

Guidelines for 2nd Quarter of AY 2021-2022

Learning Mode: Fully Online

All courses for 2nd Quarter of AY 2021-2022 will be delivered in fully online mode. However, after obtaining CHED approval, the following courses mandated through CMO 19 s2021 shall be delivered in limited face-to-face mode (50% face-to-face, 50% online).

Students who are out of the country and those who do not want to participate in limited face-to-face classes should defer enrollment in these courses. Prerequisites for these courses will be relaxed next term.

Course Code	Course Title
BS Chemical Engineering	
CH141L	Chemical Engineering Laboratory 1
CH142L	Chemical Engineering Laboratory 2
CH158P	Process Dynamics and Control
BS Civil Engineering	
CE120-02F	Fundamentals of Surveying Field
CE152P-2	Construction Materials and Testing
CE161P-2	Geotechnical Engineering 1 (Soil Mechanics)
CE142P-2	Hydraulics
CE182P-2	CE Project 1
CE183P-2	CE Project 2
BS Environmental and Sanitary Engineering	
ESE142P-2	Environmental and Sanitary Chemistry
ESE141P-2	Microbiology and Parasitology for Environmental and Sanitary Engineering
ESE153L-2	Environmental Engineering Laboratory
ESE200P-2	SE Project2/Thesis 2
BS Computer Engineering	
EE101-1L	Fundamentals of Electrical Circuits Laboratory
ECEA101-1L	Fundamentals of Electronic Circuits Laboratory
CPE107L	Logic Circuits and Design Laboratory
CPE109L	Embedded Systems Laboratory
CPE110L	Computer Architecture and Organization Laboratory
CPE108L	Microprocessors Laboratory
CPE119-1L	Computer Networks and Security 1
CPE119-2L	Computer Networks and Security 2

CPE122L	Digital Signal and Processing Laboratory
CPE120-2D	CPE Practice and Design 2
CPE120-3D	CPE Practice and Design 3
CPE200-2L	CPE Thesis 2
CPE200-3L	CPE Thesis 3
CPE113L	Computer Engineering Drafting and Design
CPE Electives	
Embedded Track	
CPE160P	Embedded System and Design
CPE161P	Real-Time Embedded System
CPE162P	Embedded System with IOT
BS Electronics Engineering	
CIRCUITS	
EE101-1L	Electrical Circuits 1 Laboratory
EAA102L	Electrical Circuits 2 Laboratory
ELECTRONICS	
ECEA101L	Electronics 1 Laboratory
ECEA102L	Electronics 2 Laboratory
ECEA103L	Electronics 3 Laboratory
ECEA105L	Digital Electronics 2 Laboratory
COMMUNICATIONS	
ECEA111L	Communications 1 Laboratory
ECEA112L	Communications 2 Laboratory
ECEA113-1L	Data Communications 1
ECEA113-2L	Data Communications 2
ECEA114L	Transmission Media and Antenna System and Design Laboratory
DESIGN 1 and 2	
ECEA200-1L	ECE Thesis 2/ Capstone Project 2
ECEA200-1L	ECE Thesis 3/ Capstone Project 3
BS Electrical Engineering	
EAA107L	Electrical Apparatus and Devices Laboratory
EAA105L	Electrical Machines 2 Laboratory
EAA126L	Instrumentation and Control Laboratory
Capstone Design Project	
EAA110-1L	Thesis 2
EAA110-1L	Thesis 3
BS Industrial Engineering	
ME104L	Industrial and Manufacturing Processes Laboratory
IE105P	CIM

IE133-1P	Work Study and Measurement
IE142P	Ergonomics 1
IE203L	Thesis 1
IE203L-1L	Thesis 2
IE203L-2L	Thesis 3
BS Mechanical Engineering	
ME123L-2	Mechanical Processes 1: Workshop Theory & Practice
ME137L-2	Mechanical Processes 2: Machine Shop Theory and Practice
ME136P-2	Engineering Materials, Processes and Testing (Materials Engineering Lab)
ME152L-2	Mechanical Engineering Laboratory 3
Capstone Design Project	
ME200L-2	Thesis 1
ME201L-2	Thesis 2 – Final Defense

Enrollment

Online enrollment and academic advising for the 2nd Quarter of AY 2021-2022 are from November 2 to 6, 2021. The schedule is as follows:

October 31, 2021 (12:00 NN)	SUNDAY	DEADLINE OF FINAL GRADE ENCODING (FACULTY)		
November 1, 2021 (12:00 NN)	MONDAY	ONLINE VIEWING OF GRADES (STUDENTS)		
ONLINE ENROLLMENT				
November 2, 2021	Starting 8:00 A.M.	TUESDAY	BATCH 2021	ALL PROGRAMS
November 3, 2021	Starting 8:00 A.M.	WEDNESDAY	BATCH 2020	ALL PROGRAMS
November 4, 2021	Starting 8:00 A.M.	THURSDAY	BATCH 2019	ALL PROGRAMS
November 5, 2021	Starting 8:00 A.M.	FRIDAY	BATCH 2018	ALL PROGRAMS
November 6, 2021	Starting 8:00 A.M.	SATURDAY	BATCH 2017 & prior	ALL PROGRAMS

