



Malayan Colleges Laguna  
A MAPÚA SCHOOL



Registrar's Office  
(RO)

Malayan Colleges Laguna

# Important Reminders for College Enrollment

## First Term SY 2019-2020



# Enrollment Services Hub

5<sup>th</sup> Floor, Jose Rizal Building

## REGISTRAR'S OFFICE

Course Sectioning and Load Revision

R501 and R502

## PAYMENT CENTERS

Scholarship Validation and Payment Collection

F. Balagtas Auditorium

**Business Hours: 8:30 AM to 4:30 PM**

**Venue for Enrollment Processing**



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# Important Dates for Enrollment





SAT	Early Sectioning and Payment	
	<b>2:00PM - 4:30 PM</b>	Varsity/Study Aid/Student Assistants

**These activities can only be done at the Enrollment Services Hub. No online sectioning available.**



MON	DAY 1: Batch 2018	
	<b>8:00 AM until 4:30 PM</b>	

**Course Sectioning via OneMCL is open from 6:00 AM to 6:00 PM only.**

**Important Dates for Enrollment**



<b>TUE</b>	DAY 2: Batch 2015-2017 and Transferees
	<b>8:00 AM until 4:30 PM</b>



<b>WED</b>	DAY 3: Batch 2014 and prior
	<b>8:00 AM until 4:30 PM</b>

Course Sectioning via OneMCL is open from 6:00 AM to 6:00 PM only.

# Important Dates for Enrollment





**Petition Period for Special Classes,  
Revision of Course Load by Students,  
and Late Registration (with penalty)**

Kindly see the Program Chair or Dean  
for proper advising on the procedure and  
guidelines about special classes.

**Important Dates for Enrollment**



# Start of Classes

This date is tentative pending an official announcement from Malacañang on the Cabuyao Cityhood Anniversary. If August 5 is declared a non-working holiday, start of classes will be moved to August 6.

Stay tuned for announcements on MCL's social media pages.

## Important Dates for Enrollment



Last Day for Revision of Course Load by Students, and Processing of Enrollment in Special Classes

**Important Dates for Enrollment**





- All students are required to follow their enrollment schedule.
- No advance enrollment will be allowed.
- MCL Student Identification Card is required for all enrollment transactions.
- Proxy enrollment is not allowed.

# Enrollment Procedures



The following are chargeable with **LATE ENROLLMENT FEE**:

- Enrollment after the given schedule;
- Failure to participate in the course enlistment;
- Course sectioning and enrollment starting August 1, 2019.

# Enrollment Procedures



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# Enrollment Steps and Procedures



- STEP 1:** Online Course Enlistment
- STEP 2:** Online Course Sectioning
- STEP 3:** Scholarship Validation
- STEP 4:** Payment of School Fees

