



Malayan Colleges Laguna  
A MAPÚA SCHOOL



Registrar's Office  
(RO)

Malayan Colleges Laguna

# Enrollment Services

Midyear Term, AY 2019-2020



## DISCLAIMER:

The procedures set herein are **temporary** which means that it will only be observed starting July 6, 2020 until the closing of enrollment period for Midyear Term, AY 2019-2020 to ensure that enrollment services are being delivered despite closure of key offices due to COVID-19 outbreak.

These interim procedures do not intend to supersede or revise the existing policies and procedures on student enrollment.

# Ongoing Enrollment Services

## ENROLLMENT TRANSACTIONS VIA EMAIL:

The use of MCL LIVE Email Account is REQUIRED in all transactions such as:

- Request for course sectioning
- Request for Load Revision
- Petition to Open a Special Class
- Request for Study Overload and Permit to Enroll with Pre-Requisite Issues
- Request for documents from the Registrar's Office
- All other enrollment-related procedures

**Data Privacy Protection Measures**

## IMPORTANT ADVISORY:

The Midyear Term will be implemented in compliance with the Commission on Higher Education (CHED) COVID-19 Advisories No. 6 and 7.



# CHED Advisory on Summer Classes



**CHED COVID-19 Advisory No. 6 that states that:**

“Given the extension of the semester, HEIs may conduct summer/midterm classes only for graduating students who need to complete their academic requirements; for students whose subjects are scheduled in the summer under the PSG of their degree program; and students taking up graduate studies. ”

**CHED Advisory on Summer Classes**



## CHED COVID-19 Advisory No. 7 further reiterates:

“For HEIs which intend to offer summer classes, midterm and/or midyear intercession shall only be for the following students: (i) graduating students who need to complete their academic requirements; (ii) students whose subjects are scheduled in the summer under the PSG of their degree program and; (iii) students taking graduate studies”.

# CHED Advisory on Summer Classes





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## Course Sectioning and Payment of Matriculation Fees

1. Students need to contact (via MCL Live Email) their respective Program Chair/Dean for academic advising.
2. Program Chair/ Dean sends the electronic advising form.
3. Student submits the list of offered courses that he/she intends to enroll.
4. Program Chair/ Dean endorses the course load to the Registrar's Office (RO).
5. RO encodes the courses to enroll and advises the student for payment instructions.

# Important Dates and Reminders

## Email Directory of Program Chairs:

MMA	<b>Ma. Rovilla C. Sudaprasert</b>	<a href="mailto:mrcsudaprasert@mcl.edu.ph">mrcsudaprasert@mcl.edu.ph</a>
COMM	<b>Eva Marie M. Pedregosa</b>	<a href="mailto:emmpedregosa@mcl.edu.ph">emmpedregosa@mcl.edu.ph</a>
CS	<b>Jonalyn C. Ebron</b>	<a href="mailto:jgebron@mcl.edu.ph">jgebron@mcl.edu.ph</a>
IT	Khristian G. Kikuchi	<a href="mailto:kgkikuchi@mcl.edu.ph">kgkikuchi@mcl.edu.ph</a>
MARE	<b>Rodolfo D. Sañano</b>	<a href="mailto:rdsanano@mcl.edu.ph">rdsanano@mcl.edu.ph</a>
MT	<b>Armando A. Ternida</b>	<a href="mailto:aaternida@mcl.edu.ph">aaternida@mcl.edu.ph</a>
ENT / ACT/ACTEC/ HRM /HM	<b>Maria Rhodora R. Austria</b>	<a href="mailto:mrraustria@mcl.edu.ph">mrraustria@mcl.edu.ph</a>
TM	Merle U. Ruiz	<a href="mailto:mu Ruiz@mcl.edu.ph">mu Ruiz@mcl.edu.ph</a>

# Enrollment and Program Advising



## Email Directory of Program Chairs:

<b>ME</b>	<b>Orlando G. Perez</b>	<a href="mailto:ogperez@mcl.edu.ph">ogperez@mcl.edu.ph</a>
<b>AR</b>	<b>Wilfredo G. Gacutan</b>	<a href="mailto:wggacutan@mcl.edu.ph">wggacutan@mcl.edu.ph</a>
<b>CHE</b>	<b>Jesuniño R. Aquino</b>	<a href="mailto:jraquno@mcl.edu.ph">jraquno@mcl.edu.ph</a>
<b>CE</b>	<b>Hermie M. Del Pilar</b>	<a href="mailto:hmdelpilar@mcl.edu.ph">hmdelpilar@mcl.edu.ph</a>
<b>CPE</b>	<b>Maribelle D. Pabiania</b>	<a href="mailto:mdpabiania@mcl.edu.ph">mdpabiania@mcl.edu.ph</a>
<b>ECE</b>	<b>Mae M. Garcillanosa</b>	<a href="mailto:mmgarcillanosa@mcl.edu.ph">mmgarcillanosa@mcl.edu.ph</a>
<b>EE</b>	<b>Maria Criselda B. Loyola</b>	<a href="mailto:mcbloyola@mcl.edu.ph">mcbloyola@mcl.edu.ph</a>
<b>IE</b>	<b>Ezhra C. Godilano</b>	<a href="mailto:ecgodilano@mcl.edu.ph">ecgodilano@mcl.edu.ph</a>

# Enrollment and Program Advising



WED

Start of Online Classes for  
Midyear Term AY 2019-2020

- CHED allowed higher educational institutions (HEIs) with fully online capability to conduct summer classes.
- Areas under modified general community quarantine are prohibited by CHED to conduct residential or face-to-face classes.

