

Important Reminders for **College Enrollment** Second Term AY 2021-2022



Calendar of Activities for College Students

Second Term
A.Y. 2021-2022



NOVEMBER 2021	
13	Start of Course Enlistment (8:00 AM)
15	End of Course Enlistment (12:00 NN)
16	Opening of Application for Study Overload for Graduating Students, Special Classes and Enrollment of Courses with Pre-Requisite Issues
17	Course Sectioning – Batch 2021
18	Course Sectioning – Batch 2020
19	Course Sectioning – Batch 2019
20	Course Sectioning – Batch 2018 and Prior
22	Revision of Course Load, etc.
23	
24	Start of Classes

DECEMBER 2021	
1	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 Pre-Requisite • Late Enrollment
7	Deadline for Cancellation of Enrollment with Refund
9	Deadline for Request for Section Balancing
10	Posting of List of Abolished and Fused Section after Section Balancing
	Post-Enrollment System Clean-up
18	Last day of Classes for December

JANUARY 2022	
3	Classes Resume

FEBRUARY 2022	
2	Deadline for Application of Shifting to Another Program
9	Releasing of the List of Approved Shifters
	Deadline of Dropping of Courses
16	Deadline for Cancellation of Enrollment without Refund
	Deadline for Submission of Credit Evaluation for Shifters
23	Last Day of Regular Classes
23	Deadline for Submission of Completion Grades
24	Rest Day / Make-Up Classes / Alternative Activities
26	
28	Final Examinations

MARCH 2022	
1	
2	Final Examinations
3	
8	Viewing of Final Grades (after 6:00 PM)

A **Mapúa** School | Building Professionals.

DISCLAIMER:

The procedures set herein are temporary which means that it will only be observed upon publication starting November 13, 2021. The guidelines are specifically issued for the **Enrollment Period of Second Term AY 2021-2022** 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.

Interim Enrollment Procedures



Malayan Colleges Laguna
A MAPÚA SCHOOL

Commission on Higher Education (CHED)' 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



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

[CLICK HERE](#)



Malayan Colleges Laguna - A Mapua School



- will continue the conduct of fully online course delivery until such time that the Government allows face-to-face classes.
- Miscellaneous and laboratory fees will be subject to discount.

Malayan Colleges Laguna - A Mapua School



- specific programs will implement an **interim curriculum** where offering of some laboratory courses may be deferred.
- some courses will be offered in advance to offer full trimester load for the students.

**Course Enlistment is REQUIRED
to avail the miscellaneous and
laboratory fee discounts.**

- Those who will not be able to participate in the enlistment will be restricted from online course sectioning and will have to manually apply for the discount through the Student Affairs Office (SAO).





Malayan Colleges Laguna
A MAPÚA SCHOOL

Registrar's Office
registrar@mcl.edu.ph | (049) 832-4000 local 1119 or 1120

The following offices are now open for **ON-SITE TRANSACTIONS** for **FULLY VACCINATED VISITORS**

- Admissions Office
- Registrar's Office
- Treasury Office

Mondays to Fridays
9:00 AM to 4:00 PM

Saturday (November 20, 2021)
9:00 AM to 4:00 PM

NOTE:
Set your appointment via bit.ly/MCLAppointmentForm.

Visitors are **required** to present their **vaccination card**.

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TRANSACTION	MODE
Course Enlistment	Remote/Online
Academic Advising	Remote/Online/ via Email
Scholarship/ Discount Validation	Remote/Online/ via Email
Course Sectioning	Remote Online
Payment	Remote/ Online/ On-Site
Late Enrollment	Remote/ Online

While on-site transactions are allowed, students are strongly encouraged to process all enrollment transactions remotely.

[Set an Appointment](#)

Advisory on On-Site Transactions

SAFEGUARDING ACCESS TO MCL-ISSUED ACCOUNTS:

All students are reminded to secure their MCL-issued accounts like 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](#).

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.**

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

Regular Students

- without any failed grade in the previous term/s.
- on track with his/her curriculum and program of study.
- NO NEED for academic advising.

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.



**Email your Program
Chair / Coordinator**

REMOTE ENROLLMENT TRANSACTIONS and INQUIRIES FOR THE COLLEGES

1. Course-related inquiries
2. Course offerings
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
7. Re-enrollment of courses with previous IP/INC/ C final grades.

Enrollment-Related Inquiries



Email your Program
Chair / Coordinator

REMOTE ENROLLMENT TRANSACTIONS and INQUIRIES FOR THE **COLLEGES**

- To ensure that your enrollment concerns will be attended to, **send emails during office hours**
- Expect replies in the next 24 hours.