**Enrollment Procedures**



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# Online Course Enlistment







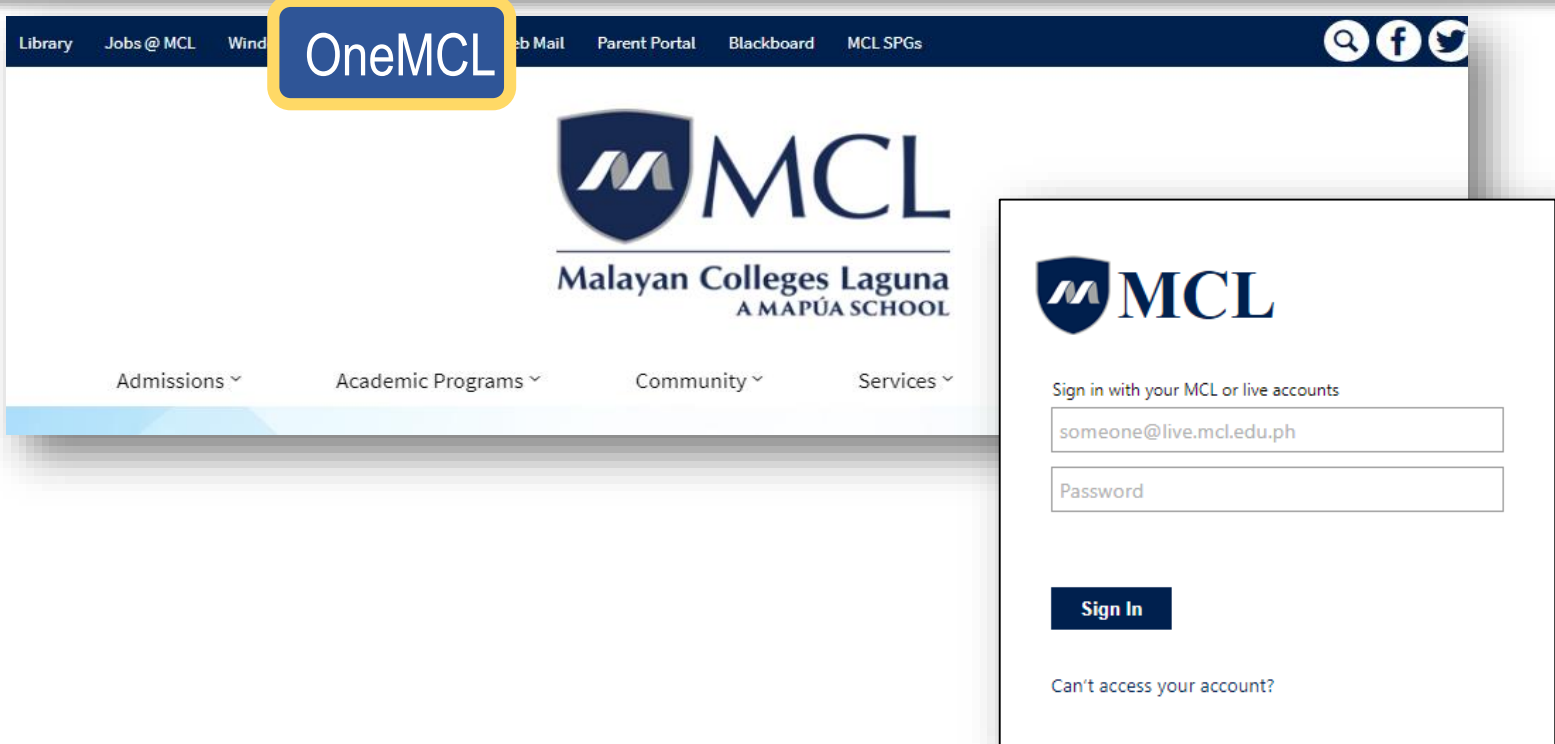
**July 23 to 26, 2019**  
from 6:00 PM to 9:00 AM only

For OneMCL concerns, please contact our IT Helpdesk:  
Telephone: (049) 832-4000 local 1200  
Email: [helpdesk@mcl.edu.ph](mailto:helpdesk@mcl.edu.ph)

