

Advisory on Application for Graduation

This Advisory intends to guide the candidates for graduation for the **Midyear Term of AY 2021-2022** and **First Term AY 2022-2023**, and those students who have completed the academic requirements (without remaining units based on curriculum audit and as reflected in OneMCL) prior to the current Academic Year but failed to complete the graduation clearance.

Important Dates:

Candidates for Graduation- Second Term, AY 2021-2022	
Application for Graduation	October 12, 2022
Clearance Period Midyear Term, AY 2021-2022 First Term, AY 2022-2023	October 19 to November 11, 2022 December 14, 2022 to January 7, 2023
Graduation Picture-Taking	Batch 1: November 12, 2022 Batch 2: November 19, 2022
Commencement Exercises (Tentative)	February 6, 2023

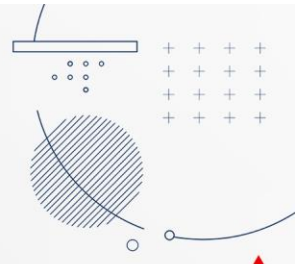
Application for Graduation:

1. Students who finished the Midyear Term, AY 2021-2022 and currently enrolled for the First Term, AY 2022-2023 with remaining units not exceeding twenty-one (21) including those with approved study overload are eligible to apply for graduation.

Once the application is accepted and confirmed by the Registrar's Office (RO), concerned students will be subject to records evaluation and graduation photoshoot.

OFFICE / DEPARTMENT	REQUIREMENTS	EMAIL ADDRESS:
Registrar's Office (Verification)	All Admissions and Enrollment Requirements including Form 137 or the Permanent Student Record from the previous school.	registrar@mcl.edu.ph

2. Approval of the application for graduation will be granted after the student has been declared as graduate following the recommendation of the faculty and the confirmation of the Academic Council. In regular circumstances, this is scheduled no later than the fourth week of the next term after the student has zeroed out all remaining units.
3. Duly completed application for graduation will be the basis for the student to undergo the graduation clearance process.



As part of the process of the "Application for Graduation", the student will be required to settle the amount for the chosen graduation photo package prior to the photoshoot schedule.

1. **Basic Graduation Photo (P 600.00).** All graduates will have to attend the Graduation Picture-Taking sessions organized by the Registrar's Office. This charge is intended for the cost of outsourced photography services. Photographs taken will be used for the multimedia production relevant to the Commencement Exercises and the photos to be used for the Blue and Silver Yearbook.

Students will receive one (1) 5R prints of the signature photograph in toga; and four (4) 2R/wallet-size prints of shots in formal attire.

Students who will decide not to have their photographs taken during the schedule automatically waive their right for the inclusion of their photo in the yearbook.

2. **Optional Graduation Photo Package may be availed worth PHP 1,700.00. The package includes:**

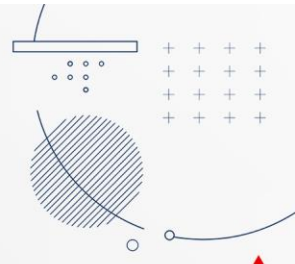
- One (1) 10x12 graduation photo in 12x14 glass-to-glass frame
- One (1) 5R printed photo in formal attire
- Four (4) 2R/ wallet-size printed photo in formal attire
- One (1) 5R printed photo in creative attire
- Four (4) 2R/ wallet-size printed photo in creative attire

Sample Signature Graduation Photo

Below is the official design layout of the graduation photo for those who will avail the upgraded photo package. This will be the appearance of the **10x12 printed copy in glass-to-glass frame.**

The use of the design is controlled. Unauthorized use of the template/ layout will be subject to legal action.





Dress Code and Guidelines for the On-Site Graduation Photo Shoot:

Graduating students are expected to uphold decency and proper conduct during the photo shoot sessions. The use of decent and acceptable attire for the formal and creative shots is a must.

MCL reserves the right not to allow the conduct of photo shoot if relevant provisions of the Student Catalogue are violated; and/or if the conduct and/or attire of the participants become insensitive to the rights and morals of other people.

For the Ladies:

- ✓ For the photo shoot, please wear any formal attire that will be topped with the academic gown. Another set of clothes **may be worn** for the separate formal shot.
- ✓ Students who will avail the upgraded photo package may bring additional set of clothes for the creative shot.

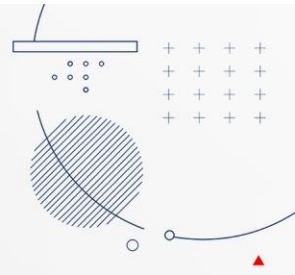
For the Gentlemen:

- ✓ For the photo shoot, please wear long-sleeved collared shirt with necktie that will be topped with the academic gown. Another set of clothes **may be worn** for the separate formal shot. This may be Formal Barong (White or Beige in color is preferred).
- ✓ Students who will avail the upgraded photo package may bring additional set of clothes for the creative shot.

Important Reminders:

As part of our COVID19 precautionary measures and to limit the exposure of people to one another, photography service does not include hair and make-up. Students are expected to come dressed and ready for the photo shoot.

MCL reserves the right to postpone or cancel the photo shoot session due to community quarantine restrictions; and/or if the minimum number of appointment slots are not taken. Students are advised to check their MCL Live emails and announcements about Graduation through the social media pages and website of MCL.



Payment of Unsettled Charges:

On-site, online and off-site payment channels are available for students to pay the graduation-related charges and back accounts.

Students are enjoined to read the [posting of the Treasury Office](#) in the MCL website about payment channels and the corresponding period of time for payment posting in which the clearance of the Treasury Office and the Final Clearance on the Registrar's Office will depend.

Advisory on Documentation Requests:

Students with awards will be recognized during the Commencement Exercises. However, awardees may request for a certificate of award from the Registrar's Office through the [online request facility](#).

REGISTRAR'S OFFICE

Ground Floor, Jose Rizal Building
Malayan Colleges Laguna, a Mapua School
Southpoint Subdivision, Pulo-Diezmo Road, Cabuyao City, Laguna
Telephone Numbers: (049) 832-4000 local 1120 to 1122
Email: registrar@mcl.edu.ph

Limited Office Schedule:

Mondays to Fridays, 9:00 AM to 4:00 PM