



Malayan Colleges Laguna  
A MAPÚA SCHOOL



Registrar's Office  
(RO)

Malayan Colleges Laguna

# Important Reminders for Senior High School Enrollment

## Third 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: 8:30 AM to 4:30 PM**

**Venue for Enrollment Processing**



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# Important Dates for Enrollment





**Grade 11 Enrollment**



**Grade 12 Enrollment**

**Enrollment Procedures**



# Start of Classes



Last Day for Revision of Course Load  
(as endorsed by the SHS Principal) and  
Processing of Enrollment in Special Classes

# Enrollment Procedures



- 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:

**Mr. Warren Vincent D. Bañacia**  
Registrar

Or to **Ms. Rowena C. Crisostomo**  
Assistant Registrar



# Enrollment Procedures





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# 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**



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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.



## Step 3: 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.



## Step 3: 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 back accounts must be settled first before going to regular enrolment.

# 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



# 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



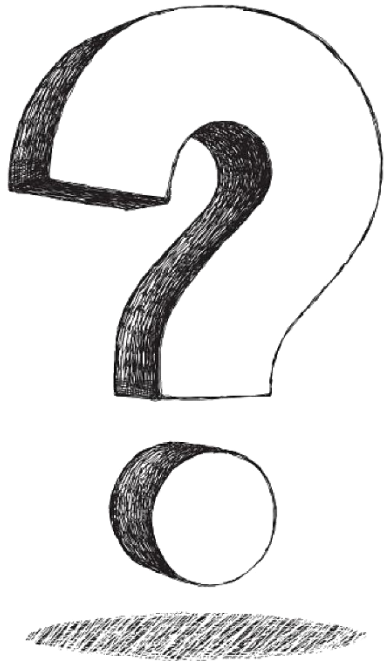
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# Frequently Asked Questions (FAQs)





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

You need to see the SHS Coordinators for academic advising.

For Academic-related concerns, please contact the  
**SHS Principal's Office or SHS Coordinators:**

Third Floor, Jose Rizal Building

Telephone Nos: (049) 832-4000 local 4016, 4017, 1411

Thank you very much.

# 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:

Ground 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.