



# A Primer for **Flexible Delivery of Student Affairs and Services**



Manila Tytana Colleges  
Student Affairs and Services Directorate

## **Reimagining education**

With the new reality the coronavirus pandemic has created, blended learning appears to be the benchmark of the future of education. Rooted in its commitment to provide quality education and with its transformative vision, Manila Tytana Colleges (Tytana) is dedicated to reshape instructional strategy as an adaptive response to the current challenge the education sector is faced with.

Blended learning will continue to be delivered via synchronous and asynchronous approaches. Synchronous learning is defined as real time interaction between instructors and students in a specific virtual place. It may include video conferencing, online lecture, live chat, webinars, and the like. Asynchronous learning is a self-paced method where students are provided with materials for reading, assignment, and/or examinations, that they can access and accomplish within a flexible time frame. During asynchronous sessions, faculty members and students may also be engaged for academic consultations.

As for student affairs and services, this Primer outlines the policies and guidelines on its flexible delivery during this time of pandemic. Despite the challenge of being physically distanced, Tytana is resolved to continue serving its students.

August 2021

## **>>Guidelines on Student Activities**

### **Allowed Student Activities**

Student organizations may conduct the following activities:

- Online activities or virtual events such as, but not limited to, web-based seminars, trainings, lectures, meetings, and general assemblies
- COVID-19-related extension activities and similar initiatives

All student activities that require physical interaction are temporarily suspended following the prohibitions on mass gathering by the government.

To apply for approval of conduct of activity, RSOs must accomplish the Activity Approval Form (see annex). A Google Classroom shall be set up for the Student Leaders Assembly for the submission of proposals.

For inquiries, email [sdad@mtc.edu.ph](mailto:sdad@mtc.edu.ph).

### **College Student Council**

The College Student Council is the supreme governing body for the college students. It serves as the college students' representative in administrative and academic matters.

Elections are held during the second semester of the school year. In view of the community quarantine restrictions, the elections shall be held online via the Tytana Election Portal. Alternative means shall be provided for those with connectivity issues.

For College Student Council inquiries, email [tytanasc@gmail.com](mailto:tytanasc@gmail.com).

### **The Centerpost**

The Centerpost is the official college student publication of Tytana. A qualifying exam shall be held on the first month of the opening of classes to determine the new editorial board of The Centerpost. In view of the community quarantine restrictions, the qualifying exam shall be held online.

For inquiries, email [sasd@mtc.edu.ph](mailto:sasd@mtc.edu.ph).

## **College Recognized Student Organizations**

New college student organizations must still go through the process of application for recognition. Tytana shall recognize one (1) official academic organization per program. Non-academic organizations may be formed based on various interests and disciplines. A minimum of 15 members is required for non-academic organizations. Application for accreditation and recognition shall be done online via <https://forms.gle/wA18JKwaKa3XU5zXA>.

Requirements are as follows:

For new applications:

1. Duly-accomplished Application for Recognition
2. List of officers
3. List of members (for non-academic organizations)
4. Constitution and By-Laws
5. Proposed Action and Budget Plan
6. Organization logo

For reaccreditation

1. Duly-accomplished Application for Recognition
2. List of officers
3. List of members (for non-academic organizations)
4. Proposed Action and Budget Plan

## **Varsity Program**

Similar to provisions on student activities, all sports programs that require physical interaction are suspended.

For inquiries, email [sdad@mtc.edu.ph](mailto:sdad@mtc.edu.ph).

## >>Scholarships and Financial Aid

The Student Development and Activities Department – Scholarships and Financial Aid Section issues the following guidelines related to student-related transactions.

1. Applications for scholarship and financial aid shall be submitted online. Request for in-person submission may be allowed subject to community quarantine restrictions. Application for scholarship starts every March. Announcements are posted via [www.mtc.edu.ph](http://www.mtc.edu.ph).
2. Because of the suspension of face-to-face classes, the Scholar Assistantship and Project Associate Program are hereby suspended.
3. Prelim and MidTerm checks of scholars shall be done online.

Scholarships and Financial Aid:

- Full Scholarship
- Partial Scholarship
- Anniversary Grant

## Discounts and Privileges

Considering the financial need among students, the Manila Tytana Colleges (Tytana) will continue to offer scholarship grants and financial assistance in the form of discounts. However, application of discounts and privileges shall be limited to only one type.

If a student qualifies for more than one type of any of the discounts and privileges listed below, only one will be applied, whichever is highest, except for the pre-enlistment and early bird discounts which will be applied on top of other discounts.

- **Pre-enlistment Discount.** SHS graduates who pre-enlist for college by scheduled deadline are entitled to additional 5% discount on tuition fees for the first semester of the school year only.
- **Early Bird Discount.** College applicants who will enroll on or before the given deadline, shall be given a 2% discount on the first payment. For transferees, a reservation fee of P1,500 must be paid on or before the deadline to avail of the early bird discount when they enroll during the college enrollment schedule.

Discounts are inapplicable to scholars as they already receive full fees coverage and allowances. Tuition Scholarship, Financial Aid Grant, and Varsity Grant are suspended for SY 2021-2022.

The appropriate discount shall be applied at the start of each semester. Should a student qualify within the semester for a higher discount than the initially applied, adjustment shall be made accordingly.

This is effective 1<sup>st</sup> Semester of SY 2021-2022 across all levels. This shall supersede any and all guidelines on scholarships, financial assistance, discounts, and privileges previously released.

The following discounts and privileges are made available for students.

- **Tytana SHS Alumni Discount (aka Loyalty Discount).** SHS graduates of Tytana shall be given 10% discount on tuition, laboratory, and miscellaneous fees, all throughout college. “Other Fees” is not included in the discounted group.
- **Persons with Disabilities (PWD) Discount.** Students with disabilities (college and SHS) shall be given 10% discount on tuition fees. Discount for SHS shall be applied to tuition fees if from private high school; top-up if ESC and Voucher holder. Primary document to be presented: Valid PWD card.
- **Alumni Discount.** Tytana alumni (college and SHS), their siblings, and dependents shall be given 10% discount on tuition fees. Discount for SHS shall be applied to tuition fees if from private high school; to top-up if ESC or Voucher holder. Primary documents to be presented: original and copy of alumni ID of parent/guardian/sibling and the student’s (and sibling’s if sibling is alumnus/na) birth certificate. Graduation from Tytana may be verified as well from the Office of the College Registrar. For dependents, applicant must be able to present legal proof of dependency.
- **Metrobank Group Discount.** Siblings and dependents (whether college and/or SHS) of employees of the Metrobank and GT Capital Group shall be given 10% discount on tuition fees. Discount for SHS shall be applied to tuition fees if from private high school; to top-up if ESC or Voucher holder. Primary documents to be presented: original and copy of parent/guardian/sibling’s company ID and certificate of employment, and student’s (and sibling’s if sibling is alumnus/na) birth certificate. An updated certificate of employment must be presented every semester to avail the discount. For dependents, applicant must be able to present legal proof of dependency.
- **Siblings Discount (formerly Family Rate).** Siblings (college+college, college+SHS, SHS+SHS) who are simultaneously enrolled shall be given 10% discount on their tuition fees. Discount for SHS shall be applied to tuition fees if from private high school; to top-up if ESC or Voucher holder. Primary documents to be presented: sibling’s original and copy of birth certificate.
- **Tytana Employees Discount.** Dependents of regular Tytana employees shall be entitled to 100% tuition fee discount and 50% discount on miscellaneous fees. Siblings or legally-adopted children of the employee are also entitled to the same discount. For dependents of probationary Tytana employees, they shall be entitled to a 10% tuition fee discount and 50% discount on miscellaneous fees. There is no restriction on the number of dependents who may avail. The discount shall cease once the employment of the parent/guardian sibling at Tytana ceases. This is applicable for both college and SHS students. Primary documents to be presented: student’s (and sibling’s if sibling is employee) birth certificate. For dependents, applicant must be able to present legal proof of dependency.
- **EXCEL Entrance.** Incoming freshmen who receive any of the following SHS honors may apply for the EXCEL Entrance. Corresponding tuition fee discounts are as follows:
  - With Honors                      10%
  - With High Honors                15%
  - With Highest Honors            25%

