



Malayan Colleges Laguna  
A MAPÚA SCHOOL



Registrar's Office  
(RO)

Malayan Colleges Laguna

# Important Reminders for Senior High School Enrollment

## First Term SY 2019-2020



# Enrollment Services Hub

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

## SHS ACADEMIC ADVISING

Advising and Assigning of Course Load

R501 and R502

## PAYMENT CENTERS

Scholarship Validation and Payment Collection

F. Balagtas Auditorium

**Business Hours: 8:00 AM to 4:30 PM**

**Venue for Enrollment Processing**



Malayan Colleges Laguna  
A MAPÚA SCHOOL



Registrar's Office  
(RO)

Malayan Colleges Laguna

# Important Dates for Enrollment





**Regular Enrollment Period**

All Grade 12 Students

**Enrollment Procedures**



# 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**



The original Grade 11 Report Card is **required** to be submitted before or during the Enrollment Period.

It will be submitted to the Registrar's Office before completing the enrollment process.

# What to bring during Enrollment



- All students are required to follow the regular enrollment schedule.
- No advance enrollment will be allowed.
- MCL Student Identification Card is required for all enrollment transactions.

# Enrollment Procedures





- Proxy enrollment is not allowed except for parents/guardians who are declared by the students in the Statement of Compliance submitted when admitted for the first time at MCL.

# Enrollment Procedures



Enrollment after the given schedule is chargeable with **LATE ENROLLMENT FEE** amounting to PHP 100.00.

A letter of explanation for failure to comply with the assigned schedule is also required. Your letter should be endorsed by the SHS Principal, and addressed to:

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

# Enrollment Procedures



Malayan Colleges Laguna  
A MAPÚA SCHOOL



Registrar's Office  
(RO)

Malayan Colleges Laguna

# Enrollment Steps and Procedures



## **STEP 1:** Pre-Loading of Courses by SHS Coordinators

(No need to go to MCL for this procedure.)

## **STEP 2:** Viewing of OneMCL for Assessed Fees

(Check your OneMCL account if pre-loaded courses are made.)

## **STEP 3:** Scholarship Validation (for qualified students)

## **STEP 4:** Payment of School Fees

# Enrollment Procedures

## IMPORTANT:

Grade 11 Report Card is required before proceeding to Step 4: Payment.

The enrollment process cannot proceed without submitting the Report Card.



## IMPORTANT:

For those who will be making payments through the off-campus payment channels, kindly ensure the submission of the Report Card immediately upon claiming the official receipt.





Malayan Colleges Laguna  
A MAPÚA SCHOOL



Registrar's Office  
(RO)

Malayan Colleges Laguna

# 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.



## Step 3: Scholarship Validation



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



## Step 3: Scholarship Validation



Malayan Colleges Laguna  
A MAPÚA SCHOOL



Registrar's Office  
(RO)  
Malayan Colleges Laguna

# Payment of School Fees



## **PAYMENT CENTERS**

Scholarship Validation and Payment Collection

**Francisco Balagtas Auditorium**

1. Late enrollment fee is P100.00.
2. Payment of back accounts before July 26, 2019 will be accepted at the Treasury Office, Ground Floor, 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



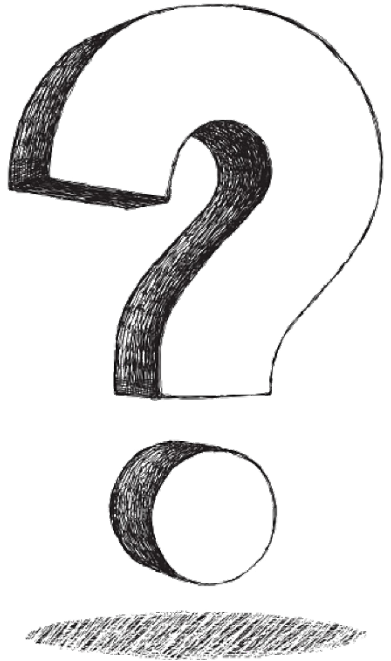
Malayan Colleges Laguna  
A MAPÚA SCHOOL



Registrar's Office  
(RO)  
Malayan Colleges Laguna

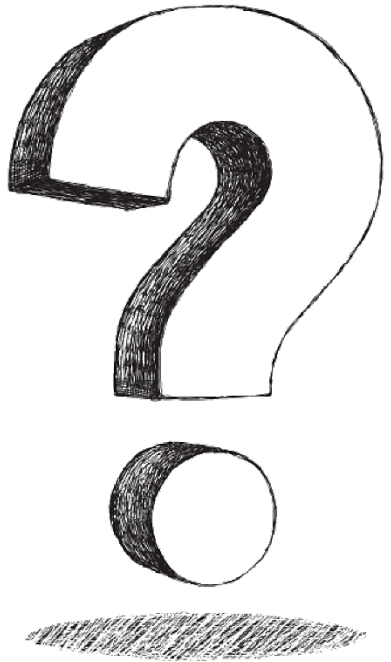
# Frequently Asked Questions (FAQs)





## What if I do not see any pre-loaded course in OneMCL?

You need to see the SHS Coordinators for academic advising.

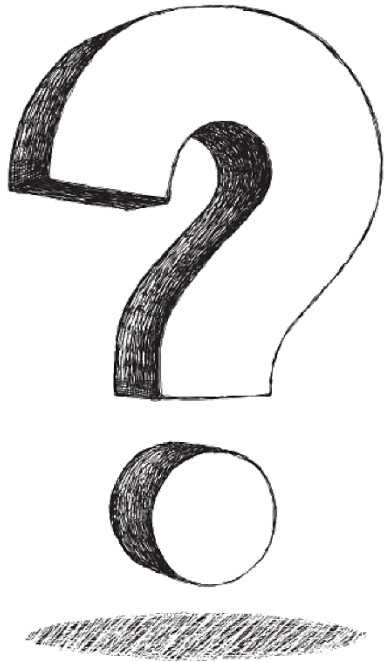


**My Grade 11 Report Card was not released yet due to pending completion and/or remediation activities. Can I still enroll?**

You need to complete all these pending grades first.

For other arrangements, please see the SHS Principal.

**Frequently Asked Questions**



## My Report Card is lost / missing, and /or dilapidated. What will I do?

You need to request for reprinting of the Report Card, and surrender the old copy. Charge for the reprinting is P 150.00.



# 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

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.