



REMINDERS FOR OLD STUDENTS 2nd TERM S.Y. 2010-11

- I. FGR DISTRIBUTION & REGISTRATION WILL ALL BE DONE DURING YOUR RESPECTIVE SCHEDULE. ENCODING OF COURSES SHALL TAKE PLACE AFTER CLAIMING YOUR FGR. PLEASE REFER TO THE TABLE BELOW

A. Schedule

DATE	PROGRAMS	FGR DISTRIBUTION	ENCODING CENTERS
Sept. 13	AM- BATCH 2010 (ACT,HRM,ENT,TM,CS,DAD,IT)	2 ND flr. lobby, J.P Rizal Bldg.	Rm 209 and 212
	PM- BATCH 2010(ALL ENGINEERING PROGRAMS)	2 ND flr. lobby, J.P Rizal Bldg.	Rm 209 and 212
Sept 14	AM- BATCH 2009 (ACT,HRM,ENT,TM,CS,DAD,IT)	2 ND flr. lobby, J.P Rizal Bldg.	Rm 209 and 212
	PM- BATCH 2009(ALL ENGINEERING PROGRAMS)	2 ND flr. lobby, J.P Rizal Bldg.	Rm 209 and 212
Sept. 15	AM- BATCH 2008 (ACT,HRM,ENT,TM,CS,DAD,IT,ST)	2 ND flr. lobby, J.P Rizal Bldg.	Rm 209 and 212
	PM- BATCH 2008(ALL ENGINEERING PROGRAMS)	2 ND flr. lobby, J.P Rizal Bldg.	Rm 209 and 212
Sept. 16	AM- BATCH 2007 (ACT,HRM,ENT,TM,CS,DAD,IT)	2 ND flr. lobby, J.P Rizal Bldg.	Rm 209 and 212
	PM- BATCH 2007(ALL ENGINEERING PROGRAMS)	2 ND flr. lobby, J.P Rizal Bldg.	Rm 209 and 212
Sept. 17	ALL BATCHES (MT/MARE/MMA)	2 ND flr. lobby, J.P Rizal Bldg.	Rm 209 and 212
Sept. 18	LATE ENROLLEES	2 ND flr. lobby, J.P Rizal Bldg.	Rm 209 and 212

FGR Distribution

- ✚ Only **FGRs** of students with no back accounts are for distribution per schedule.
- ✚ **FGRs** of students with back accounts remain with the **OCR (Window 4)** and will only be released upon presentation of receipt of payment.
- ✚ **MCL IDs** are to be presented upon claiming the **FGR**.
- ✚ Parents/Guardians may claim the FGR on student's behalf provided a valid **ID** is presented together with the student's **MCL ID**.

B. Registration Procedure

STEP 1: VALIDATION OF SCHOLARSHIPS

- ✚ For **scholars**, proceed to the Center for Scholarships and Financial Assistance, CMET Office for validation of scholarships. Look for Ms. Riza Cubilla.

STEP 2: ENCODING OF COURSES

- ✚ Proceed to the encoding centers (R209 and R212). Reserved slot is valid up to **48 hours**.
- ✚ Parents requesting to do the encoding of courses on behalf of their children will not be allowed.
- ✚ Late comers will be entertained at **4pm** of the respective schedule.

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

- ✚ Proceed to Window 8, 9, 10, 11 or 12 of the **Office of the Treasurer (OT)** to pay your fees and claim your Certificate of Matriculation (CM) at ETY lobby.

II. REMINDERS TO THOSE WHO INCURRED A GRADE OF INC.

- ✓ Grade completion must be accomplished within the prescribed period as stated in the Student Catalogue.
- ✓ If the student fails to complete the requirements within the prescribed period, the grade of "INC." lapses and the student shall be given a grade of "5.00".
- ✓ The grade of "INC." shall be given a grade of "5.00" should the student opt to re-enroll the course

III. REVISION OF COURSE LOAD

- ✓ Revision of course load will only be entertained from **Sept. 20, 2010 to Sept. 27, 2010**
- ✓ Proceed to Window 2, 3 or 4 of the **Office of the College Registrar (OCR)**, to process your revision(s).

ABOLISHED SECTIONS

- ✓ Abolished Sections shall be posted on the first week of classes.
- ✓ Sections may be abolished if required minimum number of enrolled students is not met. See the Dean/Program Chair concerned immediately for advising.

GLASSES START ON SEPTEMBER 20, 2010.

MS. MA. ROSARIO E. KASAN
College Registrar



OFFICE OF THE COLLEGE REGISTRAR
MALAYAN COLLEGES LAGUNA