



Malayan Colleges Laguna
A MAPÚA SCHOOL



Registrar's Office
(RO)

Malayan Colleges Laguna

Important Reminders for College Enrollment

Second Term SY 2019-2020



Enrollment Services Hub

5th Floor, Jose Rizal Building from November 7-16, 2019

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

Please take note that the Enrollment Services Hub will only be in place at the Francisco Balagtas Auditorium from November 7 to 16, 2019.

Starting November 18, 2019 all transactions will be processed at the Registrar's Office and Treasury Office at the Ground Floor of Jose Rizal Building.



Venue for Enrollment Processing



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Important Dates for Enrollment





THU

DAY 1:
Batch 2019 and Transferees



FRI

DAY 2:
Batch 2015-2018



SAT

DAY 3:
Batch 2014 and prior

Course
Sectioning via
OneMCL

6:00 AM to
6:00 PM only.

Important Dates for Enrollment



- Enrollment of transferees is assisted by the Admissions Office (ADO) staff.
- Course sectioning via OneMCL is not available to transferees.

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



THU	Start of Classes
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MON	Last Day for Revision of Course Load by Students, and Processing of Enrollment in Special Classes
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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.
- Course loads of students must be finalized during the schedule assigned to the batch to avoid late enrollment surcharges.

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 November 11, 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



