MAPÚA
MALAYAN COLLEGES
LAGUNA
2006

REGISTRAR'S OFFICE
MAPÚA MCL

Advisory on College Enrollment for 3rd Term, AY 2022-2023

The guidelines for the Enrollment Period of Third Term, AY 2022-2023:

Accounts.

Users are held accountable for enrollment transactions and revisions made using these accounts.

Please take time to review MCL's Acceptable Use Policy of IT Resources.

Regular Students
- without any failed grade in the previous term/s.
- on track with his/her curriculum and program of study.
- Academic advising is optional.

Irregular Students
- with sustained academic deficiencies or failed grades in the previous term/s.
- academic advising is **highly encouraged** on what courses to take and on restructuring the program of study.

Important Dates:

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Calendar of Activities for College
THIRD TERM S.Y. 2022-2023

MARCH 2023		
6	MON	START OF COURSE ENLISTMENT (9:00 PM)
7	TUE	END OF COURSE ENLISTMENT (5:00PM)
10	FRI	COURSE SECTIONING - BATCH 2022
		Opening of Application for Study Overload for Graduating Students, Special Classes and Enrollment of Courses with Prerequisite Issues
11	SAT	COURSE SECTIONING - BATCH 2021
13	MON	COURSE SECTIONING - BATCH 2020
14	TUE	COURSE SECTIONING - BATCH 2019 & Prior
15	WED	Revision of Course Load / Petition for Special Classes / Request to Enroll Course with Pre Requisite / Late Enrollment.
16	THU	START OF CLASSES
23	THU	Deadline of Submission of the following Request to the College
		Revision of Course Load / Petition for Special Classes / Request to Enroll Course with Prerequisite / Late Enrollment.
30	THU	Deadline for Cancellation of Enrollment with Refund

APRIL 2023		
3	MON	Deadline for Request for Section Balancing
5	WED	Post-Enrollment System Clean-up
6-8	THU-SAT	Holy Week Break
10	MON	Classes Resume

MAY 2023		
4	THU	Deadline for Application for Shifting to Another Program
10	WED	Deadline for Request to Complete Courses
18	THU	Deadline of Dropping of Courses
		Deadline for Cancellation of Enrollment without Refund
24	WED	Deadline for Submission of Credit Evaluation for Shifters
31	WED	LAST DAY OF REGULAR CLASSES
		Deadline for Submission of Completion Grades

JUNE 2023		
1	THU	Make Up Classes / Alternative Activities
2	FRI	Rest Day
3-7	SAT-WED	FINAL EXAMINATIONS
13	TUE	Viewing of Final Grades (after 6PM)

Guidelines and Procedures for Remote Enrollment

1. **Online Course Enlistment through OneMCL**

   March 6, 2023 (9:00 PM) to March 7, 2023 (5:00 PM)

   All students with access to OneMCL are required to participate in the Course Enlistment to be able to:
   - ✓ Perform course sectioning as scheduled (students select courses that they plan to take for the current term).
   - ✓ Inform the Colleges and servicing departments about the courses that you wish to enroll (subject to approval of the College if it is not a regular offering).

   Note:

   Data from the course enlistment will be used by the servicing academic units (i.e. Colleges and Centers) in determining the course offerings for the current term aside from the regular offerings. If the selected courses during the enlistment did not appear with a class/section during course sectioning, it means that it is not offered for the term.

2. **Online Course Sectioning through OneMCL**

COURSE SECTIONING SCHEDULE PER BATCH	COURSE SECTIONING SCHEDULE PER COLLEGE	
March 10, 2023 (Friday) – Batch 2022 March 11, 2023 (Saturday) – Batch 2021 March 13, 2023 (Monday) – Batch 2020 March 14, 2023 (Tuesday) – Batch 2019 & Prior	**6:00 AM to 12:00 NN**	CAS/CCIS/CMET/ ETYCB
	12:01 to 6:00 PM	MITL

   - ✓ Course sectioning is where students plan and decide on their class schedule, section and courses to take for the current term.
   - ✓ Slots are subject to availability as determined by the servicing academic units.
   - ✓ Courses that are not viewable in OneMCL may be requested as special classes subject to the approval of the Vice-President for Academic Affairs.

3. **Scholarship/Discounts Validation** (for qualified students only)

   Students who are qualified for scholarships / discounts are enjoined to undergo scholarship validation before finalization of their course load.

   Qualified Recipients of Academic Scholarship are the Top Spot Dean's Listers for 2nd Term AY 2022-2023, based on the allotted numbers per program per year level. If you are a qualified:
   - ✓ You will receive an email notification from the Student Affairs Office (SAO) sent to your MCL Live account for your scholarship validation.
   - ✓ Your scholarship discount, as an effect of the scholarship validation, will be reflected in your OneMCL during your course sectioning and finalizing of course load
   - ✓ Recipients of ETYISP and athletic scholarship during the previous term will continue to avail of their discounts provided, that they satisfy the Term Weighted Average (TWA) and student discipline requirements during the previous term.
   - ✓ Old grantees and new applicants of the YGC and Ayala Promotional Discounts must submit their duly accomplished requirements via email to the Center for Scholarships and Financial Assistance (csfa@mcl.edu.ph) for validation.
   - ✓ Requests for scholarship validation will be entertained only up to the end of the enrollment period.

Note:

Fees are automatically assessed after finalization of course load. For inquiries on scholarship availment please email:

Ms. Maricar A. Apolinario at maapolinario@mcl.edu.ph, Copy furnish: csfa@mcl.edu.ph

4. **Payment of the Assessed Fees**

    On-Site Over-the-Counter Payments

    ✓ **CASH PAYMENTS** (Philippine peso and US dollar)
    ✓ **CHECK PAYMENTS** (Dated checks payable to "MALAYAN COLLEGES LAGUNA, INC., A MAPUA SCHOOL"; with Name of Student, Student Number, Name of Payor and Contact Number written at the back of the check).
    ✓ **CREDIT CARD** (Cardholders should personally transact and must present a valid ID Card for validation purposes).