The EXCEL Entrance is for the first semester of the first year only. Succeeding semesters shall be subjected to the EXCEL College criteria. Only first 100 qualifiers may avail this.

- **EXCEL College.** Students who qualify for the semestral Honors List are entitled to corresponding discount on tuition fees.
  - Dean's List                      50%
  - President's Circle              75%
  - Chairman's Circle              100%
- The generation and release of the semestral Honors List shall be reinstated effective SY 2021-2022. Consequently, discount shall be applied beginning 2<sup>nd</sup> Semester of the school year after the 1<sup>st</sup> Semester Honors List has been released.

For inquiries, email [scholarship@mtc.edu.ph](mailto:scholarship@mtc.edu.ph).

## **>>Guidelines on Student Disciplinary Cases**

The current effect of pandemic necessitates a new model of steps or process in addressing disciplinary case or complaints affecting students.

Unless online deliberation is not possible in arriving at a most judicious deliberation of the case, face-to-face mode in dispensing the case shall be required. Official email address of every student will be used in notifying concerned students and maybe augmented by other modes of notification.

Generally, the rules of the Student Manual are in effect and enforceable. Processes that may not compromise or not in conflict on the online procedures or guides are still recognized and may be adopted as practicable as possible.

All transactions of these processes shall not be shared to public as these are treated with utmost confidentiality.

### **Procedures on filing and deliberating disciplinary cases via online**

#### **1. On New Cases**

- a. Formal complaint/s against student/s will be filed online through [sdd@mtc.edu.ph](mailto:sdd@mtc.edu.ph). The complainant may register his/her complaint using the complaint form or through a narrative essentially presenting the substance of the complaint.
- b. Student Discipline Department (SDD) will assess its veracity and determine if sufficient ground exist from the complaint. Necessary documents or materials, witness if any, shall, when applicable, be required from the complainant to support his/her claim.
- c. Respondent will be notified via online of the lodged complaint against him/her for him/her to answer such allegation/s. S/he may also submit his/her answer online.
- d. The student must submit online through [sdd@mtc.edu.ph](mailto:sdd@mtc.edu.ph) his/her answer to the charge/s within five (5) working days from the receipt of the written notice. Failure to timely answer shall mean a waiver of his/her right to be heard and decision shall be rendered based on the facts culled from him/her.
- e. Conduct of the hearing shall be the proper forum to assert the claim or refute such allegations. The parties involved are given opportunities to be heard by the Board of Discipline (BOD) for college or Committee on Discipline (COD) for senior high school. The hearing process shall be guided by the established norms and internal supplemental practices.
- f. Subject to possible arrangements among the parties involved and the School, in consideration of the technical online requirements, the parties will abide the mode of online meetings/deliberations or face-to-face deliberations and schedules set by the BOD/COD.



- g. The BOD/COD shall, as much as possible, decide the case within five (5) working days after the last day of hearing. Decision of the BOD/COD has the effect of finality, if no appropriate remedies were further availed by a party.
- h. Decision of the BOD/COD will be sent via email to the respondent. The respondent and parent/s shall acknowledge the decision by sending a letter of acknowledgement.
- i. Appeal on the decision of the BOD/COD maybe filed online within five (5) working days from date of receipt of decision.

## 2. Pending cases

- a. The mandatory preliminary meeting required by the SDD will be conducted online after due notice is served to all the parties involved.
- b. The parties in claiming or defending their position must, as much as possible, present necessary documents, materials or evidence to support his/her stand.
- c. The position papers, once required, must be submitted online within the agreed date of filing, directly to the SDD.
- d. Conduct of the hearing shall be the proper forum to assert the claim or refute such allegations. The parties involved are given opportunities to be heard by the Board of Discipline (BOD) for college or Committee on Discipline (COD) for senior high school. The hearing process shall be guided by the established norms and internal supplemental practices.
- e. Should the BOD/COD decide on conducting further clarificatory conference before and/or on the scheduled hearing, they may so proceed using the appropriate available online platforms.
- f. The BOD/COD shall, as much as possible, decide the case within five (5) working days after the last day of hearing. Decision of the BOD/COD has the effect of finality, if no appropriate remedies were further availed by a party.
- g. Decision of the BOD/COD will be sent via email to the respondent. The respondent and parent/s shall acknowledge the decision by sending a letter of acknowledgement.
- h. Appeal on the decision of the BOD/COD maybe filed online within five (5) working days from date of receipt of decision.

## **Mentoring, Transformational, and Collaborative Program**

Students with pending duty hours may contact the SDD on how to go about clearance. Email [sdd@mtc.edu.ph](mailto:sdd@mtc.edu.ph).

## Document requisition

Refer below for the guidelines on requesting Certificate of Good Moral Character (GMC).

1. Accomplish the form via: <https://forms.gle/2nLTom8KbQze25yp7>
2. Processing of requests for Certificate of Good Moral Character (GMC) is five (5) working days.
3. The Student Discipline Department will inform the students thru email the date of release.
4. If student cannot claim personally, representative must present a valid ID and authorization letter from the one who requested.
5. Release of hardcopy of GMC shall be subject to community quarantine guidelines.
6. Fee for request of GMC is P100 per copy. For those opting for a softcopy, a hardcopy will still be available for pick-up on the convenience of the student. For regular courier, additional fees are as follows:

NCR	P240
North Luzon	P267
South Luzon	P267
Visayas	P277
Mindanao	P277
Islander	P287

For instant courier, delivery is either by Grab or Lalamove. Applicable fees shall be shouldered by the student.

7. Payments may be made through the following:
  - Metrobank. Deposits may be made to any Metrobank branch. Use savings account number 715-3-71513337-8. For overseas transactions, use swift code MBTCPHMM. Similarly, deposits may be made using the Metrobank mobile app.
  - Instapay. Payments from one bank account to Metrobank is also possible through local bank's mobile application. Check with your bank for applicable charges.
  - GCash. Click the Bank Transfer option. Select Metrobank or Metropolitan Bank and Trust Company.
  - PayMaya. Click the Transfer option. Select Metrobank or Metropolitan Bank and Trust Company.

