ENROLLMENT
Third Term SY 2015-2016

1. COURSE ENLISTMENT
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
**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 Jan. 4 to 6, 2016.

In cases that no sections were opened for the enlisted course, the student proceeds to the program chair for advising or to file a petition to offer tutorial section.

<table>
<thead>
<tr>
<th>Date</th>
<th>OnEMCL opens</th>
<th>OnEMCL closes</th>
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</thead>
<tbody>
<tr>
<td>Batch 2015</td>
<td>Dec. 19, 2015</td>
<td>Dec. 18 at 5pm</td>
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<tr>
<td>Batch 2014</td>
<td>Dec. 20, 2015</td>
<td>Dec. 19 at 5:01pm</td>
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<tr>
<td>Batch 2013 and prior</td>
<td>Dec. 21, 2015</td>
<td>Dec. 20 at 5:01pm</td>
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<td>All varsity, student assts., chamber singers</td>
<td>Dec. 18, 2015 1pm to 5pm</td>
<td>Office of the College Registrar window</td>
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Online Course sectioning: No encoding centers in MCL

Application of Sibling Discount and other scholarships is on Jan. 4 to 15, 2016

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

- Cash Payments/Check/RCBC over-the-counter
- Exact Payments
- Credit Cards & Exact payments
- Culinary Arts (CA)
- All Engineering students (all payments)

Café Enrique Counters 1 to 3
Café Enrique Counter 4
Window 5
Window 4
3rd floor, Einstein blk.

*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 Jan. 7, 2015.

4. CM
After payment, proceed to the ETY Lobby for the printing of Certificate of Matriculation (CM).
FREQUENTLYASKEDQUESTIONS(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. 16 (8am) to Dec. 17 (5pm).

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. 7, 2016. Log-on to OnEMCL 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, NSIP 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. 17, 2015 at 5:00PM. 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 There will be no enlistment and course sectioning centers in MCL.

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. 19 (Saturday) to Dec. 21 (Monday).

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.

16. Q What if there’s no section offered on a particular course that I enlisted?
    A You may opt to select another course or you may go to your program chair for advising.

17. Q What if I did not finalize my load during my assigned schedule for course sectioning, when can I finalize then?
    A You can finalize your load when the enrollment system resumes on Jan. 7, 2016 starting at 06:00AM. Log-on to OnEMCL. 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 or on before Jan. 7, 2016.

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. 6, 2016 at 5:00PM.

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 ETP Lobby.

23. Q When is the revision of course load?
    A Revision of course load starts on Jan. 7, 2016 and ends on Jan. 15, 2016 at 05:00pm.


Rochelle P. Dineros
College Registrar