![Malayan Colleges Laguna logo — MCL, A Mapúa School. Surpassing the Limits of the New Normal, Right Here.]

REGISTRAR'S OFFICE

Important Reminders for
College Enrollment

First Term, A.Y. 2020-2021

(Revision Date: August 4, 2020)

DISCLAIMER:

The procedures set herein are temporary which means that it will only be observed starting July 25, 2020 specifically for the Enrollment Period of First Term, A.Y. 2020-2021 to ensure that enrollment services are being delivered despite limited operations of key offices in MCL due to the COVID-19 outbreak and the modified enhanced community quarantine (MECQ) in Laguna and the nearby cities and provinces.

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

Interim Enrollment Procedures

Commission on Higher Education (CHED) Advisory on School Year 2020-2021 Opening

CHED COVID-19 Advisory No. 7 states that:

The opening of classes for A.Y. 2020-2021 shall be **based on the higher education institution (HEI)'s** delivery mode, subject to compliance with minimum health standards and the situation on the ground.

Government Advisories on Opening AY 2020-2021

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CHED COVID-19 Advisory No. 7 states that:

- HEIs using full online education can open any time after May 31, 2020
- HEIs using flexible learning can open anytime in August 2020
- HEIs using significant face-to-face or in person mode can open no earlier than 01 September 2020

Government Advisories on Opening AY 2020-2021

Reminders for Remote Enrollment

ENROLLMENT TRANSACTIONS VIA E-MAIL:

The use of MCL LIVE E-mail Account is <u>REQUIRED</u> in all enrollment-related transactions and communications with the Registrar's Office, the Colleges (Dean and Program Chair/ Coordinator) and other MCL offices.

Requests and other enrollment-related transactions via e-mail will not be accommodated if the message is sent through any non-MCL LIVE E-mail Account.

Data Privacy Protection Measures

SAFEGUARDING ACCESS TO MCL-ISSUED ACCOUNTS:

All students are reminded to secure their MCL-issued accounts like OnEMCL and LIVE E-mail Accounts. Users are held accountable for enrollment transactions and revisions made through the use of these accounts.

Please take time to review **MCL's** Acceptable Use Policy of IT Resources.

Link: https://www.mcl.edu.ph/Policy.aspx

Data Privacy Protection Measures

ENROLLMENT TRANSACTIONS VIA E-MAIL:

- Program and Course Enrollment Advising
- Request for course sectioning (if not through OnEMCL)
- Request for Revision of Course Load (with endorsement from the College)
- Petition to Open a Special Class (e.g. tutorial)
- Request for Study Overload
- Request to Enroll with Pre-Requisite Issues
- Request for documents from the Registrar's Office
- All other enrollment-related procedures

Data Privacy Protection Measures

Deferment of Selected Laboratory Courses:

- Since the First Term will be offered in full online mode, offering of selected laboratory courses will be deferred.
- Lecture courses originally scheduled in the Second and Third Year may be offered as alternative to the deferred laboratory course offerings.
- Students may seek the advice of their Program Chairs/Deans about these changes.

Changes in the Regular Course Offerings

Important Dates
for College Enrollment

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REGISTRAR'S OFFICE

JULY 2020

17-26 Enlistment through the Colleges

Course sectioning data will help the Colleges project the courses and sections to be opened for the First Term.

To petition and/or enlist for courses, please visit the applicable links:

For CAS:
https://bit.ly/CASEnlistment1T

For CCIS:
https://bit.ly/CCISEnlistment1T

For CMET:
https://bit.ly/CMETEnlistment1T

For CSCE (NSTP & VE):
https://bit.ly/CSCEEnlistment1T

For ETYCB:
https://bit.ly/ETYCBEnlistment1T

For MITL:
https://bit.ly/MITLEnlistment1T

Important Dates for Enrollment

Course and Program Advising for Shifters:

- Students with pending shifting applications may not participate in the course enlistment.
- E-mail your Program Chair/Dean for program and/or course advising.

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AUGUST
7

Deadline: Submission of Application for Tuition Fee Discounts and Study Aid

All submissions must be via e-mail. Upon submission of review of documents, validation may be expected within 24 hours.

For related concerns, please e-mail: eoarmando@mcl.edu.ph

Important Dates for Enrollment

REGISTRAR'S OFFICE

Courses and sections taken during the sectioning are reserved for seventy-two (72) hours after the end of course sectioning for the batch.

This is to accommodate the other students who also wish to take the same courses/sections.

