



# The MACHS Newsletter

THE OFFICIAL NEWSLETTER OF MOHAMMED AL-MANA COLLEGE FOR MEDICAL SCIENCES

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new building.  
new auditorium.  
...and more.  
**SOON TO OPEN!!!**

# Unit Head's Viewpoint

## Welcome message

From  
the  
Student  
Affairs'  
Desk

Welcome back!!!

I hope that you have enjoyed a wonderful summer and Eid Holiday. I also hope that you are all relaxed, recharged and ready to start a new academic year. The beginning of a new academic year is an exciting time in higher education and this is a great time to be at MACHS. MACHS is delighted to see you all as part of its amazing family. We welcome and value your positive energy and dedication to excellence in education.

At MACHS, students are always encouraged to explore their full potential both academically and personally. Graduates from MACHS are the leaders of tomorrow and the cornerstone of society, and we hope that MACHS will be the starting point of the amazing life you will lead. We create a dynamic learning community through the services we offer.

The student Affairs Directorship and Staff are committed to help you prosper. Please know that we are here to serve you. Apart from educational betterment MACHS also focuses on extracurricular activities. Services at MACHS foster student growth through the different program specialties offered, student clubs and sports activities, counseling, tutoring opportunities, workshops, the use of up-to-date technology and more.

We encourage all our students to participate in most activities especially the sports ones because it is well known that physical activities not only unwind one's mind but also helps keep people fit.

We encourage all students existing and new comers to maintain an amiable relationship with one another, respect your seniors and all other staff members, and make your families and us proud of having you as part of the MACHS family.

With my best wishes for a very successful academic year.



Nuhad Azoury  
Director of Student Affairs

## Acknowledgment Section

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Mrs. Nuhad S. Azoury  
Ms. Amal Alsenan  
Mrs. Hamidah Al Sinan

Dr. Ayaz Ahmed  
Dr. Yasser Aljuheny

### Photo credits to:

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Ms. Zahra Ali Al Mosajen



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# Campus News

## MOSI workshop

Mohammed Al-Mana College for Medical Sciences, in cooperation with the University of Oregon and Yale Center for Teaching and Learning spearheaded the Mobile Summer Institutes (MOSI) for Scientific Teaching at Carlton Hotel, August 18-22.

This five-day workshop trained the participants on scientific teaching that address challenges in STEM (Science and Technology, Engineering and Mathematics) education following a train the trainer's approach. Series of workshops on active learning, assessment, peer teaching, among others to train faculty members on how to engage students for better learning were facilitated during the event.

This first MOSI workshop in the Middle East highlighted the commitment of the participants as well as the management of MACHS in building competent and globally minded educators.

Elly Vandegrift, the Program Director of Global Science Education Initiatives and Jana Prikryl, Biology Senior Instructor and Director Global Studies Program were the resource speakers from the University of Oregon.



# Campus News

## NCAAA Journey

Following the signing of agreement between Mohammed Al-Mana College for Medical Sciences and the National Center for Academic Accreditation and Assessment last April 10 at Riyadh International Convention and Exhibition Center, a meeting between the two parties occurred September 16 at the NCAAA Headquarter, Riyadh.

The college, headed by the college Dean Prof. Emad Alshwaimi, together with Dr. Yousef Al Hashem and Mr. Mohammed Alsibai presented the current status and best practices of the college to Dr. Saleh Al-Ghamdi, the deputy director of institutional accreditation at NCAAA and his team (Dr. Mohammad Al-Fohaid, Dr. Kholood Alshaikh, and Dr. Mohamed Gazar). The meeting was considered a major step gearing towards a significant milestone for the institution.

During the dialogue, the dean expressed his gratitude to the NCAAA team for their continuous support and efforts to execute this worthwhile project. This project is considered to be one of the strategic directions of MACHS aiming to support the vision and aspiration of Saudi Arabia in 2030 by enhancing curriculum development and excellence in education.



# Campus News

## Faculty Promotion News



MACHS and Jeddah University ink Faculty Promotion contract



Mohammed Al-Mana College for Medical Sciences recently inked an agreement with Jeddah University to facilitate the promotion of MACHS faculty members. In the contract, the promotion should follow the rules and regulations set by the Ministry of Education in relation to promotion. Meanwhile, fifty percent of the promotion fees will be shouldered by MACHS, while the remaining fifty percent will be deducted from the faculty's salary in instalment basis.

With this initiative, Prof. Emad Alshwaimi, the college Dean is urging faculty members to actively participate in the research and community functions of the institution while maintaining excellence in teaching in order to get a successful promotion.

# Campus News

## Student Services-Cafeteria & Vending Machines

Refueling and replenishing yourself at MACHS has never become healthier, easier, more affordable and accessible.

