



Malayan Colleges Laguna
A MAPÚA SCHOOL

**BUILDING
PROFESSIONALS**

Office for Academic Services

REGISTRAR'S OFFICE

Important Reminders for College Enrollment

First Term AY 2022-2023



Revision Date: July , 2022



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Interim Enrollment Procedures

REGISTRAR'S OFFICE

DISCLAIMER:

The procedures set herein are temporary which means that it will only be observed upon publication starting Aug 6, 2022.

The guidelines are specifically issued for the **Enrollment Period of First Term, AY 2022-2023** to ensure that enrollment services are being delivered despite limited operations of key offices in MCL due to COVID-19 pandemic.

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

REGISTRAR'S OFFICE
Calendar of Activities for College
First Term, A.Y. 2022-2023

AUGUST 2022		
6	SAT	Start of Course Enlistment (9:00 PM)
8	MON	End of Course Enlistment (5:00 PM)
		Course Sectioning - Batch 2021
11	THU	Opening of Application for Study Overload for Graduating Students, Special Classes, and Enrollment of Courses with Prerequisite Issues
12	FRI	Course Sectioning - Batch 2020
13	SAT	Course Sectioning - Batch 2019 & Prior
15	MON	Revision of Course Load / Petition for Special Classes / Request to Enroll Course with Prerequisite / Late Enrollment
16	TUE	START OF CLASSES
23	TUE	Deadline of Submission of the following request to the College: <ul style="list-style-type: none"> • Revision of Course Load • Petition for Special Classes • Request to Enroll Course with Prerequisite • Late Enrollment
27	SAT	Deadline for Cancellation of Enrollment with Refund
30	TUE	Deadline for Section Balancing

SEPTEMBER 2022		
3	SAT	Posting of List of Abolished and Fused Section(s) after Section Balancing Post-Enrollment System Clean-Up

OCTOBER 2022		
10	MON	Deadline for Application of Shifting to Another Program
15	SAT	Deadline for Request to Complete Courses
18	TUE	Deadline for Dropping of Courses Deadline for Cancellation of Enrollment without Refund
25	TUE	Deadline for Submission of Credit Evaluation for Shifters
31	MON	LAST DAY OF REGULAR CLASSES Deadline for Submission of Completion Grades

NOVEMBER 2022		
2	WED	Rest Day / Make Up Classes / Alternative Activities
3, 4, 5, & 7	THU to SAT & MON	FINAL EXAMINATIONS
11	FRI	Viewing of Final Grades (after 6:00 PM)





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Commission on Higher Education (CHED)'s Memorandum Order No. 4, Series of 2020: *Guidelines on the Implementation of Flexible Learning*



