MCL
Malayan Colleges Laguna
A MAPÚA SCHOOL

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REGISTRAR'S OFFICE

Important Reminders for Senior High School Enrollment

First Semester, S.Y. 2020-2021

(Revision Date: August 4, 2020)

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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 the First Semester, S.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

Government Advisories on
School Year 2020-2021 Opening

DepED
DEPARTMENT OF EDUCATION

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The Department of Education (for Senior High School) is set to have a FULLY ONLINE School Year 2020-2021.

Government Advisories on Opening S.Y. 2020-2021

Reminders for Remote Enrollment

ENROLLMENT TRANSACTIONS VIA E-MAIL:

The use of MCL LIVE E-mail Account is REQUIRED 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 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

Important Dates
for Senior High School
Enrollment

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	Original Deadline	Adjusted Date
Validation of Scholarships and Discounts	August 1, 2020	August 7, 2020
Enrollment of Regular Students	July 31 to August 4, 2020	August 5 to 8, 2020
Enrollment of Students with Advising	August 8 to 14, 2020	August 10 to 14, 2020
Late Enrollment and Revision of Course Load	August 17 to 22, 2020	

Important Dates for SHS Enrollment

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Regular Students – those who have no academic deficiencies in the previous term/s who will receive their pre-loaded courses for Grade 12 via OnEMCL

Students Required to have Course Load Advising – those who have academic deficiencies in the previous term/s. Course load advising is required to determine which courses to enroll for Grade 12.

Important Dates for SHS Enrollment

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July 31- August 8

STEP 1

Viewing of Course Loading via OnEMCL

SHS Enrollment Advisers will pre-load the courses for Grade 12.

STEP 2

Payment of Matriculation Fees

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.

Grade 12 Enrollment for REGULAR Students

- All students are required to follow their enrollment schedule.
- No advance enrollment will be allowed.
- The use of the MCL Live E-mail Account is required in all transactions via electronic mail.
- Proxy enrollment by parents/guardians is allowed.
- Course loads of students must be finalized during the schedule assigned to the batch to avoid late enrollment surcharges.

Reminders on Enrollment Procedures

The following are chargeable with LATE ENROLLMENT FEE:

- Enrollment after the given schedule;
- Failure to participate in the course enlistment;
- Course sectioning and enrollment starting August 15, 2020 for Senior High School.

Enrollment Procedures

Payment of School Fees

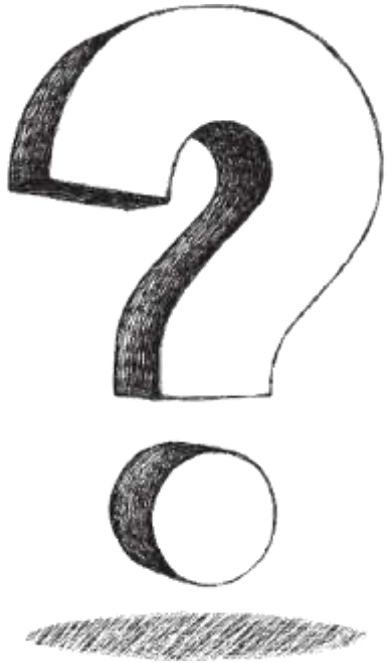# Frequently Asked Questions (FAQs)
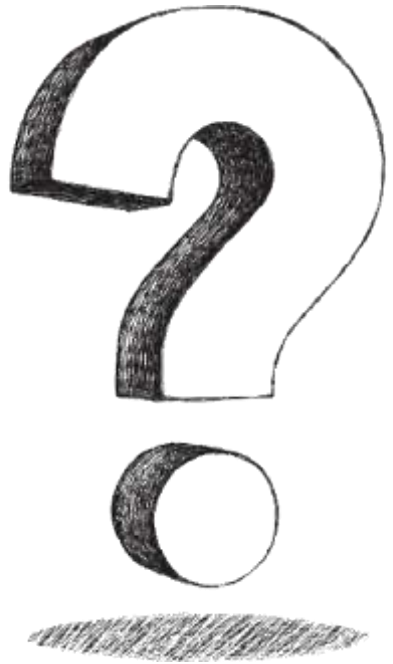
Can I participate in course sectioning if my OnEMCL account is inactive?

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
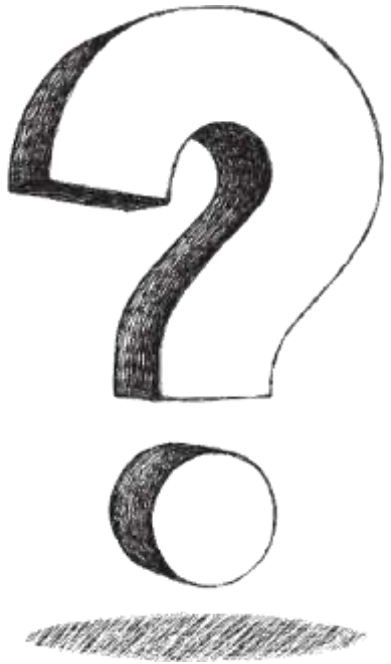
Frequently Asked Questions

