GRADUATE PROGRAM

ENROLLMENT GUIDELINES, FIRST SEMESTER, SY 2020-2021

1. Students must send a letter of intent to enroll to their Chairperson through email.
2. Chairperson advises the students on the courses to be taken.
3. Chairperson forwards the list of students to Ms. Grace de Rosas of the Office of the Registrar and attach the following:
   - Courses/subjects to be taken by each student
   - Email address of each student
   - Mobile number
4. Ms. Grace de Rosas sends communication to the students on the list for confirmation before registering them via RIBS.
5. Once registered, Ms. Grace de Rosas sends the registration forms and payment details.
6. Once paid, students must send the scanned copy of their deposit slip as proof of payment to the following:

<table>
<thead>
<tr>
<th>Treasury Office</th>
<th><a href="mailto:mctreasury@mc.edu.ph">mctreasury@mc.edu.ph</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Accounts Office</td>
<td><a href="mailto:mcaccounting@mc.edu.ph">mcaccounting@mc.edu.ph</a></td>
</tr>
<tr>
<td>Office of the Registrar</td>
<td><a href="mailto:college_registrar@mc.edu.ph">college_registrar@mc.edu.ph</a></td>
</tr>
</tbody>
</table>

7. For the schedule of classes, students must coordinate with their Chairperson and/or College Technical Assistant.

Please be guided accordingly.