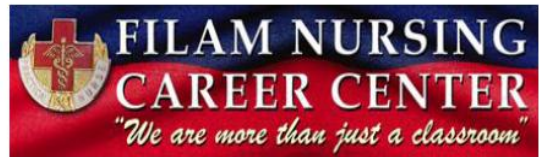


University of the Visayas, College of Nursing
Gullas Park Estate, Banilad, Mandaue City
Tel./Fax No. (032) 416-1538 / 510-263-7552
Website: www.uv.edu.ph



Website: www.filamnursing.com



Message

On behalf of the staff of Filam Career Center Corp and the Faculty and Administrators of the University of the Visayas, we are pleased to welcome you and congratulate you in your desire to reinvent yourself to be a better and productive person of the future.

As the President/CEO of FCCC, we assure you that you are in good hands. We are committed toward working with you to enhance your personal development and help you achieve your dreams.

We believe in FCCC's mission that is: "to promote individual, intellectual and social empowerment by providing the necessary technical support to realize your educational goals". Remember, learning is borderless, which takes place inside and outside of the classroom.

The contents and services outlined in this handbook serve as our living testimony that we mean results. Hand in hand with our education provider, which is the University of the Visayas, we are here to supplement, complement, and diversify educational and developmental experiences for our student-clients, like you, so that they may successfully meet the challenges of a rapidly changing world.

We are convinced that through the school-away program of the University of the Visayas, we can make the difference in the lives of our US immigrants and citizens who long for academic excellence.

Again, welcome as you begin your journey towards personal growth and excellence through the 21st Century educational system.

Sincerely,

AL L. CABUSAS

President/CEO – FCCC



Message

Congratulations to FNCC!

It has long been our desire to expand through 'School-Away Program' our market from Cebu City, the Queen City of the Philippines, to other countries, like the U.S.A. With Filam Career Center Corp (FCCC) as our partner, this becomes possible.

With our firm commitment to the ideals of love and service, the University of the Visayas has continually nurtured academic excellence, enhancing high level professions, like nursing, and middle-level careers relevant to community development and the socio-economic needs of the global village.

At this juncture, allow me to welcome you, our international students, from all over U.S to the fold the University of the Visayas. May you enjoy our hospitality and learn from UV's culture of educational excellence, guided by the core values of "Amor, Servitium, Humanitas" (Love and Service to Humanity).

Sincerely,

(SGD) EDUARDO R. GULLAS, DPA
President

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Welcome to Filam Career Center Corp and the University of the Visayas 'School Away' Program

Before you get started, we encourage you to familiarize yourself about the vision, mission, core values, and statement of purpose of Filam Career Center and the University of the Visayas (UV) Distance Education.

Vision

We envision to be a catalyst of CHANGE in the 21st Century by striving to be constantly responsive to our internal and external clients by becoming proactive in meeting their individual and institutional educational needs for their personal and societal growth and development.

Mission

We support the thrust of our clients to reinvent themselves by providing educational options through distance education to ensure academic success during the whole duration of the learning process and succeeding programs, thereafter.

Core Values

We commit to the following organizational values:

- **C**reativity
- **A**ccountability
- **R**esourcefulness, and
- **E**xcellence

Statement of Purpose

FCC/UV Distance Education is empowering people and building success by:

- Providing equitable and fair access to education among US citizens and permanent residents;
- Transcending time and place barriers to education;
- Enhancing the learning experience of students by employing advanced communication technology;
- Coordinating with educational institutions, government, and professional organizations to pursue professional development programs, courses, reviews, fora, workshops, seminars, and conferences; and
- Serving as the liaison among our clients to ensure synergy, collaboration and productivity.

The Distance Education Help Desk

Hours: M-F 10:00 a.m. to 6:00 p.m.
E-Mail: alcabusas@nursingdlc.com, filamnursing@yahoo.com
Phone: 650.771.2345, 650.771.8126, 650.419.2323
Fax : 650.475.7121
Web Sites: <http://www.filamnursing.com>, www.filamnursing.org

Distance Education Contacts

NAME	CONTACT NUMBER		EMAIL ADDRESS
	U.S	PHILIPPINES	
AL CABUSAS (FCC) For the entire program	650.771.2345	650.477.1256	alcabusas@nursingdlc.com Skype Name: ndlc-ceo
Admin (FCC) For queries	650.771.8126	none	filamnursing@ymail.com
FRISCO (FCC) For accounting	510.439.8296	none	friscoestipona@yahoo.com Skype Name: frisco estipona
RESTY PICARDO (Dean College of Nursing, UV)	none	Cell. 01163927.943.8076 Office: 63.32.4161538 MagicJack:650.532.7221 or 510.263.7552	restypicardo@hotmail.com Skype Name: resty picardo
NORMAN MANDY VILLAREY JAMERO "jam"(In Charge, LVN UV Program)	none	Cell: 011639275432658	Mandyjam2004@gmail.com Skype Name: jam
HEIDE JAYME (Online Tutor)	none	Cell: 011639166549607 MagicJack: 949.891.7018	haideejayme@yahoo.com
Maritess Gregorio (Online Tutor)	none	Cell:011639228030401	Marytes1974@yahoo.com
Marc Ace Manit (Online Coordinator)	none	Cell:01163 9227697967	markacem@yahoo.com
Michelle Yu (Online Tutor)			Chyrn14@yahoo.com
Joel Serad (Online Tutor)	none	Cell:011639228092298	joelserad@yahoo.com
Von Ryan Roa			vonrynr@yahoo.com
Carmila Inocando-Rama			fnccrama@gmail.com