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



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CHED MEMORANDUM ORDER

No. 04
Series of 2020

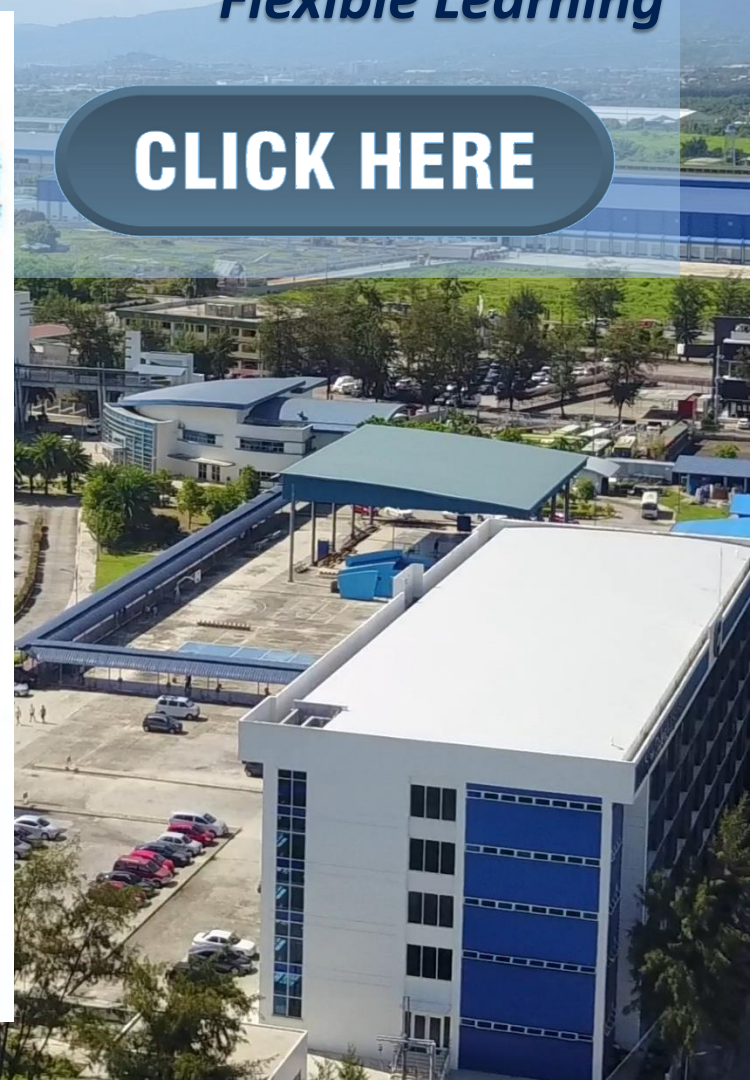
SUBJECT: GUIDELINES ON THE IMPLEMENTATION OF FLEXIBLE LEARNING

In accordance with the pertinent provisions of Republic Act (RA) No.7722, otherwise known as the "Higher Education Act of 1994", Republic Act No. 11469, otherwise known as the "Bayanihan to Heal as One Act", and by virtue of Commission en Banc (CEB) Resolution No. 412-2020, series of 2020, the Commission on Higher Education (CHED) hereby adopts and promulgates the following Guidelines on Flexible Learning (FL) to be implemented by public and private Higher Education Institutions (HEIs).

I. RATIONALE FOR FLEXIBLE LEARNING

The emergence of the COVID-19 pandemic brought unprecedented disruptions in the lives of people all over the world. It came unexpectedly where no one was ready enough to brace its impact to society.

With an increasing number of cases spreading to various territories and confirmed human-to-human transmission, the World Health Organization declared the outbreak as a Public Health Emergency of International Concern (PHEIC) last January 30, 2020.¹





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Joint CHED and DOH Memorandum
Circular No. 2021-004

Guidelines on the Implementation of Limited Face-to-Face Classes for All Programs



Republic of the Philippines
COMMISSION ON HIGHER EDUCATION
DEPARTMENT OF HEALTH



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**JOINT MEMORANDUM CIRCULAR
No. 2021 - 004**

**SUBJECT : GUIDELINES ON THE IMPLEMENTATION OF LIMITED FACE-TO-FACE
CLASSES FOR ALL PROGRAMS OF HIGHER EDUCATION
INSTITUTIONS (HEIs) IN AREAS UNDER ALERT LEVELS SYSTEM FOR
COVID-19 RESPONSE**

I. BACKGROUND

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994", CHED-DOH Joint Memorandum Circular (JMC) No. 2021-001 on the *Guidelines for the Gradual Reopening of Campuses of Higher Education Institutions for Limited Face-to-Face Classes During the COVID-19 Pandemic*, Inter-agency Task Force (IATF) for the Management of Emerging Infectious Diseases Guidelines on the *Nationwide Implementation of Alert Levels System for COVID-19 Response*, allowing the conduct of limited face-to-face classes for higher education in areas under Alert Level System 1, 2 and 3, and IATF Resolution No. 148-G, approving the phased implementation of limited face-to-face classes for all programs





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Joint CHED and DOH Memorandum Memorandum Order No. 1, Series of 2022 *Supplemental Guidelines on the Implementation of Limited Face-to-Face Classes for All Programs*



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



CHED MEMORANDUM ORDER
No. 01
Series of 2022

SUBJECT : SUPPLEMENTAL GUIDELINES TO CHED-DOH JOINT MEMORANDUM CIRCULAR (JMC) NO. 2021-004, ON THE ADDITIONAL GUIDELINES FOR THE OPERATIONS OF LIMITED FACE-TO-FACE CLASSES OF HIGHER EDUCATION INSTITUTIONS (HEIs) IN AREAS UNDER ALERT LEVEL 1

I. RATIONALE

Pursuant to Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) Resolution No. 163-A, series of 2022, wherein provinces, highly urbanized cities (HUCs), and independent component cities (ICCs) are placed under Level 1, and IATF Resolution No. 164, series of 2022, in which the recommendations of the Commission on the conduct of limited face-to-face classes for higher educational institutions operating in areas under Alert Level 1 are approved, the following supplementary guidelines to Commission on Higher Education (CHED) – Department of Health (DOH) Joint Memorandum Circular (JMC) No. 2021-004, or the *Guidelines on the Implementation of Limited Face-to-face Classes for All Programs of Higher Education Institutions (HEIs) in Areas Under Alert Levels System for COVID-19 Response* are as follows.

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CHED Memorandum Order No. 6, Series of 2022 *Sustaining Flexible Learning in Higher Education: Addendum to CMO No. 4 Series of 2020*



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



CHED MEMORANDUM ORDER
No. 06
Series of 2022

**SUBJECT: SUSTAINING FLEXIBLE LEARNING IN HIGHER EDUCATION:
AN ADDENDUM TO CMO NO. 4, SERIES OF 2020**

Pursuant to the pertinent provisions of Republic Act (RA) No. 7722, also known as the "Higher Education Act of 1994," to provide guidance to higher education institutions to implement flexible learning per CMO No. 4, series of 2020 "Guidelines on the Implementation of Flexible Learning," and by virtue of Commission en banc Resolution No. 192-2022 dated April 12, 2022, the following addendum is hereby adopted and promulgated.

