INFORMATION TO ALL CANDIDATES FOR GRADUATION

I. DEFICIENCIES

Please consult the Office of the College Registrar regarding any deficiencies that may hinder your joining the graduation ceremonies.

Any grade of INC (incomplete) / C (continuing) must be completed on or before the deadline set by the Registrar.

DEADLINE FOR NOVEMBER 2013 CANDIDATES: October 3, 2013

II. CLEARANCES

Please follow the attached flowchart for the clearance procedures.

III. MELT SPEAKING and WRITING EXIT TEST

DATE: September 12, 2013
TIME: 8:00 AM – 12:00 NN

Please refer to the separate announcement for the details.

IV. GRADUATION CEREMONIES

DATE: NOVEMBER 13, 2013
TIME: 2:00 PM – 6:00 PM
PLACE: PLENARY HALL
PHILIPPINE INTERNATIONAL CONVENTION CENTER (PICC)
CCP Complex, Roxas Boulevard, Pasay City

The graduation procession starts at exactly 2:00 PM, but the graduates are required to be in at 1:00 PM.

IV.A FEES

COMPULSORY FEES:

GRADUATION FEE: P 2,000.00
TRANSCRIPT OF RECORDS: 300.00
DIPLOMA: 350.00
BLUE & SILVER YEARBOOK: 1,500.00
BASIC GRAD. PHOTO FOR YEARBOOK: 200.00

TOTAL: P 4,350.00
OPTIONAL FEES:

TOGA (Rental: P300.00 Refundable Deposit: P500.00): P 800.00
GRADUATION PHOTO PACKAGE: P 1,100.00
EXTRA TICKET: P 100.00 each

Graduation Fee includes two (2) complimentary tickets. Payment of graduation fee starts on October 3, 2013, until November 6, 2013.

GRADUATION CAP AND TOGA

Togas must be returned right after the graduation at the Bookstore. A charge of P60.00 for each day of delay shall be imposed.

<table>
<thead>
<tr>
<th>DATE RETURNED</th>
<th>PENALTY FEE</th>
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<tbody>
<tr>
<td>November 15, 2013</td>
<td>P 60.00</td>
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<tr>
<td>November 16, 2013</td>
<td>P 120.00</td>
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<tr>
<td>November 18, 2013</td>
<td>P 180.00</td>
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<tr>
<td>November 19, 2013</td>
<td>P 240.00</td>
</tr>
<tr>
<td>November 20, 2013</td>
<td>P 300.00</td>
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A charge of P1,500.00 will be billed to the student for lost or unreturned togas after November 20, 2013.

IV.B BACCALAUREATE MASS/RECOGNITION/REHEARSALS

DATE: November 12, 2013
TIME: 9:00 AM TO 5:00 PM
PLACE: To be announced

IV.C PHOTOSHOOT

DATE: CE, ChE, EE, ME, MMA: OCTOBER 11, 2013
ECE, IE, CpE: OCTOBER 12, 2013
IT, CS: OCTOBER 14, 2013
ACT, ENT, HRM, TM: OCTOBER 15, 2013
MARE, MT, IEXCELL: OCTOBER 16, 2013
TIME: 9:00 AM – 5:00 PM
LOCATION: MCL Photo Studio at F. Balagtas Hall

All graduates of Summer 2013 and November 2013 will be included in the shoot for the Basic Graduation Photo for the yearbook. For graduates who opt to avail the Graduation Photo Package, you are encouraged to bring your apparels and other clothes for the creative shoot.
IV.D INVITATIONAL PROGRAMS AND TICKETS will be distributed during the rehearsals.

Completely filled out Graduation Clearance Form shall be submitted to OCR. Invitational programs and tickets will be distributed during the rehearsals and will only be released once the clearance form is submitted to OCR.

Extra tickets may be availed on a first-come-first-served basis.

IV.E GRADUATION PICTURES (during graduation ceremony)

Please be informed that there will be an official photographer during the graduation rites at the Plenary Hall, PICC. For the convenience of the students, representatives from the official photographer will be on campus on November 12, 2013 to take photo reservations. Please ask for the official receipt to substantiate your claim/order.

The order between the graduate and the official photographer shall solely be the responsibility of the two parties. MCL shall not be responsible in any way for the non-fulfillment of commitments of either party.

Be wary of other photographers claiming to have access to the venue to take your pictures.

V. DIPLOMAS

Diplomas are issued only ONCE. In case of loss, a letter indicating the reason/s for the request is required to obtain a duplicate copy.

VI. TRANSCRIPT OF RECORDS (TOR)

December 13, 2013 – Start of claiming of Transcript of Records and Diploma from the OCR.

VII. BLUE AND SILVER

Availment of the Blue and Silver (Yearbook) is compulsory.

ROCELLE P. DINEROS
COLLEGE REGISTRAR