FAQs on Student Orientation & Registration Program

1. Who we are?

FILAM Career Center Corp (FCCC) is a duly registered corporation in the U.S.A, based in Burlingame, California, which is composed of individuals with various experiences in the healthcare and human resource industry, whose primordial goal is to provide individuals aged 18-60 years old who have the desire to reinvent themselves and become productive and useful in the society.

FCCC has been a marketing arm of the University of the Visayas, which promotes a number of distance education courses, particularly nursing, considering that there is a shortage of nurses in the US, today. In fact, shortages of nurses are climbing up to levels unheard of. By 2020, it is projected that US alone will have a shortage of close to a million.

FCCC's mission is to contribute to the solution to this crisis by providing a way for permanent residents and US citizens to get a quality but affordable nursing education. With the University of the Visayas as its main education provider, based in Cebu City, Philippines, FCCC firmly believes that education is the only vehicle towards a productive, orderly and peaceful society.

2. How to avail of our services?

Go to: www.filamnursing.org and www.filamnursing.com for more details.

Or, call our program advisors @ tel. nos. (650) 771.2345, (650) 771.8126, (510) 439.8296, 1-800-390-8879

3. What are the steps to enroll?

Step 1 – Fill-up an application form and submit the same either via online (24/7) or at the office between 10 A.M and 6:00 PM from Monday - Friday.

Step 2 – Submit the following documents:
a). Any one of the ff: Birth Certificate, Passport, Driver's License
b). Any one of the ff: High School Card, Transcript of Record, Diploma
c). Four (4) pcs. 2"x2" colored picture (taken within the last 3 months)

Step 3 – Pay the required fees (refer to Plan Payment Contract)

Step 4 – Setup your skype or oovoo program in your computer / laptop. Keep your skype or oovoo name and password.

Step 5 - Arrange or schedule your 1st class session and the succeeding regular sessions with your instructor.



4. How to monitor your progress?

Login to your personal web portal at www.filamnursing.org. You are provided with a USERID and a PASSWORD by FNCC Staff.

5. What if I will discontinue?

Your cancellation or withdrawal of the program will only be accepted on condition that you have signified formally your intention to quit and shall notify FCC and the Education Provider at least thirty (30) days in advance.

6. Am I entitled of a REFUND?

Yes, you are entitled to a 100% refund, less the non-refundable portion, if you cancel or withdraw from the program at least within (3) months from date of enrollment.

Non-refundable items, for LVN / LPN students only, shall include the following :

- \$ 100 – UV Setup Fee,
- \$ 50 – TESDA Program Enrollment Fee,
- \$ 25 – UV Academic Modules Setup Fee,
- \$ 25 – UV RLE / Clinical Rotation Setup Fee

A total of \$ 200 is not refundable.

Non-refundable items, for BSN / RN students only, shall include the following :

- \$ 150 – UV Setup Fee,
- \$ 100 – TESDA Program Enrollment Fee,
- \$ 25 – UV Academic Modules Setup Fee,
- \$ 25 – UV RLE / Clinical Rotation Setup Fee

A total of \$ 300 is not refundable.

Refund of 50% of the enrollment or advance payment, less the non- refundable fees, shall be allowed if it less than six (6) months from enrollment date.

Refund of 25% of the enrollment or advance payment, less the non- refundable fees, shall be allowed if it less than twelve (12) months from enrollment date.

No refund shall be allowed after one (1) year from enrollment date. Refund processing shall usually take within 30-45 days.

7. Am I allowed to re-enroll / reinstatement after I quit?

Yes, you are allowed to re-enroll or reinstate, provided that you pay the required fees and other obligations, again.

8. What is the policy on absences?

A student, enrolled in either LVN or BSN program, who has been absent for more than a month, is considered dropped or failure due to absences (FA), unless an advanced notice is served, addressed to the education provider through FCCC, stipulating therein the valid reason for the non-attendance in class activities, supported by a proof of absence, like a medical certificate.

9. How long will it take me to finish the program?

Both LVN and BSN programs have two (2) phases: 1st phase is theory (academic preparation) and 2nd phase is Related Learning Experience (RLE) or Practicum.

For LVN program, the theoretical part shall be completed within 10 month period. However, for those with accelerated payments or one-time payment, the program can be finished within five (5) months.

