



Malayan Colleges Laguna  
A MAPÚA SCHOOL



Registrar's Office  
(RO)

Malayan Colleges Laguna

# Important Updates on **Enrollment Services**



## DISCLAIMER:

The procedures set herein are **temporary** which means that it will only be observed starting March 14, 2020 until the closing of enrollment period for Third 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



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# Important Updates on Enrollment Services

The following procedures for Third Term, AY 2019-2020 is **extended until March 20, 2020:**

1. Request for Late Enrollment
2. Request to Enroll Course/s with Pre-Requisite Concerns
3. Request for Special Courses

Please take note all these are subject to approval of the concerned offices.

Facilitation and approval of these requests are **via email only**. Check the succeeding slides for the step-by-step procedures.





**MON**

Last Day for Revision of Course Load by Students, and Processing of Enrollment in Special Classes

Processing of papers relevant to these procedures, and approval by the concerned offices will be **via email.**

# Ongoing Enrollment Services



## Interim Procedure:

1. Student/s concerned will coordinate with their respective program chair for advising (through email/BBL Course Message, etc.)
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

## Interim Procedure:

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.

**Students need to settle the new charges within 48 hours via off-campus payment channels (please refer to the succeeding slides). Otherwise, the course load will be wiped out during post-enrollment system clean-up.**

# Revision of Course Load

## Interim Procedure:

1. Student/s concerned will coordinate with their respective program chair for advising (through email/BBL Course Message, etc.)
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

## Interim Procedure:

1. Student/s concerned will coordinate with their respective program chair for advising (through email/BBL Course Message, etc.)
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 Concerns



# 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



# 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



Due to volume of transactions, students are advised to monitor the enrollment, course load revision, and other course sectioning developments via OneMCL.

Errors in loading, and in processing of requests must be reported to the Registrar's Office via email:

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

# Payment of School Fees



Charges as reflected in the OneMCL account of the students **must be settled according to the assessed payment scheme** (full/installment options).

Any deviation from the assessed payment school or failure to settle the minimum dues will result to cancellation of enrollment, and automatic blocking of access to the online courseware.

Please be guided accordingly.

# Payment of School Fees





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# Late Enrollment and Other Matters





1. Starting March 14, 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 (March 16)
  - Late enrollment (March 14 to 18 only)

# Late Enrollment and Other Matters

# Procedure for Late Enrollment (from March 14 to 20, 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 contain 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 20, 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 20, 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 20, 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

## Email Directory of Program Chairs:

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

# Enrollment and Program Advising





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# Contact Information



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

**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.**