



Malayan Colleges Laguna  
A MAPÚA SCHOOL



Registrar's Office  
(RO)  
Malayan Colleges Laguna



Alumni Center  
(ACE)  
Malayan Colleges Laguna

# Important Information for Graduating Students





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A MAPÚA SCHOOL



Registrar's Office  
(RO)  
Malayan Colleges Laguna



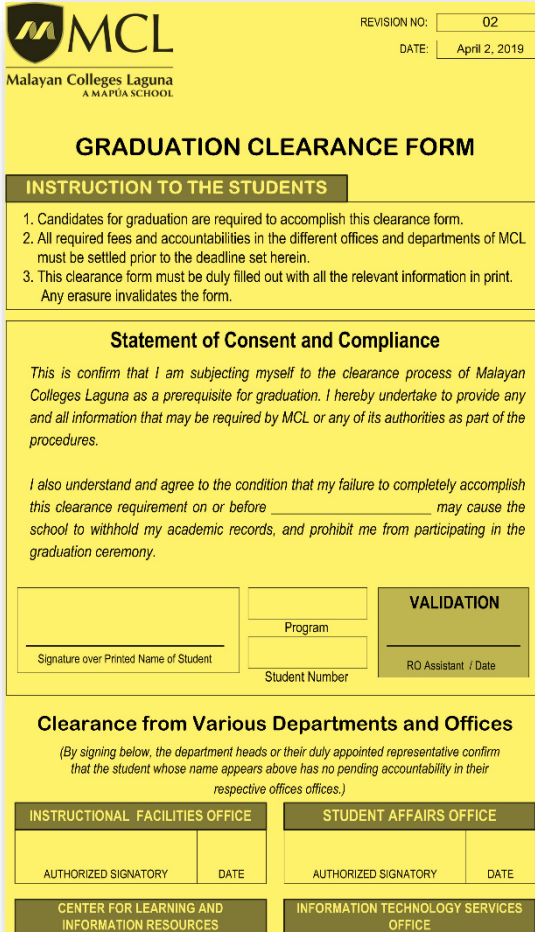
Alumni Center  
(ACE)  
Malayan Colleges Laguna

# Graduation Clearance



You can get the clearance form from the Registrar's Office starting Nov. 25, 2019.

Duly accomplished graduation clearance is required for all students.



**MCL** Malayan Colleges Laguna A MAPÚA SCHOOL

REVISION NO: 02  
DATE: April 2, 2019

### GRADUATION CLEARANCE FORM

**INSTRUCTION TO THE STUDENTS**

- Candidates for graduation are required to accomplish this clearance form.
- All required fees and accountabilities in the different offices and departments of MCL must be settled prior to the deadline set herein.
- This clearance form must be duly filled out with all the relevant information in print. Any erasure invalidates the form.

**Statement of Consent and Compliance**

*This is confirm that I am subjecting myself to the clearance process of Malayan Colleges Laguna as a prerequisite for graduation. I hereby undertake to provide any and all information that may be required by MCL or any of its authorities as part of the procedures.*

*I also understand and agree to the condition that my failure to completely accomplish this clearance requirement on or before \_\_\_\_\_ may cause the school to withhold my academic records, and prohibit me from participating in the graduation ceremony.*

Signature over Printed Name of Student		Program	<b>VALIDATION</b>	
Student Number			RO Assistant / Date	

**Clearance from Various Departments and Offices**  
(By signing below, the department heads or their duly appointed representative confirm that the student whose name appears above has no pending accountability in their respective offices/offices.)

