



REMINDERS FOR OLD STUDENTS 3rd TERM/SY 2009-10

I. ENROLLMENT

FINAL GRADE REPORT (FGR) DISTRIBUTION ACADEMIC ADVISING AND REGISTRATION WILL ALL BE DONE DURING YOUR RESPECTIVE SCHEDULE (*Please see the table below*)

A. Schedule

DATE	PROGRAMS
December 28	ADVANCE ENROLLMENT (ALL PROGRAMS/BATCHES)
December 29	ADVANCE ENROLLMENT (ALL PROGRAMS/BATCHES)
January 4	AM – Batch 2007 (ALL PROGRAMS) PM - Batch 2008 (ACT, HRM, ENT, TM, IT, CS, DAD, ST) ALL PROGRAMS
January 5	AM – Batch 2008 (ALL ENGINEERING PROGRAMS) PM - Batch 2009 (ALL PROGRAMS, MT/MARE BATCH 2007-2009, SHIFTERS AND LATE ENROLLEES)

B. Procedure

STEP 1: FGR DISTRIBUTION/ACADEMIC ADVISING

Proceed to the assigned room for FGR distribution and course load advising. (*Please see table above.*)

PROGRAM	ADVISER	ROOM
ACT/ENT	E. Mariano/ M. Morandarte	Room 201, 2 nd Flr, J.P. Rizal Hall
HRM/TM	F. Baylon/ M. Ruiz/ R. Austria	Room 202, 2 nd Flr, J.P. Rizal Hall
IT	K. Kikuchi	Room 203, 2 nd Flr, J.P. Rizal Hall
CS	L. De Mesa	Room 204, 2 nd Flr, J.P. Rizal Hall
ST/DAD	E. Red	Room 205, 2 nd Flr, J.P. Rizal Hall
MMA	V. Ventura	Room 206, 2 nd Flr, J.P. Rizal Hall
MT/MARE	A. Monsanto/E. Batalla	Office of CMET Dean, GF J.P. Rizal Hall
ECE/CpE	R. Bitor	Room 300, 3 rd Flr, J.P. Rizal Hall
CE/IE	H. Del Pilar	Room 301, 3 rd Flr, J.P. Rizal Hall
CHE/ECE	M. Songsong	Room 302, 3 rd Flr, J.P. Rizal Hall
ME/EE	O. Perez	Room 303, 3 rd Flr, J.P. Rizal Hall

Notes:

STEP 2: VALIDATION OF SCHOLARSHIPS

- ✚ For **scholars**, proceed to the **Office of the Prefect of Students (OPS)** at the 2nd floor of ETY building for validation of scholarships.

STEP 3: ENCODING OF COURSES

- ✚ Proceed to the encoding centers (R209 and R212). Registration is on a “first-come-first-served basis”.
- ✚ Reserved slot is valid up to **48 hours**
- ✚ Enrollees who are late on their respective schedules of enrollment will be entertained at 4:00 to 5:00 of the succeeding days

STEP 4: PAYMENT OF FEES AND RELEASE OF CERTIFICATE OF MATRICULATION

- ✚ Proceed to Windows 4 and 5 of the **Office of the Treasurer (OT)** to pay your fees and claim your Certificate of Matriculation (CM)

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

- ✓ The grade of “INC.” must be completed within the succeeding term
- ✓ 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

I. REVISION OF COURSE LOAD

- ✓ Revision of course load will only be entertained from **January 6, 2010 to January 15, 2010**.
- ✓ Proceed to Window 1 or 2 of the **Office of the College Registrar (OCR)**, to process your revision(s).

II. ABOLISHED SECTIONS

- ✓ Abolished Sections shall be posted from **January 6, 2010 to January 9, 2010**.
- ✓ Sections may be abolished if required minimum number of enrolled students is not met. See the Dean/Dept Chair concerned immediately for advising.

GLASSES START ON JANUARY 6, 2010.



OFFICE OF THE COLLEGE REGISTRAR
MALAYAN COLLEGES LAGUNA