ACADEMIC ADVISING/ENROLLMENT					
November 2, 2021	8:00 A.M. - 12:00 P.M.	A - I	TUESDAY	BATCH 2021	ALL PROGRAMS
	1:00 P.M. - 5:00 P.M.	J - Z			
November 3, 2021	8:00 A.M. - 12:00 P.M.	A - J	WEDNESDAY	BATCH 2020	ALL PROGRAMS
	1:00 P.M. - 5:00 P.M.	K - Z			
November 4, 2021	8:00 A.M. - 12:00 P.M.	A - J	THURSDAY	BATCH 2019	ALL PROGRAMS
	1:00 P.M. - 5:00 P.M.	K - Z			
November 5, 2021	8:00 A.M. - 12:00 P.M.	A - J	FRIDAY	BATCH 2018	ALL PROGRAMS
	1:00 P.M. - 5:00 P.M.	K - Z			
November 6, 2021	8:00 A.M. - 12:00 P.M.	A - I	SATURDAY	BATCH 2017 & prior	ALL PROGRAMS
	1:00 P.M. - 5:00 P.M.	J - Z			

POINTERS:
LAST DAY OF ENROLLMENT is on November 6, 2021.
SECTION CLEARING is on November 15, 2021, at 12:01 A.M. and daily thereafter
ALL SCHOLARSHIPS must be validated on or before November 19, 2021.
LAST DAY OF CONVERSION from installment to full payment mode is on November 20, 2021.
LOAD CLEARING is on November 21, 2021, at 12:01 A.M.
Enrollment schedule is on a per BATCH basis. Batch is defined as the ADMISSION YEAR of the student to Mapúa as a college student (e.g., Batch 2018 are students who enrolled as a college student in A.Y. 2018-2019 regardless of their student number.)

Implementation of Modular System

Modular system will continue to be implemented in all courses for Batch 2018, 2019, 2020, and 2021. All students who passed at least one module in a course will be given one quarter to convert their IP grades into a grade of 3.00 for free through Completion Module in BB. Please contact your instructors.

Students who failed to convert modular grades of IP to a passing mark after one quarter will be enrolled in a Remedial Module. The released guidelines for Remedial Modules will continue to be implemented.

Students who obtained a modular grade of I, will be given one quarter to complete the module. If the completion grade is 5.00 or F, the students must repeat the whole course. If the completion grade is IP, the students will be given one quarter to convert the IP grade to a grade of 3.00 for free through Completion Module in BB. Students who failed to convert a modular grade of IP to a passing mark after one quarter will be enrolled in a Remedial Module.

Academic Scholarships

The new policy on Academic Scholarships will be implemented to determine the academic scholars of the 2nd Quarter of AY 2021-2022.

Academic Integrity Policy

It is the student's responsibility to refrain from infractions of academic integrity, from conduct that may lead to suspicion of such infractions, and from conduct that aids others in such infractions. Any of the following sanctions may be imposed to any student who is found guilty of committing online academic dishonesty:

- a. Failed mark in the course.
- b. Suspension for a period of less than one term, with or without community service.
- c. Suspension for a period of one term or more, with or without community service.
- d. Non-readmission to the University.
- e. Dismissal from the University.
- f. Expulsion.

The following are considered academic dishonesty:

1. Using another MyMapua email address to login to any platform (such as BlackBoard and Coursera) with or without permission.
2. Asking or hiring someone else to do their exams, homework, Coursera course, papers, projects, or other academic requirements.
3. Recording and saving copies of exam questions or answers, or answer keys for distribution.
4. Receiving copies of exam questions or answers, or answer keys to an exam from someone who has already taken it.
5. Plagiarizing or the unethical act of stealing the thoughts of another without proper citation or reference, acquiring information from the Internet without acknowledging the author, copying from another student's work without permission and submitting it as own work.
6. Massive, pre-meditated, organized online cheating using instant messaging/email during a quiz or exam.
7. Any form of dishonesty in peer-reviewed assignments/submissions (*e.g.*, Coursera peer-graded submissions).
8. Engaging in any activities that will dishonestly improve results, or dishonestly improve or damage the results of others.
9. Any other form of dishonesty or cheating in any assessment or course requirement.

