

FREQUENTLY ASKED QUESTIONS

When is enrollment for School Year 2021-2022?

June 21 - July 23, 2021 for College

June 21 - July 16, 2021 for Senior High School (Grade 12 only)

Late registration is from **July 24 - 30, 2021** for College and **July 17-23, 2021** for Senior High School. **Late fee of P500 will apply.**

When is adding and dropping?

Adding and dropping may be done ONLY from **August 2-6, 2021**. Please email or chat registrar@aisat.edu.ph for this concern

When will the orientation be and how will it be conducted?

The following orientation will be conducted through a webinar. The webinar will be recorded and uploaded to the AISAT website for those who are unable to join. More information will be posted on the AISAT Davao FB page regarding this event.

The times and joining codes are indicated below

Senior high school : July 31, 2021 @9:30am (*Meet code to follow*)

College - : August 6, 2021 @ 9:30am (*Meet code to follow*)

Will classes be online for the school year 2021-2022?

All classes will be conducted online until the government issues a formal statement allowing face to face classroom sessions once again. If allowed, we will try to schedule laboratory sessions in groups to ensure physical distancing. (Subject To Government Regulations).

Will there be any discount because classes are online?

Yes, laboratory fees will be discounted by 75% while miscellaneous fees will be discounted from 25% to 100%, depending on the fee. The collected fees will be used to cover maintenance and overhead which is still needed for the continued operations of the school. The discount applies while classes are conducted online and will be prorated if face to face class is resumed.

Tuition fees paid in installment must be paid on time and a late payment fee will be imposed on late payment. For dates of payment and details on how to avoid late payment fees, see Cashier's segment below.

<http://aisat.edu.ph/discounted-fees/>

When is my balance payable?

After payment of your down payment, your fees are payable in 4 equal installment with the following payment schedule:

College

August 25, 2021
September 22, 2021
October 27, 2021
December 1, 2021

Senior High School

August 19, 2021
September 20, 2021
October 21, 2021
November 24, 2021

Students who are unable to pay the installment amount on these dates should approach the OSA 3 days before the due date to explain their situation. **Students who are delinquent without any reason and who do not inform the OSA 3 days before the due date will be charged a late fee of 500 per late payment.**

Please pay your fees on time, otherwise, you may not be able to complete the semester.

How will online classes be conducted?

AISAT will be using google classroom to conduct online classes. A video presentation on this is uploaded on AISAT's website.

<http://aisat.edu.ph/orientation-2020-2021/>

Is it possible to do the classes on paper modules instead, as it is more convenient?

Unfortunately, modules will not give sufficient learning experience for students. Granted the first shift to online classes made the experience more modular than online delivery, we seek to enhance your experience this semester with more interactive learning between faculty and students. All resources will be uploaded in your online classrooms for you to download. For convenience, you may print the material for ease of use.

How do I join my classes?

You will receive a Notice of Enrollment once you have enrolled, with your year level and section also indicated. You will receive an email invitation to your classes, and the schedule of your online meetings will be posted on FB. Please check your AISAT issued electronic mailbox for invitations and other announcements.

When is my instructor available for consultation?

All regular instructors (except part time instructors) are available for online consultation on weekdays from 1pm to 5pm. Part time instructors have their weekly consultation times scheduled. Students may directly chat with faculty during the consultation time either in the classroom, google chat or by email. Outside consultation time, instructors will reply to communications within office hours. If instructors are unresponsive, students may request for assistance from the [program head or from the OSA](#).

Do I still need to follow a class schedule?

YES. Classes will be conducted as per class schedule and students should be online at such times. The schedule will be posted on the AISAT FB page and announced via email.

Will I have extra time to complete the online activities and exams after the end of the semester?

No. All online activities and exams must be completed on the deadlines and period established. Otherwise, it will be considered as not taken and included in the grade computation as such. The “No Grade” (NG) will only be allowed at the end of the semester for incomplete submission of requirements such as projects or research papers, which is allowed an extended deadline by the instructor.

When is the period for examinations?

A copy of the school calendar is posted in the AISAT website (<http://aisat.edu.ph/school-calendar/>) as well as on AISAT’s FB page. In it are important dates as well as the examination dates for college and senior high school.

COLLEGE:

PRELIM:	August 25-27, 2021
MIDTERM:	September 22-24, 2021
SEMI-FINAL:	October 27-29, 2021
FINALS:	December 1-3, 2021

SENIOR HIGH SCHOOL:

FIRST QUARTER LONG QUIZ:	August 19 & 20, 2021
FIRST QUARTER EXAM:	September 20-22, 2021
SECOND QUARTER LONG QUIZ:	October 21 & 22, 2021
SECOND QUARTER EXAM:	November 24-26, 2021

How are online exams conducted?

Exams will be single attempt, resumable, with no time limit, but must be completed within the period of examination posted above. All exams will be posted at 8am on the first day and will be accessible only until 11:59pm on the last day of the exam period.

Who are the heads of the various programs?

These are the heads of the various programs. You may contact them for any academic related concerns.

Senior High:	Aubrey Marie Maceda	jc@aisat.edu.ph
Aviation OIC:	Ed Ybanez	avi@aisat.edu.ph
Aviation Management and HRS:	Karina Ingrid Theresa Rodillas	avm@aisat.edu.ph
IDT:	Kaye Lodia	idt@aisat.edu.ph

Is there an evaluation process for my instructors?