This semester, the college signed with a new food service provider named Baker Line. It is a Saudi inspired food varieties offering healthy and yummy breakfast, lunch and snacks with varieties of hot and cold drinks. They started its operation in the college during the opening week of this semester. Located at the ground floor of Pharmacy and Nursing building, this year's cafeteria brings easiness in terms of payment method as they accept not only cash but also card payment system.

Another innovative idea fulfilled by the management is the installation of vending machines. Four vending machines equally placed at the Pharmacy and Nursing building ground floor accept both cash, mada and credit card payment. The machines offer assortment of snacks, chocolates, sodas, and juice drinks. The vending machines are useful too for the students and staff on-the-go who find themselves out of minutes as the machines can dispense mobile prepaid cards.

Everyone seems elated and even yours truly did not skip the buzz and in just a matter of seconds...yippee..my cappuccino is ready. Here are some students' feedback as of writing.

“

I like it. It is very good. No problem encountered at all. - **Bayan and Fatimah Yassih, FYD Students**

”

“

Good machine. All the time, it's working. We have many options for the drinks. - **Ammar, Pharmacy graduate student**

”

“

Smart move. The machine includes card payment. It is easier and with drinks having lots of options. - **Enas Alghamdi, Pharmacy Level 9**

”

“

I like it. It saves time. We can use the card not just the cash. - **Raghad Aldossary, Pharmacy Level 9**

”



# Campus News

## faculty orientation

Orientation is an opportunity for faculty members, old or new to be acquainted with essential information regarding the institution. Whether it be organizational vision and mission, plans, college policies, resources and more; it is a strong start for an academic institution to orient its faculty members.

The Centre of Excellence headed by Dr. Fatima Alabdulazziz, in cooperation with the Dean's Office conducted the two-part annual faculty orientation held at the Pharmacy Auditorium, August 29.

The morning session featured the top management who gave their respective speeches particularly the structure, current services and plans in the future.

The event kicked off with the welcome message of the college dean, Professor Emad AlShwaimi who highlighted the positive aspects of the college from the supportive management to the dedicated and competent staff and faculty at MACHS. He urged the community to stay focused and maintain the strong community like a family as the college gears towards more challenging endeavors such as CEA and NCAAA accreditation.

Meanwhile, Dr. Jenan Al Matouq, the Vice Dean of Academic Affairs touched on the academic programs and gave overview on the the units under academic affairs. In her speech, she also mentioned the current challenges and emphasized the main goals for this academic year.

Speaking also to a packed auditorium was Dr. Yousef Al Hashem, Vice Dean for Quality and Development who outlined the structure of the quality division and emphasized the NCAAA as the next major activity of the institution.

Concluding the morning session's orientation was Mrs. Amal Kolaghassi, CEO/HR Manager who described the services and plans of the human resource department demonstrating the commitment of the college for continuous improvement.



# Campus News

## new employees orientation

New academic and non-academic employees gathered to attend the afternoon session of the orientation designed to bring them up what they need to know as they begin their new career at MACHS.

The orientation was held at the Pharmacy auditorium, August 29.

This year's orientation featured presentation of the key work units catered to teaching and learning. Unit heads introduced the resources and must-know policies related to student affairs, admission, examination and assessment, medical services, library and research programs and activities to the newly hired employees.

Among the unit heads who presented at the event were: Mrs. Nuhad Azoury, Head of Student Affairs; Dr. Yasser Aljuheny, Head of Admission and Registration; Dr. Hayyan Al Taweil, Head of Examination Unit; Dr. Ayaz Ahmed, Head of Research Unit; Mr. Sayed Hamdy, Head of Library Affairs; and Dr. Silas Mangui, Head of Health Unit.

The event concluded with an open forum which gave the new employees the opportunity to ask questions and share concerns on their new role.



# Human Resource Corner

## new hires

Welcome on board!

*Tahir Ahmed*  
English  
Lecturer

*Hawra  
Alkhlaiteet*  
Pharmacy  
Lecturer

*Amina  
Corpuz*  
Audit Staff  
Member

*Fardus Aljunibi*  
CLS  
Lecturer

*Noor Albaker*  
CLS Lecturer

*Fatemah Alyousef*  
Infirmiry Nurse

*Madinah  
Aljubaily*  
Pharmacy  
Lab  
Instructor

*Mohamed  
Abdelghany*  
Library  
Assistant

*Dr. Rita El Hajj*  
Assistant  
Professor

*Mashael Abloushi*  
English  
Lecturer

*Khadijah  
Alhashim*  
Support Ser-  
vice Staff

*Mohammed  
Alhejji*  
CLS Lab  
Instructor

*Joji John*  
Nursing Clini-  
cal Preceptor

*Elham Alsunaykh*  
English  
Lecturer

*Marwa Algoraini*  
Lecturer

*Sara  
Jomeah*  
House  
Keeper

*Awmnia Ahmed*  
English Lecturer

*Roselyn  
Acoymo*  
House  
Keeper

*Zaenab Aljassim*  
Biology  
Lecturer

*Abbas  
Aljassas*  
Purchasing  
Officer

*Joan  
Burdas*  
House  
Keeper

*Richelle  
Lanaban*  
House  
Keeper



# Research Highlights publications

A questionnaire-based study for weight loss by using herbal drugs in Dammam (Eastern Region), Kingdom of Saudi Arabia By: Wasim Ahmad, Ayaz Ahmad, Mohammad D Ali, Yousef Amin, Sukainah A Sheikh, Anjum Usmani, Rawan A Otaibi, Sarah A Rashidi, Noura A Salih, Omnia A Mostafa