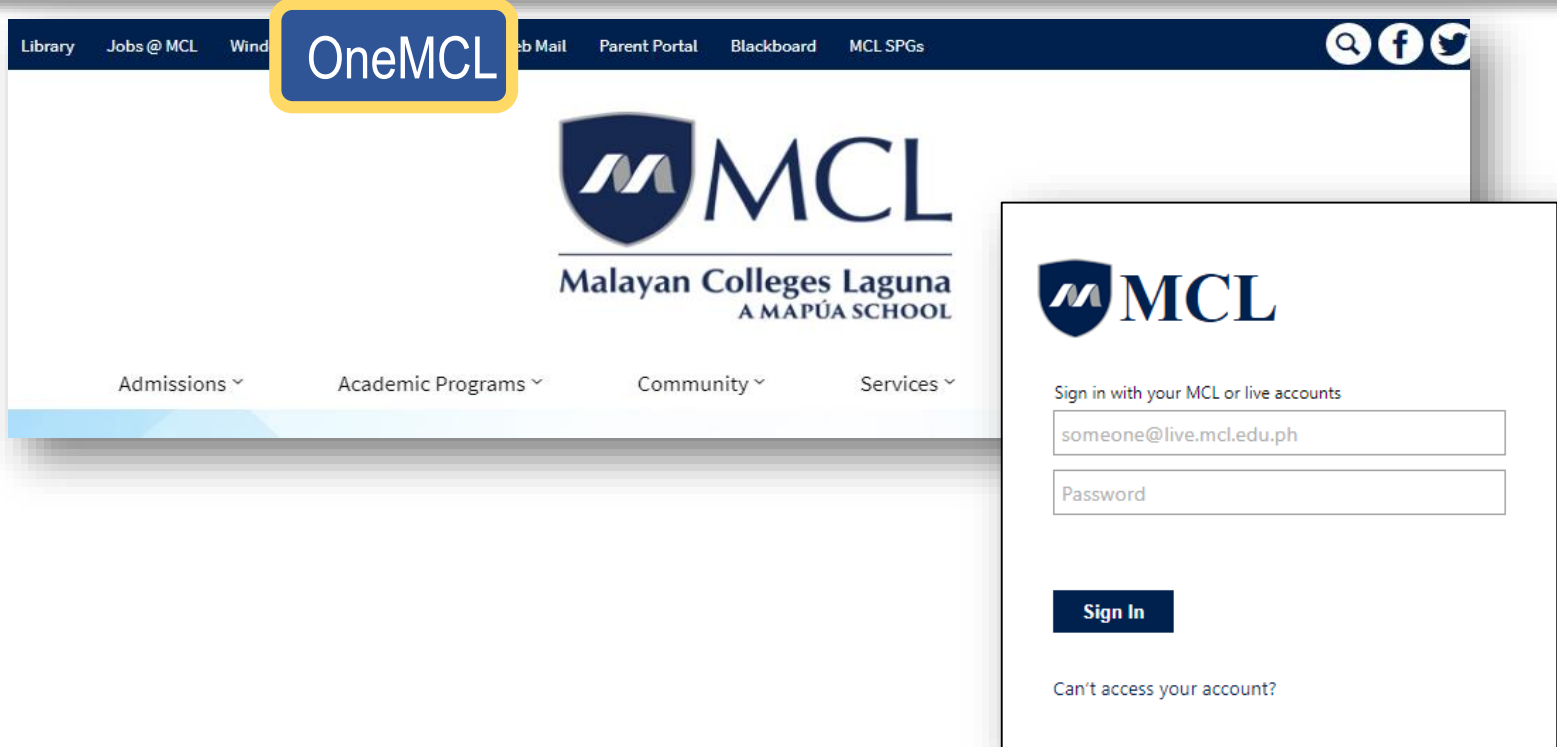


October 31 (starting 8:00 PM)
until **November 4, 2019** (9:00 AM)

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

Online Course Enlistment

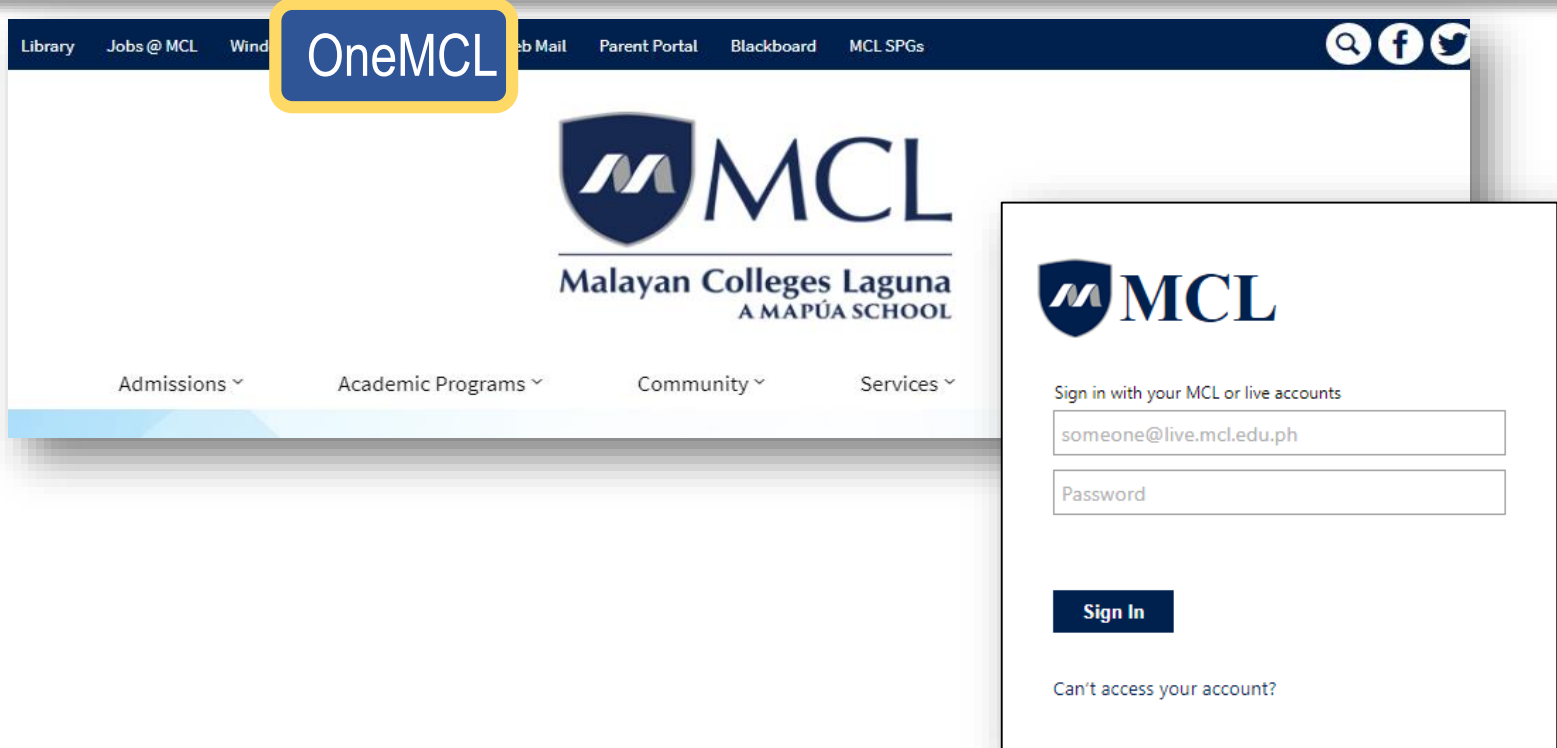
- Refers to the online process (via OneMCL) of enlisting the courses that a student wishes to take/ enroll for the forthcoming term.



