Useful Links

Provides a list of online resources and useful links gathered by HAU librarians which are useful to students and teachers for instruction, reference, and academic purposes.

c. Online Request for Library Materials

Use this service to recommend new items to add to the library collection. Note that the service is available to HAU students, faculty, and staff only. Before submitting a request, please check the OPAC to determine whether the material wanted is already available. All recommendations will be reviewed and evaluated based on certain criteria. Parties will receive notifications on the status of requests.

d. Ask a Librarian

The service provides real-time, online responses from the librarian-in-charge on reference questions through email and Facebook chat. Below are the contact details of the librarian-in-charge per department/school/college:

ACADEMIC UNIT	LIBRARIAN-IN-CHARGE	CONTACT INFORMATION
BASIC EDUCATION		
Grade School Library	Ms. Jenny J. Rivera	jrivera@hau.edu.ph
		https://www.messenger.com/t/jenny.joven2
		+63 (45) 888 8692 local 1230
Junior High School Library	Ms. Daisy M. Hicban	dhicban@hau.edu.ph
		https://www.messenger.com/t/daisy.hicban
		+63 (45) 888 8692 local 1169
	Ms. Michelle C. Molina	mmoloina@hau.edu.ph
		https://www.messenger.com/t/mitch.calilung
		+63 (45) 888 8692 local 1126
Ms. Arlyn G. David	agarcia@hau.edu.ph	
	https://www.messenger.com/t/arlyngarcia.ajg/	
	+63 (45) 888 8692 local 1434	
Senior High School	Ms. Marisol U. Galang	mugalang@hau.edu.ph
		https://www.messenger.com/t/marisolugotgalang
		+63 (45) 888 8692 local 1474
COLLEGE/SCHOOL		
College of Criminal Justice Education and Forensics	Mr. Rogel De Leon	rdeleon@hau.edu.ph
		https://www.messenger.com/t/rogel.b.deleon
		+63 (45) 888 8692 local 1463
Graduate School	Ms. Sheryl Q. Roque	sroque@hau.edu.ph
		https://www.messenger.com/t/scheqr

ACADEMIC UNIT	LIBRARIAN-IN-CHARGE	CONTACT INFORMATION
		+63 (45) 888 8692 local 1461
School of Arts and Sciences	Mr. Daniel Macapagal	dmacapagal@hau.edu.ph
		https://www.messenger.com/t/mac.macapagal.1
		+63 (45) 888 8692 local 1463
School of Business and Accountancy	Ms. Arly Y. Gozun	aygozun@hau.edu.ph
		https://www.messenger.com/t/khiankylekenkiel.gozun
		+63 (45) 888 8692 local 1457
School of Engineering and Architecture	Ms. Nadia K. Mauricio	nmauricio@hau.edu.ph
		https://www.messenger.com/t/nkmauricio
		+63 (45) 888 8692 local 1474
School of Education	Jona Mae F. Lacsina	jlacsina@hau.edu.ph
		https://www.messenger.com/t/jona.lacsina
		+63 (45) 888 8692 local 1452
School of Hospitality and Tourism Management	Zeny Z. Yap	zyap@hau.edu.ph
		https://www.messenger.com/t/zeny.z.yap
		+63 (45) 888 8692 local 1452
School of Nursing and Allied Medical Sciences	Amy T. De Guzman	adeguzman@hau.edu.ph
		https://www.messenger.com/t/amhydeguzman
		+63 (45) 888 8692 local 1458
School of Computing	Ms. Raquel C. David	rcdavid@hau.edu.ph
		https://www.messenger.com/t/raqsdavid
		+63 (45) 888 8692 local 1451

4. Electronic Resources

A. E-Books



1. Ebsco E-Books Academic Collection

In-Campus: <http://search.ebscohost.com>

Remote: <http://search.ebscohost.com>

Username and Password: Please refer to page 33.

EBSCO contains a vast number of e-books representing a broad range of academic subject matters that strongly complement any academic collection.

The breadth and depth of information available to this subscription will ensure that users have access to all information relevant to their research needs.



2. Skillsoft Books 24X7 I.T. Collection

In-Campus: <http://library.books24x7.com/>

Remote access thru Remote Access Portal

<http://ezproxy.hau.edu.ph:2048/login>

Provides on-demand access to the unabridged collection of thousands of I.T. and technology books and documents. The fully searchable, web-based environment is easily accessible from desktop or mobile devices.



