

UP Baguio:

Primer on Student Services and Academic Processes

1. General Information

UP Baguio is a beautiful and restful campus located in a natural setting highly conducive to teaching and learning. We have all had big dreams for this little campus on a hill. The challenge has always been its small size – just barely 6 hectares total.

Campus Background

Established through the initiative of the UP Alumni in Baguio and Benguet, the University of the Philippines in Baguio was inaugurated as a degree-granting unit of the University in 22 April 1961. A land grant worked out by alumni, the City Council, and by then UP President Vicente Cinco situated the College on its present location, a pine-clad hill offering a panoramic view of Baguio. Other than its curricular program offerings, the College went on to make its presence felt as it served as the site of National Arts Festivals in ensuing years. Moves were also made to strengthen its research capabilities, culminating in the institution of the Cordillera Studies Center in 1983. Initiative towards constituent university (CU) status began with strategic planning in 1996. The following years saw the College working assiduously in the reformulation and strengthening of its academic programs. The College likewise oversaw the development in infrastructure and improvement of services and facilities. Such growth led to the elevation of UP College Baguio to full autonomous status, granted by the Board of Regents in December 2002. UP Baguio was declared the seventh constituent unit university of the UP System.

As a constituent unit of UP, the University of the Philippines Baguio **serves as the hub of knowledge development in Northern Luzon.**

Moreover, as venue of many cultural activities in Northern Luzon, UP Baguio has **contributed to the development of the arts and the nurturing of the region's cultural heritage.**

U.P. Baguio is one of the fastest growing constituent universities of the University of the Philippines System in terms of curricular and infrastructure development. Currently, U.P. Baguio has five (5) academic units, namely, the **College of Arts and Communication (CAC), College of Science (CS), College of Social Sciences (CSS), Institute of Management (IM), and Human Kinetics Program (HKP).** The colleges are headed by their respective deans, the Institute of Management by a director, and the Human Kinetics Program by a coordinator.

The three Colleges that constitute UP Baguio have sought to develop innovative programs in the arts and sciences. Reviews of academic programs are a continuing exercise, involving reconfigurations of curricular offerings. Presently, the UP Baguio has six graduate program offerings: Master of Arts in Language and Literature, Master of Science in Mathematics, Master of Science in Conservation and Restoration Ecology, Master of Arts in Social Development Studies, Master of Management, and Ph.D. in Mathematics. Assessments of the Revised General Education Program (RGEP), production of instructional materials, and upgrading of the faculty profile also receive continuing attention.

As of AY 2015-2016, UPB has 14 academic programs in natural and social sciences and arts and letters, 9 of which are in the Bachelor's level and 5 in graduate studies. It has also one (1) Pre-Baccalaureate Certificate Program.

For the AY 2016-2018, UP Baguio was awarded as a Center of Development (COD) by the Commission on Higher Education (CHED- CODs) in three (3) disciplines, namely: Biology, Mathematics and Physics under the College of Science. UP Baguio and other Higher Education Institutions (HEIS) were identified as Centers of Excellence (COEs) and CODs based on a set of standards that takes into consideration academic program quality, research and extension activities.

As CHED –CODs, the Disciplines of Biology, Mathematics and Physics are potential COEs (Center of Excellence) transitioning to excellence. These disciplines are expected to be “potent catalysts” in uplifting the quality of education.

UP Baguio's Cordillera Studies Center (CSC) is internationally known for its track record in ethnic and interdisciplinary research programs focusing on indigenous studies. Through the CSC, individual faculty, research teams and research affiliates have undertaken research on the following: local literature, biodiversity conservation, local forestry management and upland agricultural practices, urban studies, local governance and development, and ethnicity. The Cordillera Review, a peer-reviewed journal of distinctive intellectual rigor, is now a regular publication, featuring scholarly papers on subjects pertaining to Cordillera Studies and northern Luzon culture and the arts.

Alongside academic growth, UP Baguio has witnessed unprecedented development in recent years. The oldest building on campus has given way to a reconstructed two-storey Administration building, the **IB (Iskolar ng Bayan) Building** that houses offices, classrooms, computer laboratories and College of Science faculty rooms. Other major building projects completed from 2000 to 2011, are: the **Isabelo delos Reyes Building (Institute of Management); Kolehiyo ng Agham; Human Kinetics Building; College of Social**

Sciences/Cordillera Studies Center; College of Arts and Communication; Balay Salun-at (Health Services and Guidance and Counselling Office); and the Student Alumni Complex/Sarmiento Hall.