## A Questionnaire-based Study for Weight Loss by Using Herbal Drugs in Dammam (Eastern Region), Kingdom of Saudi Arabia

Wasim Ahmad, Ayaz Ahmad, Mohammad D Ali, Yousef Amin, Sukainah A Sheikh, Anjum Usmani, Rawan A Otaibi, Sarah A Rashidi, Noura A Salih, Omnia A Mostafa

Department of Pharmacy, Mansoura Al Mana, College for Medical Sciences, Dammam, Kingdom of Saudi Arabia

**Background:** Obesity is a common health problem and it is increasing around the world. Herbal drugs are the most commonly used alternative treatment for weight reduction. The aim of this study was to identify the most commonly used plants for the treatment of obesity or to reduce the weight of patients with obesity and to determine the usage rate of herbal drugs in Dammam, Kingdom of Saudi Arabia. **Materials and Methods:** This cross-sectional study was performed on people who were overweight and obese in Dammam (Eastern Region), Kingdom of Saudi Arabia, by using pretested questionnaire. Participants were randomly selected for this questionnaire study. P value was calculated by using chi-square test. **Results:** A total of 500 participants were selected, of which 355 participants completed the questionnaire-based study and the remaining 145 were excluded from the study. The majority (n = 190, 53.52%, P > 0.05) used herbal drugs to reduce weight. The most commonly used herbal drugs included green tea (53.52%, P > 0.05), ginger (31.54%, P < 0.01), and flax seed (17.46%, P < 0.01). However, nearly 35% of participants stated that they had unwanted effects; therefore, majority of the participants stated they would use herbal drugs in future to reduce weight. **Conclusion:** This investigation showed that the treatment to reduce weight of those who were overweight or obese by herbal drugs and the usage rate of herbal drugs/foods/vegetables were high in Dammam. Further investigations are required to prove the efficacy of herbal drugs and their side effects for the treatment of obesity. A community awareness program is essential to explain the positive and adverse effects of herbal drugs.

Abstract

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## Knowledge and Practice about Use of Medication among Breast Feeding Women in Saudi Arabia: A Prospective Cohort Study

Int. J. Pharm. Investigation, 2019;9(1):16-19

### Knowledge and Practice about Use of Medication among Breast Feeding Women in Saudi Arabia: A Prospective Cohort Study

Sana Al Mahrouq<sup>1</sup>, Mohammad Daud Ali<sup>2</sup>, Ayaz Ahmad<sup>3</sup>, Alanood Al Maghrabi<sup>4</sup>, Manal Al Harthi<sup>5</sup>, Nada Al Fattani<sup>6</sup>

**Background:** Amount of drug in milk depend upon the concentration of drug in the mother's serum. Medications with more half-life time (T1/2) are likely to retain higher levels in breast milk. Also number of times of feeding and amount of milk taken by the infant are significant considerations. The main aim of this study was to evaluate the knowledge and practice about drug use while breastfeeding. **Methods:** A prospective cohort study was conducted and sample size was determined using Krejcie and Morgan's sample size calculator. A survey was carried in eastern province, Saudi Arabia community by approaching a conveniently selected sample of 545 participants. **Results:** The maximum percentage of participants were housewives (43.11%) while the least participants were from health care professional (6.97%, p < 0.05). Among all the participants, maximum (90.64%) were from urban residents. Approx. 50 % (p < 0.05) of participants are not getting proper information from doctors about the prescribed drugs. **Conclusion:** Awareness should be raised about the possible side effects of medication use during breastfeeding.

Abstract

**Background:** Amount of drug in milk depend upon the concentration of drug in the mother's serum. Medications with more half-life time (T1/2) are likely to retain higher levels in breast milk. Also number of times of feeding and amount of milk taken by the infant are significant considerations. The main aim of this study was to evaluate the knowledge and practice about drug use while breastfeeding. **Methods:** A prospective cohort study was conducted and sample size was determined using Krejcie and Morgan's sample size calculator. A survey was carried in eastern province, Saudi Arabia community by approaching a conveniently selected sample of 545 participants. **Results:** The maximum percentage of participants were housewives (43.11%) while the least participants were from health care professional (6.97%, p < 0.05). Among all the participants, maximum (90.64%) were from urban residents. Approx. 50 % (p < 0.05) of participants are not getting proper information from doctors about the prescribed drugs. **Conclusion:** Awareness should be raised about the possible side effects of medication use during breastfeeding.

