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A MAPÚA SCHOOL

BUILDING PROFESSIONALS
Office for Academic Services

REGISTRAR'S OFFICE

Important Reminders for
College Enrollment

Third Term AY 2021-2022

Revision Date: March 3, 2022

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Interim Enrollment Procedures

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DISCLAIMER:

The procedures set herein are temporary which means that it will only be observed upon publication starting March 10, 2022. The guidelines are specifically issued for the **Enrollment Period of Third 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.

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Calendar of Activities for College Students
Third Term
A.Y. 2021-2022

MARCH 2022

Date	Day	Activity
10	THU	Start of Course Enlistment (9:00 PM)
12	SAT	Cyber Talk - Enrollment Guidelines For 3T 2021 (10:00 AM - 12:00 NN)
12	SAT	End of Course Enlistment (1:00 PM)
14	MON	Cyber Talk - Enrollment Guidelines For 3T 2021 (10:00 AM - 12:00 NN)
15	TUE	Course Sectioning – Batch 2021*
15	TUE	Opening of Application for Study Overload for Graduating Students, Special Classes and Enrollment of Courses with Prerequisite Issues
16	WED	Course Sectioning – Batch 2020*
17	THU	Course Sectioning – Batch 2019*
18	FRI	Course Sectioning – Batch 2018 and Prior*
19	SAT	Revision of Course Load, etc.
21	MON	**START OF CLASSES**
28	MON	Deadline of Submission of the following Requests to the College: • Revision of Course Load • Petition for Special Classes • Request to Enroll Course with Prerequisite • Late Enrollment

APRIL 2022

Date	Day	Activity
2	SAT	Deadline for Cancellation of Enrollment with Refund
4	MON	Deadline for Request for Section Balancing
5	TUE	Posting of List of Abolished and Fused Section(s) after Section Balancing
5	TUE	Post-Enrollment System Clean-up

APRIL 2022

Date	Day	Activity
14-16	THU to SAT	LENTEN BREAK

MAY 2022

Date	Day	Activity
9	MON	Deadline for Dropping of Courses
9	MON	Deadline for Cancellation of Enrollment without Refund
16	MON	Deadline for Application of Shifting to Another Program
30	MON	Deadline for Submission of Credit Evaluation for Shifters

JUNE 2022

Date	Day	Activity
4	SAT	**LAST DAY OF REGULAR CLASSES**
4	SAT	Deadline for Submission of Completion Grades
6	MON	Rest Day / Make-Up Classes / Alternative Activities
7-10	TUE to FRI	**FINAL EXAMINATIONS**
15	WED	Viewing of Final Grades (after 6:00 PM)

*Course Sectioning Schedule:

6:00 AM to 12:00 NN for CAS/CCIS/CMET/ETYCB

12:01 NN to 6:00 PM for MITL

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Commission on Higher Education (CHED)'s Memorandum Order No. 4, Series of 2020: *Guidelines on the Implementation of Flexible Learning*

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Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

OFFICIAL RELEASE
CHED Central Office
RECORDS SECTION
C.P. Garcia Ave., U.P. Diliman, Q.C.

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]

Joint CHED and DOH Memorandum Circular No. 2021-004

Guidelines on the Implementation of Limited Face-to-Face Classes for All Programs

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Republic of the Philippines
COMMISSION ON HIGHER EDUCATION
DEPARTMENT OF HEALTH

JOINT MEMORANDUM CIRCULAR
No. 2021 - 004

SUBJECT : GUIDELINES ON THE IMPLEMENTATION OF LIMITED FACE-TO-FACE CLASSES FOR ALL PROGRAMS OF HIGHER EDUCATION INSTITUTIONS (HEIs) IN AREAS UNDER ALERT LEVELS SYSTEM FOR COVID-19 RESPONSE