<b>INSTRUCTIONAL FACILITIES OFFICE</b>		<b>STUDENT AFFAIRS OFFICE</b>	
AUTHORIZED SIGNATORY	DATE	AUTHORIZED SIGNATORY	DATE
<b>CENTER FOR LEARNING AND INFORMATION RESOURCES</b>		<b>INFORMATION TECHNOLOGY SERVICES OFFICE</b>	

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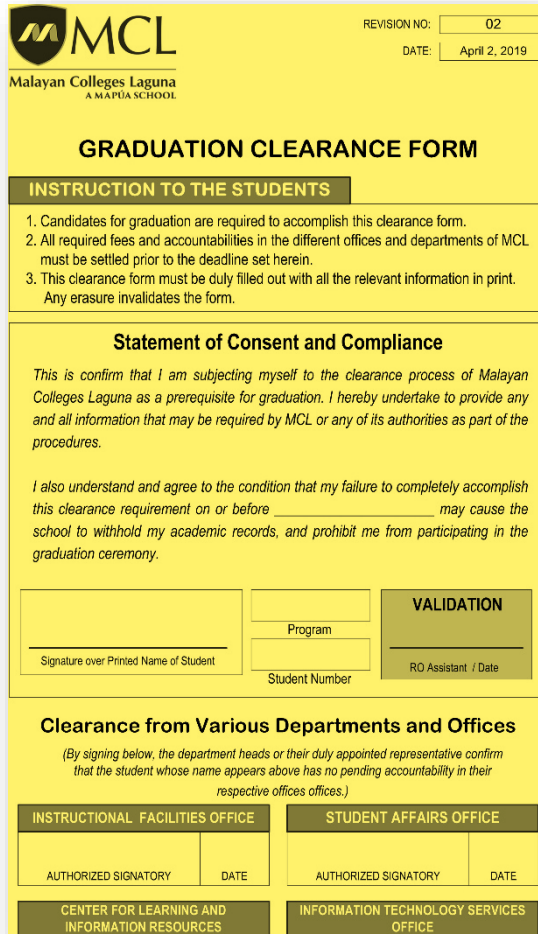
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MCL reserves the right to not allow any graduating student from joining the Commencement Exercises due to failure of the student to secure the necessary clearance from departments/offices.

# Graduation Clearance

Processing of clearance will only be entertained from Mondays to Fridays during regular office hours (8:00 AM to 5:00 PM).

Processing of clearance from the different offices may be done randomly, except for the Treasury Office which must be asked for signing after clearance from all other offices.



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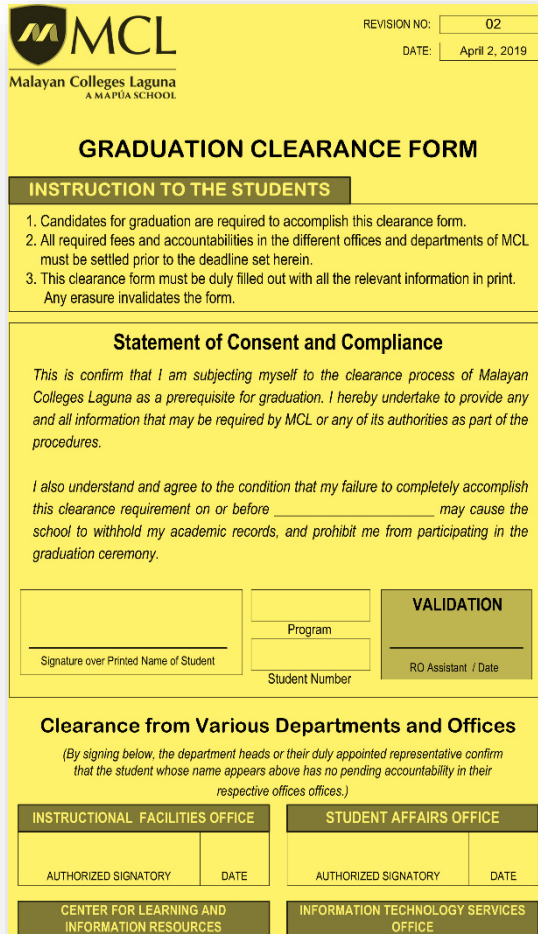
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# Graduation Clearance