Section 1 Rationale

The World Health Organization (WHO) has currently noted the downward trend of COVID-19 cases in the country¹. Consequently, the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID) issued Resolution No. 163-A Series of 2022 dated February 27, 2022, placing the National Capital Region and 38 other areas in the country under Alert Level 1, and issued the amended Guidelines on the Nationwide Implementation of Alert Level System for COVID-19 response.²

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FACE-TO-FACE



SYNCHRONOUS



ASYNCHRONOUS

Choose your own
learning experience.



Malayan Colleges Laguna – A **Mapua School** will implement hybrid flexible instructional approach that combines face-to-face and online learning.

To know more about MCL FluX, read the [frequently asked questions](#) posted in the website.

REGISTRAR'S OFFICE

Guidelines and Procedures for Remote Enrollment



REGISTRAR'S OFFICE**SAFEGUARDING ACCESS TO MCL-ISSUED ACCOUNTS:**

All students are reminded to secure their MCL-issued accounts such as OneMCL and MCL LIVE Email Accounts. Users are held accountable for enrollment transactions and revisions made using these accounts.

Please take time to review [MCL's Acceptable Use Policy of IT Resources](#).

REGISTRAR'S OFFICE

ENROLLMENT TRANSACTIONS VIA EMAIL:



For students who need to contact their Dean, Program Chair, the Registrar, and other offices, you can send an email using your MCL LIVE Email Account.



REMINDER: Use the non-LIVE email address of your Program Chair/ Dean (Example: use jdelacruz@mcl.edu.ph, **not** jdelacruz@live.mcl.edu.ph).

REGISTRAR'S OFFICE

ENROLLMENT TRANSACTIONS VIA EMAIL:



Requests and other enrollment-related transactions via email will not be accommodated if the message is sent through a non-MCL LIVE Email Account.

[EMAIL DIRECTORY](#)

REMINDER: Use the non-LIVE email address of your Program Chair/ Dean (Example: use jdelacruz@mcl.edu.ph, **not** jdelacruz@live.mcl.edu.ph).

REGISTRAR'S OFFICE

ENROLLMENT TRANSACTIONS and INQUIRIES FOR THE **COLLEGES**

1. Course-related inquiries
2. Course offering (e.g. what to enroll, etc.)
3. Special Classes (e.g. tutorial and non-regular offerings)
4. Request for Study Overload
5. Request to Enroll with Pre-Requisite Issues
6. Completion of Courses from the Previous Terms



REMINDER: Use the non-LIVE email address of your Program Chair/ Dean
(Example: use jdelacruz@mcl.edu.ph, **not** jdelacruz@live.mcl.edu.ph).

REGISTRAR'S OFFICE**ENROLLMENT TRANSACTIONS and
INQUIRIES FOR THE COLLEGES**

- To ensure that your enrollment concerns will be attended to, send emails during office hours (i.e. 8:30 AM to 4:30 PM), Mondays to Fridays.
- Expect replies in the next 24 hours.




REMINDER: Use the non-LIVE email address of your Program Chair/ Dean (Example: use jdelacruz@mcl.edu.ph, **not** jdelacruz@live.mcl.edu.ph).



REGISTRAR'S OFFICE

ENROLLMENT TRANSACTIONS WITH THE **REGISTRAR'S OFFICE**

- 
1. Document Requests
 2. Reactivation (for students who did not enroll in the previous term/s)
 3. Status of Completion Requests and Conversion of IP grades (i.e. approved and endorsed by the Colleges)
 4. Status of Requests for Program Shifting

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Regular Students

- without any failed grade in the previous term/s.
- on track with his/her curriculum and program of study.
- Academic advising is optional.

Irregular Students

- with sustained academic deficiencies or failed grades in the previous term/s.
- academic advising is **highly encouraged** on what courses to take and on restructuring the program of study.

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Academic Advising during the Enrollment Period:

- Academic advising from the respective program chairs is available on the following schedule:
 - Aug 8 to 15, 2022 (Mondays to Fridays only)
 - During official business hours from 8:30 AM to 4:30 PM
- The use of MS Teams and MCL LIVE email is highly recommended in all communications with the College.

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Academic Advising during the Enrollment Period:

- After settling enrollment concerns with the Program Chair, the student needs to submit an [online advising form](#) which will serve as the College's instruction to the Registrar's Office to manually enroll the student.
- Courses that will appear in OneMCL during the course sectioning period must be enrolled online (i.e. no need for manual enrollment).