Reservation of Sections and Payment Requirement

REGISTRAR'S OFFICE

Due to the modified enhanced community quarantine (MECQ) in Laguna, over-the-counter payments are temporarily unavailable.

Only off-site payment channels are available. Please refer to the succeeding slides for relevant information on off-site and online payment options.

Reservation of Sections and Payment Requirement

REGISTRAR'S OFFICE

AUGUST 12-14

Revision of Course Load

Kindly e-mail the Program Chair or Dean for proper advising on the procedure and guidelines about course load revision.

REMINDER: Students are given the chance to revise their course load during the online course sectioning. This procedure only applies to revision of course load after the given schedule for course sectioning.

Important Dates for Enrollment

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REGISTRAR'S OFFICE

AUGUST 12-14

The **Registrar's** Office (RO) will not process any enrollment transaction without the endorsement by the Program Chair or Dean.

STEP 1

Request for Revision of Course Load

Student fills up the online form for Revision of Course Load. Upon submission, the student agrees to the terms and conditions of the course revision including payment of penalty.

STEP 2

Revision of Load in the RO System

The Registrar's Office updates the course load (within 24 hours) and sends an e-mail notification to the student.

STEP 3

Payment of Revision Fee and Tuition Fee Adjustments

Student pays the course revision fee and the variance in the matriculation fee (if there is any) via off-site/on-site payment channels within 48 hours from the revision date.

Procedures for Revision of Course Load

REGISTRAR'S OFFICE

Students who requested for Revision of Course Load are required to monitor the revised loading in OnEMCL and pay via off-site payment channels the adjusted fees no later than 72 hours.

Important Reminders on the Enrollment Procedures

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AUGUST 12-14

Enrollment of Special Classes

Kindly e-mail the Program Chair or Dean for proper advising on the procedure and guidelines about special classes.

REMINDER: The Registrar's Office will only process the enrollment of petitioned courses as approved by the Vice President for Academic Affairs, as endorsed by the College.

Important Dates for Enrollment

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Malayan Colleges Laguna A MAPÚA SCHOOL

AUGUST 12-14

The **Registrar's** Office (RO) will not process any enrollment transaction without the endorsement by the Program Chair or Dean.

STEP 1

Application for Special Classes

Students coordinate with the Program Chair for advising on special classes; and accomplishes the required documents.

STEP 2

Endorsement to the **Registrar's Office**

The Program Chair e-mails the Registrar's Office for the endorsement to revise the course load.

STEP 3

Revision of Load in the RO System

The Registrar's Office updates the course load (within 24 hours) and sends an e-mail notification to the student.

STEP 4

Payment of Revision Fee and Tuition Fee Adjustments

Student pays the course revision fee and the variance in the matriculation fee (if there is any) via off-site/on-site payment channels.

Procedures for Petitioning for a Special Class

REGISTRAR'S OFFICE

Students who requested for Enrollment in a Special Class are required to monitor the revised loading in OnEMCL and pay the adjusted fees within 72 hours.

Important Reminders on the Enrollment Procedures

REGISTRAR'S OFFICE

AUGUST
17-22

Request for Late Enrollment and Revision of Course Load

The Registrar's Office (RO) will accept requests for late enrollment and revision of course load as endorsed by the College.

Important Dates for Enrollment

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REGISTRAR'S OFFICE

AUGUST 17-22

The **Registrar's** Office (RO) will not process any enrollment transaction without the endorsement by the Program Chair or Dean.

STEP 1	STEP 2	STEP 3	STEP 4
Enrollment Advising	Endorsement to the **Registrar's Office**	Revision of Load in the RO System	Payment of Revision Fee and Tuition Fee Adjustments
Students coordinate with the Program Chair for advising on enrollment and available courses/sections to enroll.	The Program Chair e-mails the Registrar's Office for the endorsement to enroll / revise the course load.	The Registrar's Office updates the course load (within 24 hours) and sends an e-mail notification to the student.	Student pays the course revision fee and the variance in the matriculation fee (if there is any) via off-site/on-site payment channels.

Late Enrollment and Revision of Course Load

Late Enrollees are required to monitor their course loading in OnEMCL and pay the adjusted fees within 72 hours.

Processing of late enrollment requests will take at least 24 hours from the time the request is endorsed by the college.

Important Reminders on the Enrollment Procedures

REGISTRAR'S OFFICE

- Students are highly encouraged to use OnEMCL to select sections to enroll for the current term.

- Students with back accounts cannot use the online course sectioning facility. They need to settle all outstanding financial obligations on or before August 5, 2020.