For BSN program, the theoretical part shall be completed within 30 month period. However, for those with accelerated payments or one-time payment, the program can be finished within 18 months, however, you can only get your transcript of records on the 30th month after your RLE is completed.

After you are done with your theoretical preparation, you are required to arrange with us for your travel to the Philippines, particularly in Cebu City, where the University of the Visayas is located for your practicum or RLE to complete the 2nd phase of the program.

10. How many hours will I have to spare or allocate for my study in a week?

For LVN program, you are allowed to have a maximum of nine (9) hours or a minimum of three (3) hours . For those with accelerated payments or one-time payment, you can have the maximum of nine (9) hours a week. While for BSN program, you are allowed to have a maximum of fifteen (15) hours a week . For those with accelerated payments or one-time payment, you can have the maximum hours in a week for both LVN and BSN Programs.

11. What is the duration of my practicum or RLE?

For LVN program, the RLE part shall be completed within 2 month period or a minimum requirement of 960 supervised hours. You are given the opportunity to have a hands-on experience in a tertiary hospital, based in Cebu City, Philippines.

For BSN program, the RLE part shall be completed within 2 months. You are given the opportunity to have a hands-on experience in a tertiary hospital, based in Cebu City,



Philippines. For those who cannot make it due to a hectic work schedule, you are given the chance to have it done in 2 subsequent months, provided a prior arrangement with the instructor shall be made.

12. What are other requirements before I travel to the Philippines for my RLE?

Before you are allowed to have your exposure, the following must be met:

- Pay your program package in full with Filam Career Center;
- Secure a traveler's insurance for your protection;
- Secure a signed waiver at FCCC ; and,
- Prepare the required Articles & Apparatus needed for the Clinical Rotations.

LVN Program Overview

I. Who may enroll in the LVN Program?

Qualifications:

- a. You must be a high school graduate or college level or its equivalent. With health-related experience is an advantage;
- b. You are willing to undergo comprehensive practical nursing studies for one (1) year, divided into two (2) parts: nine (9) months of the academic/theoretical component, covering the twenty-two (22) subjects and the last three (3) months for your clinical exposure. This includes 4-6 weeks PN Skills 1 & 2 to be undertaken in the Philippines. The length of the clinical rotations will depend upon your exposure and experience, based on the student's performance or competence level.

Requirements:

Submit the following:

- a. Transcript of Records
- b. Photocopy of Birth Certificate
- c. Copy of Marriage Certificate (for married female)
- d. Certificate of Good Moral Character
- e. 2 pieces colored pictures, passport size, taken within the last 6 months;

Note: For enrollment purposes, a scanned copy of each of items **a** to **c** are acceptable. However, you must submit the original copy of each of same before the start of the clinical exposure in order for UNIVERSITY OF THE VISAYAS to process your credentials promptly.

2. What is the procedure to get enrolled?

- Step 1** – Fill-up an application form and submit the same either via online (24/7) or at the office between 10 A.M and 6:00 PM from Monday - Friday.
- Step 2** – Submit the following documents:
- Any one of the ff: Birth Certificate, Passport, Driver’s License
 - Any one of the ff: High School Card, Transcript of Record, Diploma
 - Four (4) pcs. 2"x2" colored picture (taken within the last 3 months)
- Step 3** – Pay the required fees (refer to the Plan Payment Contract)
- Step 4** – Setup your skype or oovoo program in your computer / laptop. Keep your skype or oovoo name and password.
- Step 5** - Arrange or schedule your 1st class session and the succeeding regular sessions with your instructor.

Important:

It is a must that all academic requirements are completed before doing the clinical requirements*.

Upon completion of both the academic and clinical requirements, your Transcript of Records, RLE Certificate and Diploma shall be processed, provided that all enrollment requirements are complied with (please see the above “I. Enrollment Requirements”). On the average, the processing will take about a month.

3. What are the clinical requirements during the Related Learning Experience?

Pre-requisites:

In order to be allowed to undertake your Related Learning Experience (RLE’s) in the Philippines, you must have completed all the academic requirements, within a year from the date of enrollment as shown on the copy of the enrollment form. Full payment of the tuition fees must be received by FCC prior to your RLE.

4. What are the articles & apparatus needed for the Clinical Rotations?

Having complied with theoretical preparation, you can now proceed with your RLE. You are required to bring the following articles, books and apparatus to be used during your exposure in the different areas in nursing, viz:

Quantity		Item
1 pc.	-	B/P apparatus
1 pc.	-	Glass thermometer (auxiliary)
1 pc.	-	Bandage scissors

1 pc.	-	penlight
1 pc.	-	calculator
1 pc.	-	tri-color pen
1 pc.	-	pencil
1 pc.	-	6-inch clear ruler
1 pc.	-	each Micropore and transpore tape, ½ inch
1 pc.	-	Tongue depressor
1 pc.	-	small bottle alcohol
1 pc.	-	small bottle betadine
1 pack	-	Cotton balls
1 box	-	Clean and sterile gloves
1 box	-	Masks
1 pc.	-	pocket notebook
1 pc.	-	large notebook (short bondpaper size)
1 pc.	-	Drug handbook
1 pc.	-	NCP reference
1 pc.	-	NANDA reference

