



Malayan Colleges Laguna  
A MAPÚA SCHOOL



Registrar's Office  
(RO)

Malayan Colleges Laguna

# Important Reminders for College Enrollment

## Third Term SY 2019-2020



# Enrollment Services Hub

5<sup>th</sup> Floor, Jose Rizal Building from March 5-7, 2020

## **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 March 5 to 7, 2020.

Starting March 12, 2020 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 2018



**SAT**

**DAY 3:**  
Batch 2017 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.

# Enrollment for Transferees



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



MON

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.
- Course loads of students must be finalized during the schedule assigned to the batch to avoid late enrollment surcharges.
- Students who will be enrolling online at home are advised to check their connection to OnEMCL prior to their schedules for course enlistment and course sectioning. In case of problems, contact the Information Technology Services Office.

# 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 March 9, 2020.

# 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



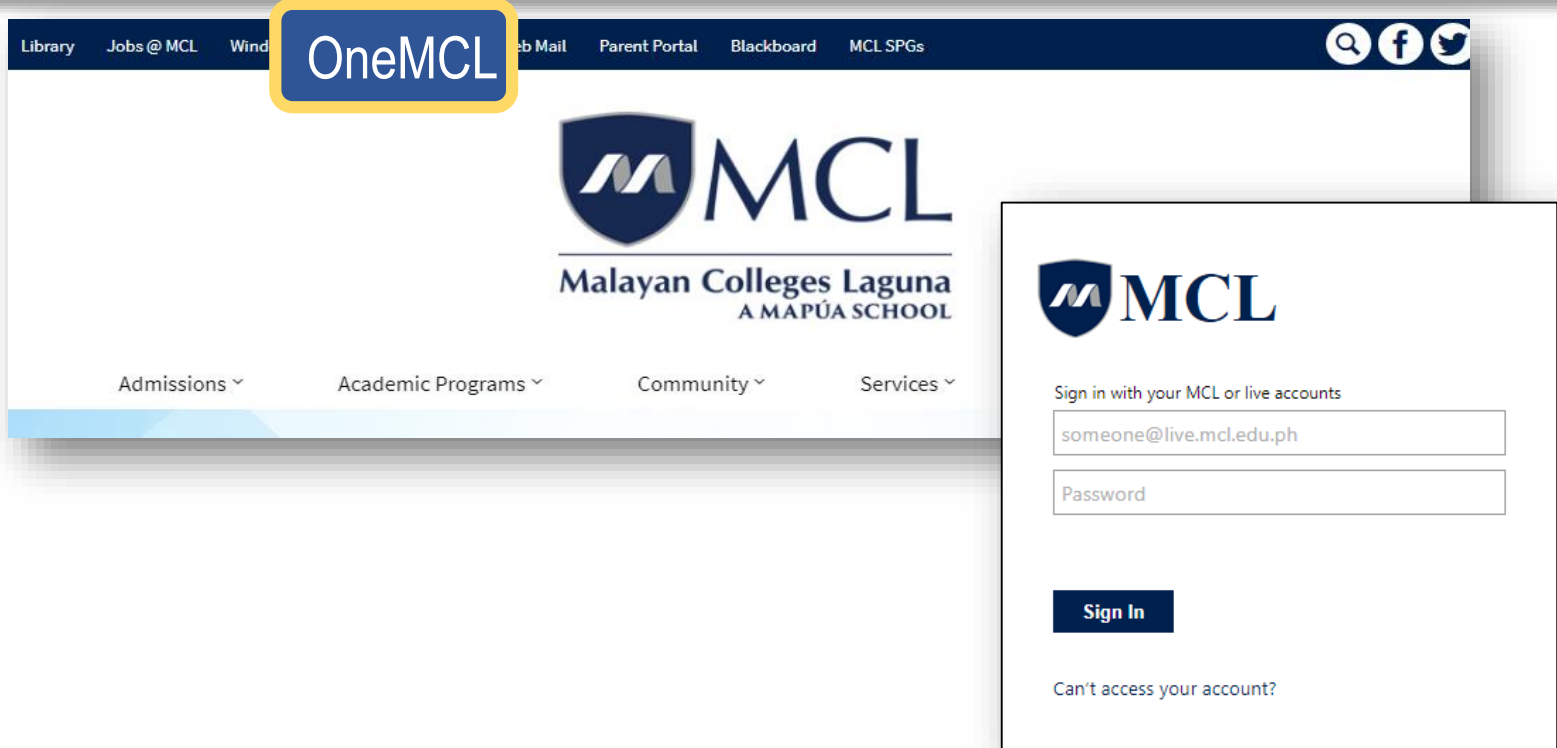


**February 29** (starting 8:00 PM)  
until **March 2, 2020** (9:00 AM)

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**

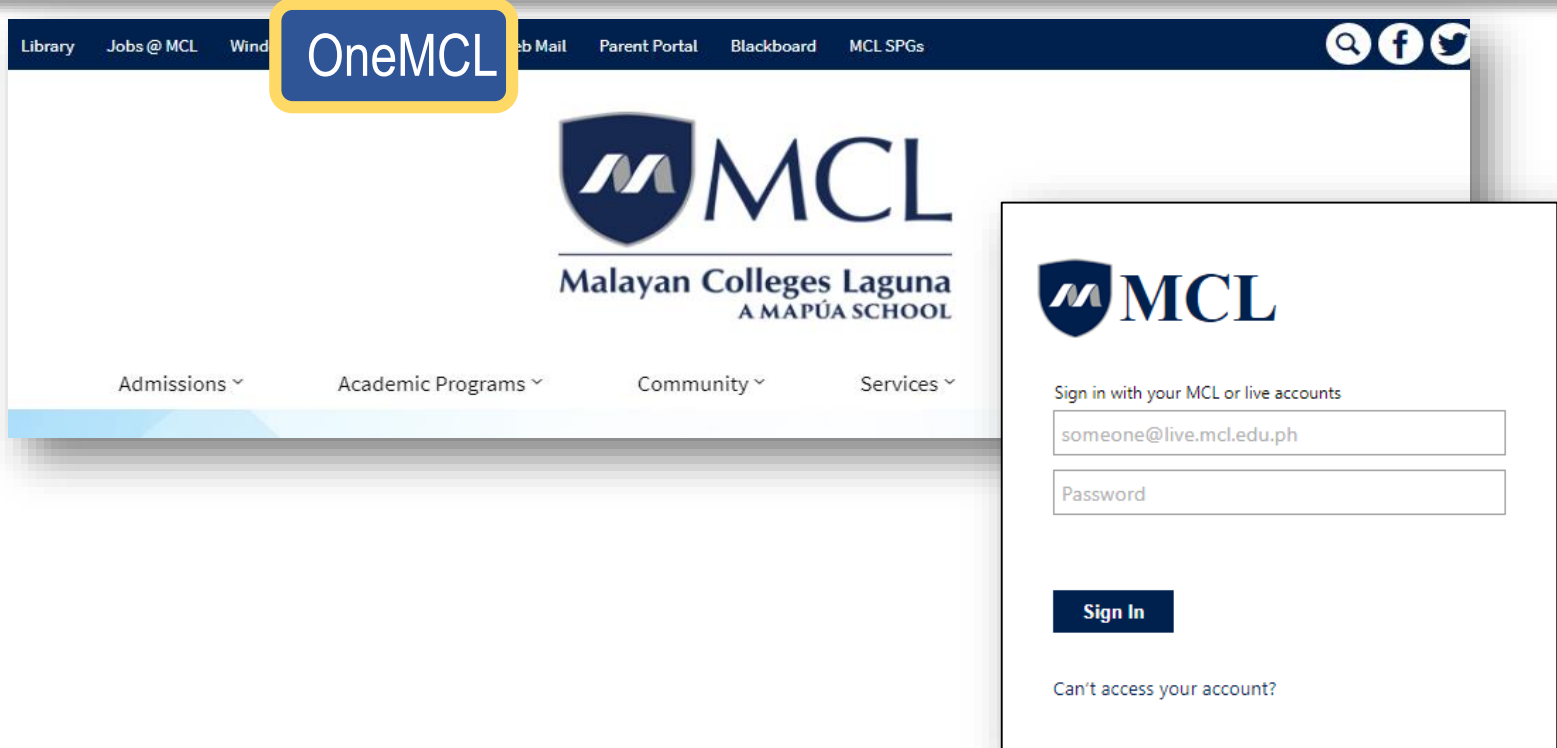
- Refers to the online process (via OneMCL) of enlisting the courses that a student wishes to take/ enroll for the forthcoming term.