While advising may be done as early Aug 8, 2022; manual enrollment to courses as advised by the College will start on Aug 15, 2022 after the course sectioning period for all batches.

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Manual Enrollment after Academic Advising

- Applicable to the following:
 - Irregular students who wish to enroll on full load. Case like this must be evaluated by the Program Chair/ Dean during the academic advising for enrollment.
 - Regular students who were not able to do course sectioning due to pending clearance with the Treasury Office or the Registrar's Office.
 - Late enrollees

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Online Course Enlistment

**START****Aug 6, 2022**
(9:00 PM) until**END****Aug 8, 2022**
(5:00 PM)

through

**OnEMCL**

Students are **required** to participate in the Course Enlistment to be able to:

- Perform course sectioning as scheduled
- Inform of the Colleges and servicing departments about the courses that you wish to enroll (subject to approval of the College if it is not a regular offering).

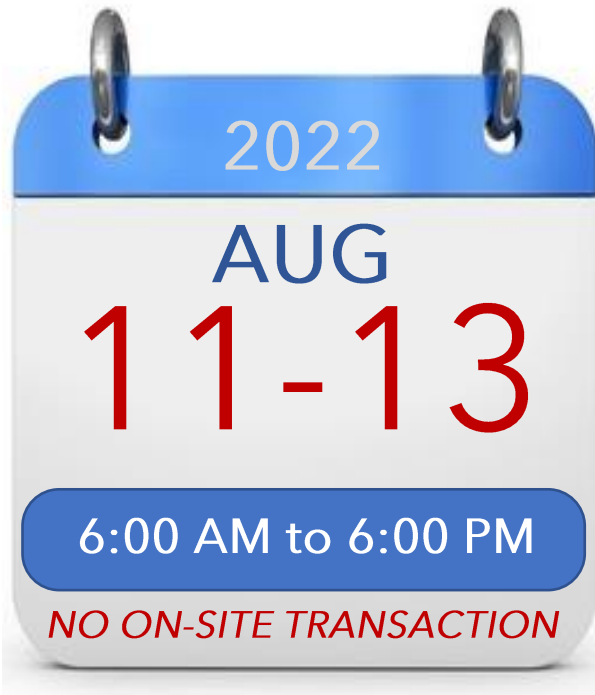
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- ✓ All students with access to OneMCL may participate in the course enlistment.
- ✓ **Course enlistment is different from course sectioning** where students are securing slots for the course and class/section.
- ✓ In course enlistment, students select courses that they plan to take for the current term.

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- ✓ Data from the course enlistment will be used by the servicing academic units (i.e. Colleges and Centers) in determining the course offerings for the current term aside from the regular offerings.
- ✓ If the selected courses during the enlistment did not appear with a class/section during course sectioning, it means that it is not offered for the term.

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Online Course Sectioning

through  **OnEMCL**

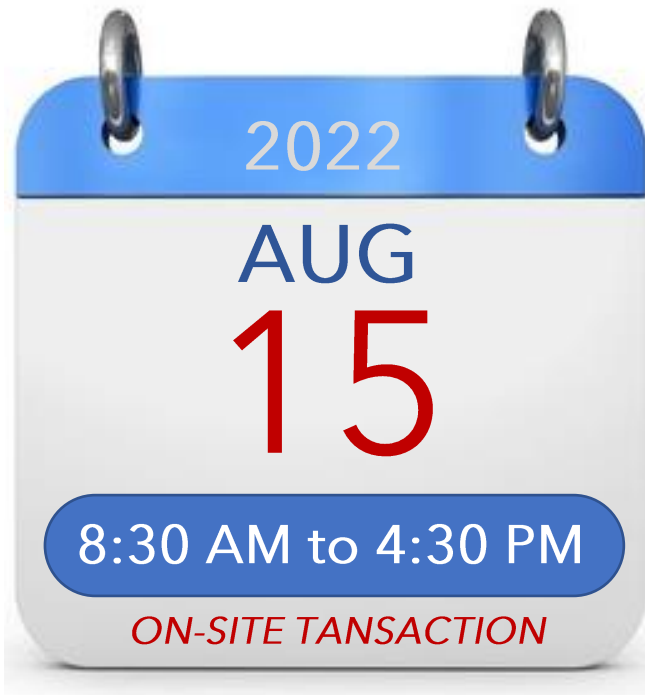
COURSE SECTIONING SCHEDULE PER COLLEGE	
6:00 AM to 12:00 NN	CAS/CCIS/CMET/ETYCB
12:01 to 6:00 PM	MITL

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- ✓ Course sectioning is where students plan and decide on their class schedule and courses to take for the current term.
- ✓ Slots are subject to availability as determined by the servicing academic units.
- ✓ Courses that are not viewable in OneMCL may be requested as special classes subject to the approval of the Vice-President for Academic Affairs.