## CDC25B and CDC25C overexpression in nonmelanoma skin cancer suppresses cell death

By: Jenan Al-Matouq, Thomas R. Holmes and Laura A. Hansen

WILEY

### CDC25B and CDC25C overexpression in nonmelanoma skin cancer suppresses cell death

Jenan Al Matouq | Thomas R. Holmes | Laura A. Hansen

**Abstract**  
Non-melanoma skin cancer frequently results from chronic exposure to ultraviolet (UV) irradiation. UV-induced DNA damage activates cell cycle arrest checkpoints through degradation of the cyclin-dependent kinase activators, the cell division cycle 25 (CDC25) phosphatases. We previously reported increased CDC25A in nonmelanoma skin cancer, but CDC25B and CDC25C had not been previously examined. Consequently, we hypothesized that increased expression of CDC25B and CDC25C increases tumor cell proliferation and skin tumor growth. We found that CDC25B and CDC25C were increased in mouse and human skin cancers. CDC25B was primarily cytoplasmic in skin and skin tumors and was significantly increased in the squamous cell carcinoma (SCC), while CDC25C was mostly nuclear in the skin, with an increased cytoplasmic signal in the premalignant and malignant tumors. Surprisingly, forced expression of CDC25B or CDC25C in cultured SCC cells did not affect proliferation, but instead suppressed apoptosis, while CDC25C silencing increased apoptosis without impacting proliferation. Targeting CDC25C to the nucleus via mutation of its nuclear export sequence, however, increased proliferation in SCC cells. Overexpression of CDC25C in the nuclear compartment did not hinder the ability of CDC25C to suppress apoptosis, neither did mutation of sites necessary for its interaction with 14-3-3 proteins. Analysis of apoptotic signaling pathways revealed that CDC25C increased activating phosphorylation of Akt on Ser473, increased inhibitory phosphorylation of proapoptotic BAD on Ser136, and increased the survival protein Survivin. Silencing of CDC25C significantly reduced Survivin levels. Taken together, these data suggest that increased expression of CDC25B or CDC25C are mechanisms by which skin cancers evade apoptotic cell death.

Abstract

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# Student Affairs Bulletin

academic calendar

## Fall Semester 2019-2020 Academic Calendar

| Week                           | Date            |           | Event / Activity  |
|--------------------------------|-----------------|-----------|---|
|                                | From date       | To date   |   |
| <b>Fall Semester 2019-2020</b> |                 |           |   |
|                                | 25-Aug-19       | 29-Aug-19 | Registration for Current Students for Fall 2019-2020  |
| <b>Week 1</b>                  | <b>1-Sep-19</b> |           | <b>Classes begin for Fall 2019-2020</b>   |
|                                | 1-Sep-19        | 1-Sep-19  | Orientation for All New and Old Returning Students for Fall 2019-2020   |
|                                | 1-Sep-19        | 5-Sep-19  | Financial Hold on students who did not pay previous balance and the 1st installment of tuition for Fall 2019-2020 |
|                                | 1-Sep-19        | 5-Sep-19  | Advising, and Registration for All New and Old Returning Students for Fall 2019-2020                              |
|                                | 1-Sep-19        | 5-Sep-19  | Change of major (Transfer) for Spring 2019-2020   |
| <b>Week 1<br/>week 2</b>       | 1-Sep-19        | 12-Sep-19 | Add/Drop Period for Fall 2019-2020  |
|                                | 1-Sep-19        | 12-Sep-19 | 1 <sup>st</sup> Installment of tuition for Fall 2019-2020   |
| <b>Week 3</b>                  | 15-Sep-19       |           | Withdrawal from courses "W" starts for Fall 2019-2020   |
| <b>Week 4</b>                  | 22-Sep-19       | 26-Sep-19 | 2 <sup>nd</sup> Installment of tuition for Fall 2019-2020   |
| <b>Week 4</b>                  | 23-Sep-19       |           | National Day Holiday  |
| <b>Week 4</b>                  | 22-Sep-19       | 26-Sep-19 | Cancel Registration for students who did not pay the 1st and 2nd installments of tuition for Fall 2019-2020       |
| <b>Week 5</b>                  | 29-Sep-19       | 10-Oct-19 | Scheduling of Courses for Spring 2019-2020  |
| <b>Week 6</b>                  |                 |           |   |
| <b>Week 10</b>                 | 7-Nov-19        |           | Last day for Withdrawal from courses "W" for Fall 2019-2020   |
| <b>Week 14</b>                 | 5-Dec-19        |           | Last day of classes for Fall 2019-2020  |
| <b>Week 14</b>                 | 1-Dec-19        | 12-Dec-19 | 3 <sup>rd</sup> Installment of tuition for Fall 2019-2020   |
| <b>Week 15</b>                 |                 |           |   |
| <b>Week 16</b>                 | 15-Dec-19       | 26-Dec-19 | Final Examination Period for Fall 2019-2020   |
| <b>Week 17</b>                 |                 |           |   |
| <b>Week 18</b>                 | 29-Dec-19       | 2-Jan-20  | Academic Advising and Registration for Current Student for Spring 2019-2020                                       |
|                                | 3-Jan-20        | 18-Jan-20 | <b>Mid Year - Students Vacation</b>   |