Online Course Sectioning

- Special classes refer to courses that are not offered in the current term which the student/s may opt to petition for offering.
- These special classes are subject to approval by the Vice President for Academic Affairs, as recommended by the College.
- Petitioned courses are not available for enrollment through OnEMCL during the schedule for course sectioning.

Petition for Special Classes

Payment of School Fees

REGISTRAR'S OFFICE

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 except for PayMaya whererein posting is realtime.*

Payment of School Fees
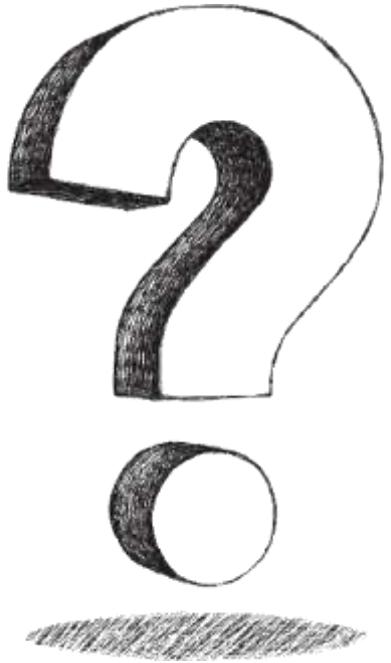
REGISTRAR'S OFFICE

Can I participate in course sectioning if my OnEMCL account is inactive?

No. Make sure that your OnEMCL account is active in order to participate in online enrollment.

For OnEMCL concerns, please contact the Information Technology Services Office (ITSO) through e-mail: helpdesk@mcl.edu.ph

Frequently Asked Questions
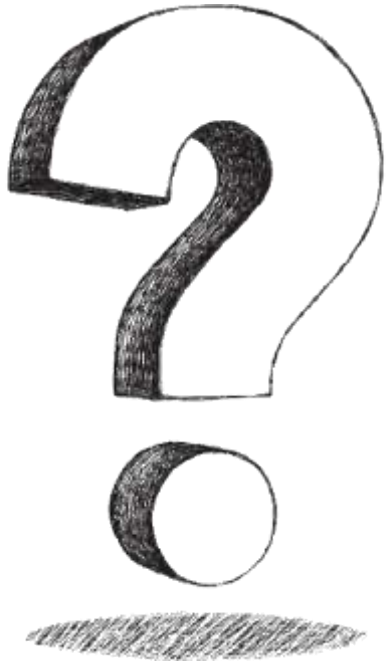
What is the maximum number of units that I can enroll?

The maximum number of units that you can enroll is <u>16 units</u> excluding non-academic courses such as PE, NSTP and Values Education. Therefore, you can take these non-academic courses in addition to the 16 academic units to be enrolled.

Frequently Asked Questions

REGISTRAR'S OFFICE

Can I go to MCL campus to do Course Sectioning?

No. Due to community quarantine restrictions, course load advising is required to be done via e-mail; and course sectioning via OnEMCL.

Frequently Asked Questions
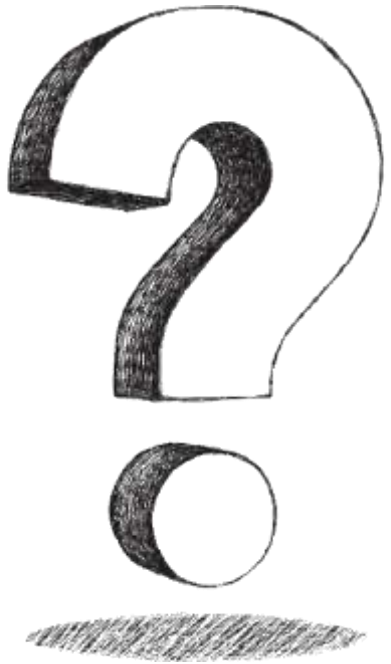
Will I be charged with late enrollment fee if I do not finalize within the schedule for course sectioning?

Yes. You must finalize your course load within the schedule for course sectioning. There is a surcharge for request to finalize and/or un-finalize course load.

Frequently Asked Questions
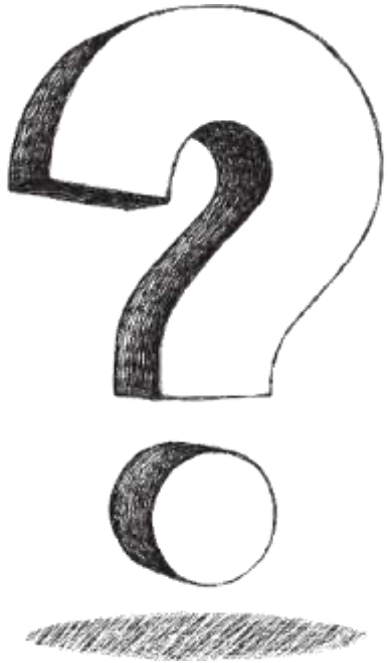
What if there's a conflict in schedule in the courses that I enlisted?