Duty Uniforms, as required by UNIVERSITY OF THE VISAYAS, should be:

- a. White scrub suit and blue & yellow scrubs;
- b. White laboratory gown (plain);
- c. Collar t-shirt for psychiatric rotation;
- d. White nursing shoes for hospital wear and white sneakers for
Community/Psychiatric rotation use;
- e. Clean slippers and socks for the LR/DR (Maternal and Child Nursing);

5. What are other support services and amenities bundled in the program?

1. Personal web portal
2. Online support help desk assistance
3. Magic jack phone access (during RLE in the Philippines) to lessen your
communication expense.
3. Accessible and secured dormitory within UV Campus
4. Free Transportation service (to and from the different clinical areas)

6. How much is the LVN package?

Temporarily updated, excluding the RLE Fee or Practicum Fee.

7. What are the payment options?

A. One-Time Payment Plan, which entitles you of a discount of \$ _____. You can avail of our monthly promo. **FREE Accommodation** during RLE.

B. Monthly Installment Payment Plan with 0% Interest. \$ _____ - Down payment is required . The balance is payable within 7 months. Post dated check (PDC) is required . \$ _____ per month and **FREE Accommodation** during RLE.

C. Monthly Installment Payment Plan with 10% Interest. \$ _____ - Down payment is required. The balance is payable within 10 months. Post dated check (PDC) is required. \$ _____ per month and **FREE Accommodation** during RLE.

Note:

Interest shall be waived only for accelerated payments for BSN only, provided that the total program package is paid in full on or before the end of the 6th month.

Free Accommodation refers to local transportation allowance plus board and lodging, intended for a 3 to 4-bed room capacity. Any additional upgrading of the accommodation stipulated therein shall be shouldered by the student himself/herself.

RLE – stands for Related Learning Experience or practicum, which is a hands-on experience in UV's affiliated hospital, based in Cebu City, Philippines.

BSN Program Overview

I. Who may enroll?

Qualifications:

- a. You must be an LVN (Licensed Vocational Nursing) or LPN (Licensed Practical Nurse) graduate.
- b. You are willing to undergo comprehensive nursing studies for about two and a half (2 ½) years, depending upon the credits from your school credentials.

Requirements:

- a. Transcript of Records
- b. Photocopy of Birth Certificate
- c. Copy of Marriage Certificate (for married female)
- d. Certificate of Good Moral Character
- e. 2 pieces colored pictures, passport size, taken within the last 6 months;

Note: For enrollment purposes, a scanned copy of each of items I.a-c are acceptable. However, you must submit the original copy of each of same before the start of the clinical exposure in order for the University of the Visayas (UV) to process your enrollment promptly. For evaluation purposes, photo copy of your Transcript of Records, Diploma and other important documents must be submitted upon enrollment.

2. What are the steps to enroll?

- Step 1:** Fill out and submit the Registration and the Orientation Forms, which are available at FCC website at www.filamnursing.com;
- Step 2:** Furnish FCC with a fax or scanned copy of your Transcript of Records (TOR). Email the same to admin@filamnursing.com or filamnursing@ymail.com;
- Step 3:** Select the payment options; pay the initial down payment and submit your post-dated checks in advance to FCC for easy collection and convenience;
- Step 4:** Set up and install skype or oovoo program in your laptop, by downloading it from FCC website : www.filamnursing.com
- Step 5:** Prepare for an on-line orientation to be conducted by FNCC or UV staff; and
- Step 6:** Wait for the UV instructor to call you for your class.

3. When can I start with my Related Learning Experience (RLE)?

You can start to undertake your Related Learning Experience (RLE) in the Philippines, when you have already completed all the academic requirements and have paid in full your total obligations, as stipulated in the payment contract, with Filam Career Center Corp (FCCC).

Note: RLE fee shall be paid separately to FCCC prior to your exposure to the Philippines. The exact amount shall vary depending on the number of participants. The greater the number the lesser it will be.

4. What are the articles & apparatus needed for the Clinical Rotations?

You are required to bring the following articles, books and apparatus to be used during the practicum in different clinical areas.

Quantity		Item
1 pc.	-	B/P apparatus
1 pc.	-	Glass thermometer (auxiliary)
1 pc.	-	Bandage scissors
1 pc.	-	penlight
1 pc.	-	calculator
1 pc.	-	tri-color pen
1 pc.	-	pencil
1 pc.	-	6-inch clear ruler

1 pc.	-	each Micropore and transpore tape, ½ inch
1 pc.	-	Tongue depressor
1 pc.	-	small bottle alcohol
1 pc.	-	small bottle betadine
1 pack	-	Cotton balls
1 box	-	Clean and sterile gloves
1 box	-	Masks
1 pc.	-	pocket notebook
1 pc.	-	large notebook (short bondpaper size)
1 pc.	-	Drug handbook
1 pc.	-	NCP reference
1 pc.	-	NANDA reference

You are required to provide and wear your duty uniforms.