...continued next page

# Student Affairs Bulletin

## academic calendar

### Spring Semester 2019-2020 Academic Calendar

| Week                             | Date             |                  | Event / Activity  |
|----------------------------------|------------------|------------------|---|
|                                  | From date        | To date          |   |
| <b>Spring Semester 2019-2020</b> |                  |                  |   |
| <b>Week 1</b>                    | <b>19-Jan-20</b> |                  | <b>Classes begin for Spring 2019-2020</b>   |
|                                  | 19-Jan-20        | 19-Jan-20        | Orientation for All New and Old Returning Students for Spring 2019-2020   |
|                                  | 19-Jan-20        | 23-Jan-20        | Financial Hold on students who did not pay previous balance and the 1st installment of tuition for Spring 2019-2020 |
|                                  | 19-Jan-20        | 23-Jan-20        | Advising, and Registration for All New and Old Returning Students for Spring 2019-2020                              |
|                                  | 19-Jan-20        | 23-Jan-20        | Change of major (Transfer) for Fall 2020-2021   |
| <b>Week 1</b>                    | 19-Jan-20        | 30-Jan-20        | Add/Drop Period for Spring 2019-2020  |
| <b>Week 2</b>                    | 19-Jan-20        | 30-Jan-20        | 1 <sup>st</sup> Installment of tuition for Spring 2019-2020   |
| <b>Week 3</b>                    | 2-Feb-20         |                  | Withdrawal from courses "W" starts for Spring 2019-2020   |
| <b>Week 4</b>                    | 9-Feb-20         | 13-Feb-20        | Scheduling of Courses for Summer 2019-2020  |
| <b>Week 4</b>                    | 9-Feb-20         | 13-Feb-20        | 2 <sup>nd</sup> Installment of tuition for Spring 2019-2020   |
| <b>Week 4</b>                    | 9-Feb-20         | 13-Feb-20        | Cancel Registration for students who did not pay the 1st and 2nd installments of tuition for Spring 2019-2020       |
| <b>Week 5</b>                    | 16-Feb-20        | 27-Feb-20        | Scheduling of Courses for Fall 2020-2021  |
| <b>Week 6</b>                    |                  |                  |   |
| <b>Week 10</b>                   | 26-Mar-20        |                  | Last day for Withdrawal from courses "W" for Spring 2019-2020   |
| <b>Week 13</b>                   | 12-Apr-20        | 16-Apr-20        | 3 <sup>rd</sup> Installment of tuition for Spring 2019-2020   |
| <b>Week 16</b>                   | <b>8-May-20</b>  | <b>30-May-20</b> | <b>Eid El-Fitr Holiday</b>  |
| <b>Week 17</b>                   | 31-May-20        |                  | Classes resume after Eid Holiday  |
| <b>Week 17</b>                   | 1-Jun-20         | 11-Jun-20        | Final Examination Period for Spring 2019-2020   |
| <b>Week 18</b>                   |                  |                  |   |
| <b>Week 18</b>                   | <b>12-Jun-20</b> | <b>29-Aug-20</b> | <b>Summer Vacation for students</b>   |

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# Student Affairs Bulletin

academic calendar

## Fall Semester 2019-2020 Academic Calendar

| SUMMER SEMESTER 2019-2020    | Week | Date             |                 | Event / Activity  |
|------------------------------|------|------------------|-----------------|---|
|                              |      | From date        | To date         |   |
| <b>Summer Term 2019-2020</b> |      |                  |                 |   |
| Week 1                       |      | 14-Jun-20        | 18-Jun-20       | Academic Advising and Registration for Current Student for Summer 2019-2020 |
|                              |      | <b>14-Jun-20</b> |                 | <b>Classes begin for Summer 2019-2020</b>                                   |
|                              |      | 14-Jun-20        | 18-Jun-20       | Add/Drop Period for Summer 2019-2020  |
|                              |      | 14-Jun-20        | 18-Jun-20       | Full Installment of tuition for Summer 2019-2020                            |
| Week 2                       |      | 22-Jun-20        |                 | Withdrawal from courses "W" starts for Summer 2019-2020                     |
| Week 5                       |      | 16-Jul-20        |                 | Last day for Withdrawal from courses "W" for Summer 2019-2020               |
| Week 6                       |      | <b>24-Jul-20</b> | <b>8-Aug-20</b> | <b>Eid Al Adha Holiday</b>  |
| Week 7                       |      | 9-Aug-20         |                 | Classes resume after Eid Holiday  |
| Week 9                       |      | 23-Aug-20        | 27-Aug-20       | Final Examination Period for Summer 2019-2020                               |
| Week 1                       |      | <b>30-Aug-20</b> |                 | <b>Classes begin for Fall 2020-2021</b>                                     |