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 navigation tabs 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 "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 March 9, 2020 (**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 tuition fee payments:



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

## Payment of School Fees

# ONLINE PAYMENT OPTION

[Visit the MCL website to read the guidelines.](#)

Payments made easier with



# PayMaya

Pay your tuition and other fees online using any MASTERCARD or VISA debit and credit cards.

*Simply log in to your OnEMCL or Parent Portal account to experience convenience through the PayMaya Gateway.*

## Payment of School Fees



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# Late Enrollment and Other Matters





1. After March 9, 2020, 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



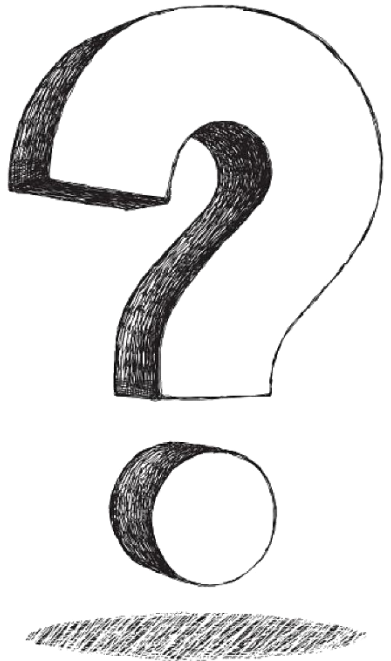
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# Frequently Asked Questions (FAQs)

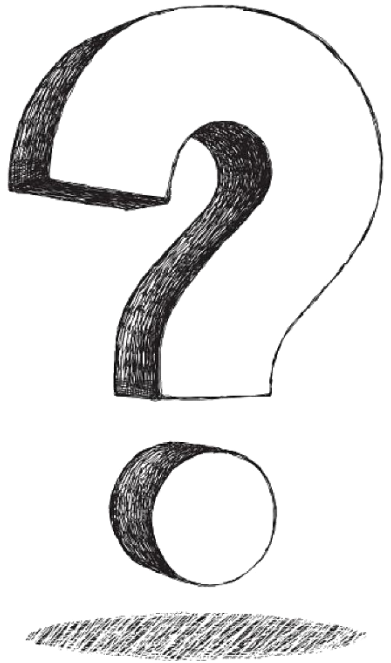




## Can I participate in the Course Enlistment if my OnEMCL is inactive?

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

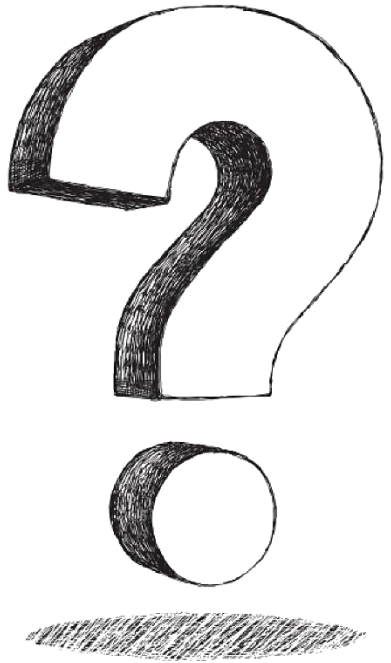
For OneMCL concerns, please contact the **Information Technology Services Office (ITSO)**, Telephone Nos. (049) 832-4000 local 1200 or through email: [helpdesk@mcl.edu.ph](mailto:helpdesk@mcl.edu.ph).



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

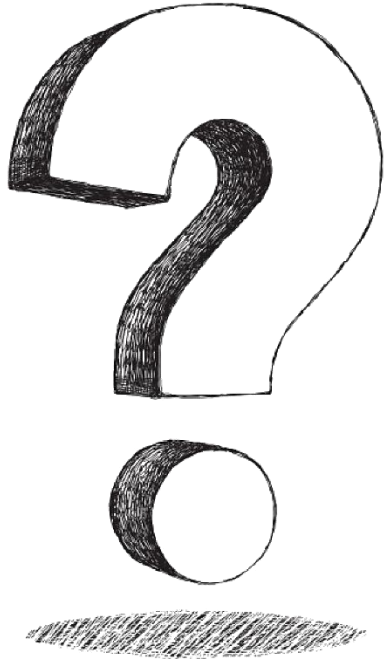
If you do not participate in the Course Enlistment, you cannot do online Course Sectioning. Your enrollment can only be processed starting **March 9, 2020** at the Registrar's Office located at the Enrollment Services Hub subject to applicable penalties.