For reference, bank details for any of the transactions above are as follows:

- Account name : Manila Tytana Colleges
- Full name : Manila Tytana Colleges (first and last name)
- Bank : Metrobank
- Account number : 715-3-71513337-8
- Address : Pasay City
- Purpose : Payment for GMC (name of student)
- Contact info : billing@mtc.edu.ph

8. Copy of the machine-validated deposit slip or bank transfer confirmation should be emailed to billing@mtc.edu.ph AND sdd@mtc.edu.ph using subject: Payment for GMC.
9. Machine-validated deposit slip from the bank and email confirmation of online payment should be kept for presentation to Tytana cashier to get your official receipt and for presentation to Student Discipline Department if you opt to pick up the said request document.
10. Confirmation from the Billing and Collection will be sent to the email address provided by the student once the payment has been confirmed.
11. Schedule of release of document shall be sent to the email provided by the student. Student should reply to SDD his/her preferred schedule of pickup or delivery via Grab/Lalamove.

For instant courier, use the following details:

Location : Manila Tytana Colleges, Pres. Diosdado Macapagal Boulevard,  
Pasay City  
Contact Person : Vobelet Salandanan  
Number : 0925 7278444

12. Subject to community quarantine restrictions, schedule of releasing is Monday to Friday, except holidays, from 10:00 am to 2:00 pm.

## **>>Guidance and Counseling Services**

All counseling and interview services shall be conducted online unless there is an imminent need to conduct a face-to-face session, in which Tytana and the client will follow a strict protocol which will be presented within these guidelines.

### **Scheduling**

- The Guidance and Counseling Department, through the use of use of Google Form and SMS service, has provided an online platform for scheduling for online counseling sessions which can be conducted through chat, text messaging, or even video conferences using any platform such as, but not limited to Zoom, Facebook Messenger, Telegram, or Viber. All successfully scheduled sessions shall receive a confirmatory message thru the same medium they have accessed the service request.
- Access the online counseling appointment here: <https://forms.gle/D4dwojLs8LYyZeNA>. Contact information of the GCD is provided in the form.
- Electronic Informed Consent Provision of Confidentiality Clause regarding counseling sessions shall be included.
- The client is required to provide complete details such as complete name and course, as well as contact information of parents or guardian in case of emergency.
- Accounts using pseudo names and avatars will not be entertained. Due to possible delicate nature of concerns, parents' information will only be used when necessary and with the knowledge of the client, in adherence to ethical rules and guidelines during counseling as mentioned in RA 9258.
- In the event that through online intake interview or online counseling session the student had shown risk of being exposed to COVID-19 or had shown signs of symptoms of COVID-19, it shall be considered as a safety risk and the case shall be referred to the school physician for proper course of action.
- For special immediate face-to-face session provided that quarantine guidelines are followed, the student shall be asked to fill out a health declaration form upon entry to campus including information connected to possible exposure to COVID-19 or symptoms of COVID-19. In the event that the student shows risk, the same protocol mentioned above shall be done prior to conducting sessions.

### **Online counseling**

- Psychometrician shall be allowed to conduct initial intake of cases. All cases shall be reported to the Head of GCD who will take action on the cases.
- Only registered counselors and psychologists will conduct online counseling for severe cases and if necessary, make recommendations especially when parents/guardians should be informed of the online counseling session.

**Special cases which needs immediate face-to-face sessions**

- Immediate face-to-face sessions will only be conducted upon the approval of the Director for Student Affairs and Services and the Vice President for Academics and Research.
- For some cases, the school physician shall be consulted when the student pose a threat to himself/herself or any member of the institution.
- All cases which will be subject to immediate face-to-face session shall be conducted under a strict safety protocol including wearing of face mask and shield at all times, sanitation before and after session, avoiding physical contact and maintaining physical distance, and other measures undertaken by the School.

**Other services including career information services**

- In order to provide the Career Initiative Program, Career Enhancement Program, and seminars given by the Guidance and Counseling Department, sessions will be conducted online.

For inquiries, email [gcd@mtc.edu.ph](mailto:gcd@mtc.edu.ph).

**>>International Students**

International students requiring assistance may get in touch with [ssd@mtc.edu.ph](mailto:ssd@mtc.edu.ph).

**>>Office of the College Registrar****Online enrollment**

Enrollment will be done online. Step by step procedure is posted on the Tytana Student Portal. For concerns on adding/removing of subject/s and petition classes, students are advised to contact their respective Program Head or Dean.

**Document requisition**

Students in need of copy of academic credentials may request via [registrar@mtc.edu.ph](mailto:registrar@mtc.edu.ph). Release of credentials is by appointment only.

## >>Library

Committed to support the needs of our students, faculty, employees and other library patrons, the Tytana Library/Learning Resource Center will continue to serve the learning community remotely.

Below are some library guides to support and provide information and research needs essential for online or flexible learning.

### I. How to reach the library?

Students may reach the library and Ask-A-Librarian via the following:

- a. AskLIA. The library information assistant (LIA) a virtual chat with a librarian when you are logged in to [library.mtc.edu.ph](http://library.mtc.edu.ph). The AskLIA is online on school days from 9:00 – 11:30 am and 1:30 – 4:00 pm.
- b. Facebook Messenger. Students can message the Library using the chat widget at the library Facebook Page Tytana Learning Resource Center. Students are encouraged to follow the page at [facebook.com/MTCLibrary](https://facebook.com/MTCLibrary) to receive library news and updates.
- c. Email. For lengthy and detailed reference queries and requests, send an email to [library@mtc.edu.ph](mailto:library@mtc.edu.ph).
- d. Telephone. Call the Library using the numbers below:

Circulation Section	8-859-0825
Reference Section	8-859-0826
Technical Section	8-859-0827
Head Librarian	8-859-0811

Online library hours is from 8:00 am – 5:00 pm.

### II. On-going services

- a. Remote access to e-resources at the library website [library.mtc.edu.ph](http://library.mtc.edu.ph)
- b. KOHA WebOPAC at <http://library.mtc.edu.ph/cgi-bin/koha/opac-search.pl> to search book, eBooks, theses, indexed print journal articles, book analytics or literary articles
- c. Online reference and research support via AskLIA, FB Messenger and Library Gmail
- d. Search for local newspaper articles indexed by clicking the eNewspaper Clippings at the library website
- e. eBook lending and book request through the Library Google Drive
- f. Online Library Account. The online library account replaces the traditional library card. Securing a library account is a must to every library patron. Patrons can manage account information; view

checked out library materials and outstanding fines; renew, place and manage hold materials; save searches made from the library website; reading and search history; make purchase suggestions; and create a reading list. New students may fill-out the online form for an online library account at the library website.