Thesis

When CHED approves the delivery of courses in limited face-to-face mode, conduct of thesis work in Engineering programs will be allowed in the campus. Engineering students who would like to do thesis work in campus must adhere to the following guidelines:

1. All laboratory rooms shall be occupied in accordance with the 1.5-m distance seating capacity.
2. There shall be a separate entrance and exit door in the laboratory room so that there will be a one-way traffic when entering and leaving the laboratory. Alcohol dispensers shall be provided for disinfection.
3. Students' entry to and exit from the laboratory room shall proceed one at a time. Foot markers along the hallways shall be provided for reference.
4. Before the start of the laboratory activity, the ILMO personnel shall open all doors and inspect the laboratory room if it is properly lit, adequately ventilated, and supplied with complete first aid kit and safety equipment.
5. All students, faculty members, and laboratory personnel must wear face masks, face shields, and other appropriate personal protective equipment (PPE) always while inside the laboratory room.
6. Submission of accomplished ILMO forms shall be done online to facilitate reservation of laboratory rooms and equipment and other requests. Only fully accomplished reservation forms shall be accommodated on a first-come, first-served basis.
7. Only students with approved reservation shall be allowed to enter the laboratory room with the presence of the faculty member/laboratory personnel.
8. Each student's work area will be designated in the laboratory. Seats marked with "X" must not be occupied to ensure proper physical distancing.
9. Students are encouraged to stay in their assigned work area until their work is completed.
10. The students shall check the issued materials, such as chemicals, glassware, apparatus, and tools before the laboratory activity.
11. Washing of glassware shall be done by one person at a time to maintain physical distancing.
12. Students shall return all issued materials clean and in good working condition.
13. Processing and payment of breakages/losses shall be done online.
14. All equipment/tools shall be disinfected after each use.
15. General disinfection of laboratory rooms and hallways shall be done by CDMO personnel twice daily, at 12:00 NN and at the end of the last laboratory period.
16. Students shall be required to bring their safety kit like alcohol, tissue paper, *etc.* They will be required to disinfect their tables, seats, and things that are frequently used or held after every use or as often as needed

Students in other programs are advised to request from their thesis advisers topics in the areas of computational research, data analysis, meta-analysis or correlation research, and similar endeavors.

All grades of “C” in Thesis can be converted to a passing mark in four (4) quarters.

Prerequisites

No waiving of prerequisites will be allowed. Under the modular system, a student must pass all the modules in the prerequisite course before being allowed to take the advanced course. If in case the Dean or the Department Chair allows a graduating student to waive prerequisites, all the rules prior to 3rd Quarter of AY 2019-2020 on waiving of prerequisites will be applied.

Class Suspension

All fully online classes and online activities are automatically suspended during regular and special holidays, and during class suspensions announced by the government. Class suspensions announced by the local government is only applicable in the affected campus. For example, if only the Manila local government announces suspension, then there will be classes in all programs in the Makati campus, and vice versa.

On-the-Job Training

When CHED approves the conduct of limited face-to-face delivery, two separate guidelines will be issued by ICEP: one for face-to-face company immersion and another for virtual internship program.

Students enrolled in the following engineering programs shall adhere to the guidelines for face-to-face company immersion.

1. BS Chemical Engineering
2. BS Civil Engineering
3. BS Computer Engineering
4. BS Electrical Engineering
5. BS Electronics Engineering
6. BS Environmental and Sanitary Engineering
7. BS Industrial Engineering
8. BS Mechanical Engineering

Students enrolled in other programs other than those indicated above shall adhere to the guidelines for virtual internship program.

Shifting of Modality: UOx to Blended and Blended to UOx

Students can shift from UOx to blended mode, or from blended to UOx mode. The policies and procedures for shifting from UOx to blended mode, or vice versa, are enumerated in the 2021-2022 Academic Handbook

(<https://www.mapua.edu.ph/Academics/Undergraduate/Assets/MU%20Academic%20Handbook%202021.pdf>).

Students who want to shift from one modality to another must accomplish the Request to Shift Form (FM-RO-11-05) that can be downloaded from [https://www.mapua.edu.ph/Downloads/Assets/RO/FM-RO-11-05 - REQUEST TO SHIFT FORM.pdf](https://www.mapua.edu.ph/Downloads/Assets/RO/FM-RO-11-05_-_REQUEST_TO_SHIFT_FORM.pdf). Submit the completed form to the Registrar's Office at erneri@mapua.edu.ph.

The deadline for submission of the Request to Shift Form is on October 29, 2021, as announced on the Mapúa website.

CONTACT INFORMATION

For other concerns and more information, students may get in touch directly with their respective deans or department chairs.

School	Email
ARIDBE	gbteodoro@mapua.edu.ph
CBMES	arcaparanga@mapua.edu.ph
CEGE	bsvillaverde@mapua.edu.ph
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ETYSBM	eabalboa@mapua.edu.ph
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