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

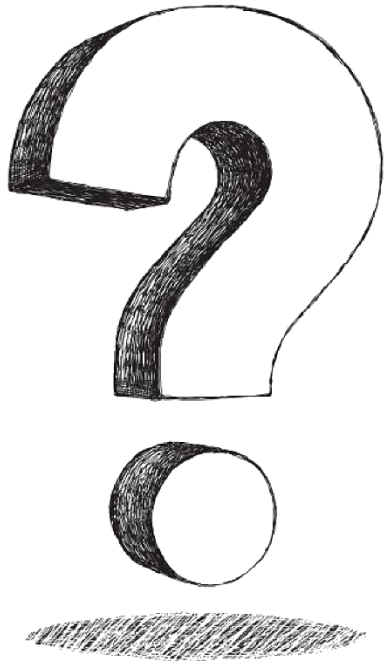
The maximum number of units that you can enlist is 16 units excluding non-academic courses such as PE, NSTP and Values Education. Therefore, you can enlist these non-academic courses in addition to the 16 academic units to be enrolled.



## Can I change the course I enlisted?

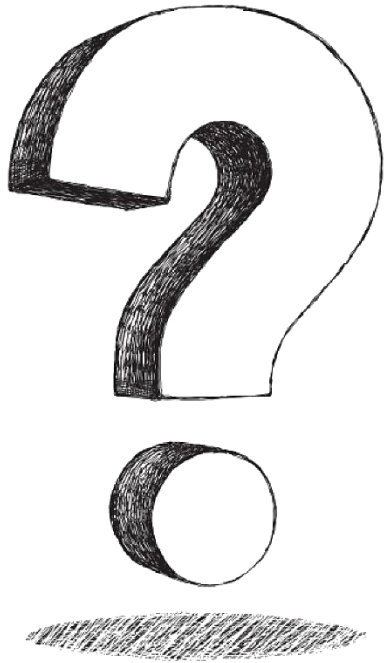
**Yes.** You can change the courses as long as it is within the schedule provided for your batch.

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



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

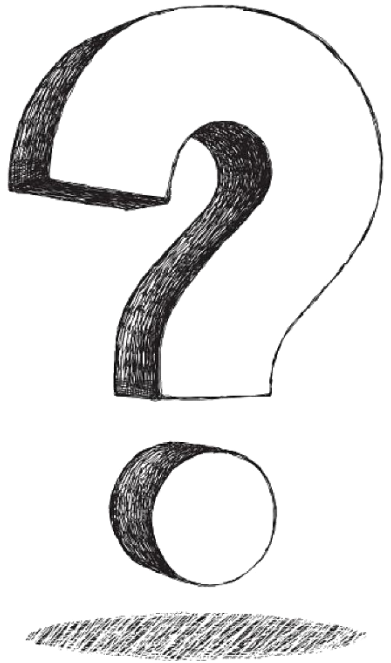
**Yes.** This can be done at the Encoding Centers at R209 and R210, Jose Rizal Building.



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

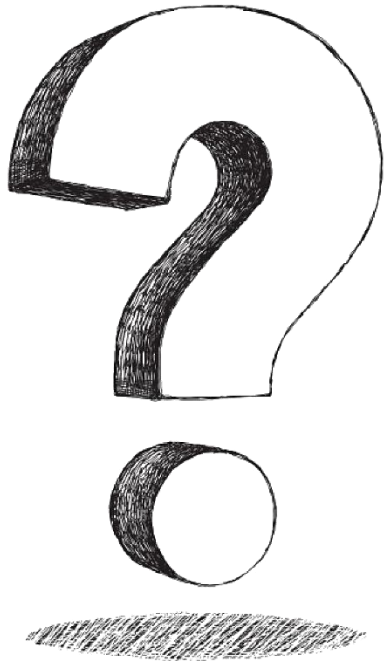
**Yes,** for course enlistment.