You may rearrange your schedule or select a different course during the enrollment period. After August 14, all revisions to the existing course load will not be allowed unless with the proper endorsement from the Dean/Program Chair.
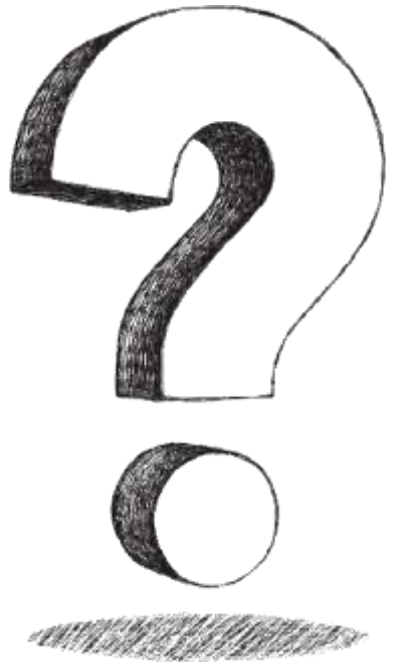
Frequently Asked Questions

What if I did not finalize my load during my assigned schedule for course sectioning, when can I finalize then?

You will be considered a LATE ENROLLEE and you need to re-do your course sectioning from August 12 to 14, 2020.

Frequently Asked Question

REGISTRAR'S OFFICE

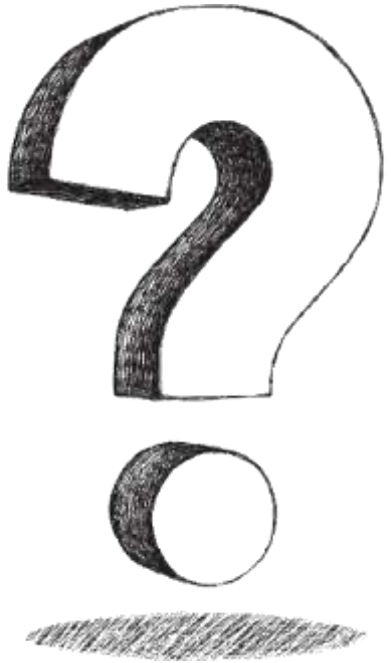Can I request/petition for a tutorial section?

Yes, a petition to open a tutorial section can be filed from August 12 to 14, 2020. Please e-mail your Program Chair or Dean for advising.

This is subject to the approval of the Vice President for Academic Affairs.
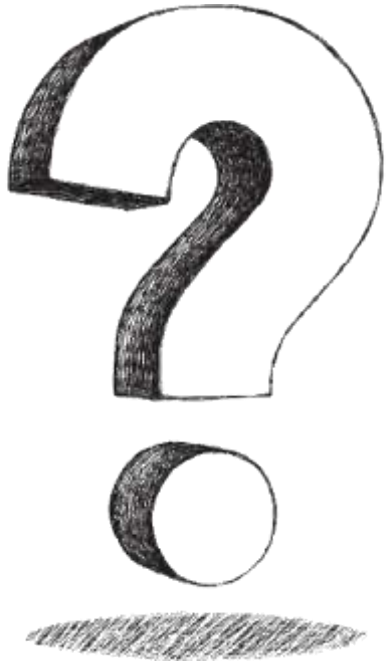
Frequently Asked Question
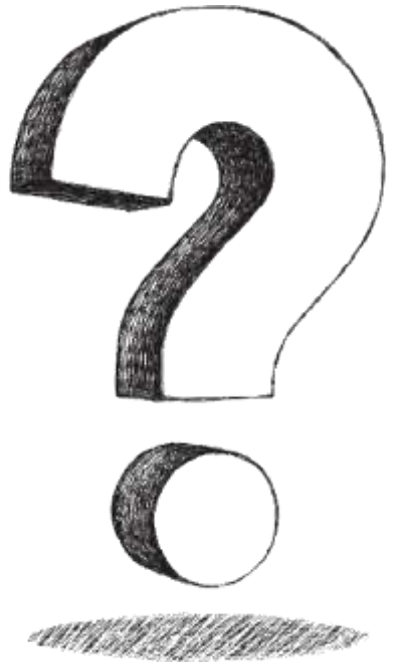
I am a late enrollee.
What procedures do I need to undergo?