- a. White scrub suit
- b. White laboratory gown (plain);
- c. Collar t-shirt for psychiatric rotation;
- d. White nursing shoes for hospital wear and white sneakers for Community/Psychiatric rotation use;
- e. Clean slippers and socks for the ER/DR (Maternal and Child Nursing);

At the end of the clinical rotations, you are required to submit all your cases and case studies to the Office of the Academic Affairs for evaluation.

5. What is the duration of the program?

The program will run about two and a half years depending upon the subjects that are credited based on the student's Transcript of Records and other school credentials.

6. What are other support services and amenities, bundled in the program?

1. Personal web portal
2. Online support help desk assistance
3. Magic jack phone access (during RLE in the Philippines) to lessen your communication expense.
3. Accessible and secured dormitory within UV Campus
4. Free Transportation service (to and from the different clinical areas)

7. How much is the BSN Package?

Temporarily updated, excluding the RLE Fee.



8. What are the modes of payment for the BSN Program?

A. One-Time Payment Plan, which entitles you of a discount of \$ _____. You can avail of our monthly promo. **FREE Accommodation** during RLE.

B. Monthly Installment Payment Plan with 5% Interest . \$ _____ - Down payment is required. The balance is payable within 18 months .Post dated check (PDC) is required. \$ _____per month and **FREE Accommodation** during RLE.

C. Monthly Installment Payment Plan with 5% Interest . \$ _____ - Down payment is required. The balance is payable within 15 months. Post dated check (PDC) is required. \$ _____per month and **FREE Accommodation** during RLE.

D. Monthly Installment Payment Plan with 10% Interest . \$ _____ - Down payment is required. The balance is payable within 20 months. Post dated check (PDC) is required. \$ _____per month and **FREE Accommodation** during RLE.

Should you have further queries, please feel free to contact us at:
(650) 419-2323, (650) 771-2345, (650) 771-5786, (650) 771-8126 * Fax (650) 475-7121

How does Distance Education work at FCCC / UV?

By Internet

Instead of attending classes on campus, you shall complete your course work online via the Internet. Internet designed programs are taught the same as on campus classes in terms of academic quality, credit hours, and transferability.

By Videoconference

Teleconference allows you to interact with your tutors / instructors at the comfort of your home. Lessons, modules and review materials set for the on-line courses are available on DVD for you to study to enhance your knowledge on the inputs provided by your instructor. Most of all, you can interact with your fellow students through web-enhanced social network system.

Moreover, in a videoconference, your instructor and you shall see and hear each other over a live, two-way connection. You are required to attend and participate in the on-line and actual class activities. The your assignments shall be submitted over the internet, by fax, e-mail, or by mail.

By Web-Enhanced Social Network System (WESNS)

Web Enhanced Social Network System allows you to create your own web portal to download important files, to upload your personal files, to send and receive your messages, to create blogs, to view video clips, to research through chosen links and to store photos, charts and other educational materials to enhance your learning.

In short, you can create your own virtual study room, where you can have access to all updated resources in the virtual libraries of the world wide web.

By Actual Clinical Experience

You are required to meet on campus during your practicum or Related Learning Experience (RLE) until all required hours are completed. Attendance on campus and online is required to complete your course.

Self-Assessment Questionnaire for Distance Learners

To determine your capability and success in distance education, use this self-assessment questionnaire to find out your potential and preparedness in this type of program.

Instructions: Check the items of your choice; then, tally the number of checks after you are done. The interpretation can be viewed at the end portion of this questionnaire.

1. I have internet access at home or can access a computer with internet access

- a. at least three times a week
- b. twice a week
- c. once a week

2. I know how to create, save, and manage files on a computer.

- a. yes
- b. only with certain programs
- c. No

3. I know how to attach files to email messages.

- a. Yes
- b. No, but I'm a fast learner and technology does not intimidate me.
- c. No and I'm not sure I can learn how; technology intimidates me.

4. Online courses are as time consuming as traditional courses

- a. Yes, sometimes they are more time consuming
- b. yes, the work takes about the same amount of time
- c. no, online courses take less time

5. Online courses

- a. have deadlines just like traditional courses
- b. are always self-paced
- c. don't have begin and end dates

6. I work well on my own.

- a. always
- b. sometimes
- c. never

7. When I have to complete assignments,

- a. I usually get them done ahead of time
- b. I usually procrastinate, but finish on time
- c. I usually need an extension to finish the job

8. If I have difficulty completing an assignment,

- a. I always ask for help
- b. I sometimes ask for help
- c. I rarely ask for help

9. I expect feedback on my assignments

- a. within a few days. I will probably start the next assignment before I get it.
- b. within a day or two, but will probably not start the next assignment until I have it.
- c. immediately. I cannot move on to the next assignment without it.