I. BACKGROUND

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994", CHED-DOH Joint Memorandum Circular (JMC) No. 2021-001 on the *Guidelines for the Gradual Reopening of Campuses of Higher Education Institutions for Limited Face-to-Face Classes During the COVID-19 Pandemic*, Inter-agency Task Force (IATF) for the Management of Emerging Infectious Diseases Guidelines on the *Nationwide Implementation of Alert Levels System for COVID-19 Response*, allowing the conduct of limited face-to-face classes for higher education in areas under Alert Level System 1, 2 and 3, and IATF Resolution No. 148-G, approving the phased implementation of limited face-to-face classes for all programs

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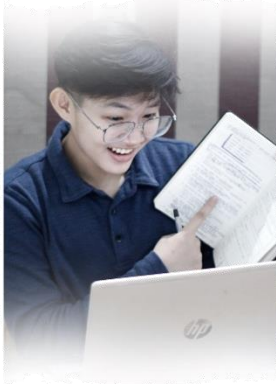
FACE-TO-FACE   SYNCHRONOUS   ASYNCHRONOUS

Choose your own learning experience.

MCL HYFLEX LEARNING

Malayan Colleges Laguna – A Mapua School will implement hybrid flexible instructional approach that combines face-to-face and online learning.

To know more about MCL HyFlex, read the **frequently asked questions** posted in the website.

MCL's Hybrid Flexible Instructional Delivery

Guidelines and Procedures for

Remote Enrollment

Academic Year 2021-2022 | Third Term

SAFEGUARDING ACCESS TO MCL-ISSUED ACCOUNTS:

All students are reminded to secure their MCL-issued accounts such as 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.

Data Privacy Protection Measures

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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.**

✉ EMAIL DIRECTORY

REMINDER: Use the **non-LIVE email address** of your Program Chair/ Dean (Example: use jdelacruz@mcl.edu.ph, **not** jdelacruz@live.mcl.edu.ph).

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REGISTRAR'S OFFICE

ENROLLMENT TRANSACTIONS VIA EMAIL:

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

✉ EMAIL DIRECTORY

REMINDER: Use the **non-LIVE email address** of your Program Chair/ Dean (Example: use jdelacruz@mcl.edu.ph, **not** jdelacruz@live.mcl.edu.ph).

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ENROLLMENT TRANSACTIONS and INQUIRIES FOR THE COLLEGES

1. Course-related inquiries
2. Course offering (e.g. what to enroll, etc.)
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

REMINDER: Use the **non-LIVE email address** of your Program Chair/ Dean (Example: use jdelacruz@mcl.edu.ph, **not** jdelacruz@live.mcl.edu.ph).

Enrollment-Related Inquiries

REGISTRAR'S OFFICE

ENROLLMENT TRANSACTIONS and INQUIRIES FOR THE COLLEGES

- To ensure that your enrollment concerns will be attended to, **send emails during office hours (i.e. 8:30 AM to 4:30 PM), Mondays to Fridays.**

- Expect replies in the next 24 hours.

✉ EMAIL DIRECTORY

REMINDER: Use the **non-LIVE email address** of your Program Chair/ Dean (Example: use jdelacruz@mcl.edu.ph, **not** jdelacruz@live.mcl.edu.ph).

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ENROLLMENT TRANSACTIONS WITH 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

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Regular Students

- without any failed grade in the previous term/s.
- on track with his/her curriculum and program of study.
- Academic advising is optional.

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.

Academic Advising during the Enrollment Period:

- Academic advising **from the respective program chairs** is available on the following schedule:

  ➢ March 14 to 18, 2022 (Mondays to Fridays 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.

Enrollment Advising

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 manually enroll the student.
- Courses that will appear in OneMCL during the course sectioning period must be enrolled online (i.e. no need for manual enrollment).

While advising may be done as early March 14, 2022; manual enrollment to courses as advised by the College will start on March 19, 2022 after the course sectioning period for all batches.