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Revision of Course Load

via Manual Enrollment after Advising

1. All requests for load revision must be endorsed by the Program Chair/ Dean after academic advising.
2. Request for course load revision must be done online via this link:

[REVISION OF LOAD](#)

3. Students will receive a notification of approved load revision requests through their MCL Live email account.

Important Dates for Enrollment

REGISTRAR'S OFFICE

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

Step 1

Student request for revision of course load through this [online advising form](#).

The College endorses the request to the Registrar's Office for manual enrollment.

Step 2

Once approved, the student gets a notification via MCL LIVE Email.

The revised load will also be reflected in OneMCL.

Step 3

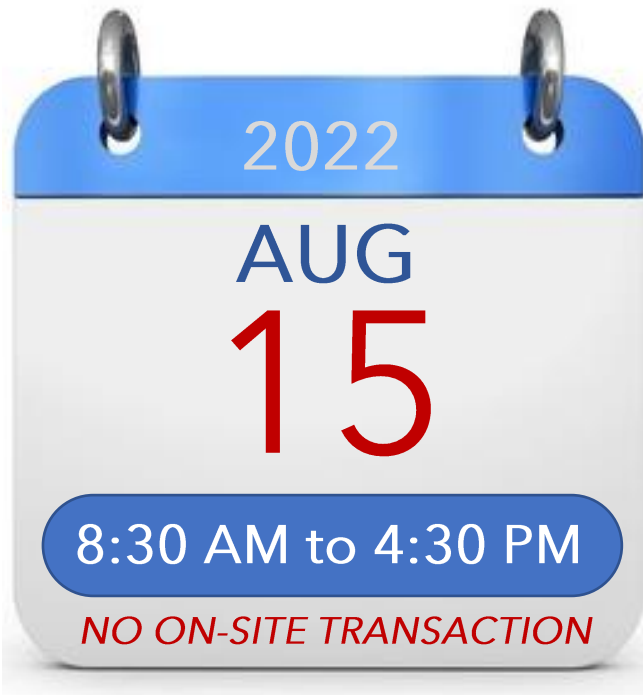
Student pays the adjusted fees **within 48 hours** via the [online payment channels](#) or on-site/over-the-counter payments [by appointment](#).

Note: Form availability is from Monday to Saturdays,
8:30 AM to 4:30 PM only

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- ✓ Additional courses from the original load of the student for the current term will be **manually enrolled** by the Registrar's Office (RO) upon the endorsement of the College.
- ✓ Students must coordinate with the College (not with the RO) on any load revision request.
- ✓ Unsettled charges due to revision of load after 48 hours from enrollment of additional courses may result to forfeiture of slot in the section.

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Late Enrollment

via Manual Enrollment after Advising

1. Above-mentioned enrollment requests are **subject to approval** of the Registrar as endorsed by the Program Chair/ Dean after academic advising.
2. Request for late enrollment must be done online via this link:

REQUEST FOR LATE ENROLLMENT

3. Students will receive a notification of approved late enrollment requests through their MCL Live account.

Important Dates for Enrollment

REGISTRAR'S OFFICE

Step 1	Step 2	Step 3	Step 4
<p>The Registrar's Office (RO) will not process any enrollment transaction without the endorsement by the Program Chair or Dean.</p> <p>Student Requests via this request for late enrollment form.</p> <p>The College endorses the request to the Registrar's Office.</p>	<p>Once approved, the student gets a notification via MCL LIVE email.</p>	<p>The Registrar's Office updates the course load (within 24 hours)</p> <p>The revised load will also be reflected in OneMCL.</p>	<p>Student pays the adjusted fees within 48 hours via the online payment channels or on-site/over-the-counter payments by appointment.</p>

Note: Form availability is from Monday to Saturdays,
8:30 AM to 4:30 PM only

REGISTRAR'S OFFICE

Request to Offer a Special Class

via Manual Enrollment after Advising

1. Opening of special classes is subject to approval of the Vice-President for Academic Affairs as endorsed by the Program Chair/ Dean after academic advising.
2. Once approved, the student needs to enroll the petitioned course via request for course load revision with attached letter for late enrollment since this is done after online course sectioning.

2022

AUG

11-15

8:30 AM to 4:30 PM

NO ON-SITE TRANSACTION**REVISION OF LOAD**

REGISTRAR'S OFFICE

Step 1	Step 2	Step 3	Step 4	
<p>The Registrar's Office (RO) will not process any enrollment transaction without the endorsement by the Program Chair or Dean.</p>	<p>Student coordinates with the Program Chair for academic advising and facilitation of petition for special classes.</p>	<p>Students are given application forms and parental consent for requests to offer special classes.</p>	<p>The Program Chair/ Coordinator of the servicing academic department consolidates the requests and submits the request to the OVPAA.</p>	<p>The OVPAA processes the request in close coordination with the College for the evaluation of submitted documents.</p>

Note: Form availability is from Monday to Saturdays,
8:30 AM to 4:30 PM only

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

Step 5

The OVPAA transmits the approved request to the servicing academic unit (i.e. College or Center).