10. Face to face meetings with my instructor

- a. are not that important to me
- b. are helpful but not essential
- c. are very important to me

11. I can follow written instructions

- a. without any problems
- b. well, but I may need to have them explained
- c. only if someone explains them to me

12. I am

- a. a good reader
- b. an adequate reader
- c. a slow reader

13. I learn best

- a. reading and seeing pictures, diagrams or graphics
- b. if I hear someone explain a concept, and I take notes
- c. by doing or participating in an activity



If you answered mostly A's this indicates that you are well suited for an online course. You are independent, self-motivated, and know enough about technology to use applications without much difficulty.

If you answered mostly B's this indicates that you have the potential to do well in an online course. You may find yourself challenged at times, but participation in blog posting, conversations, e-mail, and occasional visits with your instructor may prove helpful.

If you answered mostly C's

this indicates that you will probably have difficulty completing an online course successfully because the environment is less structured.

Note: This assessment is not the definitive authority on your skills or needs. It is only meant for you to use as a guide to help you decide whether online learning is for you.

FCCC Interactive Web Portal Login Information

Viewing the Modules at your personal Web Portal

Modules are posted in your web portal, which are made available for your convenience so that you can read and study in advance. In order to be able to have access of your web portal, execute the following steps:

Step 1 . Ask the help desk in-charge to provide you the **userid** and your initial **password**;

Step 2. Go to <http://www.filamnursing.org> and log in;

Step 3. Explore the salient features of your personal web portal;

Step 4. Upload your photo and change your password;

Step 5. Click 'resources' tab, followed by clicking the 'school' tab. Once in school tab window, click the 'UV_LVN_Program_Files' folder in the index. Then, download the 'UV_LVN_MODULES. **Note:** BSN Modules will follow soon.

Step 6. Arrange an orientation with your instructor; and

Step 7. Log out properly.

Skype / Oovoo Installation and Login Information

You are required to install the **skype** or **oovoo** program to your laptop or PC to be able to do the videoconferencing with your instructor. Execute the following steps:



- Step 1.** Go to http://www.filamnursing.com/download/skype_oovoo/ and run and install the skype or oovoo program in your laptop or PC;
- Step 2.** Create an account. Your **USERNAME** should precede with **fcc** and should be followed by your family name. Example: **fccdelacruz**. You can create your own unique password.
- Step 3.** Log-in and explore the salient features of your skype or oovoo;
- Step 4.** Upload your photo and check your audio and video;
- Step 5.** Add the skype or oovoo name of your instructor or other contacts of your preference.
- Step 6.** Arrange an orientation with your instructor; and
- Step 7.** Log out properly.

STUDENT Frequently Asked Question's (FAQs)

1. How do I log into my web portal?

See Login Information on page 18.

2. I forgot my password, how can I log into my web portal?

Call 650-771-8126 or email filamnursing@ymail.com. Be prepared to provide your name, cell phone and email address.

3. When should I log-in to my class?

Log in on to your web portal as frequent as possible to check your email box for messages, during on or off class session. The ideal time to log-in is during videoconference with your instructor.

4. How often should I log-in to my web portal?

Log in frequently—at least 3 times per week.

5. How or where can I obtain a Userid and password?

FCC staff can give you access by providing you the userid and password, except the userid and password of UV website.

6. How can I communicate with my tutor?

You can go to <http://www.filamnursing.org> and use the email system of your personal web portal. Or, you may call your tutor via skype or oovoo. For urgent call, you can use the assigned



magic jack number 1.650.532.7221 at UV. Likewise, you may contact one of the FCC staff to assist you on the process.

7. How do I know my class schedule?

At the outset, FCC Staff shall arrange the schedule. However, you are required to arrange it with your tutor. Also you are encouraged to go to your web portal for updates and announcements from your tutor and from the FCC Management. You may call FCC staff to assist you at 650.771.8126.

8. What is the ideal time for my class?

The most ideal time is between 6 pm and 11 pm (US Time).

9. When is the date for my orientation?

You can have an outright orientation provided you have already submitted your orientation form together with your application form by mail or by on-line.

10. Who will orient me?

FCC staff undertakes the initial orientation concerning the overview of the distance education and the program in general. While, the class orientation will be taken care of by your tutor.

