

HOW TO ATTEND MAKE-UP CLASSES

Please read these Guidelines before calling us. Our Guidelines are very detailed and easy to understand. If there are still items that are vague after a thorough reading, please call us during office hours. **Please take note that you will be the ones who need to look for schedules and classes to sit in, and it is also your responsibility to fill out the Make-up Form.**

SITTING-IN

WARNING: Despite the availability of BRAIN TRAIN make-up classes, we DISCOURAGE students from abusing this privilege and being absent from their regular classes for trivial reasons (vacations, outings, etc.)

Although each teacher tries to make his lectures uniform for all classes, inevitable circumstances (such as the students' collective aptitude, discipline, etc.) often make each class unique. Thus, a student attending make-up classes might not understand parts of the discussion, or might find that the lessons are advance or delayed as compared with the lessons in his regular section. Moreover, be prepared that there might be changes in the schedule of the venue where you will be attending make-up classes. If that happens, we will not be held responsible to inform you of these changes or give you special treatment even if you travelled far. Please be reminded that we are responsible only to the students enrolled in that specific class. This is a risk you must take.

Step 1: Check (on your class schedule) the date when you were absent. List down all the review topics you missed.

Step 2: Visit <http://www.students.brain-train.com.ph/login.html>. Look for the "2017 UPCAT and Other College Entrance Tests Review" title, and then click the links of the schedules of other batches to download them. Look for all classes you have missed in any of these schedules (take time to study each section as the schedule of each section may differ from those of other sections of the same batch). Choose the venue, section, and schedule that suits you.

Step 3: Obtain a Make-up Form from the BRAIN TRAIN Review Assistant (NOT from a teacher). Fill it out properly. There is NO need for you to call up BRAIN TRAIN and ask for permission to attend make-up classes.

Step 4: With your Make-up Form, arrive at least 10 minutes early on your chosen venue and schedule, and notify the Review Assistant (NOT teacher) that you will be taking make-up classes. Inform the Review Assistant which section you will sit-in, and ask where you could sit. Do NOT be late or do NOT arrive just in time, as this will disrupt the students of the regular class.

Step 5: After each class, take the initiative to ask the teacher to sign your Make-up Form before he goes out. Do NOT expect the teacher to remind you to do this. Failure to get his signature is equivalent to NOT having taken the make-up classes yet.

Step 6: After completion of all make-up classes, submit the Make-up Form to the Review Assistant. **Step 7:** Obtain a certificate from the Review Assistant that you have already completed your make-up classes. Do NOT lose it as you need to present it in case you are not given a Test Permit.

VIDEO MAKE-UP

1. **Video Make-up is discouraged, and should only be taken if sitting-in in other classes is already impossible.** It is relatively boring, and there is no interaction between teacher and student. There are no rooms for clarifications and questions. Videos of classes were also taken by amateurs using a regular handy video camera. Thus, video quality is not excellent.
2. **Video Make-up is allowed only if:**
 - a. There are no more available classes where you can sit-in. If there are still classes in venues (even those that are 3-4 hours away), we still will NOT allow Video Make-up.
 - b. The classes are already full.
 - c. Only one or two classes were missed.
3. **Student must inform Review Assistant of his intention to make-up via video as soon as possible, so preparations can be made.**
4. **Watching of video must be done only on days when the Review Assistant is available, and only in selected venues.** It is best to watch video in a venue on a day when you can also attend actual classes. For example: A student attending a review in Quezon City who was absent

for one whole day may go to Makati to sit in four classes he missed. In between those four classes, he may watch videos of classes not available on that day.

5. **Bring the following:**
 - a. A laptop with a working CD-ROM drive, installed with VLC Media player and must be able to play .mp4 files
 - b. A headset, and
 - c. Payment of P50/video to cover preparation and reproduction of DVDs.
6. **If you are going to watch a Practice Test video, answer the Practice Test first before watching the video.** You may answer at home to save time. Before watching the video, the Review Assistant will first check whether you have already answered on your notebook.
7. **Ask the Review Assistant to sign your Video Make-up Form for each subject you have finished watching. Note: The Review Assistant may refuse to sign your Video Make-up Form if he catches you not taking down notes or texting when you are supposedly concentrating on watching the video.**
8. **A student may watch only up to six videos in a day, and never while during lunch break while attending his regular classes.** Having video make-up while already mentally tired is useless.
9. **After completion of all make-up classes, submit the Make-up Form to the Review Assistant.** Obtain a Certificate from him that you have already completed your make-up classes.