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 e-mail and OnEMCL.
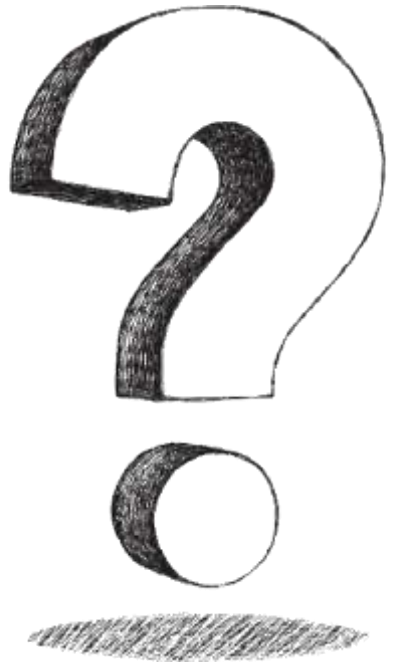
Frequently Asked Questions

What if I have a back account? Can I enroll?

No. All back accounts should be settled on or before July 30, 2020.

Frequently Asked Questions
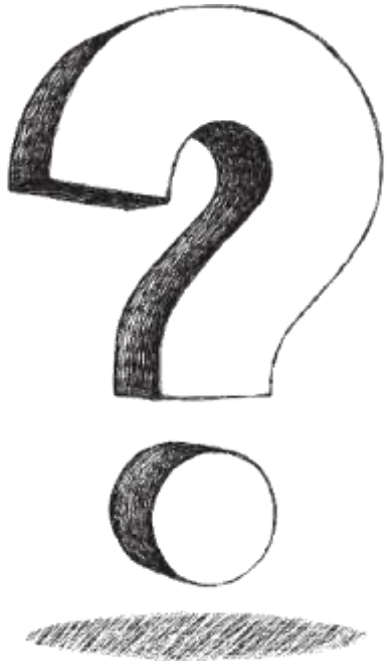
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Can I request/petition for a tutorial section?

Yes, a petition to open a tutorial section can be filed from August 8 to 14, 2020. Please e-mail the SHS Principal for advising.

This is subject to the approval of the Vice President for Academic Affairs.

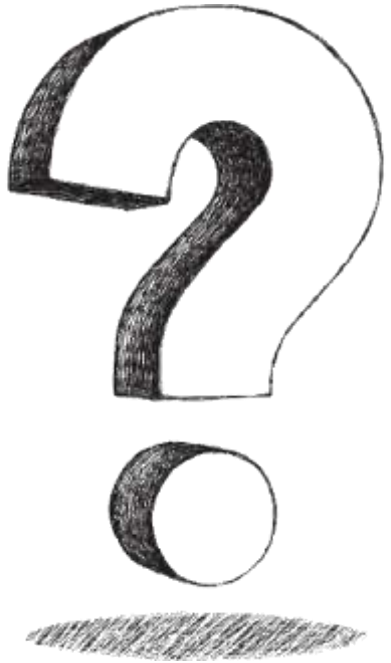Frequently Asked Question

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How long are my reserved sections/slots valid?

Your encoded courses/sections will be reserved only until 48 hours from the time it is encoded.

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:
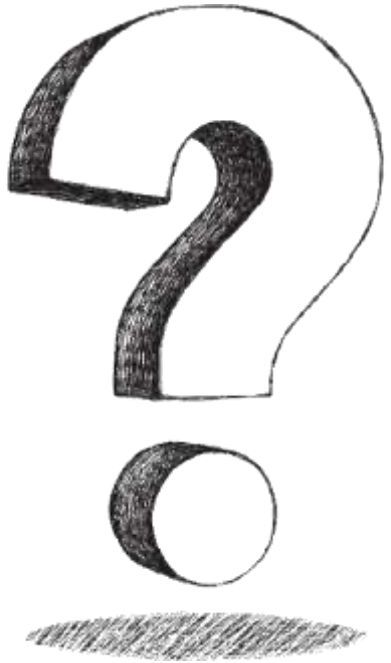
   PROF. JAMES RONALD O. MESINA
   Assistant Vice President for Academic Services
   *** Endorsement by the Dean/Program Chair is required with advising on the courses to enroll.

Frequently Asked Questions

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

E-mail of SHS Coordinators and Enrollment Advisers

STEM-M	Sharyl Zarate	sbzarate@mcl.edu.ph
STEM-S	Venus Pablo	vegpablo@mcl.edu.ph
ABM-A / ABM-B	Federico Belizario	fcbelizario@mcl.edu.ph
HUMSS	Cesiah Ana Betoy	cacbetoy@mcl.edu.ph
ICT/HE	Aurelia Sharlene Delos Santos	asdelosantos@mcl.edu.ph
PBM	Cristina Abanilla	cbabanilla@mcl.edu.ph

Enrollment and Program Advising

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For Enrollment-related concerns,
please contact the
Senior High School Department

Mobile Number: (0918) 990-2829

Helplines

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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

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

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

Helplines

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

E-mail: helpdesk@mcl.edu.ph

Thank you very much.