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 navigation menus for Admissions, Academic Programs, Community, and Services. On the right side, a login panel is visible, titled "MCL" and containing the text "Sign in with your MCL or live accounts". It includes input fields for an email address (pre-filled with "someone@live.mcl.edu.ph") and a password field, followed by 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 "Sign in with your MCL or live accounts". It contains two input fields: one for the email address (pre-filled with "someone@live.mcl.edu.ph") and one for the password. A "Sign In" button is located below the fields, and a link for "Can't access your account?" is at the bottom of the form.

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 starting November 11, 2019 (**subject to late enrollment penalty**).

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 P 100.00.
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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Annual Physical Examination Requirement, Late Enrollment and Other Matters





- All students from Batch 2018 and prior are required to undergo the **Annual Physical Exam (APE)** at any of MCL's accredited hospitals and health care providers from **October 1 to November 4, 2019**.
- Online course sectioning will only be available for students after complying with the APE.
- Failure to comply on time will result to late enrollment with corresponding penalty.

Annual Physical Examination Requirement



- To avail the APE, just present your MCL ID to the clinic staff of the Sun-Life Grepa and MCL-accredited hospitals and health care providers.
- **No fees will be collected** by the accredited hospital/clinic for the APE.
- All results will be forwarded by the accredited hospital/clinic to the Center for Health Services and Wellness.
- CHSW will advise the concerned students if there are pertinent findings after the APE.

Annual Physical Examination Requirement



- Deadline of compliance with the APE is on November 4, 2019 at 4:00 PM.

Annual Physical Examination Requirement



LAGUNA INDUSTRIAL HEALTH CLINIC

National Road,

Paciano, Calamba City

Contact Numbers: (049) 502-4072/ 0917-224-6959

Clinic Hours: Monday to Sunday (8AM to 5PM)

Annual Physical Examination Requirement

LAGUNA INDUSTRIAL HEALTH CLINIC

Tagaytay-Sta. Rosa Road, Pulong Sta. Cruz,
City of Sta. Rosa Laguna.