2. General Enrollment Process

ADVANCED FRESHMAN ENROLLMENT

Qualifiers (including DPWS with assigned courses) MUST REPORT IN PERSON for enrolment as per the following schedule:

JULY 2, 2019, TUESDAY 8:30 – 12:00; 1:00 – 5:00 p.m.	BS Biology, BS Computer Science, BS Mathematics, BS Physics
JULY 3, 2019, WEDNESDAY 8:30 – 12:00; 1:00 – 5:00 p.m.	BA Social Sciences (History, Economics, or Anthropology), BS Management Economics
JULY 4, 2019, THURSDAY 8:30 – 12:00; 1:00 – 5:00 p.m.	BA Communication, BA Language and Literature, Bachelor of Fine Arts

Bring the following **entrance credentials** during your enrolment:

1. UPCAT admission notice
2. Original Grade 12 card with the Principal's original signature and school dry seal or stamp
3. Two (2) Passport size pictures on white background with printed name at the back
4. Two (2) legible photocopies of your birth certificate from PSA (bring the original for authentication)
5. Medical certificate from the UP Baguio Clinic that you have undergone your medical-dental examination

ENROLLMENT PROCESS

1	Admission	UPB Lobby
2	Advising/Block enlistment	designated advising room by College
3a	EOR printing for students who are qualified for Free Tuition Assistance	IB 104
3b	Stamping and issuance of classcard.	IB 105
4a	Tuition calculation for students NOT qualified or OPTING OUT for Free Tuition Assistance	IB 104
4b	Payment and EOR printing	Cash Office
4c	Stamping of Form 5 and issuance of classcard.	IB 105
5	ID validation	Library

3. Student Housing and Food Services:

The Ladies Residence Hall, known as UPBREHA, is a home away from home. It has 35 rooms that accommodate more than 120 female students. We maintain 3 guest rooms at BREHA and 2 apartments at Walk-up to accommodate transients and guests.

UPBREHA consists of six (6) staff: 2 dormitory managers, 3 household attendants and 1 agency utility personnel. Facilities include: 3 water tanks and 2 cisterns available for the water source for the dormitory. Additional CCTV with 8 cameras were installed. One computer and 1 printer was also purchased and 1 filing cabinet.

The dormitory staff and the freshman residents developed and executed different activities for the residents such as orientation and general assembly. There are rules and regulations set for the curfew hour and accomplishing permits for overnight permits. The fee is P550.00 a month.

4. Student Financial Assistance (What benefits can they avail as new students/ How to apply/ What are the usual application requirements /General Conditions to maintain scholarship programs.

- All new undergraduate students are eligible to the "Universal Access for Quality Tertiary Education Act of 2017" or RA No. 10931 (Free Tuition and other school fees Act).

a. STUDENT FINANCIAL ASSISTANCE (SFA) PROGRAM

The SFA Online gathers information to expedite the processing of applications from students who wish to obtain financial assistance. These data are processed to determine the financial support that match a student’s needs. Tuition Subsidy and Financial Assistance Programs are covered by SFA Online.

The SFA Online will support applications to the following tuition subsidy & financial assistance programs:

a.1. SOCIALIZED TUITION SYSTEM

Basis to *grant monthly cash allowances*.

a.2. SCHOLARSHIP PROGRAMS & GRANTS

Scholarship programs may be UP Funded Scholarship Program, from other government agencies and private groups or organizations.

To process applications, Scholarship Affairs personnel use the information submitted by students in the SFA Online. Slots are assigned to SFA Online applicants that match the requirements provided in the donor-funded scholarship program guidelines.

In addition to SFA online application, new students may submit their application form with supporting documents (previous copy of grades, Certificate of Good Moral Character, ITR or Certificate of Tax Exemption of parents, proof of residency) to open scholarship programs at the Office of the Director for Student Affairs.

Benefits from these scholarship programs usually are stipend/allowances per month, or book allowance per semester. Amounts vary according to the benefits offered by these scholarship programs.

Maintaining requirements usually are of high GWA, or to passing grades on all subjects, and to maintain good moral character.

b. CASH LOANS

There are three (3) types of cash loans where new students may avail. The maximum loanable amount is P8,000.00 and to be settled within the semester. Submit application forms and supporting documents to the Office of the Director for Student Affairs for processing and may claim loan at the Cash Office, UP Baguio within one to two weeks from application.

c. STUDENT/GRADUATE ASSISTANTS PROGRAM

The Student Assistant and Graduate Assistant (SAGA) Program provides students the opportunity to work and earn on-campus while pursuing their studies in the University.