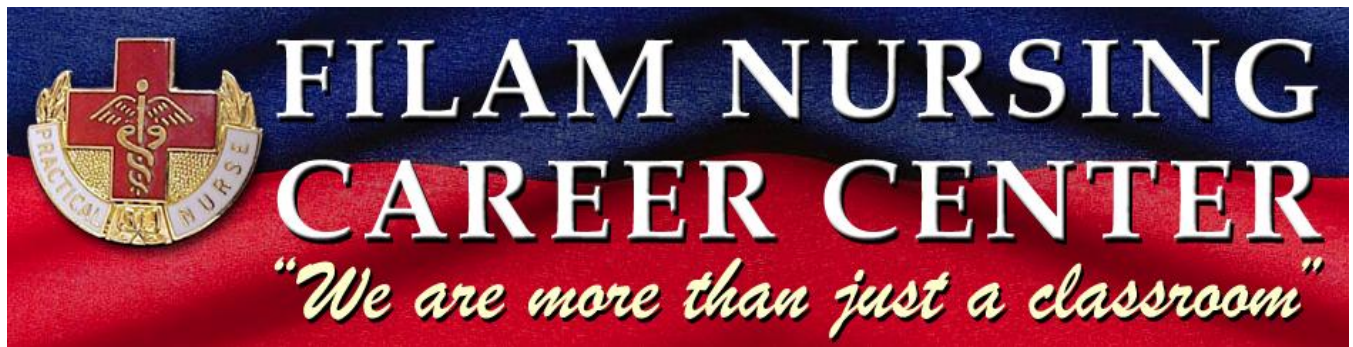
11. Do Distance Education classes count toward my degree?

Yes. Success in these classes provides the same credit as on-campus classes as designed by the education provider with the guidance and monitoring of a certain regulatory body.

12. What about the accreditation of the LVN and the BSN programs by the Board of Nursing in the USA?

Foreign schools are not required to be accredited, provided they live up to the standard of the regionally accredited curricula as acknowledged by the Department of Higher Education and other accrediting bodies in the US.

Feedback regarding this handbook and FCCC and UV Distance Education Services may be addressed to the **Distance Education Help Desk** at 650.771.2345 and 650.771.8126.



APPENDIX A

1499 Old Bayshore Hwy. Suite 110 Burlingame, CA 94010
 Tel. Nos. (650) 419-2323, (650) 771-2345, 1-800-390-8879, Fax (650) 475-7121

REGISTRATION FORM

Personal information

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date of birth	Social Security No.	Spouse name	
Are you a citizen of the United States?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/> NO <input type="checkbox"/>

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

EMPLOYMENT/PROFESSIONAL REFERENCES	
Full Name	Position



Company	Phone ()
Address	
Full Name	Position
Company	Phone ()
EMERGENCY CONTACT INFORMATION	
Full Name	Relationship
Address	Phone ()

PREVIOUS EMPLOYMENT			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?			YES <input type="checkbox"/> NO <input type="checkbox"/>
SIGNATURE			
I certify that my answers are true and complete to the best of my knowledge.			
Signature		Date	
Referred by: _____			

Revised 11-30-11



Appendix B

Feedback Questionnaire

Dear Respondent,

Please be informed that **Filam Nursing Career Center (FNCC)** is conducting an evaluation of your **Related Learning Experience (RLE)** or **Practicum**, held at the University of the Visayas, based in Cebu City, Philippines.

In this connection, we have constructed a questionnaire to gather information concerning your objective feedback. Your participation in this evaluation process by way of answering the questionnaire is very vital for the success of our ongoing assessment.

We humbly request you to answer sincerely. Please never leave any item unanswered.

Please feel assured that your anonymity and the information you will give will be treated with the strictest confidentiality.

Thank you very much for your very kind response to our request.

Very sincerely yours,



Participant Name (optional): _____ Date: _____

Job Title: _____

INSTRUCTIONS

Please circle your response to the items. Rate aspects of the Practicum on a 1 to 5. 1 = "Strongly disagree," or the lowest, most negative impression and 5 = "strongly agree," or the highest, most positive impression

Scale:

- 1=Strongly disagree
- 2=Disagree
- 3=Neither agree nor disagree
- 4=Agree
- 5=Strongly agree
- N/A=Not applicable

A. PRACTICUM CONTENT (Circle your response to each item.)							
1.	I was well informed about the objectives of the practicum.	1	2	3	4	5	n/a
2.	The practicum lived up to my expectations.	1	2	3	4	5	n/a
3.	The content is relevant to my study and job.	1	2	3	4	5	n/a
B. PRACTICUM INSTRUCTOR (FACILITATOR)							
4.	The instructor was well prepared.	1	2	3	4	5	n/a
5.	The instructor was helpful.	1	2	3	4	5	n/a
C. PRACTICUM RESULTS							
6.	I accomplished the objectives of the practicum.	1	2	3	4	5	n/a
7.	I will be able to use what I learned in this practicum.	1	2	3	4	5	n/a
D. ACCOMMODATION							
8.	The place where I was staying was conducive for learning.	1	2	3	4	5	n/a
9.	I felt I was safe in the place where I was staying.	1	2	3	4	5	n/a
10.	The mode of transportation was okay.	1	2	3	4	5	n/a



**Additional
feedback:** _____

Note: Use separate paper for more narrative feedback. Kindly scan and email at filamnursing@ymail.com or fax your answered questionnaire to us. **Fax No. 650.475.7121**

Thank you for your cooperation!