### Mohammed Al-Mana College for Medical Sciences celebrates National Day of Saudi Arabia

كلية محمد المناع للعلوم الطبية  
Mohammed Al Mana College for Medical Sciences

89  
2030  
اليوم الوطني السعودي  
Saudi National Day

The Student Affairs Department would like to wish you a  
**Happy Saudi National Day**  
and would like to invite you to the National Day celebrations  
on Tuesday 24/09/2019

Place: Pharmacy Building (Auditorium)      Time: 10 am

God Bless Our Country

هفصة حناتي  
القطة  
اليوم الوطني السعودي ٨٩

The event took place Tuesday, September 24 at the Pharmacy Auditorium.

# Student Affairs Bulletin

## students orientation



The Student Affairs headed by Mrs. Nuhad S. Azoury has been working hard to welcome the new students at Mohammed Al-Mana College for Medical Sciences. The orientation kicked off September 2 at the Pharmacy auditorium.

The students were warmly welcomed by Dr. Emad AlShwaimi, the college Dean during his remarks at the event. In his speech, he reiterated the commitment of the college to provide quality learning experience. A guided tour in the campus premises was also conducted as part of the orientation agenda.

It was an extensive orientation program with informative sessions including academic resources and facilities support, academic advising, psychological counseling, grievance procedure, registration, financial aid information and a lot more.

Over the course of the orientation, students got a taste of what life would be like as a MACHS student from dining at the cafeteria, sitting in a classroom and joining student organizations to reach their potential.

Day 2 of the orientation was also conducted with different sets of freshmen students held at the same venue, September 4.