**Online Course Enlistment**



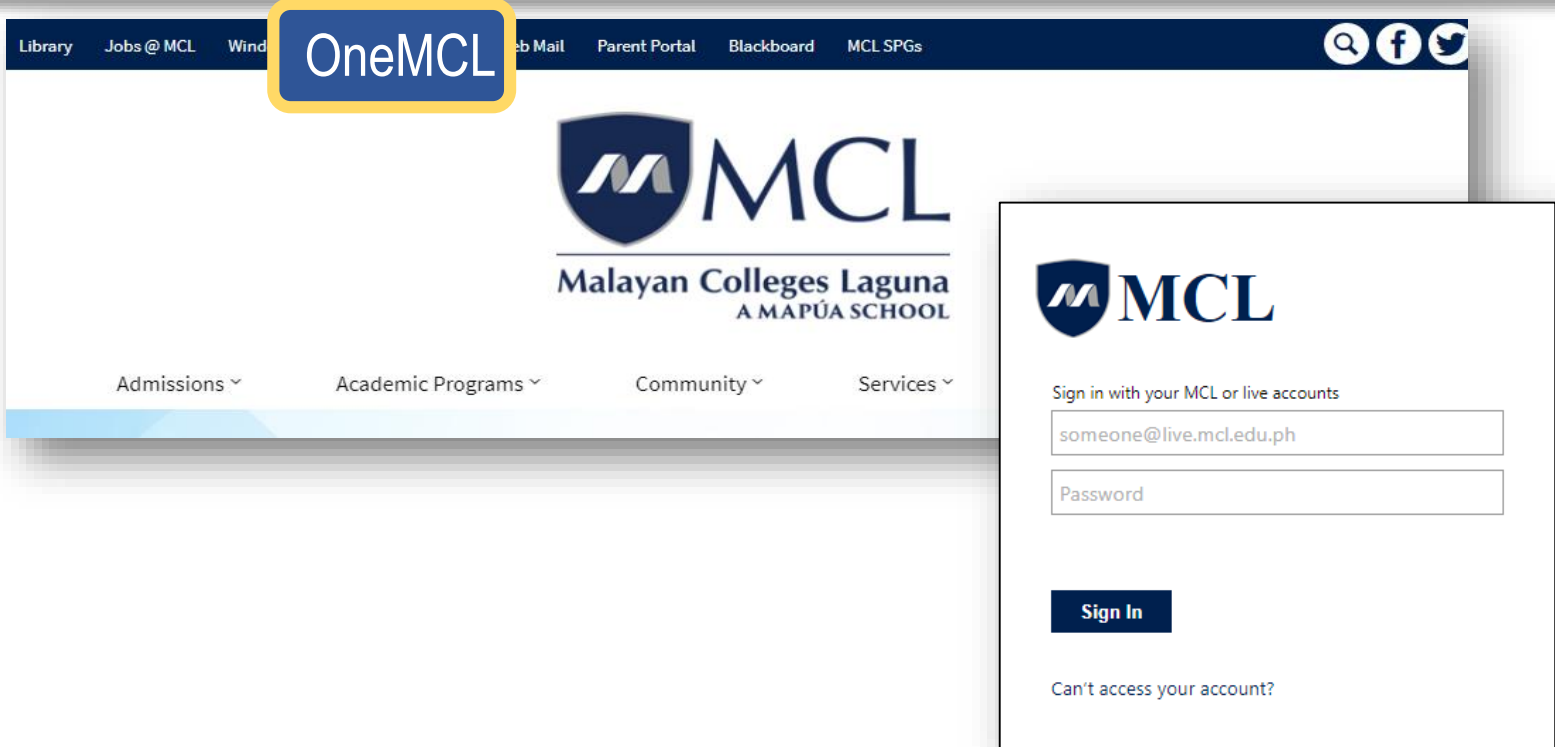
- Refers to the online process (via OneMCL) of enlisting the courses that a student wishes to take/ enroll for the forthcoming term.



The screenshot displays the OneMCL website interface. At the top, a navigation bar includes links for Library, Jobs @ MCL, Wind, OneMCL (highlighted with a yellow box), Web Mail, Parent Portal, Blackboard, and MCL SPGs. The main header features the MCL logo and the text "Malayan Colleges Laguna A MAPÚA SCHOOL". Below the header, there are menu items for Admissions, Academic Programs, Community, and Services. On the right side, a login form is visible, titled "MCL" and "Sign in with your MCL or live accounts". The form includes input fields for "someone@live.mcl.edu.ph" and "Password", a "Sign In" button, and a link for "Can't access your account?".

# Online Course Enlistment

- The data from the course enlistment will be used by the Colleges to project the courses and sections to open for the term.



The screenshot displays the OneMCL website interface. At the top, a navigation bar includes links for Library, Jobs @ MCL, Wind, OneMCL (highlighted with a yellow box), Web Mail, Parent Portal, Blackboard, and MCL SPGs. The main header features the MCL logo and the text "Malayan Colleges Laguna A MAPÚA SCHOOL". Below the header, there are navigation menus for Admissions, Academic Programs, Community, and Services. On the right side, a login form is visible, titled "MCL" and "Sign in with your MCL or live accounts". The form contains input fields for an email address (pre-filled with "someone@live.mcl.edu.ph") and a password, followed by a "Sign In" button and a link for "Can't access your account?".

# Online Course Enlistment



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# Online Course Sectioning





- Students are **highly encouraged** to use OneMCL to select sections to enroll for the current term.
- Students with back accounts cannot use the online course sectioning facility. They need to settle all outstanding financial obligations, and visit the Registrar's Office for course sectioning.

