



1

COURSE ENLISTMENT

Dec. 20 (8:00am) to
Dec. 21 (3:00pm)

Students use OnEMCL to add courses they want to enroll for the term.
All students must participate in the Course Enlistment.



CREATE OFFERINGS BY COLLEGES

Colleges create course-offerings using the enlistment statistics.



2

COURSE SECTIONING

Dec. 22 (12:01pm) to
Dec. 23 (10:00pm)

NOTE: Students must have no back accounts to perform this process.

Students use OnEMCL to select sections for the courses they have enlisted and click “finalize” button once settled. Generated Schedule and Assessment (GSA) can be printed outside MCL or at R208 on January 5 to 7, 2015.

In cases that no sections were opened for the enlisted course, the student proceeds to the program chair for advising on Jan. 5, 2015.

Date	Batch	OnEMCL opens	OnEMCL closes	ONLINE Course sectioning; No encoding centers in MCL
Dec. 22 - 23	2007 – 2014	Dec. 22 at 12:01pm	Dec. 23 at 10:00pm	



3

PAYMENT

January 5 – 7, 2015

The student shows the GSA and pays the matriculation fee at the Treasurer’s Office.

Cash Payments	Windows 1 to 5
Credit Cards/RCBC over-the-counter	Window 6
Check/Exact payment	Café Enrique
Culinary Arts (CA)	Accounting Office

*For bank payment concerns, please call (02) 520-8935 or (049) 832-4056

Date	Batch	Encoding Centers
Jan. 5, 2015	I-Excell, Academic & Athletics Scholars, & Student Assistants	R209 & R210
Jan. 6, 2015	2013 & 2014	R209 & R210
Jan. 7, 2015	2012 & Prior	R209 & R210

***Late enrollment fee is P100.00; Promissory notes will only be entertained on January 8, 2015.**



4

CM

After payment, proceed to the ETY Lobby for the printing of Certificate of Matriculation (CM).

FREQUENTLY ASKED QUESTIONS (FAQs)

1. Q What is Course Enlistment?
A Course Enlistment is a pre-enrollment activity where students choose the courses they want to enroll for the coming term.
2. Q When is the Course Enlistment be done?
A Course Enlistment starts on Dec. 20, 2014 at 8:00AM and will end on Dec. 21, 2014 at 03:00PM.
3. Q Can I participate in the Course Enlistment if my OnEMCL is inactive?
A No. Make sure that your OnEMCL account is active in order to enlist courses. Go to DOIT for OnEMCL account concerns.
4. Q What will happen if I do not participate in the course enlistment?
A If you do not participate in the Course Enlistment, you can't also join the Course Sectioning, and therefore, you will be enrolling late by Jan. 5, 2015. Proceed to MCL campus encoding centers for late enrollment. Late enrollees will be charged with late enrollment fee of P100.
5. Q What is the maximum number of units that I can enlist?
A The maximum number of units that you can enlist is 15 units. This does not include the non-academic courses such as PE, NSTP and Values Education. This means that you can enlist these non-academic courses even if you already have 15 academic units.
6. Q Can I change the course I enlisted?
A Yes, you can change the courses you chose as long as within the schedule of course enlistment. Course Enlistment will be closed on Dec. 21 at 03:00PM. After that, you can't change the courses anymore.
7. Q Can I go to MCL campus and do Course Enlistment and Course Sectioning instead of doing it at home?
A No, there will be no enlistment and sectioning centers in MCL on Dec. 20 to 23, 2014.
8. Q What if I have a back account? Can I do course enlistment? Can I do course sectioning?
A For course enlistment, yes, you may do the course enlistment as scheduled even if you have back-account. However, you can NOT do the Course Sectioning. Proceed to the Cashier to settle your back account first before you can do the course sectioning.
9. Q What is Course Sectioning?
A The enrollment activity where students select sections/schedule for the enlisted courses.
10. Q When is Course Sectioning be done?
A Course Sectioning is scheduled from Dec. 22 at 12:01pm to Dec. 23 at 10:00pm
11. Q Can I do Course Sectioning in advance?
A No, you can't. Wait for the schedule when OnEMCL opens.
12. Q Can I do Course Sectioning after the schedule?
A You can not do the Course Sectioning after the schedule.
13. Q Will I be charged with late enrollment fee if I do not finalize within the schedule for course sectioning?
A Yes. You must finalize your course load within the schedule for course sectioning.
14. Q Why can't I access my OnEMCL account for Course Sectioning?
A 1) You may have a back account (proceed to the Cashier to settle your back account); or 2) you may be late or in advance to the set schedule.
15. Q What if there's a conflict in schedule in the courses that I enlisted?
A You may rearrange your schedule or select a different course and finalize your load until Dec. 23, 2014 at 10:00pm.
16. Q What if there's no section offered on a particular course that I enlisted?
A You may opt to select another course and finalize your load until Dec. 23, 2014 at 10:00pm, or you may enroll late and go to your program chair for advising on Jan. 5, 2015.
17. Q What if I did not finalize my load until Dec. 23, 2014 at 10:00pm, when can I finalize then?
A You can finalize your load when the enrollment system resumes on Jan. 5, 2015 at 08:00am. You will be considered a late enrollee and so, you will be charged with late enrollment fee.
18. Q Can I request/petition for a tutorial section?
A Yes, a petition to open a tutorial section can be done. However, the approval to opening a tutorial section will depend on the availability of faculty and other resources. Go to your respective colleges to file the petition.
19. Q When can I process my petition to open a tutorial course?
A You may file your petition on or before January 8, 2015.
20. Q Can I change my sections during course sectioning?
A Yes, you can change your sections as long as within your batch's schedule and you have not pressed the "FINALIZE" button yet.
21. Q How long are my reserved sections/slots valid?
A Your reserved slots are valid until Jan. 7, 2015 at 05:00pm.
22. Q Am I officially enrolled if I have participated in the Course Enlistment and/or Course Sectioning but have not paid the matriculation fee?
A No. The printed Certificate of Matriculation is the proof of enrollment. Have your CM printed after payment of matriculation fee at the ETY Lobby.
23. Q When is the revision of course load?
A Revision of course load starts on Jan. 8, 2015 and ends on Jan. 16, 2015 at 05:00pm.

START OF CLASSES – JANUARY 8, 2015


ROCHELLE P. DINEROS
College Registrar