- g. Document Delivery Services. A service where library patrons can obtain access to full-text print journal articles, book chapters, literary articles, and others learning materials from the library, subscribed databases, and open access resources. An online form for document delivery service is available at the library website click this link to request <http://bit.ly/DDSRequest>.
- h. Online Library Instruction. Library users may schedule an appointment for individual or group library instruction on how to use the library resources and services via Google Meet, Zoom, or other available communication platforms. Patrons may set a schedule via Google Calendar/Google Form embedded in the library website.
- i. Bibliography and Webliography. Bibliography is a subject-oriented research guide designed to encourage researchers to a self-directed use of the library resources. It includes list of print resources available in the library's active collection. Webliography is the electronic bibliographies of web sites, web pages and web documents on a particular subject or topic. A link to bibliography/webliography will be provided in the library website. File can be exported as a PDF file and can be downloaded from the library Google Drive or website.
- j. Book drop for book returns shall be in place in areas outside the library like at the lobby near the entrance and other prominent areas where patrons can return borrowed books and other library materials.
- k. Request A Learning Resource. Access to books and other print materials are not yet available during the community quarantine. However, a library patron may request needed print materials by filling-out an online form on request a learning resource available at the library website.
- l. Library Visit by Appointment. Access to library is limited to students, faculty, staff, and other researchers. A limited number of library patrons are allowed per day to reduce congestion and maintain social distancing. Interested patrons may schedule a visit by filling-out an online form on library visit available at the library website click this link <https://bit.ly/LibVisit>.
- m. Library Virtual Office. Patrons can consult or meet with the librarians remotely through library virtual office via Zoom. The virtual office is online on school days from 9:00 – 11:00 am and 2:00 – 4:00 pm. The meeting ID is 910 4646 3283 and passcode is VLIBOFFICE.

### **III. Suspended Services (until further notice)**

- a. Circulation and User Services
  - Lending/Borrowing using face-to-face transaction
  - Facilitating inter-library loan
  - Recalling of overdue books
  - Accepting of fines

- b. Reference & Information Services
  - Conducting face-to-face reference service
  - Conducting face-to-face library instruction
  - Conducting library tours
  - Accommodating outside researchers
  - Referral Letter Request
- c. Use of Library space, facilities, and equipment
  - Use of discussion room, reading areas, equipment
  - Access to computers
  - Viewing of multimedia materials

#### **IV. Safety reminders when visiting the library (when safe and permissible)**

- Body temperature will be checked upon entry.
- Library patrons must wear face mask and shield at all times
- Library patrons must fill-out the contact tracing form provided
- Observe and maintain physical distancing of at least two (2) meters or six (6) feet to avoid physical contact.
- Sanitize hands using alcohol or sanitizer provided in the prominent areas.
- Cover mouth and nose with bent elbow or tissue when coughing/sneezing.



## **>>Health services**

The **Health Services Section** is the main promoter of health and wellness as well as main provider of medical, dental and first aid services to employees, students and guests of Manila Tytana Colleges

### **Consultation**

Consultation is available via phone call, email, and Facebook.

#### **A. Phone call**

- You may reach the Health Services section at 8859-0821 and 0925 7299480.

#### **B. Email**

- Send an email to [clinic.mtc.edu.ph](mailto:clinic.mtc.edu.ph), regarding medical or dental query or advice. Include your name, age, sex, and address, college/SHS (include grade or year level & track/strand/course). Please indicate if with allergies, medical conditions and medications (for females, if pregnant). Clinic Hours is from 8:00 am to 3:00 pm only during weekdays, except holidays.

#### **C. Facebook**

- Like the Tytana Health Services Facebook page and send them a message regarding your medical or dental query or advice. Include your name, age, sex, and address, college/SHS (include grade or year level & track/strand/course). Please indicate if with allergies, medical conditions and medications (for females -if pregnant). Clinic Hours is from 8:00 am to 3:00 pm only during weekdays, except holidays.

### **Face-to-face consultation (if allowed)**

Once restrictions are lifted, students may consult in person by setting an appointment.

- Clinic appointment by phone is encouraged. Only one patient at a time will be allowed inside, maximum of one companion is allowed if the patient needs assistance. Strictly no mask, no face shield, no entry. Alcohol hands prior to entry and practice hand washing before and after visiting the clinic. When inside the clinic good cough and cold etiquette should be practiced. Plastic barriers are placed between patient and health personnel. Clinic staff use Personal Protective Equipment (PPE) and practice limited physical contact.
- For Dental, no procedures are allowed. Consultation is by appointment basis only. Call the clinic at least a day before, for an appointment.
- Isolation area/room outside campus for infectious illness.

## COVID-19 Reporting Tool

As part of Tytana's Health Response and Initiative for COVID-19 (THRIVE), students who are experiencing symptoms or who tested positive for COVID-19 may report to us their situation. Medical teleconsultation and counseling services are available.

Students may use this link: <https://forms.gle/aYbtdqMsBA9uvES29>

**DON'T LET YOUR GUARD DOWN.**

Fully clean and disinfect high-touch surfaces to prevent spread of the coronavirus.

- mobile phones and other gadgets
- doorknobs, light switches desks, toilets, faucets
- groceries, delivery packages

**Maintain basic safety precautions.**

- Wash your hands regularly.
- Always wear a mask and keep a safe distance when going outside and interacting with people.
- Stay at home as much as possible. Go out only for essential services.

 **thrive**  
Tytana Health Response and Initiative for COVID-19

**STAY SAFE.**

## >>Billing and Collection

Payments may be made through the following:

- Metrobank. Deposits may be made to any Metrobank branch. Use savings account number 715-3-71513337-8. For overseas transactions, use swift code MBTCPHMM. Similarly, deposits may be made using the Metrobank mobile app.
- Instapay. Payments from one bank account to Metrobank is also possible through local bank's mobile application. Check with your bank for applicable charges.
- GCash. Click the Bank Transfer option. Select Metrobank or Metropolitan Bank and Trust Company.
- PayMaya. Click the Transfer option. Select Metrobank or Metropolitan Bank and Trust Company.

For reference, bank details for any of the transactions above are as follows:

- Account name : Manila Tytana Colleges
- Full name : Manila Tytana Colleges (first and last name)
- Bank : Metrobank
- Account number : 715-3-71513337-8
- Address : Pasay City
- Purpose : Payment for (nature of payment); example: "Payment for fees of Juan dela Cruz"
- Contact info : billing@mtc.edu.ph

Copy of machine-validated deposit slip or bank transfer confirmation should be uploaded via the MyTytana Student Portal or emailed to [cccajoles@mtc.edu.ph](mailto:cccajoles@mtc.edu.ph). Indicate in the email the following:

- Student's complete name
- Student number
- Course/Strand
- Contact number
- Nature of payment

Machine-validated deposit slip from the bank and/or email confirmation of online payment should be kept for documentation purposes.

## >>Dos and Don'ts

The Dos and Don'ts for Online Learning of Tytana is an essential set of rules and standards to be followed by every Titan student. By consciously observing and obeying these rules, it helps set expectations, preserves respect, and maintains order during online learning. Teachers may also come up with additional rules and engagement during the online sessions.

The rules and policies of the Student Manual are also enforced as deemed appropriate and necessary.