3. Wiley Online Books – South Manila Educational Consortium (SMEC)

In-Campus : <http://olabout.wiley.com/WileyCDA/Section/id-830055.html>

Remote Access thru Remote Access Portal

<http://ezproxy.hau.edu.ph:2048/login>

Wiley Online Library is a portal to the world's broadest and most profound multidisciplinary collection of online resources covering life, health, and physical sciences, social science, and the humanities.



4. McGraw-Hill Access Engineering

In-Campus: <http://accessengineeringlibrary.com>

Remote Access: <http://accessengineeringlibrary.com>

Username: holyau

Password: engineering

Access Engineering offers a wide range of coverage and fast title by title access to McGraw-Hill's engineering collection concentrated around 15

major areas of engineering programs. It offers continuous access to the world's best-known, most-used collection of authoritative, updated engineering reference information.



5. **iG Library**

In-Campus: <http://portal.igpublish.com/iglibrary/>

Remote: Username: ph_hau01

Password: ph_hau@01

iG Publishing provides authoritative content of electronic books that help build and enhance library collections. It is committed to offer reliable and comprehensive content to librarians around the world. Likewise, iG Publishing provides basic MARC records and downloaded services to customers for free.



6. **Britannica Academic**

In-Campus: <https://academic.eb.com/>

Remote: <https://academic.eb.com/storeschoolcard?id=hoanuph>

ID Number: 3620190001

Britannica academic is very vital in conducting in-depth researches presented in a scholarly manner. It also provides fast and easy access to trusted information with balanced, universal perspectives and insights to user's needs.



7. **Britannica School**

In-Campus: <https://school.ebonline.com/>

Remote: <https://school.ebonline.com/storeschoolcard?id=hoanuph>

ID Number: 3620190001

The search is on with the go-to site for research. With every search topic producing a wide variety of trusted, multi-media sources, use Britannica School to build essential information literacy skills.

B. E-Journals



1. EBSCO E-Journals Collection

In-Campus and Remote: <http://search.ebscohost.com/>
Username and Password Please refer to page 33.

EBSCO is one of the leading research databases, e-journals, magazines subscriptions, e-books, and discovery service provider to all libraries. EBSCO partnered with libraries to improve and enhance research capabilities, quality, authoritative content, and technology over 70 years.

Major Databases:

- Academic Search Ultimate
- Business Source Complete
- Art and Architecture Complete
- Applied Science and Technology Source
- Criminal Justice Abstract with Full Text
- Engineering Source
- Hospitality and Tourism Complete

For Basic Education:

- Primary Search – Elementary
- MAS Ultra - School Edition - High School



2. The Philippine E-Journals

In-Campus: <https://ejournals.ph/>
Remote Access: <http://www.ejournals.ph>
Username: adminhau
Password: adminhau

Philippine E-Journals is a comprehensive collection of academic journals done by Filipino scholars. Journals are made accessible globally through a single Web-based platform. It also provides electronic publishing as a substitute, economical method of supporting and promoting publication done by Filipinos.



3. **Gale In-Context: High School and College**

In-Campus & Remote

<http://ic.galegroup.com/ic/suic/?userGroupName=phhau>

Password: thomson

This database provides cross-curricular content that aligned national, state, and common core state standards, and offers the material in the way most useful for students. The uniqueness of the database emphasizes the projects and presentations while administering the development of critical thinking and problem-solving skills, creativity, collaboration, and innovation.



4. **Emerald Insight Hospitality & Tourism Journals and Marketing Journals.**

In-Campus <https://www.emerald.com/insight/>

Over 45 years of experience, this database provides high quality, peer-reviewed researches that will improve and enhance the research capabilities of learners.

Instructions for use:

Register a profile on the Emerald Platform.

1. From the Homepage (www.emerald.com/insight) select "Register".
2. Enter your name, email address and OAN. OAN: 539628376577779
3. Tick to agree to the T's & C's and Privacy Policy, then click "Register."
4. You will then receive an email asking you to activate your account.

