



# ENROLLMENT

## 3RD TERM S.Y. 2011-2012

### I. SCHEDULE

DATE	BATCH	OnEMCL opens on	OnEMCL closes on	on-campus ENCODING
Dec. 21	2007, 2008, 2009	Dec. 20 at 05:00PM	Dec. 21 at 05:00PM	R209, R210, R214
Dec. 22	2010	Dec. 21 at 05:00PM	Dec. 22 at 05:00PM	R214, R314
Dec. 23	2011, Shifters & Transferees	Dec. 22 at 05:00PM	Dec. 23 at 05:00PM	R214, R314

### Late Registration

DATE	BATCH	ENCODING CENTERS
Dec. 22	2007, 2008, 2009	R209, R210
Dec. 23	2007, 2008, 2009, 2010	R209, R210

### II. REGISTRATION PROCEDURE

#### STEP 1: VALIDATION OF SCHOLARSHIPS

- » For scholars, proceed to the Center for Scholarships and Financial Assistance at the Office for Student Services for validation of scholarships.

#### STEP 2: ENCODING OF COURSES

- » Students with back account must settle their balances first at the Office of the Treasurer before proceeding to the encoding centers.
- » Go online and login to OnEMCL or proceed to the encoding centers. Reserved slot is valid up to **2 working days, clearing time is at 05:00pm**. Reservations made on December 22 or 23, 2011 are valid until January 03, 2012, at 5:00pm.
- » OnEMCL closes per batch as scheduled. Late registrants must proceed to R209 & R210 to encode courses and reserve slots. **Printing station is at R208.**

#### STEP 3: PAYMENT OF FEES AND RELEASE OF CERTIFICATE OF MATRICULATION


- » Proceed to Window(s) 8,9,10 & 11 of the Office of the Treasurer to pay your fees and claim your Certificate of Matriculation (CM) at ETY lobby.
- » For other payment channels (e.g. RCBC/RSB over-the-counter payments, Online through RCBC AccessOne, etc.) please refer your inquiries to the Office of the Treasurer at (049) 832-4056 or (049) 832- 4000 loc. 1111.

### III. REVISION OF COURSE LOAD & ABOLISHED SECTIONS

- » Proceed to Window(s) 3,5 & 6 of the Office of the College Registrar, to process your revision(s) anytime until January 12, 2012.
- » Abolished sections shall be posted on the first week of classes. See the Dean/Program Chair concerned immediately for advising.

You may get your **FINAL GRADE REPORT (FGR)** anytime during enrollment at 2nd floor, JP Rizal Bldg.

**START OF CLASSES - JANUARY 05, 2012**

  
**ROCHELLE C. PULIDO-DINEROS**  
COLLEGE REGISTRAR