Eligibility & Requirements	Payment of Hourly Rates	How to Apply	Application Period
- -For students below 18 years old, must have secured prior written consent from a parent or guardian to serve as SA for a term	P60.00 per hour salary based on the number of hours or services rendered in the unit or office of assignment.	- Submit application letter together with photocopy of form 5 , UP Baguio ID to unit or office with posted	-Usually after enrollment period and/or anytime within the semester

-Must not be enrolled in more than twenty one (21) units during the semester of appointment	-100 hours per month is the allowed maximum number of hours to be given to an SA	announcement needing student assistant/s - Application is usually after enrollment period and/or anytime within the semester	
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5. Student Support

Office of the Counseling and Guidance UP Baguio

Our Vision:

A fundamental and integral partner to the academic programs of the University, ensuring student's holistic development.

Our Mission:

Provide and deliver enrichment programs and services responsive to student's needs for growth for growth and development as they are prepared to assume mature roles in society.

Guidance Services

Counseling

- Provides personal encounter between the counselor and the student to work out needs, uncertainties, conflicts, difficulties and other concerns such as adjustment, learning difficulties, satisfying relationship with people, and test anxiety.

Testing

- Facilitates better understanding and clearer view of one's capabilities, interest and personality.

Information Service

- Provides student with information relative to educational, occupational and personal development.

Placement

- Assist students to find an place that will contribute to their well-being and be a productive students with options and enable them to act on their choices and make adjustments to their environment

Follow-up

- Helps determine the adequacy of programs and services usually un the areas of counseling, referral and placement.

Extension & Enrichment Programs

- Respond to student groups and other agencies and organizations within and outside the University where expertise and resources are shared on various concerns and topic of interest.

Research & evaluation

- Utilizes office data to improve and student services.

Feel free to drop in. The office is open Monday to Friday, from 7:00AM to 5:30PM.

Office contact numbers: 442-0363 and 09074304271

Health Service

The University Clinic is a primary health care facility servicing the UPB faculty, students, and academic staff through:

- A preventive-promotive approach to healthcare;
- Medical and dental consultation and periodic physical examination for students prior to fieldwork, including first-aid treatment and the dispensing of prescribed drugs;
- Pre-employment and pre-registration physical and dental examination for personnel and first year students;

- Medical and dental extension services for dependents of employees and faculty;
- Annual physical examination of faculty and employees of the university

When necessary, the Clinic refers cases to specialty clinics within the city. There is a pool of clinic consultants in the field of EENT, internal medicine, pulmonology, neurology, and surgery to whom cases warranting specialist treatment can be referred at discounted rates.

Dental Services include:

- Emergency dental treatment (anodyne dressing, dispensing of pain relievers, control of post-extraction bleeding);
- Tooth extraction;
- Temporary cementing of dislodged crowns and bridges;
- Oral prophylaxis
- Temporary filling

Note: Except for the first dental service, please set appointments with the University Nurse.

Food Service

Food services on campus are operated by concessionaires. There is a canteen on campus where breakfast, lunch, and snacks are served. Budget meals are also available. The canteen usually opens at 7:30 in the morning and close at 6:00 in the evening. This schedule, however, may be adjusted to accommodate the needs of the students.

6. Safety and Security

The Campus Security Force is responsible of the General safety of life and property of the University of the Philippines Baguio. The Security Force is supervised by the Vice Chancellor for Administration composed of 3 UP Police Force and 22 Guards from Carlo Maximus Security Agency. They are expected to : maintain peace and order; implement in accordance to the rules and regulations of the University of the Philippines Baguio; and supervise the 15 Agency Guards, on three shifts.

SITE SECURITY

1. Limit entrance and exit way to the main entrance, especially after dark.
2. Issuing IDs to employees or assign "Visitors Pass" to anyone who comes inside the campus.
3. Log visitors' arrival and departure.
4. Post warning signs
5. Provide list to security office on.
6. No equipment / property of the University may be brought out without proper authorization.
 - A. Proper authorization shall be in the form of Approved Request from the Chancellor or from the Vice Chancellor for Administration.
7. All personal properties / equipment of employees, students and visitors are being logged whenever they enter and leave the campus.
8. If someone appears to be behaving in a strange or unusual manner, Contact the security office.
9. Only authorized personnel can at certain time, report presence of employees, students and visitors who are not supposed to be in restricted areas/rooms.
10. Limit access of employees, visitors and students to a certain areas in the buildings and rooms in the campus.

7. **Application Period for Student Services:** Upon Enrollment

8. **Contact Information**

OUR: +63 74 442 5592

ODSA: +63 74 4465230

9. **Assistance offered by the CU to UP successful applicants from remote provinces** **Case to case basis**