ENROLLMENT
Second Term SY 2016 - 2017
Start of Classes: September 19, 2016

COLLEGE

1. COURSE ENLISTMENT
   Sept. 10 (Saturday, 8AM) - Sept. 11 (Sunday, 10PM)
   Students use OnEMCL to add courses they want to enroll for the term. All students must participate in the Course Enlistment.

2. CREATE OFFERINGS BY COLLEGES
   Colleges create course-offerings using the enlistment statistics.

3. COURSE SECTIONING
   Sept. 14 (Wednesday), Sept. 15 (Thursday), and Sept. 16 (Friday)
   Students use OnEMCL to select sections for the courses they have enlisted and click “finalize” button once settled. Student may use R210 encoding centers on a first-come-first-served basis.

   Generated Schedule and Assessment (GSA) can be printed outside MCL or at R208 on Sept 14-16, 2016.

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

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

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4. PAYMENT
   Sept. 14 (Wednesday), Sept. 15 (Thursday), and Sept. 16 (Friday)
   The student shows the GSA and pays the matriculation fee at the Treasurer’s Office.

   | Batch 2013 | Sept. 14, 2016 | Cash Payment/Check/Credit Card | F. Balagtas Auditorium |
   | Batch 2014 | Sept. 15, 2016 | RCBC Over-the-counter/ Cebuana Lhuillier/MLhuillier/ Payments not related to Enrolment/ Culinary Arts (CA) | G/F Office of the Treasurer |
   | Batch 2015 | Sept. 16, 2016 |

   *For Cebuana Lhuillier and MLhuillier payment details, please see separate announcement.

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

   *Late enrollment fee is P100.00; Promissory notes will only be entertained on Sept.17, 2016.

5. CERTIFICATE OF MATRICULATION (CM)
   After payment, proceed to R502 for the printing of CM.

SENIOR HIGH SCHOOL

Enrollment: September 5 & 6, 2016 (8AM-5PM)

A-K: 8am – 12nn
L-Z: 12nn – 5pm