

FREQUENTLY ASKED QUESTIONS

Updated as of Jan 6, 2022

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ACADEMICS:

How will online classes be conducted?

AISAT will be using google classroom to conduct online classes.

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.

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 mailbox for invitations and other announcements.

How are online exams conducted?

Exams will be conducted during the exam period, at set schedules, and each for a duration of 2 hours, unless a longer period is required by the instructor. Please inform your instructors at least 7 days in advance for exam conflict of schedule or at least 24 hours in advance (except extreme emergencies) in case of emergencies.

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.

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.

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
Aviation OIC: Ed Ybanez
AvM: Karina Ingrid Theresa Rodillas
IDT: Kaye Lodia

JC@aisat.edu.ph
AVI@aisat.edu.ph
AVM@aisat.edu.ph
IDT@aisat.edu.ph

Is there an evaluation process for my instructors?

Yes, an evaluation form from the OSA will be made available after each 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.

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 EXAM	: FEBRUARY 2-4, 2022
MIDTERM EXAM	: MARCH 2-4, 2022
SEMI-FINAL EXAM	: APRIL 6-8, 2022
FINAL EXAM	: MAY 4- 6, 2022 (Graduating) MAY 11- 13, 2022 (Non-graduating)

SENIOR HIGH SCHOOL:

3RD QUARTER LONG QUIZ	: FEBRUARY 10 & 11, 2022
3RD QUARTER EXAM	: MARCH 9-11, 2022
4TH QUARTER LONG QUIZ	: APRIL 7 & 8, 2022
4TH QUARTER EXAM	: MAY 4- 6, 2022 (Graduating) MAY 11- 13, 2022 (Non-graduating)

The specific exam schedule for each subject will be announced by your instructors and posted in the classroom for payments.

REGISTRAR:

When is enrollment for the second semester 2021-2022?

Pre-registration for 2nd semester is on November 15, 2021 until December 17, 2021. If you fail to participate in the pre-registration, you can still register on the following dates of our regular enrollment:

FIRST YEAR COLLEGE STUDENTS	:	January 3, 2022
SECOND & THIRD YEAR COLLEGE STUDENTS	:	January 4 & 5, 2022
FOURTH YEAR COLLEGE STUDENTS	:	January 6, 2022

Late registration is from January 8-13, 2022. Late fee of P500 will apply.

When is adding and dropping?

Adding and dropping may be done ONLY from January 10 -13, 2022. Please email or chat registrar@aisat.edu.ph for this concern

How do I check my grades?

Once available, your semester grades will be posted online:



College students may now view your grades at:

<http://aisatportal.com>
Username: STUDENT ID NUMBER
Password: Birthdate (YYYY-MM-DD)

for queries please email:
registrar@aisat.edu.ph



What should I do to answer my PORTAL queries and issues?

Students can use the AISAT portal to check their grades and outstanding balances. Some students are unable to access the portal because their login information, such as username and password, are incorrect. If you encounter the same issue, please follow the steps outlined below.

STEP 1: Complete the portal issue form found in <https://forms.gle/rRPBJkM1W1TkaoPh8>

STEP 2: Wait for the IT department to send you an email with the updated login information.

How do I request my credentials?

STEP 1: Ensure that your account is cleared by the cashier and fill out the form found in <https://bit.ly/3lShT5b>. Your request will be processed upon attaching the proof of payment. Processing time is 7-10 working days.

STEP 2: Please wait for an email from the registrar's office with your schedule to claim the requested document/s. You may also have them delivered to your address upon payment of the relevant fee indicated on the form.

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

CASHIER:

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:

PRELIM EXAM	: FEBRUARY 2, 2022
MIDTERM EXAM	: MARCH 2, 2022
SEMI-FINAL EXAM	: APRIL 6, 2022
FINALS EXAM	: MAY 4, 2022 (Graduating) MAY 11, 2022 (Non-graduating)

SENIOR HIGH SCHOOL:

3RD QUARTER LONG QUIZ	: FEBRUARY 10, 2022
3RD QUARTER EXAM	: MARCH 9, 2022
4TH QUARTER LONG QUIZ	: APRIL 7, 2022
4TH QUARTER EXAM	: MAY 4, 2022 (Graduating) May 11, 2022 (Non-graduating)

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.

Will there be any discount because classes are online?

Yes, laboratory fees will be discounted by 75% while miscellaneous fees will be discounted by 25%, see discounted fees at www.aisat.edu.ph/covid-discount 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.

How do I pay for my fees?

