Online Enrollment

User manual

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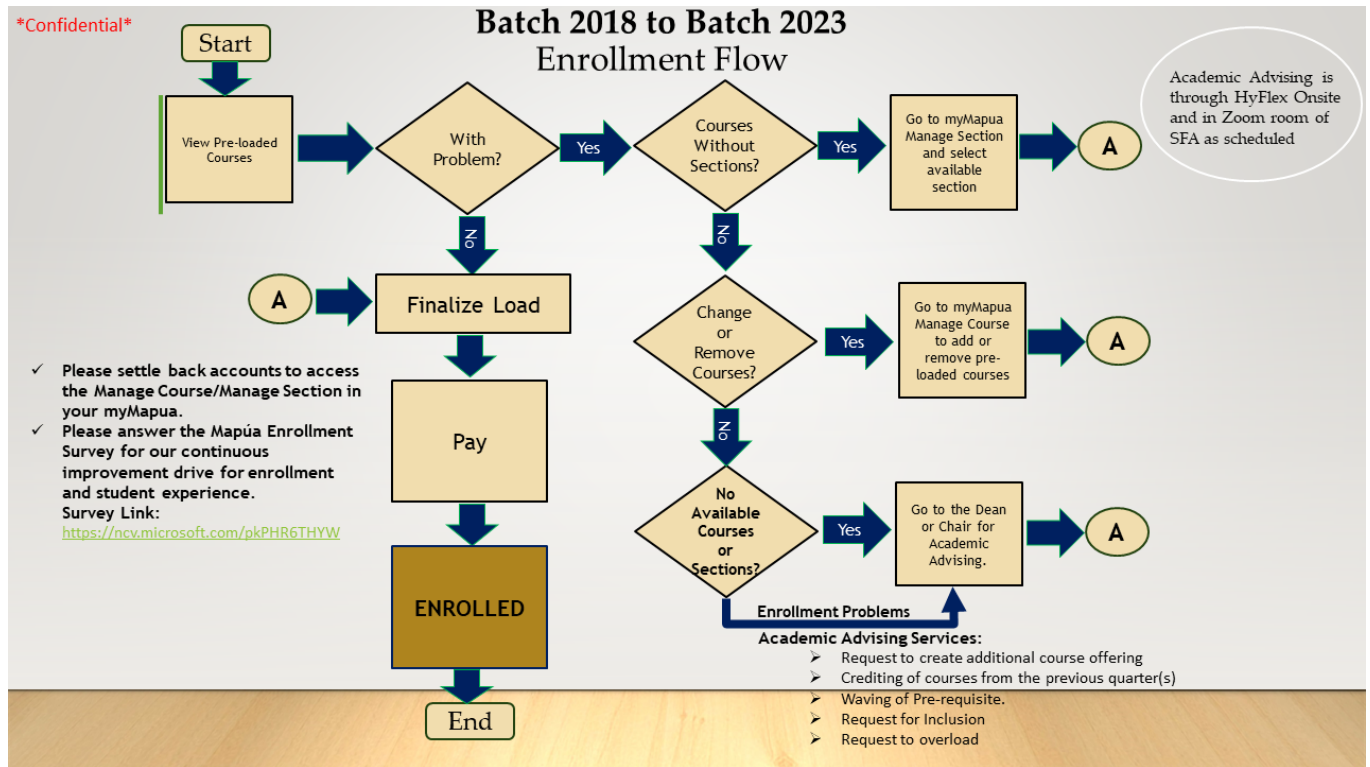*Online Enrollment User Manual*

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Online Enrollment Flow

Batch 2018 to Batch 2023
Enrollment Flow

Start

View Pre-loaded Courses

With Problem?

Yes

Courses Without Sections?

Yes

Go to myMapua Manage Section and select available section

A

Academic Advising is through HyFlex Onsite and in Zoom room of SFA as scheduled

No

No

A

Finalize Load

Change or Remove Courses?

Yes

Go to myMapua Manage Course to add or remove pre-loaded courses

A

No

Pay

No Available Courses or Sections?

Yes

Go to the Dean or Chair for Academic Advising.

A

ENROLLED

Enrollment Problems

End

✓ Please settle back accounts to access the Manage Course/Manage Section in your myMapua.
✓ Please answer the Mapúa Enrollment Survey for our continuous improvement drive for enrollment and student experience.
Survey Link:
https://ncv.microsoft.com/pkPHR6THYW

Academic Advising Services:
➤ Request to create additional course offering
➤ Crediting of courses from the previous quarter(s)
➤ Waving of Pre-requisite.
➤ Request for Inclusion
➤ Request to overload

Confidential

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Detailed Enrollment Process

1. Log in to your myMapua account.
2. Go to Manage Course
   a. Under Add Course select the desired course to enroll by checking the checkbox.
   b. Click the Add Course Button.

