

Advisory on College Enrollment for Second Term, AY 2023-2024

The guidelines for the Enrollment Period of Second Term, AY 2023-2024:

Accounts.

Users are held accountable for enrollment transactions and revisions made using these accounts.

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

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.

Important Dates:



Calendar of Activities for College

SECOND TERM, S.Y. 2023-2024

DECEMBER 2023			FEBRUARY 2024		
1	FRI	Start of Course Enlistment (9:00 PM)	19	MON	Deadline for Application for Shifting to Another Program
2	SAT	End Of Course Enlistment (5:00 PM)	21	WED	Deadline for Request to Complete Courses
6	WED	Course Sectioning Batch 2023 Opening of Application for Study Overload for Graduating Students, Special Classes and Enrollment of Courses with Prerequisite Issues.	28	WED	Deadline of Dropping of Courses Deadline for Cancellation of Enrollment without Refund
7	THU	Course Sectioning Batch 2022	MARCH 2024		
9	SAT	Course Sectioning Batch 2021	13	WED	Deadline for submission of credit evaluation for shifters
11	MON	Course Sectioning Batch 2020 & Prior	19	TUE	Last Day of Regular Classes Deadline for submission of completion grades
12	TUE	Revision of Course Load/ Petition for Special Classes/ Request to Enroll Course with Pre Requisite/ Late Enrollment.	20	WED	Make Up Classes/ Alternative Activities
13	WED	START OF CLASSES	21	THU	Rest Day
19	TUE	Deadline of Submission of the following Request to the College - Revision of Course Load - Petition for Special Classes - Request to Enroll Course with Pre Requisite - Late Enrollment.	22-26	FRI-TUE	Final Examinations
JANUARY 2024			APRIL 2024		
3	WED	Deadline for Cancellation of Enrollment with Refund	2	TUE	Viewing of Final Grades (after 6:00 PM)
10	WED	Deadline for Request for Section Balancing			
17	WED	Post - Enrollment System Clean-up			



Guidelines and Procedures for Remote Enrollment

1. Online Course Enlistment through OneMCL

December 1, 2023 (9:00 PM) to December 2, 2023 (5:00 PM)

All students with access to OneMCL are required to participate in the Course Enlistment to be able to:

- ✓ Perform course sectioning as scheduled (students select courses they plan to take for the current term).
- ✓ Inform the Colleges and servicing departments about the courses that you wish to enroll in (subject to approval of the College if it is not a regular offering).

Note:

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, they are not offered for the term.

2. Online Course Sectioning through OneMCL

COURSE SECTIONING SCHEDULE PER BATCH	COURSE SECTIONING SCHEDULE PER COLLEGE	
December 6, 2023 (Wednesday) - Batch 2023 December 7, 2023 (Thursday) - Batch 2022 December 9, 2023 (Saturday) - Batch 2021 December 11, 2023 (Monday) - Batch 2020 & Prior	6:00 AM to 12:00 NN	CAS/CCIS/CMET/ ETYCB
	12:01 to 6:00 PM	MITL

- ✓ Course sectioning is where students plan and decide on their class schedule, section, 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.

3. Scholarship/Discounts Validation *(for qualified students only)*

Students who are qualified for scholarships / discounts are advised to undergo scholarship validation before finalization of their course load.

Qualified Recipients of Academic Scholarship are the Top Spot Dean's Listers for 1st Term AY 2023-2024, based on the allotted numbers per program per year level. If you are a qualified:

- ✓ You will receive an email notification from the Student Affairs Office (SAO) sent to your MCL Live account for your scholarship validation.
- ✓ Your scholarship discount, as an effect of the scholarship validation, will be reflected in your OneMCL during your course sectioning and finalizing of course load
- ✓ Recipients of ETYISP and athletic scholarship during the previous term will continue to avail of their discounts provided, that they satisfy the Term Weighted Average (TWA) and student discipline requirements during the previous term.
- ✓ Old grantees and new applicants of the YGC and Ayala Promotional Discounts must submit their duly accomplished requirements via email to the Center for Scholarships and Financial Assistance (csfa@mcl.edu.ph) for validation.
- ✓ Requests for scholarship validation will be entertained only up to the end of the enrollment period.

Note:



Fees are automatically assessed after the finalization of course load. For inquiries on scholarship availment please email Ms. Maricar A. Apolinario at maapolinario@mcl.edu.ph. Copy furnish: csfa@mcl.edu.ph

4. Payment of the Assessed Fees

On-Site Over-the-Counter Payments

- ✓ **CASH PAYMENTS** (Philippine peso and US dollar)
- ✓ **CHECK PAYMENTS** Dated checks payable to **Malayan Colleges Laguna, Inc., A Mapua School**, with Name of Student, Student Number, Name of Payor, and Contact Number written at the back of the check.
- ✓ **CREDIT CARD (MasterCard and Visa Only)** Cardholders should personally transact and present valid ID cards for validation purposes.