Mondays to Fridays	8:30 AM to 4:30 PM
Saturday (November 20 only)	8:30 AM to 4:30 PM



EMAIL DIRECTORY

Enrollment-Related Inquiries



REMOTE ENROLLMENT TRANSACTIONS and INQUIRIES FOR 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

MONDAYS to FRIDAYS

9:00 AM to 4:00 PM

Enrollment-Related Inquiries

Important Dates for Enrollment



Academic Advising during the Enrollment Period:

- Academic advising **from the respective program chairs** is available on the following schedule:
 - November 15 to December 1, 2021 (Mondays to Saturdays 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.

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 enroll the student.



While advising may be done as early November 15, 2021; enrollment to courses as advised by the College will start on November 22, 2021 after the course sectioning period for all batches.

Online Course Enlistment

START

Nov 13, 2021
(8:00 AM) until

END

Nov 15, 2021
(12:00 NN)

through



OnEMCL

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

- Perform course sectioning as scheduled
- Avail of the LFD discount for Second Term
- Inform of the Colleges and servicing departments about the courses to offer.

Important Dates for Enrollment



- ✓ 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 class/course/section.
- ✓ Course enlistment allows students to select courses that they plan to take for the current term.



- ✓ 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.
- ✓ Students who will not participate in course enlistment will not be given miscellaneous and laboratory fee discounts automatically. They will have to request the Student Affairs Office (SAO) for manual validation of discount through this form:

LINK to Request for Manual Validation: <https://bit.ly/3Diahz4>

Reminders on Online Course Enlistment

Online Course Sectioning

through



OnEMCL

NOVEMBER 2021

17-20

7:00 AM to 6:00 PM

Important Dates for Enrollment



- ✓ Course sectioning is where students plan and decide on 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 **(through the Colleges)** subject to the approval of the Vice-President for Academic Affairs.

NOVEMBER 2021

22-23

NO ON-SITE TRANSACTIONS

8:30 AM to 4:30 PM

Revision of Course Load

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:

[**LOAD REVISION FORM**](#)

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

Important Dates for Enrollment

Step 1

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

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

The College endorses the request to the Registrar's Office.

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 starting November 22, 2021.



- ✓ 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.

NOVEMBER 2021

22-23

NO ON-SITE TRANSACTIONS

8:30 AM to 4:30 PM

Late Enrollment

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:

[LATE ENROLLMENT FORM](#)

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

Important Dates for Enrollment

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

Step 1

Student Requests via this [request for late enrollment form](#).

The College endorses the request to the Registrar's Office.

Step 2

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

Step 3

The Registrar's Office updates the course load (within 24 hours)

The revised load will also be reflected in OneMCL.

Step 4

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 starting November 22, 2021.

Request for Late Enrollment

NOVEMBER 2021

17-23

NO ON-SITE TRANSACTIONS

8:30 AM to 4:30 PM

Request to Offer a Special Class

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.

LATE ENROLLMENT FORM

Petition for Special Class

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

Step 1

Student coordinates with the Program Chair for academic advising and facilitation of petition for special classes.

Step 2

Students are given application forms and parental consent for requests to offer special classes.

Step 3

The Program Chair/ Coordinator of the servicing academic department consolidates the requests and submits the request to the OVPA.

Step 4

The OVPA processes the request in close coordination with the College for the evaluation of submitted documents.

Note: Form availability is from Monday to Saturdays, 8:30 AM to 4:30 PM only starting November 22, 2021.

Petition for Special Class

Step 5

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

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 starting November 22, 2021.

Enrollment to an Approved Special Class



- ✓ A student is allowed to enroll for a **maximum of 16 units** for the Second Term.
- ✓ Graduating students with more than 16 units of courses to be taken may seek academic advising from the Program Chair for Study Overload.

Regular Load for the Second Term



- ✓ Students with allowable course load of more than 16 units are advised to fill-out this online form to inform the Registrar's Office of the preferred payment option.

REQUEST TO FINALIZE COURSE LOAD

- ✓ Information on the chosen payment mode is needed to finalize the course load.



By default, students **must finalize their course load during course sectioning.**

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 schedule but decided to make changed.

Request to Manually Finalize Course Load



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

REQUEST TO FINALIZE COURSE LOAD

A penalty of PHP 25.00 will be charged.

Request to Manually Finalize Course Load



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 courses are required to submit this online form:

RE-ENROLLMENT OF COURSES
WITH IP GRADE

Re-Enrollment of Courses with IP Grades



Important Advisory on Courses with Pending IP Grades:

- Re-enrollment of courses with pending IP grades may be re-enrolled through the Registrar's Office (RO) provided, advising is given by the Program Chair/Dean.
- **On-site transaction for enrollment concerns is not available.**

Re-Enrollment of Courses with IP Grades



- ✓ 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.