The Alumni Center will process your clearance during the Photo Shoot. The following are the requirements:

1. Data for the Yearbook (online form)
2. Photo (in formal attire) for the Alumni Card



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# Graduation Clearance



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# Important Reminders for the Baccalaureate Mass & Graduation Rehearsal



All graduating students are required to attend the following on **December 10, 2019**:

**Baccalaureate Mass | 9:00 AM**

**Graduation Rehearsal | 10:00 AM**

Venue: MCL Gym ( Covered Court )

\*\*\* Required attire is strictly semi-formal. No t-shirts allowed.

**Baccalaureate Mass**



- All graduating students are requested to bring thanksgiving offering (in kind) for the celebration of the Holy Mass.
- Required attire is strictly semi-formal. No t-shirts allowed.
- Toga distribution will be at the student lounge (beside Einstein Bldg.) after the Graduation Rehearsal and until 4:00PM. Please bring your receipt and student ID.

# Baccalaureate Mass



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# Graduation Photo Shoot



Photo Shoot Schedule will be provided by the Alumni Center in a separate announcement.

For details you may contact:  
**Ms. Pearl Stephanie Ulep**  
(Email: [psdlulep@mcl.edu.ph](mailto:psdlulep@mcl.edu.ph))



**Graduation Photo Shoot**



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# Graduation Fees & Toga Rental



1. Blue and Silver Yearbook is compulsory. Target date of publication is 6-8 months after graduation.
2. Graduates may opt to upgrade their photo package.

STANDARD GRADUATION FEES	
GRADUATION FEE	PHP 1,800.00
DIPLOMA and TRANSCRIPT OF RECORDS	700.00
BLUE AND SILVER YEARBOOK	1,800.00
BASIC GRADUATION PHOTO	600.00
TOGA RENTAL (P 500.00 refundable deposit)	800.00
ALUMNI MEMBERSHIP FEE	350.00
<b>TOTAL:</b>	<b>6,050.00</b>

# Graduation Fees

3. Grad fees with upgraded photo package will cost PHP 6,050.00 + PHP 1,100.00; total of **PHP 7,150.00**.
4. Alumni Membership fee is a minimal contribution for the issuance of the MCL Alumni Society Membership Card, and other Alumni Center activities and projects.

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GRADUATION FEE	PHP 1,800.00
DIPLOMA and TRANSCRIPT OF RECORDS	700.00
BLUE AND SILVER YEARBOOK	1,800.00
BASIC GRADUATION PHOTO	600.00
TOGA RENTAL (P 500.00 refundable deposit)	800.00
ALUMNI MEMBERSHIP FEE	350.00
<b>TOTAL:</b>	<b>6,050.00</b>

# Graduation Fees

1. Academic gowns (toga) will be distributed on **December 10, 2019** at the student lounge (beside Einstein Bldg.) after the Graduation Rehearsal and until 4:00PM. Please bring your receipt and student ID.



**Toga Rental and Refund**

2. All rented gowns must be returned only on the following dates and locations.



**PICC LOBBY**  
After graduation ceremony



**MCL ETY Lobby**  
9:00AM to 4:00PM



**MCL ETY Lobby (with daily penalty)**  
9:00AM to 4:00PM



# Toga Rental and Refund



3. A penalty of PHP 60.00 per day will be imposed for togas returned after the December 14 deadline. The next schedule for returning togas will be on December 21. Lost and unreturned togas will be charged PHP 1,500.00.



**MCL ETY Lobby (with daily penalty)**

9:00AM to 4:00PM

4. Return of toga and refund of deposit may be done through a representative provided an authorization letter and valid IDs of the graduate and the representative are issued.



# Toga Rental and Refund

For other concerns about Graduation Clearance and the Commencement Exercises, please email:

**[registrar@mcl.edu.ph](mailto:registrar@mcl.edu.ph)**



**Contact Information**