

## Advisory on College Enrollment for Second Term, AY 2024-2025

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

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Please take time to 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:





**MAPÚA**  
MALAYAN COLLEGES  
LAGUNA

## Calendar of Activities for College

SECOND TERM, A.Y. 2024 - 2025

DECEMBER 2024		
4	WED	Start of Course Enlistment (9:00 PM)
5	THU	End of Course Enlistment (5:00 PM)
9	MON	Course Sectioning - Batch 2024 Opening of Application for Study Overload for Graduating Students, Special Classes
10	TUE	Course Sectioning - Batch 2023
11	WED	Course Sectioning - Batch 2022
12	THU	Course Sectioning - Batch 2021
13	FRI	Course Sectioning - Batch 2020 & Prior
14	SAT	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.
16	MON	START OF CLASSES

JANUARY 2025		
2	THU	Classes Resume - Online Asynchronous
3	FRI	Classes Resume - Face to Face
8	WED	Deadline for Cancellation of Enrollment with Refund
13	MON	Deadline for Request for Section Balancing
20	FRI	Post - Enrollment System Clean-up

FEBRUARY 2025		
21	FRI	Deadline for Application for Shifting to Another Program
28	FRI	Deadline for Request to Complete Courses

MARCH 2025		
7	FRI	Deadline of Dropping of Courses Deadline for Cancellation of Enrollment without Refund
10	MON	Deadline for Submission of Credit Evaluation for Shifters
24	MON	Last Day of Regular Classes Deadline for Submission of Completion Grades
25	TUE	Make up Classes / Alternative Activities
26	WED	Rest Day
27 TO 31	THU TO MON	Final Examination

APRIL 2025		
4	FRI	Viewing of Final Grades (after 6:00 PM)

## Guidelines and Procedures for Remote Enrollment

### 1. Online Course Enlistment through OneMCL

**December 4, 2024 (9:00 PM) to December 5, 2024 (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 that they plan to take for the current term).
- ✓ Inform 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).

**Note:**

*The servicing academic units (i.e., colleges and centers) will use data from the course enlistment to determine 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 9, 2024 (MON) - Batch 2024 December 10, 2024 (TUE) - Batch 2023 December 11, 2024 (WED) - Batch 2022 December 12, 2024 (THU) - Batch 2021	<b>6:00 AM to 12:00 NN</b>	CAS/CCIS/ CMET/ETYCB/ CON/MIA
December 13, 2024 (FRI) - Batch 2020 & Prior		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 1<sup>st</sup> Term AY 2024-2025, 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 the course load
- ✓ Recipients of ETYISP and athletic scholarships 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 YGC and Ayala Promotional Discounts applicants must email their duly accomplished requirements 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 the course load. For inquiries on scholarship availment, please email Ms. Maricar A. Apolinario at [maapolinario@mcl.edu.ph](mailto:maapolinario@mcl.edu.ph), copy furnish: [csfa@mcl.edu.ph](mailto: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 Mapúa 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 14, 2024, 8:30 AM to 4:00 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.
  2. Late enrollment requests must be made **on-site** using the **Request for Late Enrollment Form**.
  3. The Registrar's Office updates the course load upon presenting the approved form. The revised load will be reflected in OneMCL in real-time.
  4. 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 14, 2024, 8:30 AM to 4:00 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 (not with the RO) on any course load and section for revision.
  - ✓ 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 using the **Revision of Course Load Form**, available at the Registrar's Office and College Assistants' offices.
  2. The College Dean or Program Chair endorses the request to the Registrar's Office.
  3. Students proceed to the Registrar's Office for processing. Once approved and processed, the revised load will be reflected in OneMCL.
  4. 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**

- ✓ Opening of special classes 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 petitioned course via the request for course load revision with the attached letter for late enrollment since this is done after online course sectioning.
1. The student coordinates with the Program Chair for academic advising and facilitation of petition 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 in close coordination with the College for the evaluation of 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 Late Enrollment Form (if not yet enrolled) or the Revision of Course Load Form (if already enrolled).
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 the [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 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 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 (available at the Registrar's Office)**

- Request for Late Enrollment
- Enrollment Advising Slip
- Revision of Course Load
- Request to Finalize Course Load

**Note: Forms availability is from Monday to Friday, 8:30 AM to 4:30 PM only.**

## Enrollment Support & Helplines

- [College Email Directory](#)

Office	Email	Helplines Trunkline: <b>(049) 832 4000</b>
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 (0951) 979-1096
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