MAPÚA MALAYAN COLLEGES LAGUNA

REGISTRAR'S OFFICE
MAPÚA MCL

# Advisory on College Enrollment for Second Term, AY 2026-2027

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.

Please take time to review MMCL'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:**

| SECOND TERM SY 2026 - 2027 | | | | |
|---|---|---|---|---|
| **DATE** | | | **ACTIVITY** | **OFFICE/DEPARTMENT/COLLEGE** |
| NOV | 19 | THU | START OF COURSE ENLISTMENT (9:00 PM) | COLLEGES /STUDENT/ITSO |
| NOV | 20 | FRI | END OF COURSE ENLISTMENT (5:00PM ) | COLLEGES /STUDENT/ITSO |
| NOV | 24 | TUE | COURSE SECTIONING - BATCH 2026<br>Opening of Application for Study Overload for Graduating Students, Special Classes and Enrollment of Courses with pre requisite Issues | TREASURY/ STUDENT/RO/ COLLEGES |
| NOV | 25 | WED | COURSE SECTIONING - BATCH 2025 | TREASURY/ STUDENT/RO/ COLLEGES |
| NOV | 26 | THU | COURSE SECTIONING - BATCH 2024 | TREASURY/ STUDENT/RO/ COLLEGES |
| NOV | 27 | FRI | COURSE SECTIONING - BATCH 2023 & PRIOR | TREASURY/ STUDENT/RO/ COLLEGES |
| NOV | 28 | SAT | Revision of Course Load/ Manual Enrollment/ Petition for Special Classes/ Request to Enroll Course with Pre Requisite. | TREASURY/ STUDENT/RO/ COLLEGES |
| DEC | 1 | TUE | Revision of Course Load/ Manual Enrollment/ Petition for Special Classes/ Request to Enroll Course with Pre Requisite. | TREASURY/ STUDENT/RO/ COLLEGES |
| **DEC** | **2** | **WED** | **START OF CLASSES** | |

## Guidelines and Procedures for Enrollment

1. **Online Course Enlistment through OneMCL**

**Nov 19, 2026 (9:00 PM) to Nov 20, 2026 (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:***

*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.*

2. **Online Course Sectioning through OneMCL**

| COURSE SECTIONING SCHEDULE PER BATCH | COURSE SECTIONING SCHEDULE PER COLLEGE | |
|---|---|---|
| November 24, 2026 (Tuesday) – Batch 2026<br>November 25, 2026 (Wednesday) – Batch 2025<br>November 26, 2026 (Thursday) – Batch 2024<br>November 27, 2026 (Friday ) – Batch 2023 &Prior | **6:00 AM to 12:00 NN** | CAS/CCIS/CMET/ ETYCB/CHS/CN/ MIA |
| | **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 2026-2027, 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

RCBC Bankard We believe in you. VISA mastercard

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

RCBC We believe in you. Over-the -Counter

CEBUANA LHUILLIER MLHUILLIER Tulay ng PaMLyang Pilipino

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

PayMaya Same-day-posting

GCash Next-day-posting

**COMPLETE PAYMENT INSTRUCTIONS** CLICK HERE

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## **Late Enrollment** *via Manual Enrollment after Advising*

**November 28 & December 1 , 2026, 8:30 AM to 4:00 PM**

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.

1. Late enrollment requests are subject to approval of the Registrar as endorsed by the Program Chair/ Dean after academic advising. Request for late enrollment must be done **onsite**

2. Student pays the fees **within 48 hours** via the online payment channels or on-site/over-the-counter payments.
   - Late enrollment penalty of PHP 200.00 will be charged.

## Revision of Course Load

**November 28 & December 1, 2026, 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 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.
   - Revision of Course Load Fee PHP 100.00 will be charged.

## Request to Offer a Special Class

- ✓ 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.
- ✓ 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.

1. 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. Student requests for enrollment of the newly-opened course via Request for Late Enrollment form.
7. Student 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 19 units** for the first Term through OneMCL.
- ✓ Those who are scheduled to take more than 19 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 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 Support & Helplines

- **College Email Directory**

| Office | Email | Helplines |
|---|---|---|

| | | **Trunkline: (049) 832 4000** |
|---|---|---|
| Registrar's Office (RO) | registrar@mcl.edu.ph | Local: 1120 & 1121<br>(0918) 992-9591 |
| Treasury Office (TO) | treasury@mcl.edu.ph | Local: 1111<br>(0909) 061-3936<br>(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<br>(0918) 992-9396 |