(Near Sta. Rosa Exit, Coke Plant, BDO and Security Bank)

Contact Numbers: (049) 502-4871/ 502-4681/ 0916-667- 8810/
0915-404- 3394/ 0927-141-8427

Clinic Hours: Monday to Sunday (8AM to 5PM)



Annual Physical Examination Requirement



NEW SINAI MDI HOSPITAL

MDI Clinic Bldg., National Highway,
Brgy. Tagapo, Sta. Rosa, Laguna
(Near SM Sta. Rosa)

Contact Numbers: (02) 759-0634 loc 100

Clinic Hours: Monday to Saturday (8AM to 4PM)

Annual Physical Examination Requirement



WELLCARE CLINICS AND LAB

Gov. D. Mangubat Ave., Burol Main,
Dasmariñas City, Cavite
Contact Numbers: (046) 416-6530
0925-550-5776

Clinic Hours: Monday to Saturday (8AM to 3PM)

Annual Physical Examination Requirement

WELLCARE CLINICS AND LAB

2nd Floor Waltermart Balibago

Sta. Rosa, Laguna

Contact Numbers: (046) 416-6530

0925-550-5776

*Clinic Hours: Monday to Saturday
8AM to 3PM*



Annual Physical Examination Requirement



WELLCARE CLINICS AND LAB

2nd Floor Waltermart Balibago

Sta. Rosa, Laguna

Contact Numbers: (046) 416-6530

0925-550-5776

Clinic Hours: Monday to Saturday

8AM to 3PM

Annual Physical Examination Requirement



CASA MEDICA, INC.

Unit 0105- A Service Lane SM Southmall, Alabang -
Zapote Road Las Pinas City

Contact Numbers: 806-7831/ 806-7851 / 806-7872

Clinic Hours: Monday to Saturday (8AM to 8PM)

Annual Physical Examination Requirement

HEALTH CUBE MEDICAL CLINIC

2nd floor The Hub Westgate Center, Muntinlupa
Contact Numbers: 823-1111

Clinic Hours: Monday to Saturday (7AM to 6PM)



Annual Physical Examination Requirement



GLOBAL MEDICAL CENTER OF LAGUNA

National Highway, Brgy. Banlic, 4025 Cabuyao,
Laguna

Contact Numbers: 519-4485/544-5812/554-
4625/0925 552 4219

Clinic Hours: Monday to Saturday (7AM to 6PM)

Annual Physical Examination Requirement



Clinic Hours: 7:00 AM to 9:00 PM

B1 L27 National Highway, Brgy. Landayan San Pedro Laguna	(049) 250 0063
Portal Mall, Congressional Avenue, General Mariano Alvarez, Cavite	(046) 512 1095
59 Sto Tomas Road, Brgy Sto Tomas, Binan City	(049) 252 2416
485 Rizal Blvd Brgy Tagapo, Sta Rosa, Laguna	(046) 2525383

Annual Physical Examination Requirement



1. After November 18, 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



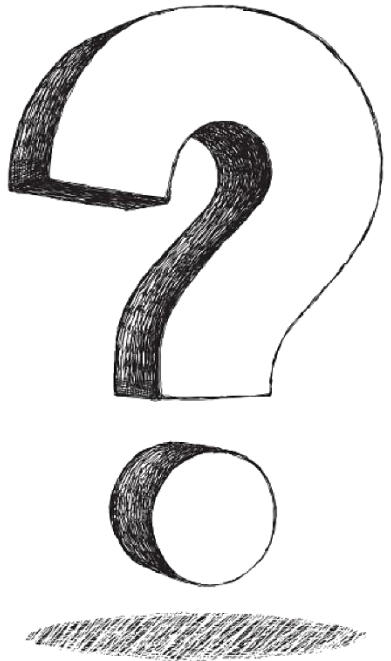
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Frequently Asked Questions (FAQs)

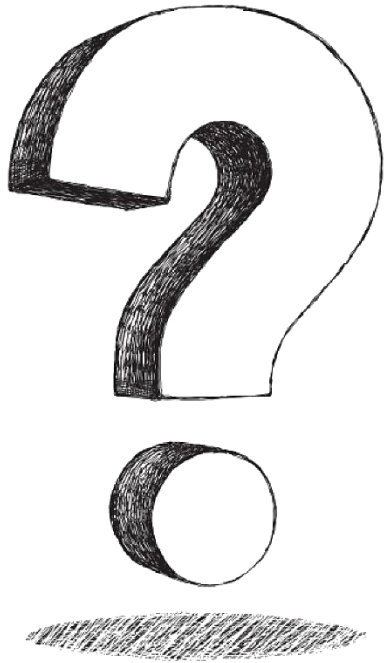




Can I participate in the Course Enlistment if my OnEMCL is inactive?