# Online Course Sectioning

- The following laboratory rooms are designated as **encoding centers** for Online Course Enlistment:



**R209 and R210**

**Online Course Sectioning**



- Special classes refer to courses that are not offered in the current term which the student/s may opt to petition for offering.
- These special classes are **subject to approval** by the Vice-President for Academic Affairs, as recommended by the College.

# Petition for Special Classes





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# Scholarship Validation



- Students who are eligible for any available scholarship, financial assistance, or discount are required to seek validation from the Student Affairs Office.
- Failure to accomplish scholarship validation before payment will invalidate the student's qualification for the discount.



# Scholarship Validation

- Further information on the validation for the various scholarships will be released by the **Student Affairs Office (SAO)**, formerly known as the Office for Student Services) in separate announcements on the MCL website, official social media pages, and on bulletin boards.



# Scholarship Validation



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# Payment of School Fees



## **PAYMENT CENTERS**

Scholarship Validation and Payment Collection

**Francisco Balagtas Auditorium**

1. Late enrollment fee is P100.00.
2. Payment of course fees for Cookery (Culinary Arts) is only accepted at the Treasury Office, Ground Floor of JP Rizal Building.

# Payment of School Fees



# OFF-CAMPUS PAYMENT CENTERS

The following off-campus payment channels are available to receive MCL-related transactions:



*\*\*\* Student Number and Complete Name are required.  
Payment will be posted within 24 hours after the payment is made*

## Payment of School Fees





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# Late Enrollment and Other Matters





1. After August 8, all course revision requests will only be processed as arranged by the College to the Registrar's Office. Student-initiated requests will not be accommodated.
2. Approval is required for the following:
  - Enrollment not in the scheduled batch
  - Course Revision beyond the deadline
  - Late enrollment

# Late Enrollment and Other Matters



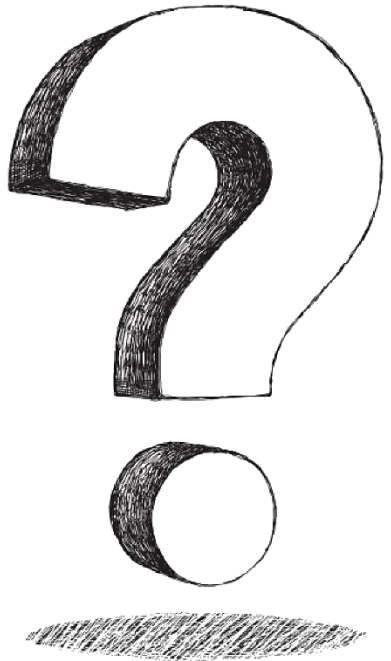
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# Frequently Asked Questions (FAQs)



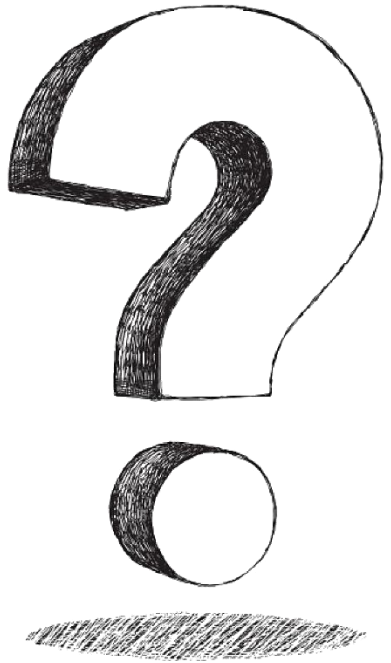


## Can I participate in the Course Enlistment if my OnEMCL is inactive?

**No.** Make sure that your OnEMCL account is active in order to enlist courses.

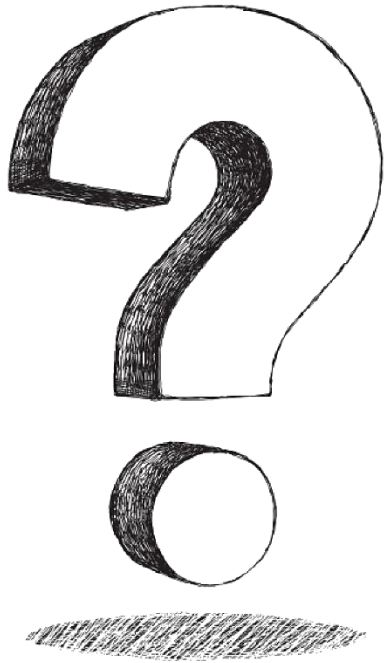
For OneMCL concerns, please contact the **Information Technology Services Office (ITSO)**, Telephone Nos. (049) 832-4000 local 1200 or through email: [helpdesk@mcl.edu.ph](mailto:helpdesk@mcl.edu.ph).