# College Policy Updates

new policies



**14** newly approved  
**POLICIES**

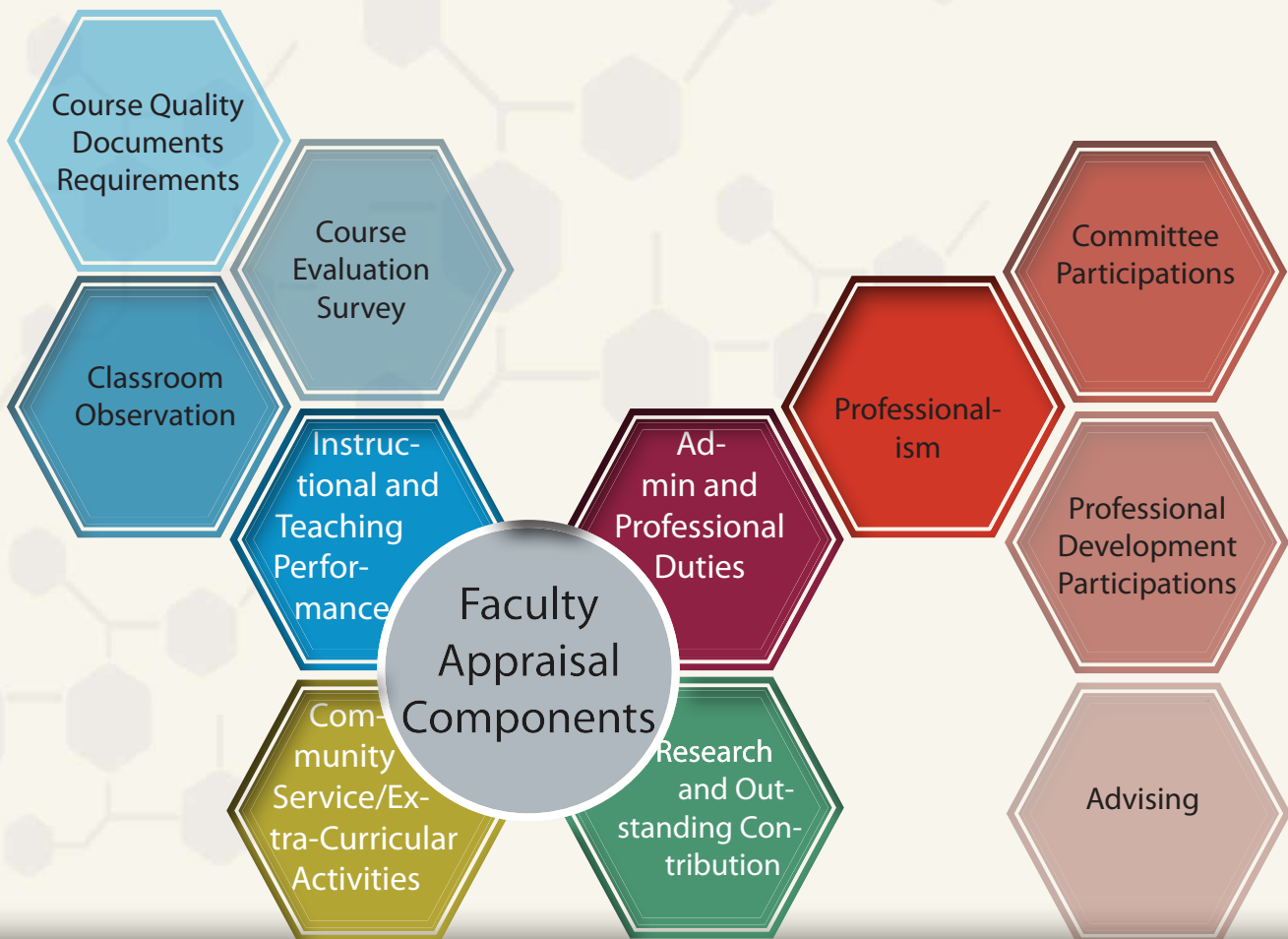
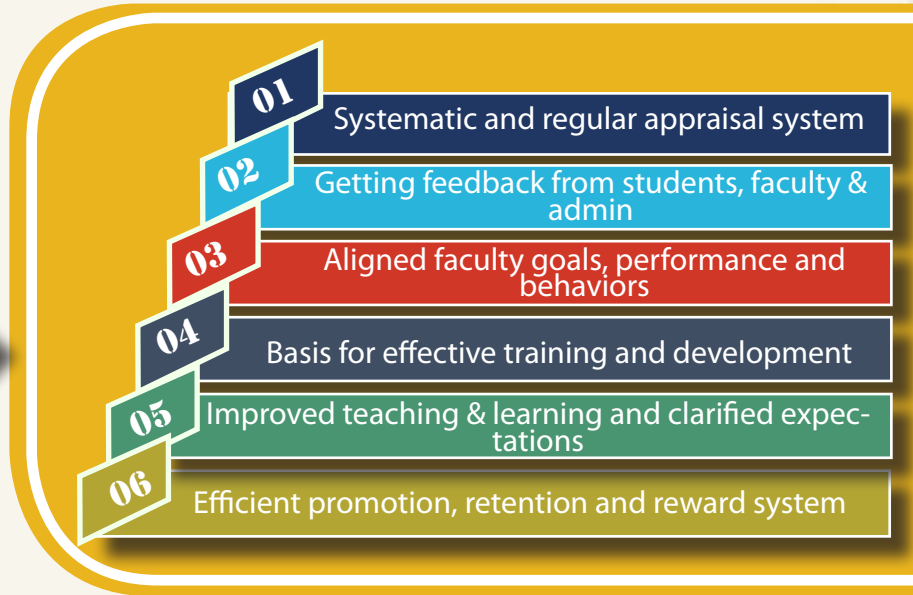
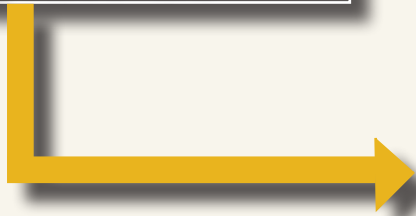
- 1 Academic Dishonesty/  
Cheating Policy
- 2 Course Load Policy
- 3 Student Dress Code Policy
- 4 Faculty Appraisal Policy
- 5 Faculty Teaching Load and  
Office Hours Policy

- 6 Faculty Workload Policy
- 7 Grade Appeal Policy
- 8 Make-up Exam Policy
- 9 Placement Test Policy
- 10 Professional Development  
Policy
- 11 Student Code of Conduct  
Policy
- 12 Student Employment Policy
- 13 Student Grievance Policy  
and Procedure
- 14 Student Medical Excuse  
Policy