**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?**

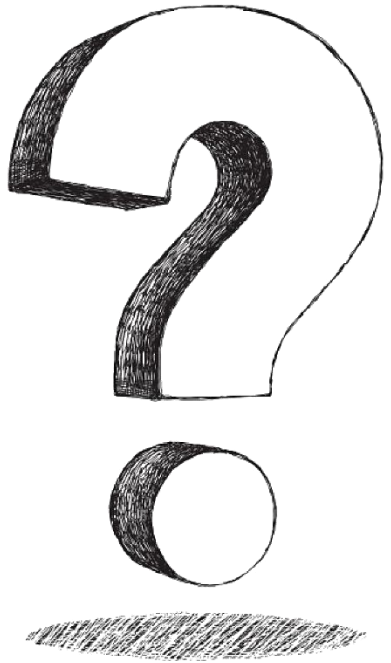
**Yes.** You must finalize your course load within the schedule for course sectioning. There is a surcharge for request to finalize and/or un-finalize course load.



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

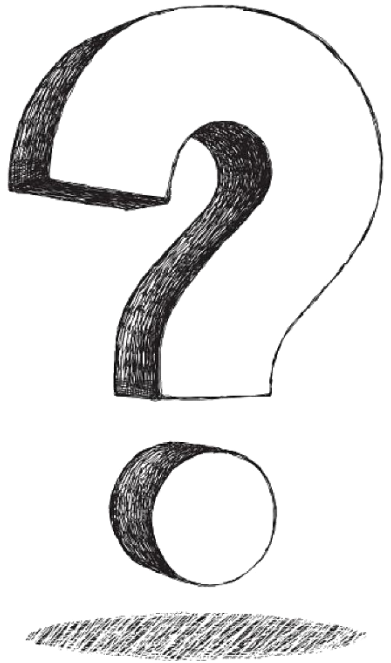
### Possible Reasons:

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?**

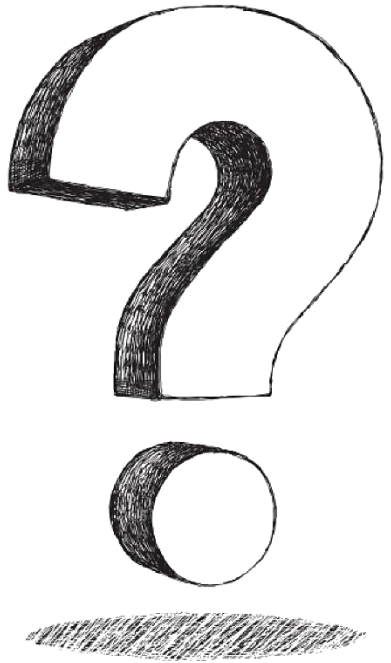
You may rearrange your schedule or select a different course during the enrollment period. After March, 16 2020, all revisions to the existing course load will not be allowed.



## **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.

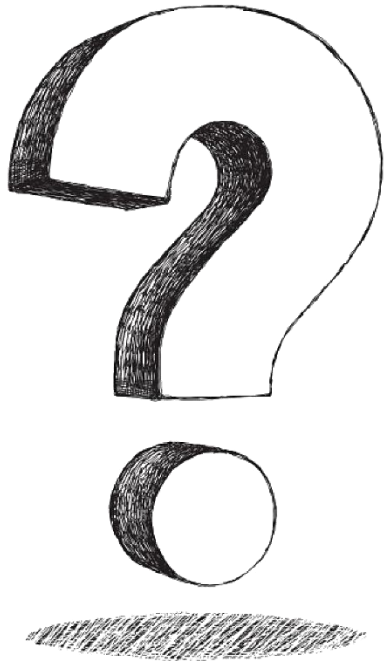




## **What if I did not finalize my load during my assigned schedule for course sectioning, when can I finalize then?**

You can finalize your load manually when the enrollment system resumes on **March 9, 2020** through the Enrollment Services Hub, 5<sup>th</sup> 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**