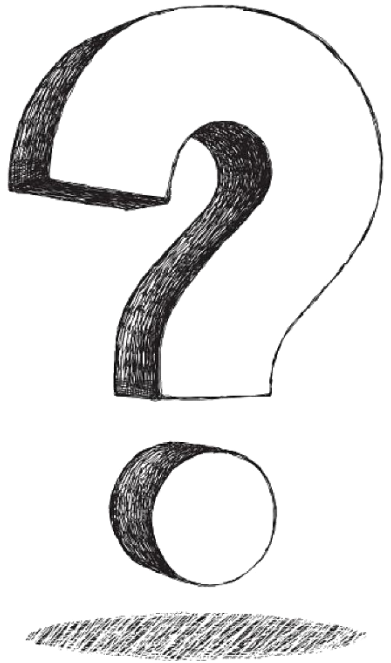
No. Make sure that your OnEMCL account is active in order to enlist courses.

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.



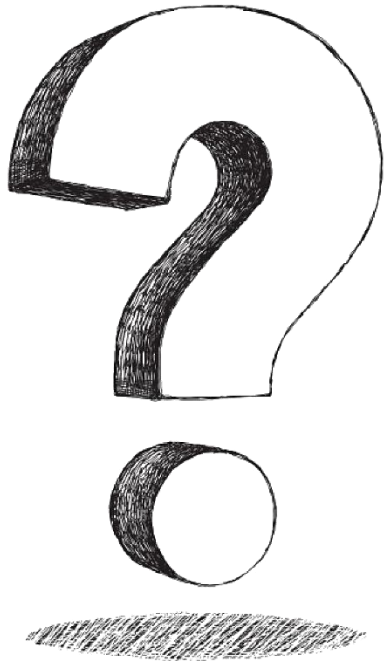
What will happen if I do not participate in the course enlistment?

If you do not participate in the Course Enlistment, you cannot do online Course Sectioning. Your enrollment can only be processed starting **November 11, 2019** at the Registrar's Office located at the Enrollment Services Hub subject to applicable penalties.



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

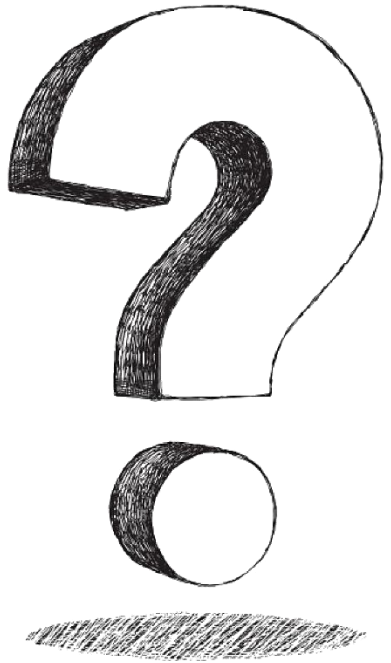
The maximum number of units that you can enlist is 16 units excluding non-academic courses such as PE, NSTP and Values Education. Therefore, you can enlist these non-academic courses in addition to the 16 academic units to be enrolled.



Can I change the course I enlisted?

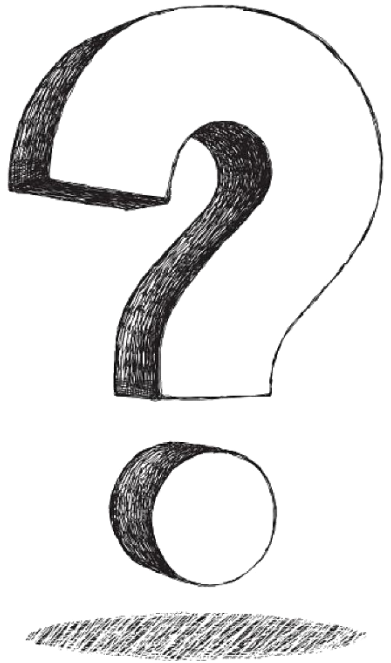
Yes. You can change the courses as long as it is within the schedule provided for your batch.