# College Policy Updates

## faculty appraisal

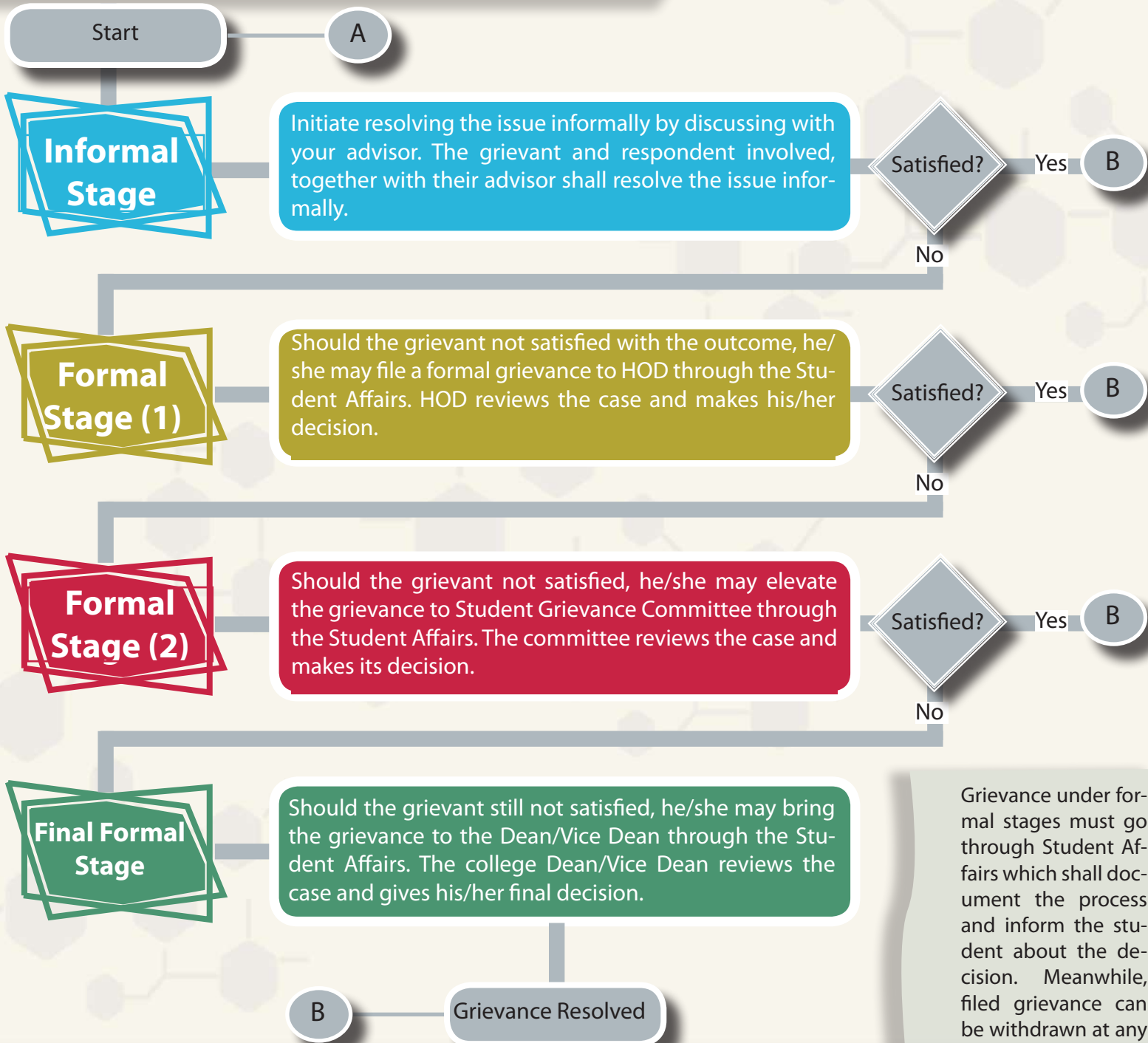
### Policy Rationale



# College Policy Updates

## student grievance policy

Do you have complaints? At MACHS, we ensure resolving them with the best solution to rectify your grievance following these steps:



Grievance under formal stages must go through Student Affairs which shall document the process and inform the student about the decision. Meanwhile, filed grievance can be withdrawn at any time.



# College Policy Updates

## grade appeal policy

### GRADE APPEAL GUIDE:

Do you believe that there is an error on your grade or it seems unfair? The following are the key steps under our Grade Appeal Policy that will guide you resolve your concern:

#### 1 THE INITIAL APPEAL

Students have the right to make an appeal should they feel there was an error or an unfair grade was given to them. Initial step is to speak with the course coordinator for revision.

1

#### 2 FORMAL APPEAL BEGINS

If unresolved, students may file an appeal to the HOD. They must get an appeal form from Student Affairs Office and pay the revision fee at the Finance Office. Accomplished form and receipt must be submitted to the HOD.

2

#### 3 TASK FORCE COMMITTEE

A Task Force Committee is appointed by the HOD to review the case. The review is based on the materials endorsed by the Department Exam Committee. Once done, the appeal form with the committee's recommendation will be sent back to HOD and Departmental Exam Chair for final approval endorsement.

3

#### 4 FINAL APPROVAL

The appeal form is endorsed to Vice Dean of Academic Affairs for final approval. Once approved, a copy of the decision will be sent to the concerned student, course coordinator and Exam Unit.

4

#### 5 OUTCOMES & APPEAL CLOSED

If the appeal entails change of grade, the course coordinator modifies the student's grade in the master grade sheet for formative assessment or accomplish Change of Final Grade form to update the final grade. *Meanwhile, in both cases, revision fee will be refunded to the student.*

5

Students can file an appeal within one week after the announcement of grade for formative assessment and within 2 weeks for final grade.

# Primer Semester

Opening Soon....

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reach your target English  
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