Online and Off-Site Channels (**Student Number** and **Complete Name** are required).
with real-time posting arrangements



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



Online Payment Channels (**Student Number** and **Complete Name** are required).
Convenience fee and applicable terms and conditions apply.



COMPLETE PAYMENT INSTRUCTIONS

[CLICK HERE](#)

Late Enrollment via *Manual Enrollment after Advising*

December 12 to December 19, 2023, 8:30 AM to 4:30 PM

Applicable to the following:

- ✓ Irregular students who wish to enroll on full load. A case like this must be evaluated by the Program Chair/ Dean during the academic advising for enrollment.
 - ✓ Regular students who could not do course sectioning due to pending clearance with the Treasury Office or the Registrar's Office.
1. Late enrollment requests are subject to the approval of the Registrar as endorsed by the Program Chair/ Dean after academic advising.
Request for late enrollment must be made on-site using the *Request for Late Enrollment form*. Students will receive a notification of approved late enrollment requests through their MCL Live account.
 2. The Registrar's Office updates the course load (within 24 hours). The revised load will also be reflected in OneMCL.
 3. Student pays the adjusted fees **within 48 hours** via [online payment channels](#) or on-site/over-the-counter payments.
 - A late enrollment penalty of PHP 100.00 will be charged.

Revision of Course Load

December 12 to December 19, 2023, 8:30 AM to 4:30 PM

- ✓ 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 and request endorsement on any load revision request.
 - ✓ Unsettled charges due to course load revision after 48 hours from enrollment of additional courses may result in forfeiture of a slot in the section.
1. Student requests for **revision of course load**. Revision of Course Load form is available at the college assistants' offices.
The College endorses the request to the Registrar's Office for manual enrollment.
 2. Students proceed to the Registrar's Office for processing. Once approved and processed, the revised load will be reflected in OneMCL.
 3. Student pays the adjusted fees **within 48 hours** via the [online payment channels](#) or on-site/over-the-counter payments

Request to Offer a Special Class/ Pre-requisite Violation/Overload

- ✓ Opening special classes/requesting for pre-requisite violation and overload is **subject to the approval of the Vice-President for Academic Affairs** as endorsed by the Program Chair/ Dean after academic advising.
- ✓ Once approved, the student needs to enroll in the approved course via the request for course load revision with the attached approved advising slip for manual enrollment since this is done after online course sectioning.



1. The student coordinates with the program chair for academic advising and facilitation of petitions for special classes.
2. Students are given application forms and parental consent for requests to offer special classes.
3. The Program Chair/ Coordinator of the servicing academic department consolidates the requests and submits the request to the OVPAA.
4. The OVPAA processes the request closely with the College to evaluate submitted documents.
5. The OVPAA transmits the approved request to the servicing academic unit (i.e., College or Center).
6. College opens the class/section. Students request enrollment in the newly opened course via the Request for Revision of Course Load/Late Enrollment form.
7. Students process the revision of course load to add the requested special class.
8. The Registrar's Office updates the course load. The revised load will also be reflected in OneMCL.
9. Student pays the adjusted fees **within 48 hours** via [online payment channels](#) or on-site/over-the-counter payments.

Important Reminders:

- ✓ A student is allowed to enroll for a **maximum of 18 units** for the Second Term through OneMCL.
- ✓ Those scheduled to take more than 18 units for the current term as per the approved curriculum will be properly advised by the Program Chair/ Dean for manual pre-loading.
- ✓ Graduating students with more than 18 units of courses to be taken may seek academic advising from the Program Chair for Study Overload.
- ✓ Upon the advice 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 advice of the Program Chair and/or Dean.
- ✓ 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 the mode of payment.To seek assistance from the Registrar's Office (RO) in finalizing course load, this online form must be submitted: Request to Finalize Course Loading form.
- ✓ Students are required to monitor the revised loading in OneMCL and pay the adjusted fees within 48 hours.

Enrollment Forms

- **Request for Late Enrollment (with Advising Slip)**
- **Revision of Course Load Form**
- **Request to Finalize Course Load**

Note: Forms are available for download @ [Fillable Forms for Enrollment](#). Printed copies are available at the Registrar's Office and with the College Assistants.



Enrollment Support & Helplines

- [College Email Directory](#)

Office	Email	Helplines Trunkline: (049) 832 4000
Registrar's Office (RO)	registrar@mcl.edu.ph	Local: 1120 & 1121 (0918) 992-9591
Treasury Office (TO)	treasury@mcl.edu.ph	Local: 1111 (0909) 061-3936 (0956) 251-9791
Information Technology Services Office (ITSO) Helpdesk	helpdesk@mcl.edu.ph	Local: 1200
Student Affairs Office (SAO)	sao@mcl.edu.ph	Local: 4046 (0918) 992-9396