### The Dos for Online Learning

- Be punctual, log in on time. Attendance still matters. Make sure your gadget is charged, and be ready to appear on screen and on time.
- Use an appropriate profile photo. Use complete name in your profile.
- Set up your space. Take note of the following:
  - Stable camera, raised up high enough at eye-level
  - Quiet, uninterrupted, well-lit (natural light is great, if possible) place
  - Comfortable sitting and table top height
  - Accessible power outlet to keep your gadget fully charged
- Observe proper grooming.
  - Male: Hair properly-combed and groomed. No moustache and beard, natural hair color
  - Female: Natural hair color, hair properly-combed

Student should look presentable, neat and, on proper attire.

- Male: Any polo shirt/button-down shirt or white T-shirt
- Female: Blouses, white T-shirt
- Be kind and behave professionally. Good netiquette means conducting yourself in an online class with the same respect, politeness, and professionalism that you would exhibit in a physical classroom.
- Focus on your class. Turn off notifications while you're logged on and in class. Your posture should be upright, just like how you would sit in a physical classroom. Be an active listener. Speak up, communicate, and clarify things that you don't understand during online lectures.
- Keep your audio on mute until you want to speak and when your professor engages you in discussion.
- Be courteous at all times. Eye-to-eye contact into your camera to demonstrate commitment to learning. Know how to raise your hands and wait to be recognized when responding to a question or comment. Use respectful greetings and signatures, full sentences. Do not forget to "please" and "thank you".

- When communicating online, you should:
  - Use clear and concise language.
  - Make posts that are on topic and within the scope of the course material.
  - Take your posts seriously and review and edit posts before sending.
  - Only post comments that are school-related.
  - Use Tytana email in sending emails and projects.
  - Be mindful of what you post and avoid plagiarism. Give proper credit when referencing or quoting another source.
- Internalize and apply the vision, mission, 6Cs, and hymn of the College. Respect and apply the provisions of the Student Manual. Be a proud Tytana student.

### **The Don'ts for Online Learning**

- Don't make noises in your environment such as whispering, chewing, sneezing, or tapping your pen or pencil. Turn off cell phones, TV, and radio.
- Don't make side conversations and multitasking and join sideline chats with classmates when the teacher is speaking.
- Don't position your camera too low, too high, crooked, or at weird angles.
- Wearing of improper clothes is prohibited.
  - Don't wear items of clothing that may offer the perception, reference, design, etc., of alcohol, tobacco, drugs, foul language, sex or sexual topics, or topics that maybe offensive or inappropriate to others.
  - Don't wear tops such as midriffs, mesh, see through, ripped exposing too much skin.
- Don't eat your meals, snacks for between classes and drink near your computer while attending online classes.
- Don't use:
  - Common acronyms such as LOL (laugh out loud) and TTYL (talk to you later) and don't use slang terms such as "wassup?" and texting abbreviations such as "U" instead of "you".
  - All uppercase letters. This is often considered the equivalent of shouting.
  - Disrespectful or insulting words
- Don't be afraid to speak up, communicate, and clarify things that you don't understand during online lectures.
- Some information that may be discussed are privilege in nature and not for public sharing. Don't send confidential information via email. Don't overuse the chat box.



## Online learning tips for students

Hi, Titans! Here are some tips for you to make sure you get the most value out of online learning.

1. Wake up the same time as you would on a normal school day. Setting a routine will help you put structure and focus to your day.
2. Dedicate a quiet space in your house for studying. As much as possible, avoid doing it on your bed.
3. Listen attentively and take notes as you would in class. Effective note taking helps in information retention. This will definitely help you during exam week.
4. Put non-essentials away during class. If you are using a laptop or tablet, put your phone away. If you are using your phone, turn off your notifications. Avoid distractions and reduce interruptions.
5. Ask if you don't understand something. Blended learning will be challenging. If something is not clear, don't hesitate to ask your teacher. Don't be shy.
6. Manage your self. It's important to set goals within specific time frames. For asynchronous requirements, do not procrastinate and put off the things you need to accomplish even if the deadline is still far away.
7. Take care of yourself. Eat a balanced diet. Drink plenty of water. Sleep at least 6-8 hours per day. Talk to someone if you are feeling anxious. Take a break once in a while.





Manila Tytana Colleges  
Student Affairs and Services Directorate



## HOW TO MESSAGE YOUR TEACHER



### START WITH A GREETING

Use "Good morning/afternoon, Ma'am/Sir".

Avoid starting with "Hi", "Hello", "Hey", or "Maaaaaam/Siiiiiiiiir".

Be mindful of the time you message your teacher.  
Avoid sending messages on ungodly hours.



### INTRODUCE YOURSELF

"I am (name) of (subject)."

Keep in mind that your teacher might be handling multiple subjects and/or sections. S/he might not recognize you especially if you are using a different name on your social media account.



### STATE THE PURPOSE OF YOUR MESSAGE

"I would like to ask a question regarding..."



### ASK FOR CLARIFICATIONS

"May I ask if..."

"May I confirm if.."



### END YOUR CONVERSATION WITH GRATITUDE

Thank you for answering my question."

"Do not use an emoji, such as thumbs up, as a reply to your teacher."



When your teacher makes announcements, acknowledge. Let your teacher know that you have read and understood it.

## >>Directory

For school updates, regularly check the Manila Tytana Colleges website [www.mtc.edu.ph](http://www.mtc.edu.ph). Social media accounts are as follows:

Facebook      /manilatytanacolleges  
Twitter        @Tytana75  
Instagram      @tytanayouredge

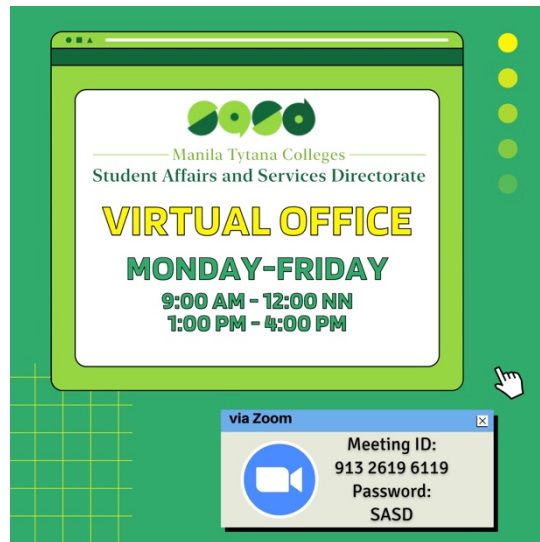
Onsite office operations are from Monday to Friday, 8:00 am to 3:00 pm.

Complete directory is available via website. For quick reference, see below.

