

## **ATTENDANCE REQUIREMENTS**

1. BE PUNCTUAL. The official time is strictly followed.

House Rules before any seminar/webinar organized by the Career & Placement Unit will be sent to the participants which they should observe accordingly.

2. Please use your benilde mail when joining a session and indicate your full name to identify yourself in the platform used by the CPU or the organizer of events/activities accredited by the unit.

3. You are required to stay in the venue for the whole duration of the seminar/webinar unless otherwise, specified in the activity details in the CSBGRAD registration system.

4. For paper activities/online module output, only the files/documents submitted in the Big Sky sandbox labeled CPU CSBGRAD T\_ SY2020-2021 will be credited. Deadline of submission will be strictly followed.

4. CREDIT POINTS are given only by the Career & Placement Unit (CPU). Please refer to the schedule of accredited events/activities in the CSBGRAD system.

5. Logging-in for two (2) or more simultaneous activities will render your attendance to all as null and void.

6. To get credited for an activity, students must comply with the attendance requirements as stated herein.