

REQUEST FOR MANUAL ENROLLMENT

Term: _____ Academic Year: _____

GUIDELINES:

1. Current students are required to use this form to request for late enrollment
2. Student is advised to seek academic advising via Microsoft Teams or Email to be guided on which courses and sections to take/ enroll.
3. All requests for manual enrollment must be endorsed/approved by the Program Chair/Dean through the Late Enrollment Submission Form.
4. RO will load the approved courses and the student will receive automated email notifications through his/her MCL Live Email account.
5. Student checks OnEMCL for the course load and billing
6. Charges must be settled within 48 hours to complete the enrollment process.
7. Failure to settle charges based on the chosen 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

PROGRAM

COURSE ENROLLMENT ADVISING

COURSE CODE	UNITS	SECTION	COLLEGE'S REMARKS

IMPORTANT REMINDER:

Student requesting for late enrollment must ensure that maximum course load must not exceed 16 units per term.

REASON FOR MANUAL ENROLLMENT

(For late enrollment, a valid reason and parent's signature are required for consideration.)

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.
4. Date of submission will be based on the time stamp in the online form.

Signature over Printed Name of the Student

PARENT'S SIGNATURE REQUIRED FOR LATE ENROLLMENT

Signature over Printed Name of the Parent