After the assigned schedule for your batch, all adjustments to the course load will be done manually through "Request for Course Load Revision" at the Registrar's Office located at the Enrollment Services Hub, 5th Floor of Jose Rizal Building.



Can I go to MCL campus to do Course Sectioning?

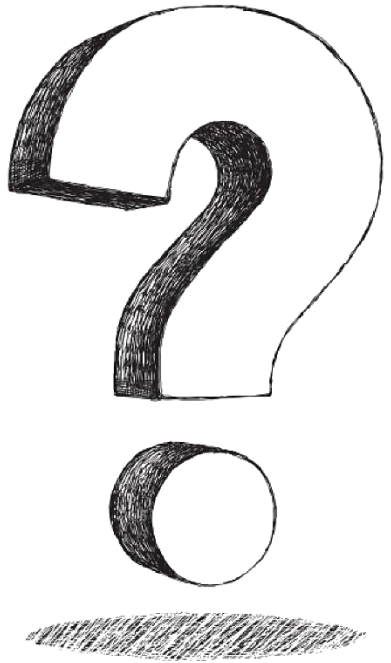
Yes. This can be done at the Encoding Centers at R209 and R210, Jose Rizal Building.



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

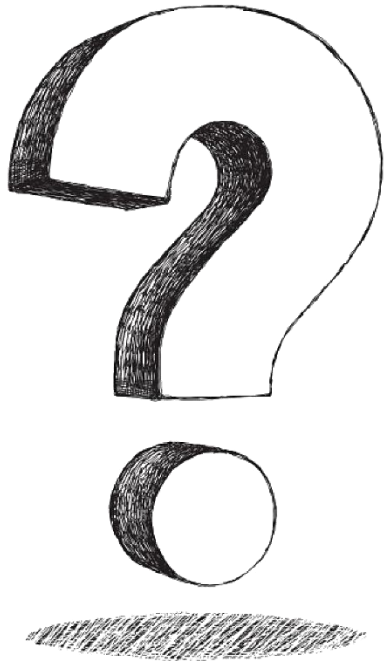
Yes, for course enlistment.

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?

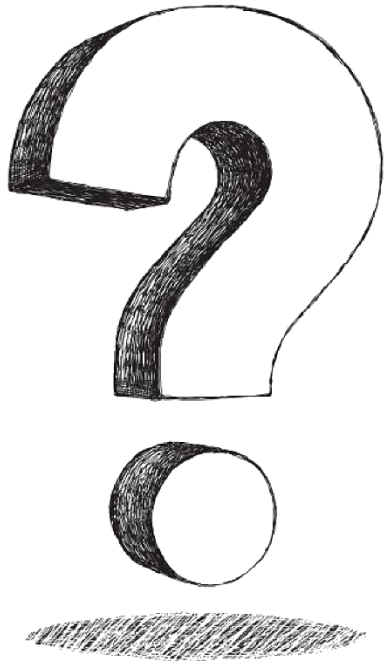
Yes. You must finalize your course load within the schedule for course sectioning. There is a surcharge for request to finalize and/or un-finalize course load.