## What will happen if I do not participate in the course enlistment?

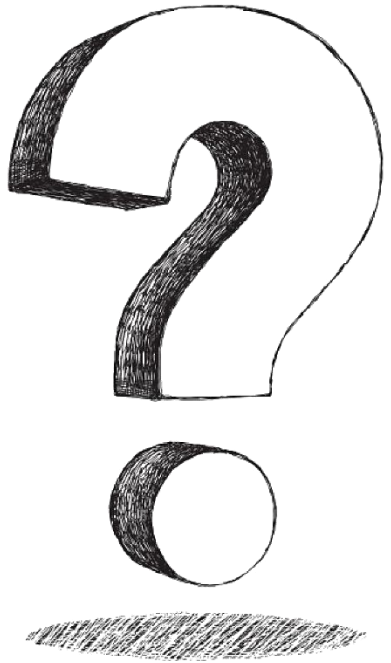
If you do not participate in the Course Enlistment, you cannot do online Course Sectioning. Your enrollment can only be processed starting **August 1, 2019** as OneMCL reopens for online course sectioning of late enrollees. Late enrollees will be charged with late enrollment fee of P100.00.



## What is the maximum number of units that I can enlist?

The maximum number of units that you can enlist is 16 units excluding non-academic courses such as PE, NSTP and Values Education. Therefore, you can enlist these non-academic courses in addition to the 16 academic units to be enrolled.

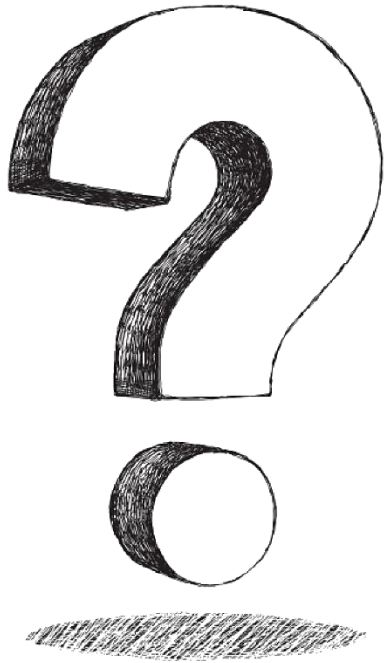




## Can I change the course I enlisted?

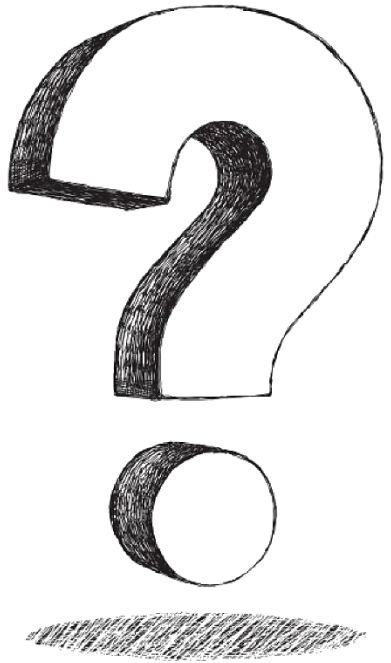
**Yes.**

You can change the courses as long as it is within the schedule provided for your batch.