Concern	Contact Person	Email Address	Landline
Admissions and enrollment procedures, requirements for new students and transferees	Ms. Carmela M. Rosales	admissions@mtc.edu.ph	8 859 0898 8 859 0899
Enrollment procedures for current students, academic document requisition, readmission, withdrawal	Prof. Lunally S. Payba	registrar@mtc.edu.ph	8 859 0814 8 859 0804 8 859 0820
Fees, payments, refund, copy of statement of account, discounts	Ms. Carlota C. Cajoles	cccajoles@mtc.edu.ph	8 859 0829
Financial counseling	Ms. Milna L. Madlangbayan	mlmadlangbayan@mtc.edu.ph	8 859 0828
Academic-related concerns of Manila Doctors College of Nursing students	Dean Katherine Vera S. Lucas	mdcon@mtc.edu.ph	8 859 0812
Academic-related concerns of College of Arts and Sciences students	Dean Ofelia Mallabo-Mutas	cas@mtc.edu.ph	8 859 0813
Academic-related concerns of College of Accountancy and Management students	Dr. Maria Veronica Joy M. Binuya	cam@mtc.edu.ph	8 859 0878
Academic-related concerns of Senior High School students	Principal Ofelia Mallabo-Mutas	shs@mtc.edu.ph	8 859 0890
College student policies	Ms. Anavia Theresa H. Chua	sasd@mtc.edu.ph	8 859 0859 8 859 0806



Scholarships and financial aid		<a href="mailto:scholarship@mtc.edu.ph">scholarship@mtc.edu.ph</a>	8 859 0864
Student activities		<a href="mailto:sdad@mtc.edu.ph">sdad@mtc.edu.ph</a>	8 859 0864
SHS student policies	Dr. Evelyn Antonio	<a href="mailto:shs@mtc.edu.ph">shs@mtc.edu.ph</a>	8 859 0890
Discipline policies, request for Certificate of Good Moral Character	Prof. Vobelet P. Salandanan	<a href="mailto:sdd@mtc.edu.ph">sdd@mtc.edu.ph</a>	8 859 0892
Counseling services	Prof. Andrew D. Cudel	<a href="mailto:gcd@mtc.edu.ph">gcd@mtc.edu.ph</a>	8 859 0805 8 859 0815
International students	Ms. Chriscel S. Valiente	<a href="mailto:sdd@mtc.edu.ph">sdd@mtc.edu.ph</a>	8 859 0806
Health services	Dr. Orlando D. Filoteo	<a href="mailto:clinic@mtc.edu.ph">clinic@mtc.edu.ph</a>	8 859 0821
Technical support, access concerns	Mr. Francis Anthony J. Jardin	<a href="mailto:itsupport@mtc.edu.ph">itsupport@mtc.edu.ph</a>	8 859 0867
Library	Ms. Marife M. Tejero	<a href="mailto:library@mtc.edu.ph">library@mtc.edu.ph</a>	8 859 0811



For concerns on:

- Student activities
- College Student Council
- The Centerpost
- Recognized Student Organizations (RSOs)
- Sports development programs
- Scholarships and financial aid

**STUDENT DEVELOPMENT & ACTIVITIES DEPARTMENT**

MS. AVA H. CHUA  
sdad@mtc.edu.ph

For concerns on:

- Student discipline
- Implementation and enforcement of school rules on conduct
- Webinars, campaigns, and advocacies that forward good norms
- Requests for Certificate of Good Moral Character

**STUDENT DISCIPLINE DEPARTMENT**

PROF. VOBELETH P. SALANDANAN  
sdd@mtc.edu.ph

For concerns on:

- International Students services
- Student housing and residential referral services
- Multi-faith services
- Gender and development
- Services for students with special needs and PWDs

**SPECIAL SERVICES DEPARTMENT**

MS. CHRIS V. PANALIGAN  
ssd@mtc.edu.ph

For concerns on:

- Counseling services
- Mental-health webinars, consultations, and infographic services
- Career placement services
- Testing services

**GUIDANCE & COUNSELING DEPARTMENT**

MR. ANDREW D. CUDEL  
gcd@mtc.edu.ph

## Student Affairs and Services Programs Continuity Plan

### A. STUDENT WELFARE SERVICES

SERVICES	OFFLINE	ONLINE
<b>Information and Orientation Services</b>	<ul style="list-style-type: none"> <li>Printed or copy in electronic storage device of Student Manual, Primer on Flexible Delivery of Student Affairs and Services, Guidelines on Blended Learning, and other information packets may be sent to students via courier, if requested.</li> <li>Students may send SMS/call the school via landline or mobile for consultation.</li> </ul>	<ul style="list-style-type: none"> <li>Materials such as but not limited to Student Manual, Primer on Flexible Delivery of Student Affairs and Services, Guidelines on Blended Learning, and other contents and materials are uploaded (and are available for download) via various platforms – MyTytana Student Portal, Tytana website, social media accounts, Tytana webmail, etc.</li> <li>Virtual help desk via various platforms, i.e. Tytana webmail, official Tytana Facebook page, Zoom Virtual Office, can be accessed.</li> <li>New Students and Parents Orientation is done via Zoom.</li> </ul>

SERVICES	OFFLINE	ONLINE
<b>Guidance and Counseling Services</b>	<ul style="list-style-type: none"> <li>The Guidance and Counseling Department has identified partner organizations where students may be referred.</li> <li>Counseling may also be done on site subject to strict health protocols and quarantine restrictions.</li> <li>Students may send SMS/call the school via landline or mobile for consultation.</li> </ul>	<ul style="list-style-type: none"> <li>The Guidance and Counseling Department conducts remote counseling services either via video conferencing, and/or chat/email.</li> <li>Activities such as webinars, workshops, and trainings on mental health and wellness are done online via Zoom and/or streamed live via Facebook.</li> <li>Resources are uploaded via various platforms – MyTytana Student Portal, Tytana website, social media accounts, Tytana webmail, etc.</li> </ul>

SERVICES	OFFLINE	ONLINE
<b>Career and Job Placement Services</b>	<ul style="list-style-type: none"> <li>Printed or copy in electronic storage device of information packets on career enhancement may be sent to</li> </ul>	<ul style="list-style-type: none"> <li>Career enhancement program which includes resume writing, mock interviews, and job fair are conducted online via Zoom</li> </ul>

	<p>students via courier, if requested.</p> <ul style="list-style-type: none"> <li>Students may send SMS/call the school via landline or mobile for consultation.</li> </ul>	<p>and/or streamed live via Facebook.</p> <ul style="list-style-type: none"> <li>Resources are uploaded via various platforms – MyTytana Student Portal, Tytana website, social media accounts, Tytana webmail, etc.</li> <li>Consultation can be done via various platforms, i.e. Tytana webmail, official Tytana Facebook page, Zoom Virtual Office.</li> </ul>
--	---	---

SERVICES	OFFLINE	ONLINE
<b>Economic Enterprise Development</b>	<ul style="list-style-type: none"> <li>Printed or copy in electronic storage device of information packets on educational assistance may be sent to students via courier, if requested.</li> <li>Students may send SMS/call the school via landline or mobile for consultation.</li> </ul>	<ul style="list-style-type: none"> <li>Financial counseling is done via video conferencing, and/or chat/email.</li> <li>Application for Student Emergency (STEM) Loan Program are done online.</li> <li>Information materials are uploaded via various platforms – MyTytana Student Portal, Tytana website, social media accounts, Tytana webmail, etc.</li> </ul>