TERMS AND CONDITIONS

1. DEFINITIONS

“**Services**” means educational services provided by the education provider as consummated by the Client.
 “**Education Provider**” means the educational institution that renders the educational services, which refers to the University of the Visayas, based in Cebu City, Philippines.
 “**Client**” means the person, who aspires to enroll in the program provided by the educational institution as referred to in this contract.
 “**Company**” means the marketing arm and the billing agency that operates in partnership with the Education Provider, which refers to Filam Career Center Corp (FCCC) located at 1499, Ste. 110, Old Bayshore Hwy, Burlingame, CA. U.S.A.

2. PAYMENTS

2.1 Where the Company requires payment of an enrollment, the Client acknowledges that a portion of the enrollment or advance payment is not refundable.
2.2 The Company reserves the right to increase a quoted fee in the event that the client requests for a variation to the services agreed.

3. CANCELLATION

Cancellation of the services by the Client will only be accepted on condition that the Student has signified formally his/her intention to quit and shall notify the Company and the Education Provider at least thirty (30) days in advance.

4. REFUND

4.1 Non-refundable fees (for LPN / LVN Only) shall include:	\$100 – UV Setup Fee \$ 50 – TESDA Program Enrollment Fee \$ 25 – UV Academic Modules Setup Fee \$ 25 – UV RLE / Clinical Rotation Setup Fee
TOTAL	\$ 200 – Non-refundable

4.2 Non-refundable fees (for BSN / RN Only) shall include:	\$150 – UV Setup Fee \$ 50 – TESDA Program Enrollment Fee \$ 25 – UV Academic Modules Setup Fee \$ 25 – UV RLE / Clinical Rotation Setup Fee
TOTAL	\$ 300 – Non-refundable

4.3 Refund of 100% of the enrollment or advance payment, less the non- refundable fees, shall be allowed if it less than three (3) months from enrollment date.

4.4 Refund of 50% of the enrollment or advance payment, less the non- refundable fees, shall be allowed if it less than six (6) months from enrollment date.

4.5 Refund of 25% of the enrollment or advance payment, less the non- refundable fees, shall be allowed if it less than twelve (12) months from enrollment date.

4.6 No refund shall be allowed after on (1) year from enrollment date.

4.7 Refund processing shall take 30-45 days.

5. NOTICE

All written notices to be served on or given to the client shall be sent or delivered to the client’s principal place of residence and shall be treated as having been given upon receipt.

6. CONFIDENTIALITY

All parties shall maintain strict confidentiality. This provision shall not, however, apply to information or material which is or becomes public knowledge other than by breach by a party of this clause.

I agree that the foregoing schedule of payments and the terms and conditions of this agreement are acknowledged by me on this ____ day of _____ 2011, at 1499, Ste. 110, Old Bayshore Highway, Burlingame, CA, U.S.A.

CONFORME

 Student’s Signature



FNCC

Appendix - D



Filam Career Center Corp

1499 Old Bayshore Hwy, Ste 110, Burlingame, CA 94010
Phone (650)419-2323, (650)771-2345, (650)771-8126 Fax: (650)475-7121
Websites: www.Filamnursing.com / www.filamnursing.org
Email: alcabusas@nursingdlc.com

Related Learning Experience (RLE)

WAIVER FORM

Participant's Name : _____ Email Address: _____ Phone _____

Departure Date & Time: _____ Return Date & Time : _____

Program: (Check) LVN BSN

I understand that I hold the Filam Career Center Corp (FCCC), its officers, employees and agents, harmless from all liability and claims, arising out of or in connection with my participation in any activity outside my Related Learning Experience (RLE) or practicum to be done in Cebu City, Philippines.

I hereby release and discharge the FCCC from all liability arising out of or in connection with the above-described activity.

In the event of any illness or injury, I hereby consent to whatever laboratory tests or treatment and hospital care from a licensed physician and/or surgeon as deemed necessary for my safety and welfare.

It is understood that the resulting expenses will be the responsibility of the participant.

Done this _____th day of _____, 20____.

Student Signature (Date)

FNCC Staff



Disclaimers

- Filam Nursing Career Center (FNCC) acknowledges the varied set of policies of the different Vocational/Registered Nursing State Boards in the U.S.A; hence, it does not claim to have any control of the current and future changes of these policies.
- Filam Nursing Career Center (FNCC) operates as the sole marketing / promotion company of the University of the Visayas (UV), a foreign nursing school, based in the Philippines; therefore, it does not assume the role of a nursing school nor required to be accredited by any accrediting educational agencies in the U.S.A.
- Filam Nursing Career Center (FNCC) believes in the capability of our clients but it does not guarantee 100% passing rate of our clients upon taking any licensure exam given in any state board of nursing in the U.S nor it does guarantee 100% rate of their success upon application for license by reciprocity or endorsement to any state board in the U.S. most specifically in the State Board of Nursing in California.

Student Copy

ACKNOWLEDGMENT OF RECEIPT

I hereby acknowledge the receipt of this Student Handbook.

(Signature of Client)

Date



FNCC Copy

ACKNOWLEDGMENT OF RECEIPT

I hereby acknowledge the receipt of this Student Handbook.

(Signature of Client)

Date