Yes, an evaluation form from the OSA will be made available after an exam period for you to fill out. These will be used as a basis for feedback to your instructors after each examination. Your positive and negative feedback is valuable for continuous improvement, and you may choose to remain anonymous when submitting your response.

Who can I go to for various concerns?

You may approach the following for:

Classroom delivery concerns	:the instructor; or : Program Heads of your department
Tuition and payment	: cashier@aisat.edu.ph
Grades, Class codes, sections	: registrar@aisat.edu.ph
Other general student concerns	: osa@aisat.edu.ph

Are there any requirements, other than the grades and payment, that we should provide?

This will be answered in the procedure for enrollment which is posted on FB and the AISAT website.

<http://aisat.edu.ph/enrollment-procedure/>

<http://aisat.edu.ph/admissions-new-student/>

How do I check my grades?

Once available, your semester grades will be posted online:



How do I request for my credentials?

Ensure that your account is cleared by the cashier and after which you may fill out the form linked below. Your request will be processed upon attaching the proof of payment. Processing time is 10 working days. You may access the form in this site: Shorturl.at/ktKL3

What is AISAT's Data Privacy Policy?

You may read AISAT's Data Privacy Policy in the student handbook available for download from the AISAT website (<http://aisat.edu.ph/student-handbook/>).

How do I contact the registrar?

Through google chat or email at: registrar@aisat.edu.ph

Tel #: (082) 305-7992

Mobile #: (+63) 996-611-0608 (globe) (+63) 929-855-8305 (smart)

CASHIER:

How do I pay for my fees?

AISAT will only accept online payments. Please follow the steps from this link:

<http://aisat.edu.ph/online-payment-procedure/>

How do I check my account?

Please use the online access at <http://aisatportal.com>. The access instructions are found under the paragraph on the Registrar below.

For your payment and tuition fee concern please don't hesitate to email our accounting office at cashier@aisat.edu.ph

OSA

Is there any scholarship this semester?

Since the basis of awarding honors and scholarships are on academic performance, the online environment has made it a challenge to identify meritorious candidates due to the inability to validate the true standing and grades of students. Thus, while classes are online, such awards will be suspended, but shall again be reinstated when a normal semester can once again be conducted.

Are there school activities this semester?

Due to government restrictions, school activities are restricted, but different online activities will be organized by the Office of Student Affairs and the Student Council.

What information can I find on the AISAT website?

- School Calendar
- Student handbook
- Contact details of all personnel (email)
- Event announcements
- Student publication - ALTITUDE

How are school announcements made?

Announcements are made through AISAT's Facebook account at "[Aisat Davao](#)" please be alert for such announcements. Also, a mailing list is made for all students, make sure to check your emails as well.

For any concern please feel free to email the OSA at osa@aisat.edu.ph or anyone from the SSC. See poster for more details about our SSC email ad.


PLEASE DON'T FORGET TO LIKE AISAT'S FB PAGE FOR ANY OFFICIAL ANNOUNCEMENT. THANK YOU!

CLINIC:


Important notice for preventing COVID-19 outbreaks.

Avoid the "Three Cs"!

- 1. Closed spaces** with poor ventilation.
- 2. Crowded places** with many people nearby.
- 3. Close-contact settings** such as close-range conversations.






One of the key measures against COVID-19 is to prevent occurrence of clusters. Keep these "Three Cs" from overlapping in daily life.



The risk of occurrence of clusters is particularly high when the "Three Cs" overlap!

In addition to the "Three Cs," items used by multiple people should be cleaned with disinfectant.

首相官邸  厚生労働省  MHLW COVID-19 Search 

For any COVID19 questions, please feel free to visit the CLINIC's FB GROUP PAGE, which can be accessed from the AISAT DAVAO FB page. For more details you can email Nurse Bianca at clinic@aisat.edu.ph. Should face to face classes be allowed, basic prevention and hygiene practices will be followed. However, students with even the slightest symptom should stay home as they will not be allowed to enter the premises.

GUIDANCE

Feeling anxious because of this pandemic? Or are you experiencing some anxiety attacks? Join the GUIDANCE'S FB GROUP PAGE, which can be accessed from the AISAT DAVAO FB page. Or feel free to message our guidance counselor at guidance@aisat.edu.ph or message our Campus Minister, Pastor Mark Felipe at +639365773989, or Mam Melody at +639518185264 or campministry@aisat.edu.ph.

LIBRARY

Where can I find online resources for aviation?

Here are helpful online resources for aviation:

https://www.faa.gov/regulations_policies/handbooks_manuals/aircraft/

or (the shorter url is): shorturl.at/xVWYZ

Your instructors should also be able to give you more resources.

Other online resources (general topics)

- <https://archive.org>
- www.gutenberg.org
- <https://library.si.edu/books-online>

For any concern, please feel free to email our school librarian at rmanalo@aisat.edu.ph

What is the best way to communicate with other school personnel?

The best way is to contact them through GOOGLE HANGOUTS. This is an app that you can download on your phone and use the person's email address as contact detail and username. You may find the email address of all AISAT personnel in AISAT's website <http://aisat.edu.ph/email-list/>. You may also contact them by email. We shall strive to answer your questions within 24 hours on weekdays.

We hope that we have answered your concerns. For more questions or clarifications, please don't hesitate to contact the persons in charge.