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c. Selected courses will be shown on the upper portion same as shown below.

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3. Go to Manage Section
   a. Select the course you want to have section.
   b. Select Sections in the Available Sections pane, then click the **Assign** button.

4. Finalize Load
   a. Remove or assign sections to all courses that do not have section before finalizing.
   b. Select Payment Mode.
   c. Click Finalize

NOTE: If there are needed changes you can revert finalizing your load by clicking the Unfinalize Load.

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Finalization

Current Load

Course Code	Course Title	No. of Units	Section	EQ Course
EMG204	RESEARCH METHODS WITH APPLIED STATISTICAL ANALYSIS AND DESIGN	3	COM	IE203
EMG213	PRODUCTION AND OPERATIONS MANAGEMENT	3	COM_T	
EMG272P	SUPPLY CHAIN MANAGEMENT	3	NS	EMG272P-OL
	Total Unit(s): 9 Total Hr(s): 13.5			

LEGEND: **IP** - In Progress   **NS** - No Section

NOTE: Please ensure that courses with co-requisites have sections, and paired courses have the same section, before finalizing to avoid inconveniences like force dropping of affected course.
If you want to add additional courses to maximize your allowable units or if there are any problems, go to the Dean or Program Chair for Advising. Else proceed to payment.

Payment Mode ● Full Payment ○ Installment 1 ○ Installment 2

Scholarship   None

Discounts	
Tuition Discount	0
Misc Discount	0
LFD Discount	0
Total Discount	0

Charges	
Tuition Fee	
Misc Fee	
LFD Fee	
Total Charge	
Total Balance	

There are course(s) that have no assigned sections. Please remove or assign sections to these courses before finalizing.

Finalization

Current Load

Course Code	Course Title	No. of Units	Section	EQ Course
EMG204	RESEARCH METHODS WITH APPLIED STATISTICAL ANALYSIS AND DESIGN	3	COM	IE203
	Total Unit(s): 3 Total Hr(s): 4.5			

LEGEND: **IP** - In Progress   **NS** - No Section

NOTE: Please ensure that courses with co-requisites have sections, and paired courses have the same section, before finalizing to avoid inconveniences like force dropping of affected course.
If you want to add additional courses to maximize your allowable units or if there are any problems, go to the Dean or Program Chair for Advising. Else proceed to payment.

Payment Mode ● Full Payment ○ Installment 1 ○ Installment 2

Scholarship   None

Discounts	
Tuition Discount	0
Misc Discount	0
LFD Discount	0
Total Discount	0

Charges	
Tuition Fee	
Misc Fee	
LFD Fee	
Total Charge	
Total Balance	

[Finalize]

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5. Print Generated Schedule and Assessment (GSA)

My Home

Profile
- My Contact Info
- My Grades
- My Schedule
- My Curriculum
- My Password Reset
- Password Registration

Enrollment
- Manage Course
- Manage Section
- Course Request Forms
- Unfinalize Load
- **Print GSA**

Bills & Payments
- Guidelines in Using PayMaya Gateway
- Unsettled Charges
- Payment History

Services

Concern/Feedback

Employee Record

Sign Out

Generated Schedule and Assessment (GSA)

Your Mode of Payment: **FULL**
Your Scholarship(s): **None**

MODE OF PAYMENT	FULL	INSTALLMENT
TUITION FEE		
L/F/D FEES		
MISCELLANEOUS FEE		
REGISTRATION FEE		
LIBRARY FEE		
MEDICAL/DENTAL FEE		
ATHLETIC FEE		
CENTRAL COMPUTER FEE		
I.D. FEE		
P.E. FEE		
ENERGY FEE		
INTERNET FEE		
NSTP FEE		
SWIMMING FEE		
SUPPLEMENTARY FEE		
FOREIGN SERVICE FEE		
APPLICATION FEE		
OTHER FEES		
FOREIGN LANGUAGES		
JAPANESE		
FRENCH		
SPANISH		
MANDARIN		
ADJ. IN MISC.		
TOTAL CHARGES		
FIRST PAYMENT		
SECOND PAYMENT		
THIRD PAYMENT		
TOTAL SCHOLAR'S PAYABLE		

Printable version

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6. Pay Online
   a. Under the Bills & Payments, click **+** then select **Unsettled Charges**. Here, the total amount to be paid will be shown.
   b. Select **MATRICULATION FEE.**
   c. On the Payment Options, select your prefer payment facility. You may refer to the **Guidelines in using PayMaya Gateway** under the same Bills & Payments pane.
   d. For other payment options you may click the link Click for other payment options for detailed guidelines on using these options

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