**Important Dates and Reminders**



WED

Deadline for Revision of  
Course Load with Endorsement  
by the College

**Important Dates and Reminders**

# Interim Procedure for Request to Revise Course Load:

1. Student/s concerned will coordinate with their respective program chair for advising (through MCL Live Email Account).
2. Program Chair evaluates the request and recommend adding/removal of courses from the student's current load.
3. Program Chair emails the Registrar's Office endorsing the request for revision of course load.



## Revision of Course Load

## Request for Opening of Special Classes:

1. Student/s concerned will coordinate with their respective program chair for advising (through email using the MCL Live Email account).
2. Program Chair and/or College Assistant emails the petition sign-up forms to the concerned students.
3. Students concerned will submit the consolidated via email to the Program Chair.
4. Program Chair endorses the consolidated requests (petition to open a special class form) to the Dean who will recommend approval to the Vice-President for Academic Affairs.
5. If approved, the VPAA gives notification to the Registrar's Office (RO) about the approval.
6. The RO notifies the students, and enrolls the concerned student/s.



# Enrollment of Special Cases

## Request for Enrollment of Courses with Pre-Requisite Violation:

1. Student/s concerned will coordinate with their respective program chair for advising (through email using the MCL Live Email account).
2. Program Chair issues a copy (to the student) of the template of the request letter addressed to the VPAA.
3. The student fills-up the letter, prints, signs, and emails the signed copy to the program Chair.
4. The Program Chair endorses the letter to the Dean who will forward the endorsement to the VPAA for Approval.
5. Once approved, the VPAA forwards the approved letter to the Registrar's Office for Processing. RO notifies the student.



# Courses with Pre-Requisite Violation

# ALL PAYMENTS DURING CLASS SUSPENSION MUST BE THROUGH OFF-CAMPUS PAYMENT CENTERS



*\*\*\* 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



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. Starting July 8, 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:
  - Course Revision beyond the deadline (July 15, 2020)
  - Late enrollment (from July 10 to 15, 2020 only)

# Late Enrollment and Other Matters

## Procedure for Late Enrollment *(from July 10 to 15, 2020 only.)*

1. Student writes a letter of appeal for late enrollment addressed to:

**PROF. JAMES RONALD O. MESINA**  
Assistant Vice-President for Academic Services

2. Letter should be sent through the MCL Live Email account containing the following information:
  - Complete name of student / Student Number / Program and year
  - Acceptable Reason for Late Enrollment
  - Contact Number of Student
  - Signature of Student and Parent/ Guardian



# Late Enrollment and Other Matters

## Procedure for Late Enrollment *(from March 14 to 18, 2020 only)*

3. Duly signed letter must be scanned and emailed to the Program Chair / Dean.
4. Program Chair/ Dean endorses the request letter to the Registrar's Office for consideration, with course loading instructions (in lieu of advising slip).
5. The Registrar's Office will give the decision to the letter within 24 hours from the time the request is received.



# Late Enrollment and Other Matters



## Procedure for Late Enrollment (from March 14 to 18, 2020 only)

6. The student is advised to log-on at OneMCL from time-to-time to check if the course loading has been made.
7. The assessed charges **must be settled within 48 hours** from the date of assessment. Otherwise, the course load will be wiped out during post-enrollment system clean-up.



**Late Enrollment and Other Matters**

## Procedure for Late Enrollment (from March 14 to 18, 2020 only)

8. As stated in the previous slides, settlement of charges through off-campus payment channels are highly encouraged during class suspensions and closure of MCL offices due to COVID-19.
9. Enrollment of Students with back accounts cannot be processed.



**Late Enrollment and Other Matters**



# Students' Calendar of Activities

## MIDYEAR TERM | A.Y. 2019-2020

### JULY 2020

- 6-7** Course Sectioning and Payment for College Students
- 8** Start of Classes
- 15** Deadline for Revision of Course Load and Submission of Petition for Special Classes
- 22** Deadline for Cancellation of Enrollment with Refund
- 31** Deadline for Application for Shifting to Other Programs

### AUGUST 2020

- 3** Deadline for Cancellation of Enrollment without Refund
- 3** Deadline for Dropping of Course(s)
- 5** Releasing of the List of Approved Shifters
- 8** Last Day of Regular Classes
- 10-11** Final Examinations
- 14** Deadline for Submission of Completion Grades



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# Contact Information



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

Ground Floor, Jose Rizal Building

Mobile Nos: SMART: 0918-992-9591 / GLOBE: 0927-353-3728

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

Mobile Nos: SMART: 0909-061-3936 / GLOBE: 0956-251-9791

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  
Email: [helpdesk@mcl.edu.ph](mailto:helpdesk@mcl.edu.ph)

Thank you very much.