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

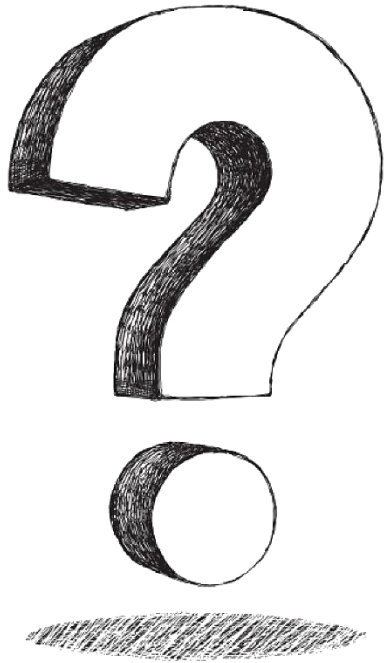
Possible Reasons:

1. You may have a back account (proceed to the Cashier to settle your back account);
2. You may be late or in advance to the set schedule;
3. You cannot do course sectioning because you failed to participate in the course enlistment;
4. You failed to accomplish the APE requirement.
5. OneMCL account is deactivated due to non-enrollment in the previous term.



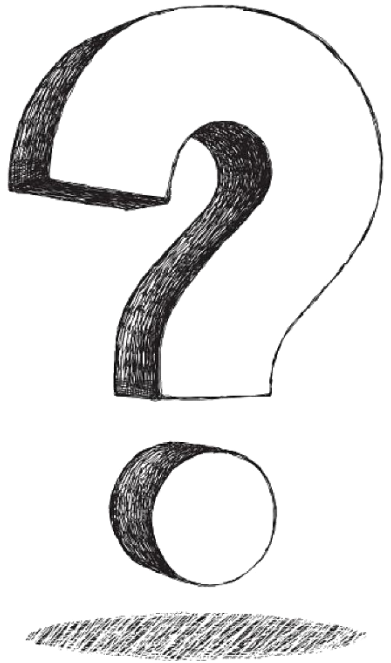
What if there's a conflict in schedule in the courses that I enlisted?

You may rearrange your schedule or select a different course during the enrollment period. After November 18, 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?

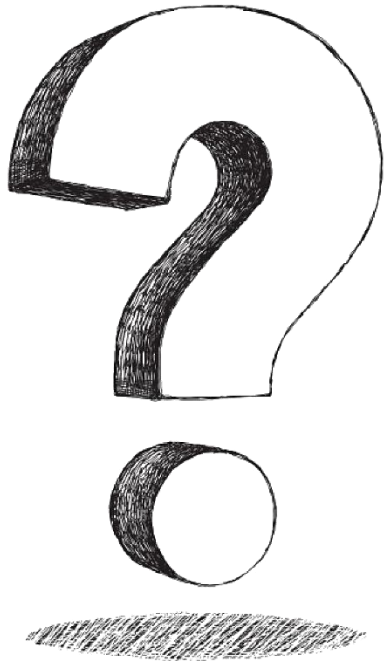
You may opt to select another course or you may go to your program chair for advising.



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 manually when the enrollment system resumes on **November 11, 2019** through the Enrollment Services Hub, 5th Floor of Jose Rizal Building. Please note that you will be considered a late enrollee and charged with the late enrollment fee.

Frequently Asked Question

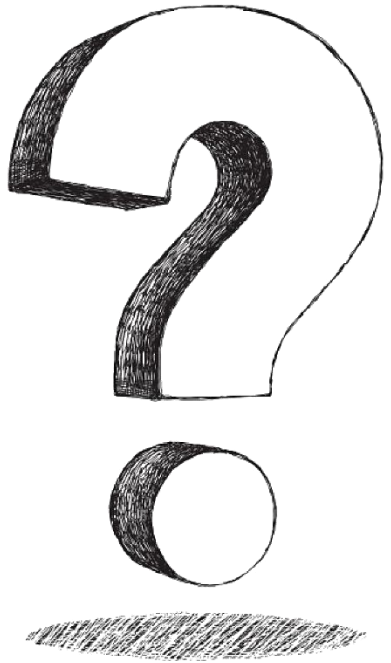


Can I request/petition for a tutorial section?

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.