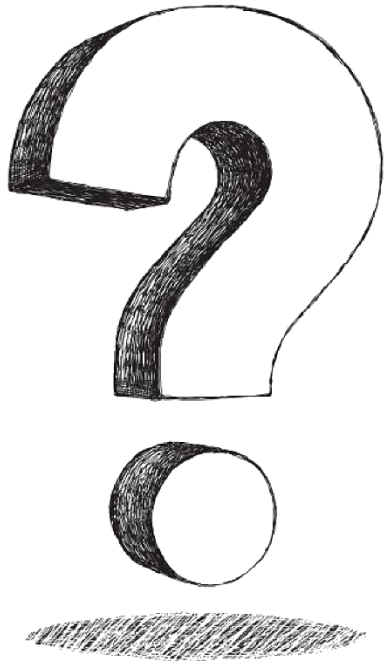


## Can I request/petition for a tutorial section?

**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.

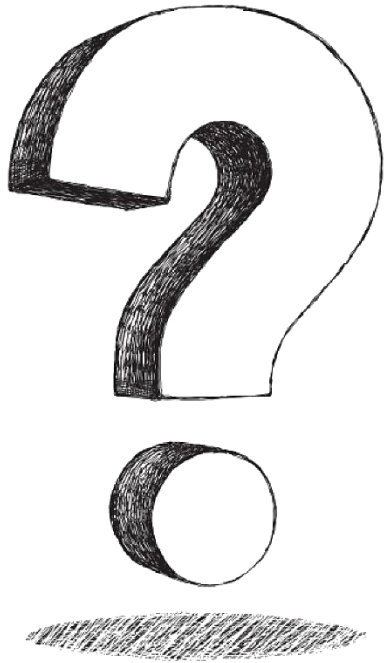
Frequently Asked Question



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

You may file your petition starting **March 9** until **March 11, 2020**.

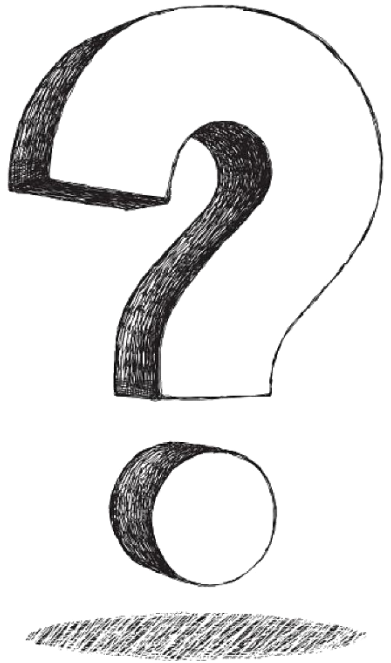
**Frequently Asked Question**



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

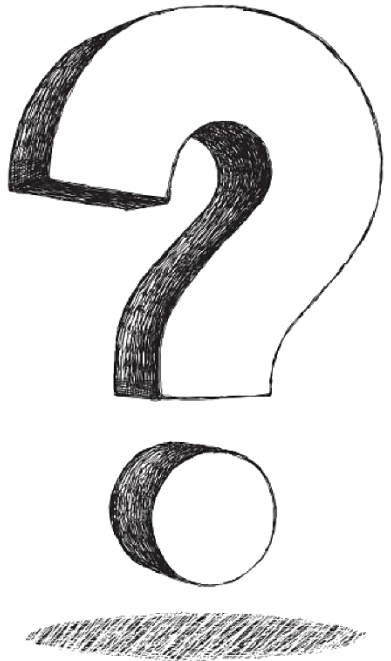
Your encoded courses/sections will be reserved only until 48 hours from the time it is encoded.

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.

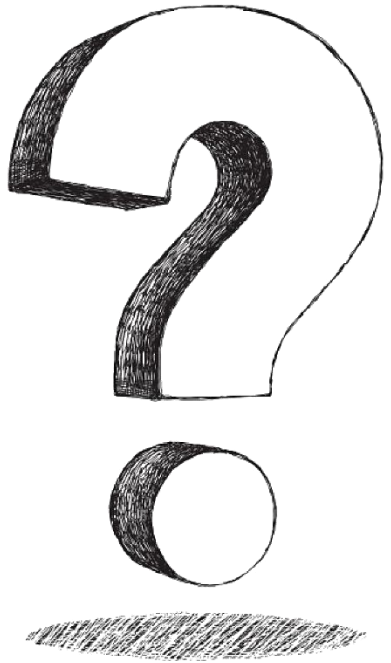


## I am a late enrollee. What procedures do I need to undergo?

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](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.