Enrollment Advising

Manual Enrollment after Academic Advising

- Applicable to the following:

    ➢ **Irregular students** who wish to enroll on full load. Case like this must be evaluated by the Program Chair/ Dean during the academic advising for enrollment.
    ➢ **Regular students who were not able to do course sectioning due to pending clearance** with the Treasury Office or the Registrar's Office.
    ➢ **Late enrollees**

Online Course Enlistment

START **Mar 10, 2022** (9:00 PM) until

END **Mar 12, 2022** (1:00 PM)

through **OnEMCL**

Students are **required** to participate in the Course Enlistment to be able to:
- Perform course sectioning as scheduled
- Inform of the Colleges and servicing departments about the courses that you wish to enroll (subject to approval of the College if it is not a regular offering).

Important Dates for Enrollment

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✓ 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 course and class/section.

✓ In course enlistment, students select courses that they plan to take for the current term.

Reminders on Online Course Enlistment

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- ✓ 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.

- ✓ If the selected courses during the enlistment did not appear with a class/section during course sectioning, it means that it is not offered for the term.

Reminders on Online Course Enlistment

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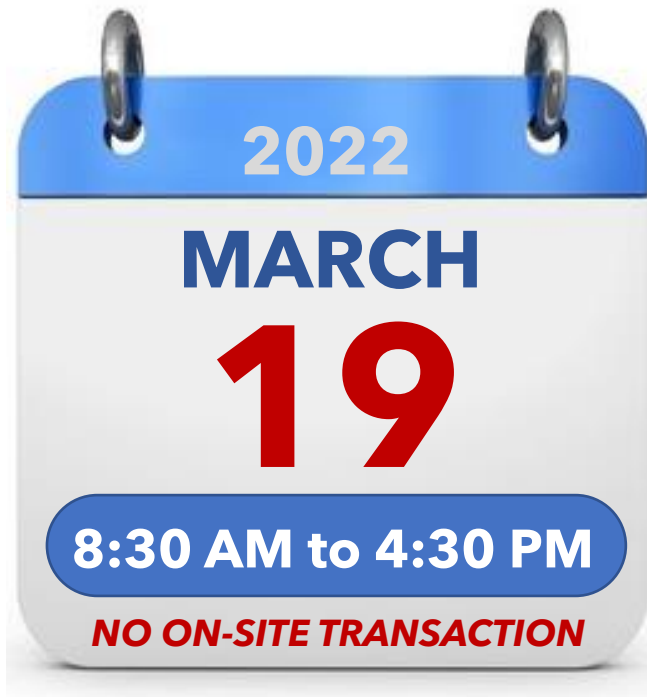- ✓ Course sectioning is where students plan and decide on their class schedule and courses to take for the current term.

- ✓ 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 subject to the approval of the Vice-President for Academic Affairs.

Reminders on Online Course Sectioning

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2022

MARCH

19

8:30 AM to 4:30 PM

NO ON-SITE TRANSACTION

Revision of Course Load

via Manual Enrollment after Advising

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

REGISTRAR'S OFFICE

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

Step 1

Student request for **revision of course load** through this online advising form.

The College endorses the request to the Registrar's Office for manual enrollment.

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

Procedures for Revision of Course Load

✓ 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.

Procedures for Revision of Course Load

REGISTRAR'S OFFICE

2022

MARCH
19

8:30 AM to 4:30 PM

NO ON-SITE TRANSACTION

Late Enrollment
via Manual Enrollment after Advising

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:

   REQUEST FOR LATE ENROLLMENT

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

Important Dates for Enrollment

Office for Academic Services

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

Request for Late Enrollment

REGISTRAR'S OFFICE

2022

MARCH
15-18

8:30 AM to 4:30 PM

NO ON-SITE TRANSACTION
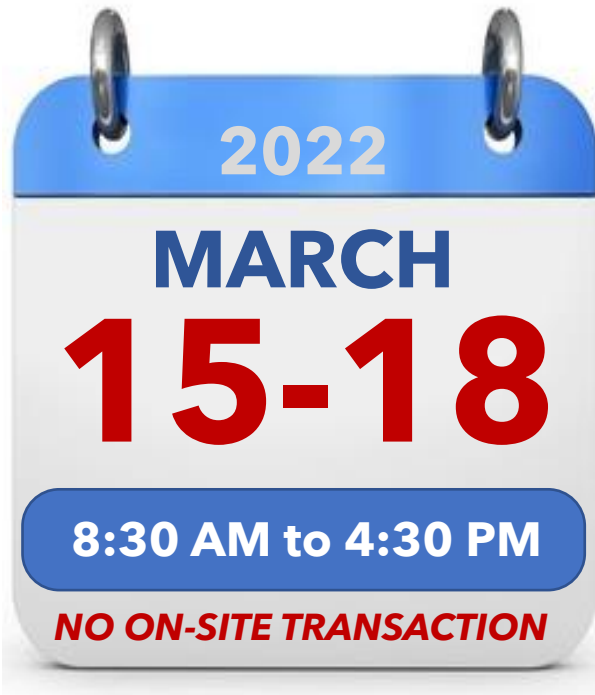
Request to Offer a Special Class
via Manual Enrollment after Advising

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.

LOAD REVISION FORM

Important Dates for Enrollment

Office for Academic Services

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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 OVPAA.

Step 4
The OVPAA 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

Petition for Special Class

REGISTRAR'S OFFICE

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

Step 5

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

Enrollment to an Approved Special Class

- A student is allowed to enroll for a **maximum of 16 units** for the Third Term through OneMCL.
- Those who are scheduled to take more than 16 units for the current term as per approved curriculum will be properly advised by the Program Chair/ Dean for manual pre-loading.
- Graduating students with more than 16 units of courses to be taken may seek academic advising from the Program Chair for Study Overload.

Study Overload for Graduating Students

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✓ Upon the advise and instruction of the College (through the Dean or Program Chair).

✓ Students must add other courses to enroll and finalize before the end of the course sectioning schedule.

✓ Students are not allowed to remove the pre-loaded courses without the advise of the Program Chair and/or Dean.

Manual Pre-Loading of Courses

By default, students **must finalize their course load during the online course sectioning through OneMCL.**

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 but there is a change in mode of payment.

Request to Manually Finalize Course Load

Office for Academic Services

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

REQUEST TO FINALIZE COURSE LOAD

Late enrollment penalty of PHP 100.00 will be charged.

Request to Manually Finalize Course Load

REGISTRAR'S OFFICE

If the course load has been finalized and the student has decided to make any change to it, the following must be done:

Step 1	Step 2
Student pays the assessed fees reflected in OneCL **within 48 hours** via the online payment channels or on-site/over-the-counter payments by appointment.	Follow procedures in **REVISION OF COURSE LOAD.**

Request to Manually Finalize Course Load

- Re-enrollment of courses with pending IP grades may be done through manual enrollment through the Registrar's Office (RO) provided, advising is given by the Program Chair/Dean.

- Follow the procedures on Revision of Course Load. On-site transaction for enrollment concerns is not available.

Re-Enrollment of Courses with IP Grades

REGISTRAR'S OFFICE

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 must follow the procedures for **revision of course load.**

Re-Enrollment of Courses with IP Grades

REGISTRAR'S OFFICE

✓ 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.

REGISTRAR'S OFFICE

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.
- Enrollment after March 18, 2022.

Late Enrollment Penalty

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Scholarship Validation
through the Student Affairs Office (SAO)