## Can I go to MCL campus to do Course Sectioning?

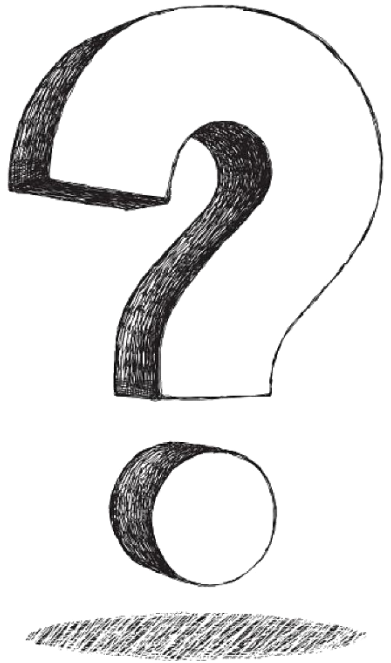
**Yes.** This can be done at the Encoding Centers at R209 and R210, Jose Rizal Building.



## What if I have a back account? Can I do course enlistment? Can I do course sectioning?

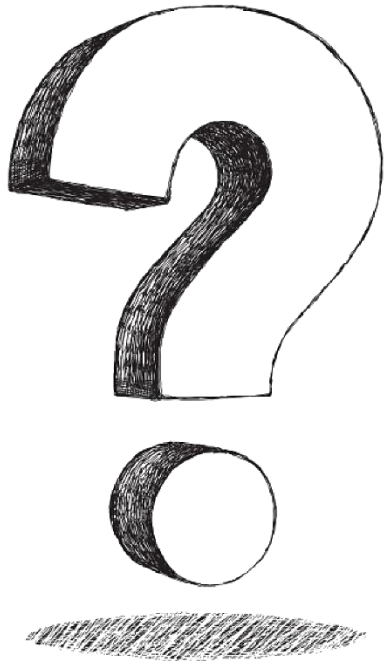
**Yes,** for course enlistment.

**No,** for course sectioning. All back accounts should be settled to be able to participate in course sectioning.



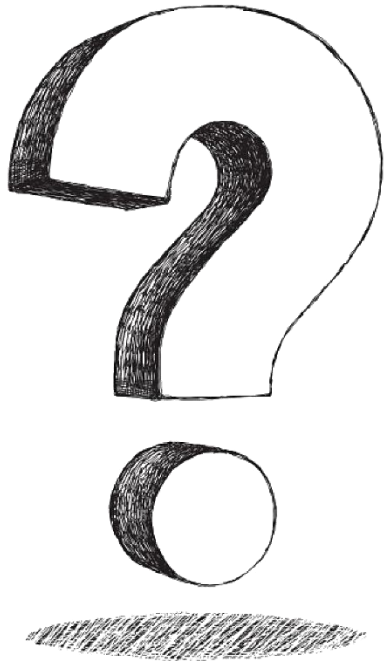
## Will I be charged with late enrollment fee if I do not finalize within the schedule for course sectioning?

**Yes.** You must finalize your course load within the schedule for course sectioning. There is a surcharge for request to finalize and/or un-finalize course load.



## Why can't I access my OnEMCL account for Course Sectioning?

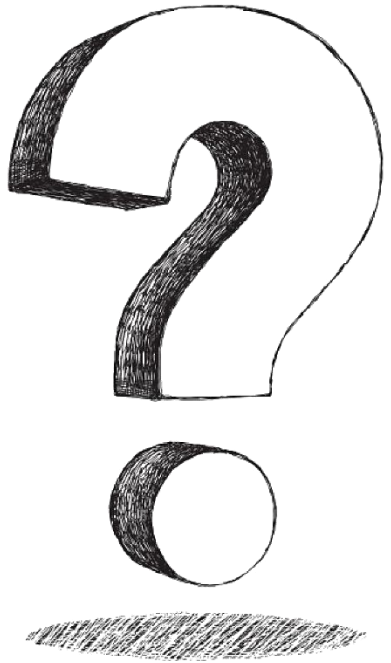
You may either have a back account (proceed to the Cashier to settle your back account); or you may be late or in advance to the set schedule.