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 with VPAA approval on the study overload.
- Enrollment after November 22, 2021.

Late Enrollment Penalty

Scholarship Validation

through the Student Affairs Office (SAO)



- Selection is based on the obtained Term Weighted Average (TWA) of the students in the First 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

Academic Scholarship



- To know if you are qualified for any academic scholarship:
 - ✓ An email from 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.



- 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.
- For related concerns, please email:

Ms. Edelweiss Armando
(eoarmando@mcl.edu.ph).

Copy furnish: **sao@mcl.edu.ph**

Athletic Scholarship



- Old and new grantees of the YGC/Ayala Promotional Discounts and MCL Study Aid must submit the requirements via email before the end of the enrollment period.
- For related concerns, please email:

Ms. Edelweiss Armando
(eoarmando@mcl.edu.ph).

Copy furnish: **sao@mcl.edu.ph**

Payment of School Fees

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

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

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

As a COVID-19 precautionary measure, appointment will be required for all on-site transactions.

[Set an Appointment](#)

Payment of School Fees

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.



Payment of School Fees

ONLINE PAYMENT CHANNELS

with real-time posting arrangements

Student Number and Complete Name are required.



COMPLETE PAYMENT INSTRUCTIONS

[CLICK HERE](#)

Payment of School Fees

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](#)

Payment of School Fees

ONLINE PAYMENT CHANNELS

Student Number and Complete Name are required.

Convenience fee and applicable terms and conditions may apply.



Real-time posting



Next-day posting

COMPLETE PAYMENT INSTRUCTIONS

[CLICK HERE](#)

Payment of School Fees

OFF-CAMPUS PAYMENT CHANNELS

Student Number and Complete Name are required.

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



OVER-THE-COUNTER



CEBUANA
LHULLIER



M LHUILLIER
Tulay ng PaMlyang Pilipino

Convenience fee applies.

COMPLETE PAYMENT INSTRUCTIONS

[CLICK HERE](#)

Payment of School Fees

Financial Assistance

through BUKAS Student Loan Program



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**SURPASSING THE LIMITS
OF THE NEW NORMAL** RIGHT HERE



Bukas 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 is now accepting MCL applicants for their Financial Assistance Program!

Learn more and apply online:

<https://apply.bukas.ph/mcl>

BUKAS Student Loan Program

Enrollment Helplines

CYBERTALKS

Virtual Enrollment Helpdesk

November 17 to 19, 2021
9:00 AM to 11:00 AM
2:00 PM to 4:00 PM

Scan the QR code to
join the Zoom Meeting:



For assistance on enrollment transactions and procedures, please attend the Virtual Enrollment Helpdesk sessions via Zoom.

Enrollment Helplines

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

Smart / TNT: (0918) 992-9591
(0939) 915-7418
Globe/ TM: (0956) 205 3993

Email:
registrar@mcl.edu.ph

Mondays to Fridays | 9:00 AM to 4:00 PM

Saturday (November 20 and 27, 2021) | 9:00 AM to 4:00 PM

Enrollment Helplines

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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Enrollment Helplines

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

Smart / TNT: (0909) 061-3936

Globe / TM: (0956) 251-9791

Email:

treasury@mcl.edu.ph

Mondays to Fridays | 9:00 AM to 4:00 PM

Saturday (November 20, 2021) | 9:00 AM to 4:00 PM

As a COVID-19 precautionary measure, appointment will be required for all on-site transactions.

[Set an Appointment](#)

Enrollment Helplines

For OneMCL concerns, please contact the

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

Email: helpdesk@mcl.edu.ph

Enrollment Helplines

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

Email: sao@mcl.edu.ph

Enrollment Helplines

College Students with 2020 and 2021 Student Number are required to complete all Admission and Enrollment Credentials.

Enrollment for the Third Term of AY 2021-2022 will be subject to clearance by the Registrar's Office.

Those with deficiencies will not be allowed to perform course sectioning.

As a COVID-19 precautionary measure, appointment will be required for all on-site transactions.

1. Original Copy of the G11 report card
2. Student Permanent Record (F137)
3. Photocopy of the PSA/NSO Birth Certificate
4. Certificate of Good Moral Character
5. Valid ID's of the Parents and Guardian
6. Colored ID Picture with White Background
7. Duly signed Fraternity Waiver Forms
8. Statement of Compliance Form

[Set an Appointment](#)



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

Follow these [mailing instructions](#).



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