

Office for Academic Services

Advisory on Reconsideration for Late Enrollment

In response to several students appealing for late enrollment, this advisory is being issued to guide students and parents in completing the enrollment process.

Procedures:

1. Late enrollees are required to make a letter (**duly signed by the student and parents**) to:

MR. JAMES RONALD O. MESINA

Assistant Vice-President for Academic Services and Registrar

Email: acadservices@mcl.edu.ph

Provide the following information:

- Complete Name/ Student Number / Program
- Contact Number of the Student
- Contact Number and Email Address of the Parent
- Reason for late enrollment (attach supporting documents if applicable)
- List of Courses to Enroll for the Term (if the request will be approved)
- Mode of Payment (if the request will be approved)

Submission of Letter of Request for Late Enrollment (using the student's MCL Live email address only) will be accommodated **from August 28 to August 31, 2021 only.**

Incomplete and unsigned letters; and emails not sent via the student's MCL Live email address will not be processed. Decisions will be released until September 2, 2021.

2. If approved, the student will be given the enrollment instructions and advise to check OneMCL for the assessment of fees.
3. Settle the fees **within 24 hours** from the date the payment instructions were given.

Office for Academic Services

Advisory on Reconsideration for Late Enrollment

To manage expectations, please be reminded of the following:

1. Late enrollment will only be allowed to students who will not exceed the maximum academic load for the term (i.e. 16 units).
2. Requests for revision of course load, application for special classes, application for study overload pre-requisite exemptions **are no longer permitted.**
3. While emailed requests may be sent between August 28 to 31, 2021; feedback will be given during regular working days starting August 31. This applies to communications with the Program Chair, the Dean, and the Registrar's Office.
4. Program Chairs may be requested for academic advising and determining what courses to load. Students may also be discouraged from enrolling identified courses due to unavailability of slots and/or closed sections.
5. The decision for late enrollment is final. Students who will not allowed to enroll may just take these courses in the succeeding terms.
6. Approval of late enrollment requests is dependent of the following:
 - Merit of the reason as stated by the student
 - Availability of slots in every section
 - Alignment of the request to the student's plan of study and progress in the curriculum
 - Clearance from the Treasury Office
7. Due to the current work-from-home arrangement of MCL employees, telephone calls in MCL's landline numbers cannot be handled until further notice.

For all concerns on late enrollment,
Kindly email acadservices@mcl.edu.ph.