1. Submit a letter of explanation for failure to comply with the assigned schedule. Your letter should be addressed to:
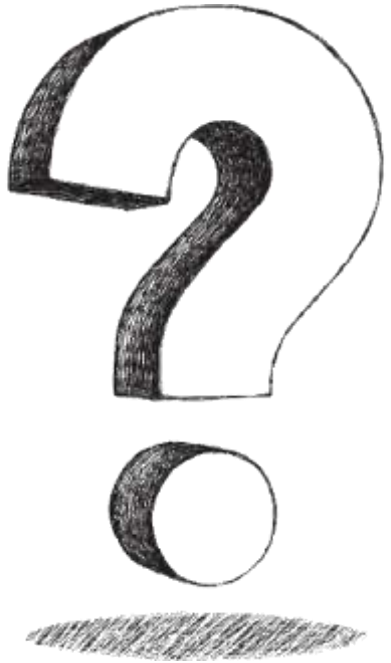
    PROF. JAMES RONALD O. MESINA
    Assistant Vice President for Academic Services
    *** Endorsement by the Dean/Program Chair is required with advising on the courses to enroll.

Frequently Asked Questions

REGISTRAR'S OFFICE

I am a late enrollee.
What procedures do I need to undergo?

2. Wait for the approval of your letter within 1-2 business days.
3. Check your OnEMCL regularly if the course/s has/have been loaded.
4. Pay the late enrollment fee and assessed matriculation fees on the date stipulated on the approved letter.

Frequently Asked Questions

REGISTRAR'S OFFICE

For proper coordination of enrollment concerns, communications to the respective offices and departments must be clarified depending on the concerns.

The Registrar's Office will only process enrollment transactions as endorsed by the Program Chair/ Dean.

Communications Protocol

E-mail Directory of Program Chairs:

MMA	Ma. Rovilla C. Sudaprasert	mrcsudaprasert@mcl.edu.ph
COMM	Eva Marie M. Pedregosa	emmpedregosa@mcl.edu.ph
CS	Jonalyn C. Ebron	jgebron@mcl.edu.ph
IT	Khristian G. Kikuchi	kgkikuchi@mcl.edu.ph
MARE	Rodolfo D. Sañano	rdsanano@mcl.edu.ph
MT	Armando A. Ternida	aaternida@mcl.edu.ph
ENT / ACT/AIS/ HRM /HM	Maria Rhodora R. Austria	mrraustria@mcl.edu.ph
TM	Merle U. Ruiz	muruiz@mcl.edu.ph

Enrollment and Program Advising

E-mail Directory of Program Chairs:

ME	Orlando G. Perez	ogperez@mcl.edu.ph
AR	Wilfredo G. Gacutan	wggacutan@mcl.edu.ph
CHE	Jesuniño R. Aquino	jraquino@mcl.edu.ph
CE	Hermie M. Del Pilar	hmdelpilar@mcl.edu.ph
CPE	Maribelle D. Pabiania	mdpabiania@mcl.edu.ph
ECE	Mae M. Garcillanosa	mmgarcillanosa@mcl.edu.ph
EE	Maria Criselda B. Loyola	mcbloyola@mcl.edu.ph
IE	Ezhra C. Godilano	ecgodilano@mcl.edu.ph

Enrollment and Program Advising

E-mail Directory of other Academic Servicing Departments:

NSTP and Values Education	Rafael Louise Gregorio	rldgregorio@mcl.edu.ph
Physical Education	Jose Jerreme Marcelo	jjlmarcelo@mcl.edu.ph

Enrollment and Program Advising

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For Finance-related concerns,
please contact the
Treasury Office

Tuesdays to Fridays |9:00 AM to 3:00 PM
Saturdays |9:00 AM to 12:00 NN

TREASURY OFFICE

Smart / TNT	Globe / TM
0909 061 3936 0951 979 1096	0956 251 9791

E-mail Address:
treasury@mcl.edu.ph

Helplines

How to request for documents from the
Registrar's Office:

▶ Request for documents will be done online through
https://bit.ly/MCLRO-DocumentRequest.

▶ Payment for requested documents is only through PayMaya.

Request for Documents

REGISTRAR'S OFFICE

For OnEMCL-related concerns, please contact the Information Technology Services Office:

E-mail: helpdesk@mcl.edu.ph

Thank you very much.