SERVICES	OFFLINE	ONLINE
<b>Student Handbook Development</b>	<ul style="list-style-type: none"> <li>Printed or copy in electronic storage device of Student Manual, Primer on Flexible Delivery of Student Affairs and Services, Guidelines on Blended Learning, and other information packets may be sent to students via courier, if requested.</li> <li>Students may send SMS/call the school via landline or mobile for consultation.</li> </ul>	<ul style="list-style-type: none"> <li>Materials such as but not limited to Student Manual, Primer on Flexible Delivery of Student Affairs and Services, Guidelines on Blended Learning, and other similar materials are uploaded (and are available for download) via various platforms – MyTytana Student Portal, Tytana website, social media accounts, Tytana webmail, etc.</li> </ul>

## B. STUDENT DEVELOPMENT SERVICES

SERVICES	OFFLINE	ONLINE
<b>Student Organizations and Activities</b>	<ul style="list-style-type: none"> <li>Submission of application for accreditation and conduct of activities proposals via courier is allowed.</li> </ul>	<ul style="list-style-type: none"> <li>Submission of application for accreditation and conduct of activities proposals online is allowed.</li> </ul>

	<ul style="list-style-type: none"> <li>Students may send SMS/call the school via landline or mobile for consultation.</li> </ul>	<ul style="list-style-type: none"> <li>Student activities are only allowed to be conducted online, subject to approval of SASD. All student activities that require physical interaction are suspended until further notice.</li> <li>Zoom Business account is available for use of recognized student organizations for the conduct of their activities.</li> <li>Resources are uploaded via various platforms – MyTytana Student Portal, Tytana website, social media accounts, Tytana webmail, etc.</li> <li>Consultation can be done via various platforms, i.e. Tytana webmail, official Tytana Facebook page, Zoom Virtual Office.</li> </ul>
--	--	---

SERVICES	OFFLINE	ONLINE
<b>Leadership Training</b>	<ul style="list-style-type: none"> <li>Printed or copy in electronic storage device of training packets may be sent to students via courier, if requested.</li> <li>Students may send SMS/call the school via landline or mobile for consultation.</li> </ul>	<ul style="list-style-type: none"> <li>Leadership trainings and workshops are conducted online via Zoom and/or streamed live via Facebook.</li> <li>Resources are uploaded via various platforms – MyTytana Student Portal, Tytana website, social media accounts, Tytana webmail, etc.</li> <li>Consultation can be done via various platforms, i.e. Tytana webmail, official Tytana Facebook page, Zoom Virtual Office.</li> </ul>

SERVICES	OFFLINE	ONLINE
<b>Student Council/Government</b>	<ul style="list-style-type: none"> <li>Students may submit ballot for Student Council Election via courier.</li> </ul>	<ul style="list-style-type: none"> <li>Election is done online via MyTytana Student Portal. Students are also allowed to submit ballot via phone call, SMS, email, or Google Form if</li> </ul>

	<ul style="list-style-type: none"> <li>Students may send SMS/call the school via landline or mobile for consultation.</li> </ul>	<p>access to the online portal is a challenge.</p> <ul style="list-style-type: none"> <li>Zoom Business account is available for use of the Student Council for the conduct of their activities.</li> <li>Consultation can be done via various platforms, i.e. Tytana webmail, official Tytana Facebook page, Zoom Virtual Office.</li> </ul>
--	--	---

SERVICES	OFFLINE	ONLINE
<b>Student Discipline</b>	<ul style="list-style-type: none"> <li>Printed or copy in electronic storage device of Student Manual, Primer on Flexible Delivery of Student Affairs and Services, Guidelines on Blended Learning, and other information packets may be sent to students via courier, if requested.</li> <li>Filing of grievance via courier is allowed.</li> <li>Students may send SMS/call the school via landline or mobile for consultation.</li> </ul>	<ul style="list-style-type: none"> <li>Materials such as but not limited to Student Manual, Primer on Flexible Delivery of Student Affairs and Services, Guidelines on Blended Learning, and other contents and materials are uploaded (and are available for download) via various platforms – MyTytana Student Portal, Tytana website, social media accounts, Tytana webmail, etc.</li> <li>Activities such as webinars, and workshops highlighting positive reinforcement are done online via Zoom and/or streamed live via Facebook.</li> <li>Deliberation of cases is done online via Zoom.</li> <li>Consultation can be done via various platforms, i.e. Tytana webmail, official Tytana Facebook page, Zoom Virtual Office.</li> </ul>

SERVICES	OFFLINE	ONLINE
<b>Student Publication/Yearbook</b>	<ul style="list-style-type: none"> <li>Student publication and yearbook may be sent via courier, if requested.</li> <li>Students may send SMS/call the school via landline or mobile for consultation.</li> </ul>	<ul style="list-style-type: none"> <li>Qualifying exam for student publication is conducted online.</li> <li>Trainings and workshops are conducted online via Zoom and/or streamed live via Facebook.</li> </ul>

		<ul style="list-style-type: none"> <li>• Copy of publication and other contents are posted via Facebook page of the student publication; emailed via Tytana webmail.</li> <li>• Consultation can be done via various platforms, i.e. Tytana webmail, official Tytana Facebook page, Zoom Virtual Office.</li> </ul>
--	--	---

### C. INSTITUTIONAL STUDENT PROGRAMS AND SERVICES

SERVICES	OFFLINE	ONLINE
<b>Admission Services</b>	<ul style="list-style-type: none"> <li>• Applicants may submit academic credentials via courier.</li> <li>• By appointment onsite application is allowed subject to strict health protocols and quarantine restrictions.</li> <li>• Students may send SMS/call the school via landline or mobile for consultation.</li> </ul>	<ul style="list-style-type: none"> <li>• Application for admission can be done via Admission Portal.</li> <li>• Applicant can submit scanned copies of admission credentials, but with undertaking on the submission of not readily available documents. Once admitted, students are required to submit original copies.</li> <li>• Virtual help desk via various platforms, i.e. Tytana webmail, official Tytana Facebook page, Zoom Virtual Office, can be accessed.</li> </ul>

SERVICES	OFFLINE	ONLINE
<b>Scholarships and Financial Aid</b>	<ul style="list-style-type: none"> <li>• Applicants may submit documents via courier.</li> <li>• Students may send SMS/call the school via landline or mobile for consultation.</li> </ul>	<ul style="list-style-type: none"> <li>• Application for scholarship can be done online (via email).</li> <li>• Application forms are made online via Tytana website.</li> <li>• Screening and interview are done via call/video conferencing.</li> <li>• Tablets are provided to selected students.</li> <li>• Monitoring and developmental programs are conducted online via Zoom and/or streamed live via Facebook.</li> <li>• Virtual help desk via various platforms, i.e. Tytana webmail,</li> </ul>

		official Tytana Facebook page, Zoom Virtual Office, can be accessed.
--	--	--

SERVICES	OFFLINE	ONLINE
<b>Food Services</b>	<ul style="list-style-type: none"> <li>No food services during pandemic.</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>