AISAT will only accept online payments. For payment procedure, please go to <http://aisat.edu.ph/online-payment-procedure/>



ANNOUNCEMENT

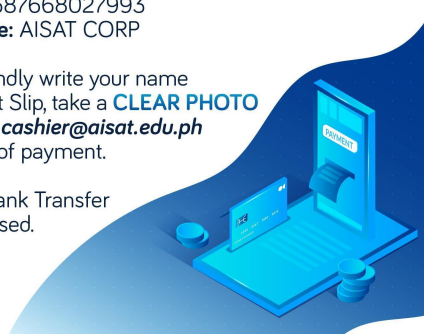
Payment on Tuition and other School Fees will be done directly using **Metrobank** with the given details:

Account #: 6687668027993
Account Name: AISAT CORP

Once done, kindly write your name on the Deposit Slip, take a **CLEAR PHOTO** and send it to cashier@aisat.edu.ph as your proof of payment.

GCash thru Bank Transfer may also be used.

Thank you!



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

Will I be able to enroll if I have a pending balance from the previous semester?

No. All outstanding balances must be cleared before enrolling for the next semester. However, if you have valid reasons, you may apply for a payment extension at least 3 days before the last day (not counting late enrollment days) of enrollment by filling out the form at <https://forms.gle/VYGdWbuWTRrHEE2X7> You will then be informed of the status of your application by the Office of the Student Affairs.

OSA:

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

The following orientation will be conducted through a webinar via google meet. Download the “google meet” app to join using the meeting codes indicated below. The webinar will be recorded and uploaded to the AISAT website for those who are unable to join.

The time and joining code are indicated below

All levels (JC and College) : January 14, 2021 (FRIDAY) @ 1:00 p.m.

Google Meet Code : meet.google.com/tsw-nmaq-sho

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 will be suspended.

What information can I find on the AISAT website?

- School Calendar
- Student handbook
- Contact details of all personnel (email)
- Class codes for google classroom online access.
- Class schedules.
- Events and News write-ups

How are school announcements made?

Announcements are made through AISAT’s Facebook account at “[Aisat Davao](#)” please be alert for such announcements.


For any concern please feel free to email the OSA at osa@aisat.edu.ph or anyone from the SSC, who may be reached at ssc@aisat.edu.ph

CLINIC:

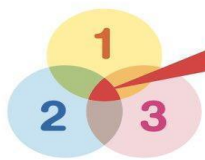
Important notice for preventing COVID-19 outbreaks.

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 Prime Minister's Office of Japan | 厚生労働省 Ministry of Health, Labour and Welfare | MHLW COVID-19 Search | QR Code

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 mfelipe@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

OTHER MATTERS:

What is the procedure for requesting/claiming a new ID?

STEP 1: Fill out the form found in <https://forms.gle/6YYPG1idp3UWHbKy5>

- A. COR - first ID issuance
- B. P150.00 - Replacement

NOTE: Remember to attach your payment proof or COR to the request form in order for your request to be processed.

STEP 2: Please wait a week before claiming your ID. You may also send a PM on the AISAT Davao FB page or contact helpdesk@aisat.edu.ph for updates.

How do I request my Wednesday/AISAT Shirt, PE Uniform, and Cover All (Aviation Lab)?

STEP 1: Fill out the form found in <https://forms.gle/zVHzks1BwDBY4tw39> The corresponding fee for every item requested can be found in the request form. Remember to attach your payment proof to the request form in order for your request to be processed.

STEP 2: Please claim the requested item/s after 3 days. You may also request for your items to be delivered for an additional courier fee of P200.

STEP 3: Once available, you may claim your item(s) at the school entrance on weekdays from 9am to 4pm except on weekends and holidays. Kindly seek assistance from the school guard.

How do I request a new nameplate?

STEP 1: Fill out the form found in <https://forms.gle/6R7DGF8u2Q5ENGhW7> The corresponding fee for the requested nameplate can be found in the request form. Remember to attach your payment proof to the request form in order for your request to be processed.

STEP 2: Please claim the requested item/s after 10 days.

May I send someone to claim my requested item(s)?

YES, YOU MAY. Please email your authorization letter (with your signature) ahead of time to admin@aisat.edu.ph and use your assigned AISAT email account when doing so. Don't forget to tell the authorized person to bring one valid ID.

What is the schedule for picking up my requested item(s) at the school?

Monday through Friday from 9am to 4pm except weekends and holidays. Please ask the school guard for assistance.

Who can I go to for various concerns?

Senior High: Aubrey Marie Maceda	: JC@aisat.edu.ph
Aviation OIC: Ed Ybanez	: AVI@aisat.edu.ph
BS AvM Karina Ingrid Theresa Rodillas	: AVM@aisat.edu.ph
BS EMC Kaye Lodia-Bernaldez	: IDT@aisat.edu.ph
Tuition and payment	: cashier@aisat.edu.ph
Grades, Class codes, sections	: registrar@aisat.edu.ph
Other general student concerns	: osa@aisat.edu.ph
Helpdesk - all other concerns	: helpdesk@aisat.edu.ph

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

The best way is to contact them through GOOGLE CHAT or 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.