Step 6

College opens the class/section.
Student requests for enrollment of the newly-opened course via this [request for late enrollment form](#).

Step 7

The Registrar's Office updates the course load (within 24 hours)
The revised load will also be reflected in OneMCL.

Step 8

Student pays the adjusted fees **within 48 hours** via the [online payment channels](#) or on-site/over-the-counter payments [by appointment](#).

Note: Form availability is from Monday to Saturdays,
8:30 AM to 4:30 PM only

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- ✓ A student is allowed to enroll for a **maximum of 16 units** for the First Term through OneMCL.
- ✓ Those who are scheduled to take more than 9 units for the current term as per approved curriculum will be properly advised by the Program Chair/ Dean for manual pre-loading.
- ✓ Graduating students with more than 16 units of courses to be taken may seek academic advising from the Program Chair for Study Overload.

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- ✓ Upon the advise and instruction of the College (through the Dean or Program Chair).
- ✓ Students must add other courses to enroll and finalize before the end of the course sectioning schedule.
- ✓ Students are not allowed to remove the pre-loaded courses without the advise of the Program Chair and/or Dean.

Manual Pre-Loading of Courses

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By default, students must finalize their course load during the online course sectioning through OneMCL.

Students may request the Registrar's Office (RO) to finalize their course load (with penalty) due to the following:

- If course sectioning has ended and the course load was left unfinalized.
- If the load has been finalized during course sectioning but there is a change in mode of payment.

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To seek assistance from the Registrar's Office (RO) in finalizing course load, this online form must be submitted.

REQUEST TO FINALIZE COURSE LOAD

Late enrollment penalty of PHP 100.00
will be charged.

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If the course load has been finalized and the student has decided to make any change to it, the following must be done:

**Step 1**

Student pays the assessed fees reflected in OneCL **within 48 hours** via the [online payment channels](#) or on-site/over-the-counter payments [by appointment](#).

Step 2

Follow procedures in [REVISION OF COURSE LOAD](#).

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- Re-enrollment of courses with pending IP grades may be done through manual enrollment through the Registrar's Office (RO) provided, advising is given by the Program Chair/Dean.
- Follow the procedures on Revision of Course Load. On-site transaction for enrollment concerns is not available.

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Courses taken during the Third Term of AY 2019-2020 with pending IP (in progress) grade/s are due for cancellation and status conversion to “not taken”.

Students who opt to re-enroll these must follow the procedures for [revision of course load](#).

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- ✓ Students are required to monitor the revised loading in OnEMCL and pay the adjusted fees within 48 hours.
- ✓ No need to email the Registrar's Office (RO) for the loading of courses since all enrollment transactions must be between the servicing academic unit/college and the RO.

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The following are chargeable with
LATE ENROLLMENT FEE:

- Failure to participate in the course enlistment;
- Failure to perform course sectioning as scheduled.
- Revision of course load of more than sixteen (16) units.
- Enrollment after Aug 15, 2022.



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Scholarship Validation

through the Student Affairs Office (SAO)

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- Selection is based on the obtained Term Weighted Average (TWA) of the students in the 3rd Term of AY 2021-2022.
- Qualified recipients will be notified by the Student Affairs Office (SAO) via email.
- Processing of scholarship validation will be by batch

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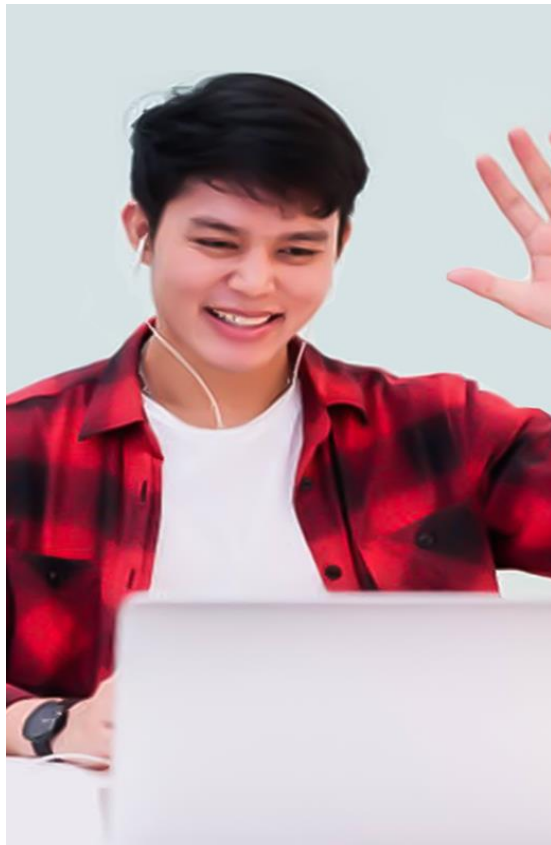


- To know if you are qualified for any academic scholarship:
 - ✓ An email from the Student Affairs Office (SAO) will be sent to your MCL Live account.
 - ✓ Discount as an effect of the scholarship will be reflected in OneMCL after course sectioning and finalizing the course load.