Office for Academic Services

- Selection is based on the obtained Term Weighted Average (TWA) of the students in the 2nd 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 the Student Affairs Office (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.
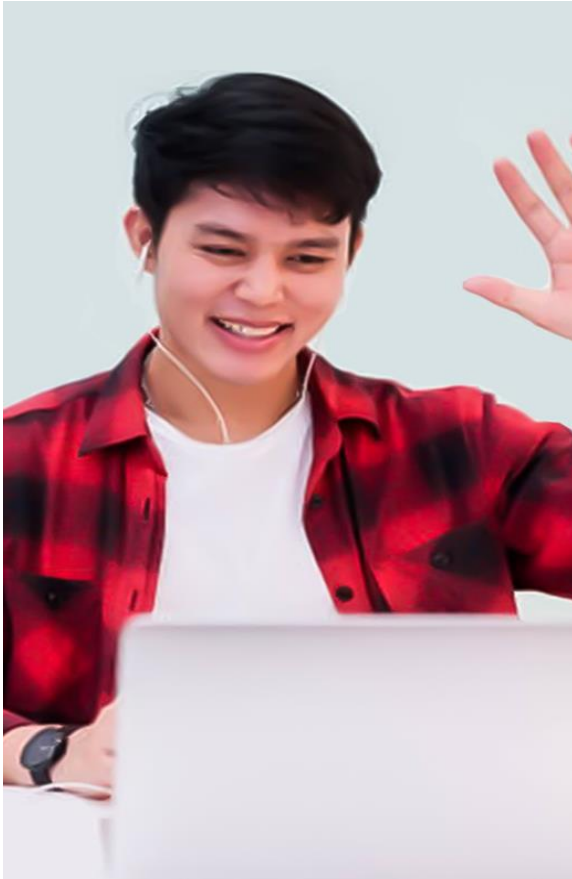
Academic Scholarship

- 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.

Athletic Scholarship

REGISTRAR'S OFFICE

- Old and new grantees of the YGC/Ayala Promotional Discounts and MCL Study Aid must submit the requirements via email **to Ms. Edelweiss O. Armando (eoarmando@mcl.edu.ph)** until the end of the enrollment period.

YGC Promotional Discount and MCL Study Aid

For inquiries on scholarship availment please email:

Ms. Edelweiss O. Armando
(Email: eoarmando@mcl.edu.ph)

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

Inquiries on Scholarships

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Payment of School Fees

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

REGISTRAR'S OFFICE

On-Site Over-the-Counter Payments

CASH PAYMENTS

Philippine peso and US dollar.

CHECK PAYMENTS

Dated checks payable to **MALAYAN COLLEGES LAGUNA, INC.;** 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.

STRICTLY BY APPOINTMENT

BOOK AN APPOINTMENT

Payment of School Fees

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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.

RCBC Bankard
We believe in you.

mastercard

VISA

Payment of School Fees

Online Payment Channels

with real-time posting arrangements
Student Number and Complete Name are required.

RCBC Bankard
We believe in you.

VISA

mastercard

COMPLETE PAYMENT INSTRUCTIONS   CLICK HERE

Payment of School Fees

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Online Payment Channels

Student Number and Complete Name are required.
Payment will be posted on the next business day after the payment is made.

RCBC Online Banking

COMPLETE PAYMENT INSTRUCTIONS **CLICK HERE**

Payment of School Fees

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Online Payment Channels

Student Number and Complete Name are required.
Convenience fee and applicable terms and conditions apply.

PayMaya	GCash
Same-day-posting	Next-day posting

COMPLETE PAYMENT INSTRUCTIONS <u>**CLICK HERE**</u>

Office for Academic Services

Off-Campus Payment Channels

Student Number and Complete Name are required.

P 15.00 convenience fee applies. Payment will be posted on the next business day after the payment is made

OVER-THE-COUNTER

COMPLETE PAYMENT INSTRUCTIONS **CLICK HERE**

Payment of School Fees

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Financial Assistance
through BUKAS Student Loan Program

Office for Academic Services

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

APPLY FOR A
BUKAS LOAN

Bukas

BUKAS Student Loan Program

Enrollment Support and Helplines

Interim Enrollment Procedures

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Office for Academic Services

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CYBERTALKS

Virtual Helpdesk for Enrollment

March 12, and 19, 2022
9:00 AM to 11:00 AM
1:30 PM to 3:30 PM

CLICK TO ENTER THE ROOM

zoom

Meeting ID: 972 1150 2018
Passcode: academic

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

| **Mobile Helplines Smart / TNT:** (0918) 992-9591 | **Email:** registrar@mcl.edu.ph |

Mondays to Fridays | 8:30 AM to 4:30 PM
Saturday (March 19 and 26) | 8:30 AM to 4:30 PM

Enrollment Helplines

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Office for Academic Services

REGISTRAR'S OFFICE

To request documents from the **Registrar's Office:**

Fill up this <u>online form</u>.