    Online and Off-Site Channels (**Student Number** and **Complete Name** are required).

    with real-time posting arrangements

    P 15.00 convenience fee applies. Payment will be posted on the next business day after the payment is made

    Over-the -Counter

    Online Payment Channels (**Student Number** and **Complete Name** are required). Convenience fee and applicable terms and conditions apply.

    Same-day-posting   Next-day-posting

    COMPLETE PAYMENT INSTRUCTIONS   **CLICK HERE**

Late Enrollment *via Manual Enrollment after Advising*

March 15, 2023 to March 23, 2023, 8:30 AM to 4:30 PM

Applicable to the following:
- ✓ Irregular students who wish to enroll on full load. Case like this must be evaluated by the Program Chair/ Dean during the academic advising for enrollment.
- ✓ Regular students who were not able to do course sectioning due to pending clearance with the Treasury Office or the Registrar's Office.

1. Late enrollment requests are subject to approval of the Registrar as endorsed by the Program Chair/ Dean after academic advising.
   Request for late enrollment must be done online via this link: Request for Late Enrollment form. Students will receive a notification of approved late enrollment requests through their MCL Live account.
2. The Registrar's Office updates the course load (within 24 hours). The revised load will also be reflected in OneMCL.
3. Student pays the adjusted fees **within 48 hours** via the online payment channels or on-site/over-the-counter payments.
   - Late enrollment penalty of PHP 100.00 will be charged.

Revision of Course Load

March 15, 2023 to March 23, 8:30 AM to 4:30 PM

- ✓ Additional courses from the original load of the student for the current term will be **manually enrolled** by the Registrar's Office (RO) upon the endorsement of the College.
- ✓ Students must coordinate with the College (not with the RO) on any load revision request.
- ✓ Unsettled charges due to revision of load after 48 hours from enrollment of additional courses may result to forfeiture of slot in the section.

1. Student request for **revision of course load** through this link: Revision of Course Load form.
   The College endorses the request to the Registrar's Office for manual enrollment.
2. Once approved, the student gets a notification via MCL LIVE Email. The revised load will also be reflected in OneMCL.
3. Student pays the adjusted fees **within 48 hours** via the online payment channels or on-site/over-the-counter payments

Request to Offer a Special Class

- ✓ Opening of special classes is **subject to approval of the Vice-President for Academic Affairs** as endorsed by the Program Chair/ Dean after academic advising.
- ✓ Once approved, the student needs to enroll the petitioned course via request for course load revision with attached letter for late enrollment since this is done after online course sectioning.
1. Student coordinates with the Program Chair for academic advising and facilitation of petition for special classes.
2. Students are given application forms and parental consent for requests to offer special classes.
3. The Program Chair/ Coordinator of the servicing academic department consolidates the requests and submits the request to the OVPAA.

4. The OVPAA processes the request in close coordination with the College for the evaluation of submitted documents.
5. The OVPAA transmits the approved request to the servicing academic unit (i.e. College or Center).
6. College opens the class/section. Student requests for enrollment of the newly-opened course via this Request for Late Enrollment form.
7. The Registrar's Office updates the course load (within 24 hours). The revised load will also be reflected in OneMCL.
8. Student pays the adjusted fees **within 48 hours** via the online payment channels or on-site/over-the-counter payments.

Important Reminders:

✓ A student is allowed to enroll for a **maximum of 16 units** for the 3rd Term through OneMCL.
✓ Those who are scheduled to take more than 16 units for the current term as per approved curriculum will be properly advised by the Program Chair/ Dean for manual pre-loading.
✓ Graduating students with more than 16 units of courses to be taken may seek academic advising from the Program Chair for Study Overload.
✓ Upon the advice and instruction of the College (through the Dean or Program Chair).
✓ Students must add other courses to enroll and finalize before the end of the course sectioning schedule.
✓ Students are not allowed to remove the pre-loaded courses without the advise of the Program Chair and/or Dean.
✓ By default, students **must finalize their course load during the online course sectioning through OneMCL.**
  Students may request the Registrar's Office (RO) to finalize their course load (with penalty) due to the following:
    • If course sectioning has ended and the course load was left unfinalized.
    • If the load has been finalized during course sectioning but there is a change in mode of payment.
  To seek assistance from the Registrar's Office (RO) in finalizing course load, this online form must be submitted: Request to Finalize Course Loading form.
✓ Students are required to monitor the revised loading in OneMCL and pay the adjusted fees within 48 hours.

Links to Enrollment Forms
  • **Request for Late Enrollment**
  • **Advising Form (Revision of Course Load)**
  • **Enrollment Advising Slip_Final Fillable Form.pdf (mcl.edu.ph)**
  • **Request to Finalize Course Load**

Note: Forms availability is from Monday to Saturday, 8:30 AM to 4:30 PM only

Enrollment Support & Helplines

- **College Email Directory**

Office	Email	Helplines Trunkline: (049) 832 4000
Registrar's Office (RO)	registrar@mcl.edu.ph	Local: 1120 & 1121 (0918) 992-9591
Treasury Office (TO)	treasury@mcl.edu.ph	Local: 1111 (0909) 061-3936 (0956) 251-9791
Information Technology Services Office (ITSO) Helpdesk	helpdesk@mcl.edu.ph	Local: 1200
Student Affairs Office (SAO)	sao@mcl.edu.ph	Local: 4046 (0918) 992-9396