C. OTHER E-RESOURCES



1. **MyLegalWhiz**

In-Campus and Remote: https://web.mylegalwhiz.com/account/sign_in

Username: universitylibrary@hau.edu.ph

Password: hau

It is a legal resource database that has four major types of content: 1) Cases); (2) Keywords: (3) Glossary: (4) forms—intended for Legal Management Program and Criminology students.



2. Cabell's Journal Directory

In-Campus: <https://www.cabells.com/>

Remote thru Remote Access Portal <http://ezproxy.hau.edu.ph:2048/login>

The Cabell's journal directory is a powerful tool designed to assist authors/researchers in their publication journey by providing an interactive, searchable database that covers 18 distinct academic disciplines from a wide range of international scholarly journals.



3. Emerald Insight Case Studies

In campus: www.emerald.com/insight

It provides collections of 80 case studies from Emerging Markets Case Studies Collection of Emerald Insight.

Instructions for use:

Register a profile on the Emerald Platform

1. From the Homepage (www.emerald.com/insight) select "Register".
2. Enter your name, email address, and OAN. OAN: 53962837657779
3. Tick to agree to the T's & C's and Privacy Policy, then click "Register."
4. You will then receive an email asking you to activate your account:



4. Alexander Street Press – Academic Video Online

In-Campus: <https://video.alexanderstreet.com/>

Remote Access: <https://video.alexanderstreet.com/>

Username: holyangeluniv

Password: HAUremote2+

Academic Video Online an authoritative tool in providing comprehensive video subscriptions available to libraries. It delivers more than 67,000 titles covering the widest range of subject areas

EBSCO REMOTE USERNAME & PASSWORD
By Department/School

School/College	Abrev.	Username	Password
College of Criminal Justice Education and Forensics	CCJEF	hau-ccjef	library@2019
Institute of Christian Formation	ICFSI	hau-icfsi	library@2029
School of Arts and Sciences	SAS	hau-sas	library@2019
School of Business and Accountancy	SBA	hau-sba	library@2019
School of Computing	SoC	hau-soc	library@2019
School of Education	SED	hau-sed	library@2019
School of Engineering and Architecture	SEA	hau-sea	library@2019
School of Hospitality and Tourism Management	SHTM	hau-shtm	library@2019
School of Nursing and Allied Medical Sciences	SNAMS	hau-snams	library@2019
Senior High School	SHS	hau-shs	library@2019
Junior High School	JHS	hau-jhs	library@2019
Laboratory Elementary School	LES	hau-les	library@2019
Graduate School-SoC	GS-SOC	gs-soc	library@2019
Graduate School-SAS	GS-SAS	gs-sas	library@2019
Graduate School-SBA	GS-SBA	gs-sba	library@2019
Graduate School-SEA	GS-SEA	gs-sea	library@2019
Graduate School-SED	GS-SED	gs-sed	library@2019
Graduate School-SHTM	GS-SHTM	gs-shtm	library@2019
Graduate School-SNAMS	GS-SNAMS	gs-snams	library@2019
Holy Angel University Administrators	Admin	hau-admin	library@2019
Non-Teaching Personnel	NTP	hau-ntp	library@2019

Important Reminders:

Aside from online subscriptions that are accessible to students, parents may also arrange a visit to the library to borrow materials for their children. The mechanics on this service will be announced after it becomes possible for the library staff to report for duty.

All books currently checked out will be renewed by the library staff through the end of the pandemic closures. No one will be charged fines during this time.

X. COMMUNICATION

Communication is the key to building trust and establishing partnerships. For any concerns, clarifications, or questions, students may contact the following numbers and concerned personnel:

UNIVERSITY HOTLINES

If you have other concerns, require assistance, clarification or additional information, please call or text:

**+63 (966) 218-5620
(UNIVERSITY-WIDE CONCERNS)**

**+63 (917) 327-8694
(SEA)**

**+63 (917) 774-2065 TEXT
+63 (917) 574-1502 CALL
(SBA)**

**+63 (995) 755-3020
(OTHER SCHOOLS)**

**+63 (936) 912-6408
(BASIC EDUCATION)**

UNIVERSITY HOTLINES

If you have other concerns, need assistance, clarification or additional information, please call or text:

For Online Enrollment

Dr. Maria Doris Bacamante

+63 (45) 624-6680 / dbacamante@hau.edu.ph /

<https://www.messenger.com/t/mariadoris.bacamante>

For Scholarships & Grants

Ms. Glesie Pineda

+63 (999) 763-1916 (call only) / gpineda@hau.edu.ph

Facebook Page: /HolyAngel1933USGO

Ms. Nimfa Laus

+63 (916) 226-9902 / nlaus@hau.edu.ph

For Student Affairs

Ms. Iris Castro

+63 (922) 687-1982 / icastro@hau.edu.ph

For Entrance Exams

Ms. Lizette Joven

+63 (929) 755-9651 / (999)-959-8150 / ljoven@hau.edu.ph

Facebook Page: /HAU.TestingAndAdmissions

For Admissions

Ms. Christine Joy S. Feliciano

+63 (45) 888-8691 loc 1366 / cfeliciano@hau.edu.ph

Facebook Page: /HAU.TestingAndAdmissions

For Finance

Ms. Lorna Casupanan

+63 (908) 630-1885 / lcasupanan@hau.edu.ph

Ms. Grace Miclat

+63 (922) 249-8054 / gmiclat@hau.edu.ph

HELPDESK HOTLINES		
DEPARTMENT	PERSON	CONTACT DETAILS
School of Education	Dr. Alma Natividad Dean	anatividad@hau.edu.ph
	Dr. Mutya Paulino Program Chair	mpaulino@hau.edu.ph
	Sharajane Halili Secretary	shalili@hau.edu.ph
College of Criminal Justice Education and Forensics	Dr. Nino M. Kabiling Dean	nkabiling@hau.edu.ph +63 (916) 310-6951
	Maria Diana B. Delfin Program Coordinator	mddelfin@hau.edu.ph +63 (948) 597-1711
	Eduard M. Dimalanta Faculty	edimalanta@hau.edu.ph +63 (942) 519-8255
	Camille Sheila Verano Secretary	csverano@hau.edu.ph +63 (912) 109-7243
School of Computing	Kevin Aldrin Espinosa Program Coordinator, I.T.	kaespinosa@hau.edu.ph kevinaldrin.espinosa@live.com +63 (927) 823-8777
	Jeanky Mendez Program Coordinator, EMC	jmendez@hau.edu.ph jeankymendez81@gmail.com +63 (922) 781-4057
	Carisma Caro Program Coordinator, CS	ccarisma@hau.edu.ph carismacaro@gmail.com +63 (918) 504-3677
	Ma. Luella Salenga Faculty	mlsalenga@hau.edu.ph lousalenga@gmail.com +63 (917) 303-2290
	Arcely Perez-Napalit Faculty	anapalit@hau.edu.ph arcelpereznapalit@gmail.com +63 (943) 872-6675
	Dr. Marlon Tayag Faculty	mtayag@hau.edu.ph lonskee2000@gmail.com +63 (997) 826-4419
	Ambia Tayag Secretary	aptayag@hau.edu.ph ambia.tayag@gmail.com +63 (956) 530-0384

DEPARTMENT	PERSON	CONTACT DETAILS
School Business and Accountancy	Dr. Maria Lina T. Ramoneda Dean	lrmoneda@hau.edu.ph +63 (919) 644-5091
	Dr. Albert G. Morales Associate Dean	amorales@hau.edu.ph +63 (933) 811-8015
	Dr. Ma. Cristina G. Naguit Chairperson, Department of Management	mcnaguit@hau.edu.ph +63 (917) 774-2065
	Sandra S. Brucal Chairperson, Department of Accountancy	sbrucal@hau.edu.ph +63 (917) 574-1502
	Carolina G. Intal Practicum Coordinator	cintal@hau.edu.ph +63 (998) 866-4288
	Julie Anne Mary Cruz Department of Management	jcruz@hau.edu.ph +63 (908) 887-8187
	Ednel T. Datu Subject Coordinator, (Accountancy)	edatu@hau.edu.ph +63 (945) 275-0937
	Mary Antonette D. Tadeo Subject Coordinator, (Accountancy)	rmarasigan@hau.edu.ph +63 (977) 819-9451
	Dr. Carmelita Y. Lao Coordinator, Graduate School of Business	clao@hau.edu.ph +63 (998) 866-4288
School of Nursing and Allied Medical Sciences	Noriel Calaguas Program Chairperson, Nursing	ncalaguas@hau.edu.ph +63 (998) 999-6321
	John Mark J. de Vera Program coordinator, Radiologic Technology	jmdevera@hau.edu.ph +63 (906) 712-5953 +63 (955) 047-5226
	Jai Anthony F. Cuevas Program Coordinator, Medical Technology	jcuevas@hau.edu.ph +63 (921) 256-990