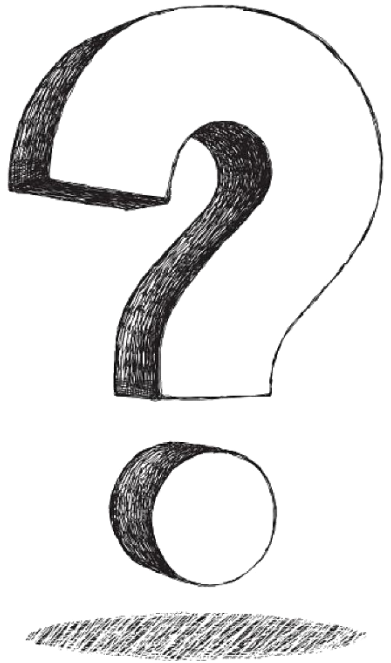
Frequently Asked Question



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

You may file your petition starting **November 11** until **November 13, 2019**.

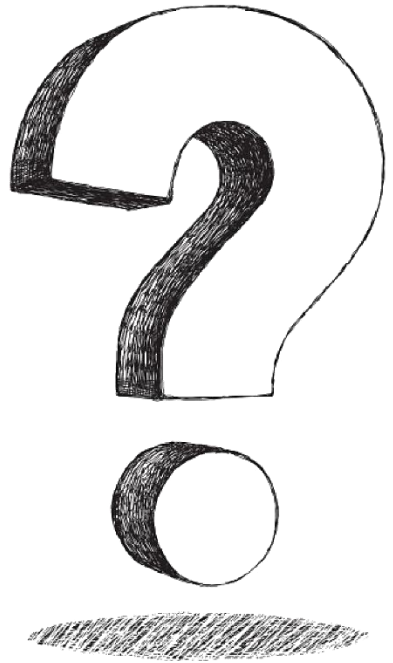
Frequently Asked Question



How long are my reserved sections/slots valid?

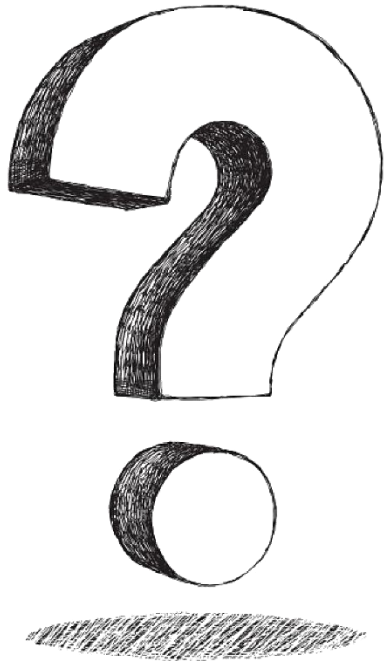
Your encoded courses/sections will be reserved only until 48 hours from the time it is encoded.

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.

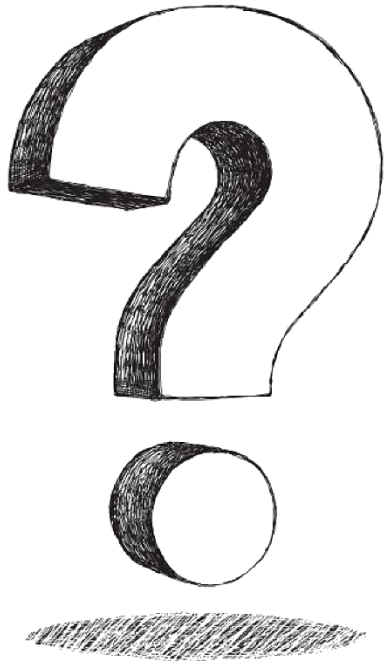


I am a late enrollee. What procedures do I need to undergo?

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

Assistant Vice-President for Academic Services



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, and course load finalization.
4. Pay the late enrollment fee and assess matriculation fees on the date stipulated on the approved letter.

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

Ground Floor, Jose Rizal Building
Telephone Nos: (049) 832-4000 local 1121-1122
Email: 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

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

Thank you very much.