SERVICES	OFFLINE	ONLINE
<b>Health Services</b>	<ul style="list-style-type: none"> <li>Printed or copy in electronic storage device of health information packets may be sent to students via courier, if requested.</li> <li>Medical consultation may be done on site subject to strict health protocols and quarantine restrictions.</li> <li>COVID-19 Care Kits will be provided to students who will contract the virus.</li> <li>Students may send SMS/call the school via landline or mobile for consultation.</li> </ul>	<ul style="list-style-type: none"> <li>The School Clinic conducts remote consultation services either via video conferencing, and/or chat/email.</li> <li>Webinars on health and wellness are conducted online via Zoom and/or streamed live via Facebook.</li> <li>Contents and materials are uploaded (and are available for download) via various platforms – MyTytana Student Portal, Tytana website, social media accounts, Tytana webmail, etc.</li> <li>Platform on COVID-19 Monitoring is managed.</li> </ul>

SERVICES	OFFLINE	ONLINE
<b>Safety and Security Services</b>	<ul style="list-style-type: none"> <li>Printed or copy in electronic storage device of risk management information packets may be sent to students via courier, if requested.</li> <li>Students may send SMS/call the school via landline or mobile for consultation.</li> </ul>	<ul style="list-style-type: none"> <li>Webinars on safety and security are conducted online via Zoom and/or streamed live via Facebook.</li> <li>Contents and materials are uploaded (and are available for download) via various platforms – MyTytana Student Portal, Tytana website, social media accounts, Tytana webmail, etc.</li> <li>Virtual help desk via various platforms, i.e. Tytana webmail, official Tytana Facebook page, Zoom Virtual Office, can be accessed.</li> </ul>

SERVICES	OFFLINE	ONLINE
<b>Student Housing and Residential Services</b>	<ul style="list-style-type: none"> <li>Printed or copy in electronic storage device of housing services may be sent to</li> </ul>	<ul style="list-style-type: none"> <li>Resources are uploaded via various platforms – MyTytana Student Portal, Tytana</li> </ul>



	<p>students via courier, if requested.</p> <ul style="list-style-type: none"> <li>Students may send SMS/call the school via landline or mobile for consultation.</li> </ul>	<p>website, social media accounts, Tytana webmail, etc.</p> <ul style="list-style-type: none"> <li>Virtual help desk via various platforms, i.e. Tytana webmail, official Tytana Facebook page, Zoom Virtual Office, can be accessed.</li> </ul>
--	---	--

SERVICES	OFFLINE	ONLINE
<b>Multi-faith Services</b>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>Contents and materials are uploaded (and are available for download) via various platforms – MyTytana Student Portal, Tytana website, social media accounts, Tytana webmail, etc.</li> <li>Virtual help desk via various platforms, i.e. Tytana webmail, official Tytana Facebook page, Zoom Virtual Office, can be accessed.</li> </ul>

SERVICES	OFFLINE	ONLINE
<b>Foreign/International Students</b>	<ul style="list-style-type: none"> <li>Printed or copy in electronic storage device of relevant materials may be sent to students via courier, if requested.</li> <li>Students may send SMS/call the school via landline or mobile for consultation.</li> </ul>	<ul style="list-style-type: none"> <li>Orientations are conducted online, specifically on documentary requirements, e.g. visa, BI certificate, etc., and support services.</li> <li>Support services are conducted online.</li> <li>Resources are uploaded via various platforms – MyTytana Student Portal, Tytana website, social media accounts, Tytana webmail, etc.</li> <li>Applicant can submit scanned copies of admission credentials, but with undertaking on the submission of not readily available documents. Once admitted, students are required to submit original copies.</li> <li>Virtual help desk via various platforms, i.e. Tytana webmail, official Tytana Facebook</li> </ul>

		page, Zoom Virtual Office, can be accessed.
--	--	---

SERVICES	OFFLINE	ONLINE
<b>Services for Specific Students</b>	<ul style="list-style-type: none"> <li>• Same services are provided in consideration of their special needs.</li> <li>• Students may send SMS/call the school via landline or mobile for consultation.</li> </ul>	<ul style="list-style-type: none"> <li>• Same services are provided in consideration of their special needs.</li> <li>• Virtual help desk via various platforms, i.e. Tytana webmail, official Tytana Facebook page, Zoom Virtual Office, can be accessed.</li> </ul>

SERVICES	OFFLINE	ONLINE
<b>Culture and Arts Programs</b>	<ul style="list-style-type: none"> <li>• Printed or copy in electronic storage device of relevant materials may be sent to students via courier, if requested.</li> <li>• Students may send SMS/call the school via landline or mobile for consultation.</li> </ul>	<ul style="list-style-type: none"> <li>• Activities such as webinars, workshops, and trainings on culture and arts are done online via Zoom and/or streamed live via Facebook.</li> <li>• Resources are uploaded via various platforms – MyTytana Student Portal, Tytana website, social media accounts, Tytana webmail, etc.</li> <li>• Zoom Business account is available for use of performing groups for the conduct of their activities.</li> <li>• Consultation can be done via various platforms, i.e. Tytana webmail, official Tytana Facebook page, Zoom Virtual Office.</li> </ul>

SERVICES	OFFLINE	ONLINE
<b>Sports Development Programs</b>	<ul style="list-style-type: none"> <li>• Printed or copy in electronic storage device of relevant materials may be sent to students via courier, if requested.</li> <li>• Students may send SMS/call the school via landline or mobile for consultation.</li> </ul>	<ul style="list-style-type: none"> <li>• Activities such as physical exercises are done online via Zoom and/or streamed live via Facebook.</li> <li>• All student activities that require physical interaction are suspended until further notice.</li> <li>• Resources are uploaded via various platforms – MyTytana Student Portal, Tytana website, social media</li> </ul>

		<p>accounts, Tytana webmail, etc.</p> <ul style="list-style-type: none"> <li>• Consultation can be done via various platforms, i.e. Tytana webmail, official Tytana Facebook page, Zoom Virtual Office.</li> </ul>
--	--	--

SERVICES	OFFLINE	ONLINE
<b>Social and Community Involvement Programs</b>	<ul style="list-style-type: none"> <li>• Printed or copy in electronic storage device of relevant materials may be sent to students via courier, if requested.</li> <li>• Students may assist in volunteer programs by creating of materials at home, e.g. information packets for community, etc.</li> <li>• Students may send SMS/call the school via landline or mobile for consultation.</li> </ul>	<ul style="list-style-type: none"> <li>• Activities such as webinars, workshops, and trainings on developmental programs for the community are done online via Zoom and/or streamed live via Facebook.</li> <li>• All student activities that require physical interaction are suspended until further notice.</li> <li>• Fund raising initiatives are done online.</li> <li>• Resources are uploaded via various platforms – MyTytana Student Portal, Tytana website, social media accounts, Tytana webmail, etc.</li> <li>• Consultation can be done via various platforms, i.e. Tytana webmail, official Tytana Facebook page, Zoom Virtual Office.</li> </ul>