DEPARTMENT	PERSON	CONTACT DETAILS
School of Arts and Sciences	Leslie M. Medina B.A. Communication and Department of Languages Chairperson	لمانالو@hau.edu.ph +63 (995) 755-3020
	Zeena D. Zambrano Psychology Chairperson	zmzambrano@hau.edu.ph +63 (921) 498-9733
	Cherry D. Dizon Physical Education Chairperson	cdizon@hau.edu.ph +63 (933) 208-9733
	Kawinya T. Manzon Math and Science Coordinator	ktayag@hau.edu.ph +63 (977) 454-5564
	Jetron S. Velasco Big History Coordinator	jsvelasco@hau.edu.ph +63 (998) 225-3547
School of Hospitality and Tourism Management	Dr. Tyron Yap Dean	tyap@hau.edu.ph
	Prof. Ardee Glenn Domingo Chair, Tourism Management	agdomingo@hau.edu.ph +63 (950) 649-1689
	Prof. Mervyn Maico Aldana Chair, Hospitality Management	mmaldana@hau.edu.ph +63 (967) 431-6479
	Ms. Randyrose Cunanan Secretary	rcunanan@hau.edu.ph +63 (933) 810-3927
School of Engineering and Architecture	Ar. Franz Allan Rodriguez Chair, Architecture	+63 (966) 673-3544
	Engr. Richard Olipas Coordinator, Aeronautical Engineering	+63 (912) 923-2420
	Engr. Angelito Angeles Coordinator, Civil Engineering	+63 (926) 440-9021
	Engr. Niyo Kenn Jimenez Coordinator, Computer Engineering	+63 (921) 395-0793
	Engr. Mark Angelo Quintana Coordinator, Electrical Engineering	+63 (917) 702-2475

DEPARTMENT	PERSON	CONTACT DETAILS
	Engr. Arnaldo Gutierrez Chair, Electronics Engineering	+63 (932) 118-0097
	Engr. Richard Figueroa Chair, General Engineering	+63 (917) 327-8694
	Engr. Edward Lacson Chair, Industrial Engineering	+63 (998) 990-0731
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FREQUENTLY ASKED QUESTIONS

1. How would instruction take place in this time of pandemic?

Holy Angel University shall utilize Canvas as the online learning management system and apply the following:

Modular organization of courses. Instructors will organize their three-unit courses into three (3) six-week modules, with each module having its summative assessment. For college, the module schedules will be as follows:

Module 1: Prelims (August 3 to September 19, 2020) – online course delivery only, with a performance deliverable (other than an online synchronous examination) as summative assessment.

Module 2: Midterms (September 21 to October 31, 2020) – online course delivery with possible transition to blended course delivery when the LGU authorizes entry of students into the campus; summative assessment either as a performance deliverable or an in-person examination scheduled during a two-week on-campus examination period.

Module 3: Finals (November 3 to December 12, 2020) – blended course delivery, with summative assessment either as a performance deliverable or an in-person examination scheduled during a two-week on-campus examination period.

Online or Blended Instruction. All lecture-based courses shall be delivered online using a combination of Canvas LMS and lectures via videoconferencing (e.g., via Zoom) that are archived for future refresher review by students. Students without internet connectivity will be provided hard copies or learning packets.

Laboratory Instruction. To the maximum extent feasible, laboratory instruction shall be delivered using virtual laboratories and/or virtual experiments, as appropriate. Laboratory courses that need to be done on campus due to the utilization of laboratory equipment shall be done observing social distancing protocols and, to the fullest extent possible, following a compressed schedule (e.g., five days). The University Registrar, in collaboration with the Deans, shall create an institutional schedule (i.e., not school/college-determined) of laboratory classes to ensure compliance with social distancing protocols.

2. Are students required to have face-to-face learning?

Face-to-face learning is untenable in the First Semester of SY 2020-2021 as the University shifts to a fully-online learning environment on account of the persistent health crisis. Eventual blended learning with in-person instruction shall be subject to the conditions imposed by the LGU in relation to prevailing quarantine protocols.