## **What if there's a conflict in schedule in the courses that I enlisted?**

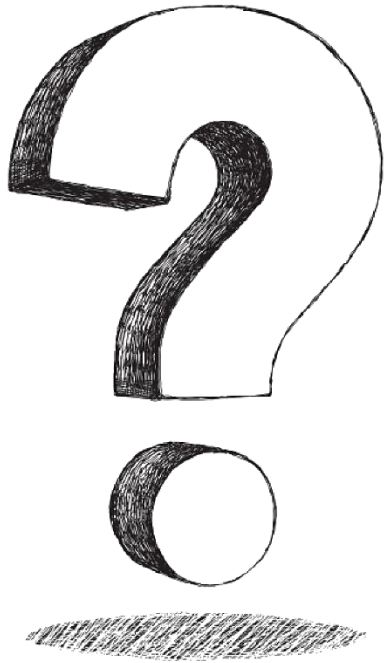
You may rearrange your schedule or select a different course during the enrollment period. After August 8, 2019, all revisions to the existing course load will not be allowed.





## **What if there's no section offered on a particular course that I enlisted?**

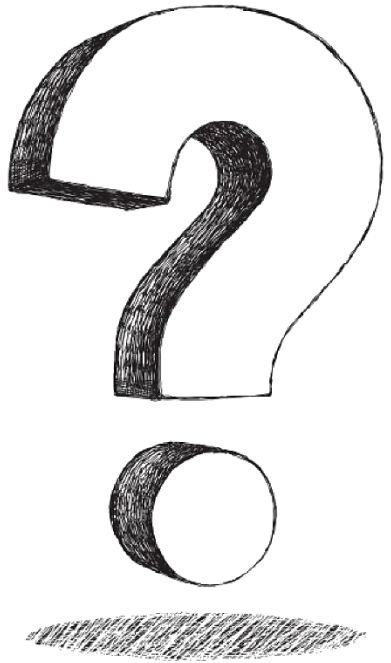
You may opt to select another course or you may go to your program chair for advising.



## **What if I did not finalize my load during my assigned schedule for course sectioning, when can I finalize then?**

You can finalize your load when the enrollment system resumes on **August 1, 2019** starting at 8:00 AM. Log-on to OnEMCL. Please note that you will be considered a late enrollee and charged with the late enrollment fee.

**Frequently Asked Question**

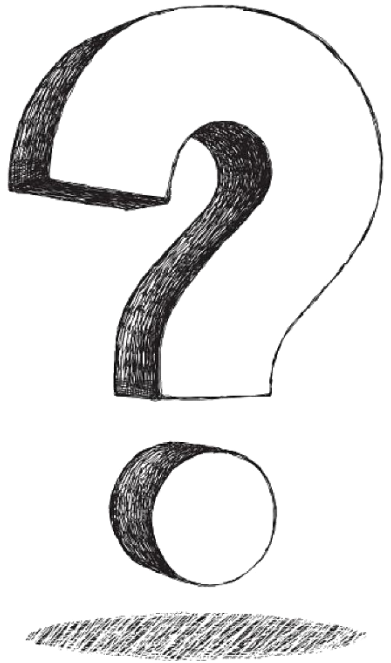


## Can I request/petition for a tutorial section?

**Yes,** a petition to open a tutorial section can be done. Please see your Program Chair or Dean for advising.

This is subject to the approval of the Vice President for Academic Affairs.

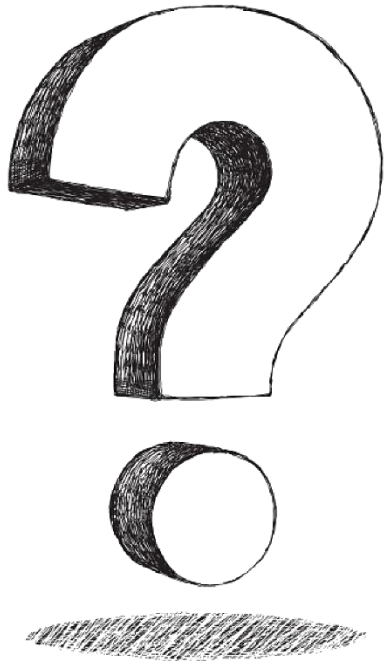
Frequently Asked Question



## **When can I process my petition to open a tutorial course?**

You may file your petition starting August 1 until August 8, 2019.