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- Recipients of athletic scholarship during the previous term will continue to avail of the incentives provided, that they achieve the grade and course load requirements from the previous term.

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- Old and new grantees of the YGC/Ayala Promotional Discounts and MCL Study Aid must submit the requirements via email to Student Affairs Office (sao@mcl.edu.ph) until the end of the enrollment period.

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For inquiries on scholarship availment please email:

Mr. Christian Valor M. Sorisantos
(Email: cvmSORISANTOS@mcl.edu.ph)

Copy furnish: sao@mcl.edu.ph

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Payment of School Fees

On-site over-the-counter,
Online and Off-Site Channels

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On-Site Over-the-Counter Payments

CASH PAYMENTS

Philippine
peso and US
dollar.

CHECK PAYMENTS

Dated checks payable to **MALAYAN COLLEGES LAGUNA, INC.**; with Name of Student, Student Number, Name of Payor and Contact Number written at the back of the check.

CREDIT CARD

Cardholders should personally transact and must present a valid ID Card for validation purposes.

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ONLINE AND OFF-SITE PAYMENT CHANNELS

Students are highly encouraged to make their payments via the online and off-site payment channels for their own convenience and as part of the COVID-19 precautionary measures.





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Online Payment Channels

with real-time posting arrangements

Student Number and Complete Name are required.



COMPLETE PAYMENT INSTRUCTIONS

[CLICK HERE](#)

REGISTRAR'S OFFICE

Online Payment Channels

Student Number and Complete Name are required.

Payment will be posted on the next business day after the payment is made.



COMPLETE PAYMENT INSTRUCTIONS

[CLICK HERE](#)

REGISTRAR'S OFFICE

Online Payment Channels

Student Number and Complete Name are required.

Convenience fee and applicable terms and conditions apply.



Same-day-posting



Next-day posting

COMPLETE PAYMENT INSTRUCTIONS

[CLICK HERE](#)

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Off-Campus Payment Channels

Student Number and Complete Name are required.

P 15.00 convenience fee applies. Payment will be posted on the next business day after the payment is made



COMPLETE PAYMENT INSTRUCTIONS

[CLICK HERE](#)



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Financial Assistance

through BUKAS Student Loan Program

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SURPASSING THE LIMITS
OF THE NEW NORMAL RIGHT HERE






FINANCIAL ASSISTANCE PROGRAM

WHAT IS BUKAS FINANCIAL ASSISTANCE PROGRAM?

- ▶ The Bukas Financial Assistance Program is an alternative school payment plan that can cover up to 100% of tuition and other fees and is payable in 12 monthly installments with only a 1.5% monthly flat interest rate per month and a one-time 3% service fee.

WHO ARE QUALIFIED FOR THE PROGRAM?

- ▶ All college or post-graduate students are qualified to apply for the tuition installment plans.

HOW DOES A STUDENT APPLY FOR THE PROGRAM?

- ▶ Students may go directly to <https://apply.bukas.ph/mcl> to apply online.

WHAT ARE THE REQUIREMENTS?

- ▶ The applicant must be a student at one of BUKAS' partner schools (at least 18 years old).
- ▶ The applicant must be a Filipino citizen.
- ▶ School ID
- ▶ School Assessment (Certificate of Matriculation)

HOW MUCH CAN A STUDENT BORROW FROM BUKAS?

- ▶ Bukas covers up to 100% of tuition and other fees found in your school assessment.

HOW LONG DOES IT TAKE BUKAS TO PROCESS APPLICATION?

- ▶ Bukas normally responds within 1 to 2 business days. Once approved, Bukas will disburse full

[Bukas.ph](https://www.bukas.ph) is now accepting MCL applicants for their Financial Assistance Program!





Malayan Colleges Laguna
A MAPÚA SCHOOL

**BUILDING
PROFESSIONALS**

Office for Academic Services

REGISTRAR'S OFFICE

Enrollment Support and Helplines





Malayan Colleges Laguna
A MAPÚA SCHOOL

**BUILDING
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Office for Academic Services

REGISTRAR'S OFFICE

CYBERTALKS

Virtual Helpdesk for Enrollment

Aug 8, and 11, 2022

9:00 AM to 11:00 AM

1:30 PM to 3:30 PM



Meeting ID: 972 1150 2018

Passcode: academic

REGISTRAR'S OFFICE

For Enrollment-related concerns, please contact the **Registrar's Office**.