3. Are there any grants offered by HAU especially at this time of pandemic?

Yes, Holy Angel University offers scholarships and grants to students who are in need of financial aid and to those who are eligible for academic scholarships at the college and senior and junior high school levels. For inquiries, you may visit the HAU Scholarships and Grant Office at PGN 103 or call +63 (45) 888-8691 local 1271 or 1504. For a complete list of scholarships check the links: College Scholarships: <http://bit.ly/38lmdj9>; Junior and Senior High School Scholarships: <http://bit.ly/32PoZMz>.

4. Is there an increase in tuition and other school fees for SY 2020-2021?

HAU will not implement the approved increases in Tuition and Other School Fees (miscellaneous fees) for all students for SY 2020-2021. The University will not collect the following approved miscellaneous fees for students at all levels: Guidance and Counseling, Medical and Dental, Athletic, Audio-Visual, and Student Activity.

All student councils and publications have also agreed not to charge their respective fee. Students in College, Senior High School, Junior High School, and Grade School will have additional approved miscellaneous fees that will not be collected in SY2020-2021. For College Students, the waived fees amount to a total of ₱1,843.00. For Basic Education students, the amount of the waived fees range from ₱2,266.00 for Junior High School to ₱3,949.00 for Nursery and Kindergarten.

5. Can students without back accounts be allowed to enroll even if they cannot afford to pay the Entrance Fee in full?

Continuing students who have no back accounts as of the end of the 2nd Semester of SY 2019-2020 but who cannot pay in full the Entrance Fee (enrolment down payment) may be allowed to enroll with a minimum payment of Three Thousand Pesos (₱3,000.00).

6. How about those students who have back accounts from the 2nd semester of SY 2019-2020? Will they be allowed to enroll in the 1st semester of SY2020-2021?

Continuing students who have back accounts as of the end of the 2nd Semester of SY 2019-2020 will be allowed to enroll in the 1st Semester of SY 2020-2021 provided that: They fully settle their back accounts from the 2nd Semester of SY 2019-2020 and pay a minimum Entrance Fee of Five Hundred Pesos (₱500); or

They and their parents/guardians: (a) sign a promissory note with a monthly installment plan that will enable them to settle both their back accounts and the 1st Semester tuition and other school fees until the end of the 1st Semester of SY 2020-2021; and (b) pay 50% of the Entrance Fee (enrollment down payment).

7. Can the school help students who cannot afford gadgets and Internet connectivity?

The University will make available a total of 1,000 tablets and 100 modems to students who have no gadget and are in extreme financial need. The gadgets may be loaned for a period of 12 months and renewed for student use upon request. The University has also negotiated with Internet service providers and telecommunication companies to Wi-Fi and data plans to HAU students at a special education discount.

The University also launched the H@UweConnect Program which solicits assistance from donors to address access and connectivity challenges faced by students in the shift to online learning. Donors may help by sharing internet access, providing internet load allowance, donating or sharing new or used devices, and sharing printed learning packets.

Students may send queries through email: HAUweConnect@hau.edu.ph.

8. What are the features of an online classroom?

Online classes at the University are characterized by:

- Use of an online learning management system called Canvas
- Complete conversion of classroom-based learning programs into an online format
- Intensive teacher training for distance learning
- Sustained technical support for e-learning

9. What are some of the challenges posed by online classes?

As course materials and contents remain mostly the same, albeit in online form, the challenges that attend online learning relate mainly to the technical requisites in the delivery of virtual instruction. These involve connectivity issues, proficiency with the learning management system, and student access to computers, laptops, and mobile devices. While different and relatively new to most, online education allows students to continue learning new things. Self-discipline, good time management, and focusing on one's goals are great ways for students to stay on track and accomplish things on time.

10. Can my child do research from home using library resources?

Yes, the HAU Library will continue to assist students, faculty, and staff during the period of virtual education. It will provide the following services virtually:

- Access to recent library published information and development through Current Awareness Services
- Provision of tutorials and other online orientation
- Response to questions and research assistance using Virtual Reference Services
- Access to electronic scholarly articles, e-books, and e-videos

Kindly check the Library webpage https://www.hau.edu.ph/university_library/ and FB Page <https://www.facebook.com/hauniversitylibrary/>

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