

REQUEST FOR LATE ENROLLMENT

Third Term, AY 2020-2021

IMPORTANT REMINDERS:

1. Current students are required to use this form to request for late enrollment
2. Student is required to attach the request for late enrollment form and advising slip to the online form.
3. Request for late enrollment and advising slip must be endorsed/approved by the Program Chair.
4. RO will load the approved courses and notifies the student after course loading.
5. Student checks OnEMCL for the course load and billing
6. Charges must be settled within 48 hours through off-site payment channels to complete the enrollment process.
7. *Failure to settle charges based on the chosés payment scheme may invalidate the enrollment and the reserved slot will be forfeited. Similarly, load that are not finalized and settled accordingly will be wiped out in the post-enrollment system clean-up.*

Unsettled charges for the previous term/s must be settled before applying for late enrollment.

PERSONAL INFORMATION

COMPLETE NAME OF STUDENT

STUDENT NUMBER

COLLEGE

PROGRAM

REASON FOR LATE ENROLMENT

CONFIRMATION

Upon submission of the request for enrollment, I hereby:

1. Confirm that I **DO NOT HAVE AN EXISTING BACK ACCOUNT**.
2. I understand that enrollment cannot be processed in the system if the enrollment has pending unsettled charges.
3. I understand the guidelines on late enrollment and that failure on my part to complete the enrollment process within 48 hours from the approval of this request will invalidate the appeal for late enrollment.

Signature over Printed Name
of the Student
(Electronic Signature is Required)



Malayan Colleges Laguna
A MAPÚA SCHOOL

REVISION NO.:

REVISION DATE:

ENROLLMENT ADVISING SLIP

GENERAL INFORMATION

COMPLETE NAME OF STUDENT:

SURNAME

GIVEN NAME

M.I.

STUDENT NUMBER:

CONTACT NUMBER:

MODE OF PAYMENT

ONEMCL ACCOUNT:

Full / Installment 1 / Installment 2

COURSE TO TAKE FOR THE TERM

COURSE CODE

SECTION

REMARKS

COURSE CODE	SECTION	REMARKS

STUDENT'S SIGNATURE OVER PRINTED NAME

OCR-073-031A

THIS FORM IS AVAILABLE AT THE REGISTRAR'S OFFICE