



ATENEO DE MANILA UNIVERSITY

OFFICE OF THE ASSOCIATE DEAN FOR STUDENT AFFAIRS

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TO: All Undergraduate and Graduate Students of SOH, SOSS, SOSE, JGSOM,
GBSEALD (formerly known as the Loyola Schools)

FROM: (Sgd) Rene Salvador R. San Andres
Associate Dean for Student Affairs

SUBJECT: TRANSITION ID SERVICES AND GUIDELINES FOR THE FIRST SEMESTER
SY 2023-2024

The Loyola Schools became a part of the Ateneo Higher Education Cluster beginning June 1, 2023. In this period of transition, please be advised on the policies and procedures for ID Services for this First Semester SY 2023-2023.

I. GENERAL ADVISORY

For this First Semester, **a new Student ID will be issued by the University for ALL students**. This will be a centrally-issued ID card aligned both in design and functions for all units of the University. Due to the volume of ID cards to be produced, **there will be a delay in the issuance of the new ID cards** and distribution will most likely take a few months from the start of the semester. In this regard, **a temporary digital ID will be issued to all new students in the meantime**. This would include all incoming Freshies, all transferees, new Non-degree, Cross-enrolled, Audit and all new Graduate students.

Upperclassmen and returning Graduate **students who still have the old 2020-2022 ID are requested to still wear these to serve as their temporary identification cards** for easy access into the campus premises. These old IDs are not required to have a current semester validation sticker.

As soon as we have advice for the release of the new IDs, we shall release another memo to announce its distribution for all year levels with instructions for its use and new functionalities. The new ID will be released already validated for the First semester.

II. The ID-WEARING RULE

Wearing one's ID is a student's simple contribution to keeping the campus safe for everyone. It helps our Campus Security personnel distinguish Ateneo community members from outsiders. So all students are required to wear their IDs **on their person** whenever entering or inside campus premises. The ID is also considered an official school document to be treated with care and respect because it represents the person of the student (or employee). Hence, it is NOT to be defaced, altered, or misused in any way, shape or form, lent to others, copied, nor discarded indiscriminately. This applies to the digital form of the student ID issued as temporary IDs.



ATENEO DE MANILA UNIVERSITY

LOYOLA SCHOOLS

A. The following practices are considered minor violations with the use of the ID:

1. Wearing the ID concealed underneath one's clothing (shirt, jacket, etc.) or inside a pocket
2. Keeping the ID concealed inside a personal article, for example, a bag, notebook or wallet
3. Hanging the ID from your bag instead of wearing it on your person

B. The following are considered Major offenses with the use of the ID (meriting a major disciplinary case):

1. Tampering with the ID Card (e.g., altering the ID picture, attaching stickers, changing information)
2. Using another person's ID or allowing another person to use one's ID
3. Making a fake Loyola Schools student ID card

C. For one's protection, the loss of an ID should be reported IMMEDIATELY to the OADSA Student Concerns and Compliance Section at Room 103, G/F Xavier Hall.

III. ID Validation

ID validation is a process done every start of the semester to ensure that each student is on active enrollment status. All IDs are marked with a validation sticker indicating the current semester and school year. IDs without the current validation sticker are not valid for authorization to enter and stay inside campus. All new IDs to be released for the First Semester will come validated. Strict ID-Validation will only take effect upon the issuance of the new Student ID card.

IV. ID Replacement

Students are advised to take good care of their Ateneo student ID and ensure that it is not used by others, lost or damaged. During the transition period for the First Semester, before new IDs are issued, no replacement ID will be issued for lost or defective IDs. A temporary ID will be issued instead for this purpose.

V. Temporary ID

Students who lost, misplaced or left their IDs elsewhere are required to secure a temporary ID immediately in order not to incur an ID violation. The Temporary ID is valid for the whole period before new IDs are released and may be obtained from the OADSA at the G/F of Xavier Hall after paying a fine of P50.00. To access the application for Temporary IDs, fill up the GForm at <http://go.ateneo.edu/TempoIDRequest23-24>



ATENEO DE MANILA UNIVERSITY

LOYOLA SCHOOLS

VI. Process for new ID Application

All new or reinstated undergraduate students and newly enrolled graduate students who have not been previously issued IDs for SY 2022-2023 may apply for their LS student ID card. This ID application will be done online by accomplishing the form found here -

<http://go.ateneo.edu/LSFirstIDApply2023-2024>

Deadline for application for IDs for the First Semester is on **August 18, 2023**.

VII. ID Distribution

The Office of the ADSA will distribute all newly printed ID cards at a designated venue onsite following a schedule to be announced later on. Proxies for ID claiming are allowed as long as they present a signed Letter of Authorization from the student.

For questions or concerns regarding the ID processes, email campuslife.ls@ateneo.edu.