Registrar's Office (RO)
Malayan Colleges Laguna

Online Request for Documents

CLICK HERE

Enrollment Helplines

For OneMCL concerns, please contact the

Information Technology Services Office (ITSO) Helpdesk:

Email: helpdesk@mcl.edu.ph

Enrollment Helplines

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

Email: SAO@mcl.edu.ph

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REGISTRAR'S OFFICE

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

Follow these <u>mailing instructions.</u>

REGISTRAR'S OFFICE

ADVANCE NOTICE

New Procedure for Online Enrollment
Effective First Term, Academic Year 2022-2023

For the re-enrollment of current students with Student 2020 and 2021, a new procedure on pre-loading will be implemented for First Term, Academic Year 2022-2023.

In this new procedure, course sectioning will be limited to selection or sections and finalization of course load.

Complete guidelines on the procedures will be released during the Midyear Term.

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Office for Academic Services

REGISTRAR'S OFFICE

ADVANCE NOTICE

New Procedure for Online Enrollment
Effective First Term, Academic Year 2022-2023

All students who are enrolled for the Third Term, AY 2021-2022 will be required to participate in the Faculty Evaluation for Students as a requirement for Course Enlistment for AY 2022-2023.

REGISTRAR'S OFFICE

ADMISSION AND ENROLLMENT DOCUMENTARY REQUIREMENTS:

1. Original Copy of the G12 report card
2. Photocopy of the PSA/NSO Birth Certificate
3. Certificate of Good Moral Character
4. Valid IDs of the Parents and Guardian
5. Colored ID Picture with White Background
6. Duly signed Fraternity Waiver Forms
7. Statement of Compliance Form
8. Student Permanent Record (F137)

Conditional Enrollment
for Students for Admission Deficiencies

Please be reminded that all students with pending submission of requirements during his/her new student admission and enrollment will not be allowed to enroll for School Year 2022-2023 without completing all requirements until April 30, 2022.

To check the completeness of your records, please email: **registrar@mcl.edu.ph.**

Other Advisories and Advance Information

REGISTRAR'S OFFICE

Releasing of School ID
for Batch 2020 and 2021

The Registrar's Office is sending emails to students with available IDs for releasing. A number of students still cannot get their IDs due to non-submission of ID photo.

To inquire about the availability of your ID card, please email: **registrar@mcl.edu.ph.**

Other Advisories and Advance Information

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Completion of Courses

C and INC grades obtained during the Second Term, AY 2021-2022

PROCEDURE	INCLUSIVE DATES	RESPONSIBILITY OF
Request to Complete	April 5 to May 21, 2022	Student (after consultation with the Instructor)
Reporting of Completion Grade	April 5 to June 4, 2022	Faculty Member (after submission of completion request and task)

Completion of Courses

C and INC grades obtained during the Second Term, AY 2021-2022

1. Students may start consulting with the Course Instructor on how to process request to complete a course as soon as the INC/C grade is reflected in OneMCL.

2. Online request for course completion must be filed by the student with the Registrar's Office before the deadline.

Completion of Courses
C and INC grades obtained during the Second Term, AY 2021-2022

3. The Instructor must ensure the submission of the complete grade report form to the Registrar's Office before the deadline.

4. Students may coordinate with the Instructor about the submission of the completion grade report form.

5. Pending C and INC Grades will be converted to a failing mark after June 4, 2022.

Other Advisories and Advance Information

REGISTRAR'S OFFICE

Links to Enrollment Forms

- Advising Form for Revision of Course Load
- Request for Manual Enrollment
- Request to Finalize Course Load

Other Forms:

- Request for On-Site Appointment
- Online Request for Documents

EMAIL DIRECTORY

Interim Enrollment Procedures