Mobile Helplines Smart / TNT:
(0918) 992-9591

Email:
registrar@mcl.edu.ph

Mondays to Fridays | 8:30 AM to 4:30 PM
Saturday (Aug 13) | 8:30 AM to 4:30 PM

REGISTRAR'S OFFICE

To request documents from the **Registrar's Office:**

Fill up this [online form](#).



Registrar's Office
(RO)
Malayan Colleges Laguna

Online Request for Documents

[CLICK HERE](#)

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REGISTRAR'S OFFICE

For Finance-related concerns, please contact the **Treasury Office**.

Mobile Helplines:

Smart / TNT: (0909) 061-3936

Globe / TM: (0956) 251-9791

Email:

treasury@mcl.edu.ph

Monday to Saturday | 8:30 AM to 4:30 PM



Malayan Colleges Laguna
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Office for Academic Services

REGISTRAR'S OFFICE

For OneMCL concerns, please contact the

**Information Technology Services Office
(ITSO) Helpdesk:**

Email: helpdesk@mcl.edu.ph

REGISTRAR'S OFFICE

For Scholarship concerns, please contact the
Student Affairs Office (SAO):

Email: SAO@mcl.edu.ph

REGISTRAR'S OFFICE



To transmit documents (original admission and enrollment requirements/ credentials) to the **Registrar's Office**:

Follow these mailing instructions.

REGISTRAR'S OFFICE

New Procedure for Online Enrollment

*Effective First Term, Academic Year 2022-2023
For Batch 2021 of the following programs:*



MMA
ACT
CPE
AR
MARE
MT

REGISTRAR'S OFFICE

New Procedure for Online Enrollment

Effective First Term, Academic Year 2022-2023

For the re-enrollment of current students with Student 2021, a new procedure on pre-loading will be implemented for First Term, Academic Year 2022-2023.

In this new procedure, course sectioning will be limited to selection of sections and finalization of course load.

After enlistment, student will be automatically be loaded with regular courses offered for the program. Student can either edit the pre-assigned section or remain it as it is and proceed with finalization.



REGISTRAR'S OFFICE**ADMISSION AND ENROLLMENT
DOCUMENTARY REQUIREMENTS:**

1. Original Copy of the G12 report card
2. Photocopy of the PSA/NSO Birth Certificate
3. Certificate of Good Moral Character
4. Valid IDs of the Parents and Guardian
5. Colored ID Picture with White Background
6. Duly signed Fraternity Waiver Forms
7. Statement of Compliance Form
8. Student Permanent Record (F137)

Conditional Enrollment

for Students with Admission Deficiencies

Please be reminded that all students with pending submission of requirements during his/her new student admission and enrollment will not be allowed to enroll for AY 2022-2023 without completing all requirements until August 6, 2022.

To check the completeness of your records, please email: registrar@mcl.edu.ph.

REGISTRAR'S OFFICE

Releasing of School ID *for Batch 2020 and 2021*



The Registrar's Office is sending emails to students with available IDs for releasing. A number of students still cannot get their IDs due to non-submission of ID photo.

To inquire about the availability of your ID card, please email: registrar@mcl.edu.ph.

REGISTRAR'S OFFICE

Completion of Courses

*C and INC grades obtained during the
Third Term, AY 2021-2022*



PROCEDURE	INCLUSIVE DATES	RESPONSIBILITY OF
Request to Complete	Aug 30 to Oct 15, 2022	Student (after consultation with the Instructor)
Reporting of Completion Grade	Aug 30 to Oct 31, 2022	Faculty Member (after submission of completion request and task)

REGISTRAR'S OFFICE

Completion of Courses

*C and INC grades obtained during the
Third Term, AY 2021-2022*



1. Students may start consulting with the Course Instructor on how to process request to complete a course as soon as the INC/C grade is reflected in OneMCL.
2. Online request for course completion must be filed by the student with the Registrar's Office before the deadline.

REGISTRAR'S OFFICE

Completion of Courses

*C and INC grades obtained during the
Third Term, AY 2021-2022*



3. The Instructor must ensure the submission of the complete grade report form to the Registrar's Office before the deadline.
4. Students may coordinate with the Instructor about the submission of the completion grade report form.
5. Pending C and INC Grades will be converted to a failing mark after October 31, 2022.

REGISTRAR'S OFFICE



Links to Enrollment Forms

- [Request for Advising and Manual Enrollment](#)
- [Request to Finalize Course Load](#)

Other Forms:

- [Request for On-Site Appointment](#)
- [Online Request for Documents](#)



EMAIL DIRECTORY



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