**Frequently Asked Question**

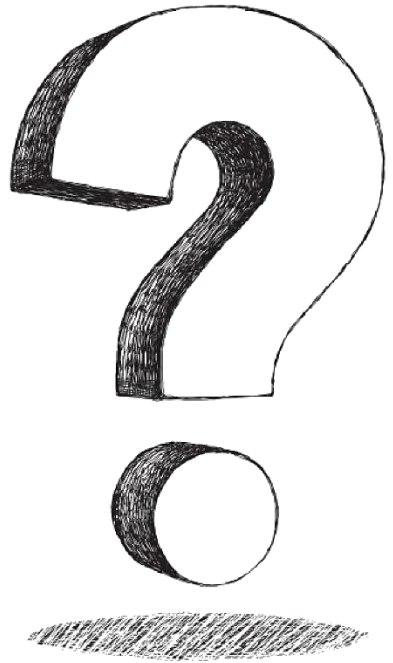


## How long are my reserved sections/slots valid?

Your encoded courses/sections will be reserved only until 48 hours from the time it is encoded.

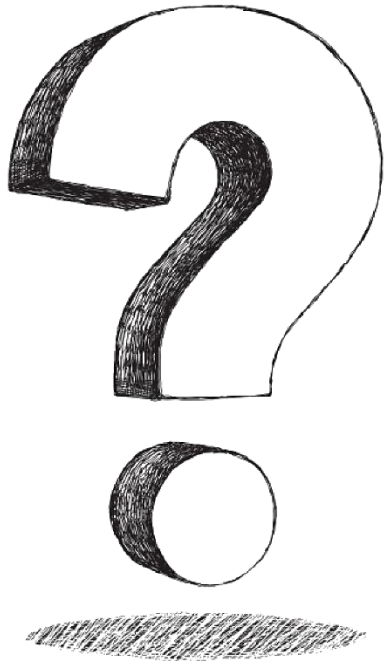
Frequently Asked Question





**Am I officially enrolled if I have participated in the Course Enlistment and/or Course Sectioning but have not paid the matriculation fee?**

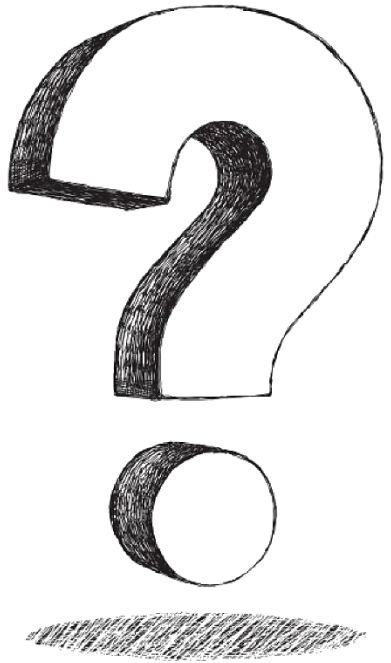
**No.** The issuance of Certificate of Matriculation via OneMCL and the Official Receipt are the proofs of enrollment. All four (4) steps of the enrollment must be performed.



## I am a late enrollee. What procedures do I need to undergo?

1. Submit a letter of explanation for failure to comply with the assigned schedule. Your letter should be addressed to:

**PROF. JAMES RONALD O. MESINA**  
Acting Registrar and OIC- Registrar's Office



## **I am a late enrollee. What procedures do I need to undergo?**

2. Wait for the approval of your letter within 1-2 business days.
3. Once advised, proceed to the Registrar's Office for course sectioning.
4. Pay the late enrollment fee and assess matriculation fees.

# For Enrollment-related concerns, please contact the Registrar's Office:

Ground Floor, Jose Rizal Building  
Telephone Nos: (049) 832-4000 local 1119, 1120, 1121  
Email: [registrar@mcl.edu.ph](mailto:registrar@mcl.edu.ph)

Thank you very much.

# For Finance-related concerns, please contact the Treasury Office:

Ground Floor, Jose Rizal Building  
Telephone Nos: (049) 832-4000 local 1111, 1112  
Email: [treasury@mcl.edu.ph](mailto:treasury@mcl.edu.ph)

Thank you very much.



# For OneMCL-related concerns, please contact the Information Technology Services Office:

Second Floor, Jose Rizal Building  
Telephone Nos: (049) 832-4000 local 1200  
Email: [helpdesk@mcl.edu.ph](mailto:helpdesk@mcl.edu.ph)

Thank you very much.