

**INSTITUTE-WIDE REGISTRATION/ ORIENTATION  
FOR AUGUST 2018 INTAKE  
3 August 2018, AITCC Auditorium**

**8:00 am – 9:45 am:** REGISTRATION (Venue: Inside the AITCC Auditorium)

**Morning Session**

**I. 10:00 am – 11:00 am: Welcome to New Students**  
(Facilitator: Ms. Laurel Ros, Director, Office of Student Affairs (OSA))

- Welcome Remarks by the President
- Welcome Remarks by the Vice President (VPAA)
- Welcome Remarks by the School Deans and Introduction of School Faculty (SORD, SET and SOJMs)
- Welcome Remarks by the Student Union President

11:00 am: Open Forum and Group Photo at the AIT Landmark

**LUNCH BREAK**

**Afternoon Session**

**II. 1:00 pm – 4:00 pm: Orientation on Academic Regulations, Services and Facilities**  
(Facilitator: Dr. Jovita Rabilog, Coordinator, Academic, Scholarships/Financial Unit, OSA)

- **Language Center Services and English Language Requirements**  
by Dr. Frank Ojal de Guzman, Director, Language Center
- **Academic Requirements and Practices**  
by Ms. Laurel Ros, Director, Office of Student Affairs (OSA)
- **Career Center and Student Welfare**  
by Ms. Carla Gonzalez, Coordinator, Career Center and Student Welfare Unit, OSA
- **IT Services, Visa and Institute Facilities**
  - Campus-wide IT Services and Policies by Dr. Herlanto, IT Consultant
  - Facilities Management/Accommodation Policies by Khun Wanchal Sophonsakulrat, Director, Office of Facilities & Assets Management
  - Educational Visa and Government Relations Services by Khun Suda Inta, Sr. Government Officer, Government Relations Unit, Office of Host Country Relations