



MAPÚA
UNIVERSITY

Online Enrollment

User manual

April 2024

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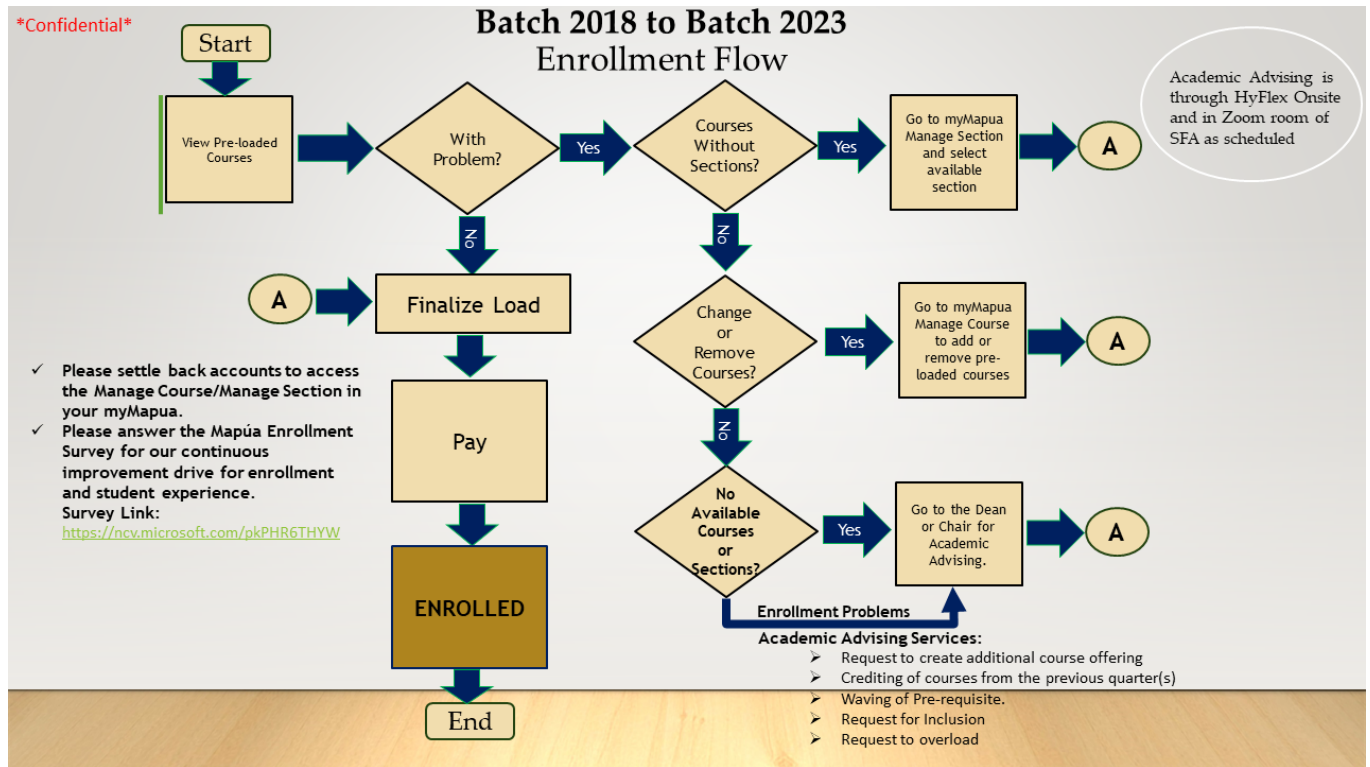
Online Enrollment User Manual

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Online Enrollment User Manual

Online Enrollment Flow



Online Enrollment User Manual

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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School Year: 2018 Term: 3 Indicates the School Year and Term to enroll.

Course Code	Course Title	No. of Units	Section	EQ Course	Remove
Currently no load added					

LEGEND: BC - Back Course IP - Continuing/In Progress

NOTE: Back Course and In Progress can't be removed online. Please see your curricular adviser/s should there be a need to include or remove the course/s.

Add Course Courses Color indicate its current status

Legend: Taken In Current Load Proposed Load Pre-Req Violation Exempted/Credited Remaining Load

Core Courses Electives Specialization

Taken Year [1st](#) [2nd](#) [3rd](#) [4th](#) [5th](#)

Yr	Term	Course Code	Course Title	Lec Hrs	Lab Hrs	Credit Units	Pre-Requisites	Co-Requisites	Paired Courses	Add Course
1	1	EMG210	STRATEGIC MARKETING AND FINANCIAL MANAGEMENT	4.5	-	3				
TOTAL				4.5	0	3				
1	2	EMG202	ADVANCED OPTIMIZATION TECHNIQUES 1	4.5	-	3				
1	2	EMG213	PRODUCTION AND OPERATIONS MANAGEMENT	4.5	-	3				
TOTAL				9	0	6				
1	3	EMG203	ADVANCED OPTIMIZATION TECHNIQUES 2	4.5	-	3	EMG202			<input type="checkbox"/>
TOTAL				4.5	0	3				
1	4	EMG204	RESEARCH METHODS WITH APPLIED STATISTICAL ANALYSIS AND DESIGN	4.5	-	3				<input type="checkbox"/>
1	4	EMG218	QUALITY SYSTEMS MANAGEMENT	4.5	-	3				
TOTAL				9	0	6				

Indicates the Total Units of all selected desired courses. Units 0

Add Course 2. Click Add Course button to add the desired course to enroll.

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

Manage Course

School Year: 2018 Term: 3 Selected Courses will be displayed here.

Course Code	Course Title	No. of Units	Section	EQ Course	Remove
EMG204	RESEARCH METHODS WITH APPLIED STATISTICAL ANALYSIS AND DESIGN	3	COM	IE203	<input type="checkbox"/>
EMG213	PRODUCTION AND OPERATIONS MANAGEMENT	3	COM_T	Check desired course to be removed from the list.	<input type="checkbox"/>
EMG272P	SUPPLY CHAIN MANAGEMENT	3		EMG272P-OL	<input type="checkbox"/>
Total Unit(s): 9 Total Hr(s): 13.5		Click this button to remove checked course(s).			<input type="button" value="Remove"/>

LEGEND: BC - Back Course IP - Continuing/In Progress

NOTE: Back Course and In Progress can't be removed online. Please see your curricular adviser/s should there be a need to include or remove the course/s.

Add Course

Core Courses Electives Specialization Legend

Taken Year [1st](#) [2nd](#) [3rd](#) [4th](#) [5th](#)

Yr	Term	Course Code	Course Title	Lec Hrs	Lab Hrs	Credit Units	Pre-Requisites	Co-Requisites	Paired Courses	Add Course
			STRATEGIC MARKETING AND FINANCIA							

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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.

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Manage Section

My Current Load for School Year: 2018 Term: 3

Below is the list of courses you have selected to take up for the next term. Click on the row to find available section for the selected course.

Note: Rates for tutorial sections ("T" and "M-T") shall be recomputed by the end-of-the 2nd week of classes. Please see the Treasurer's Office for any adjustments by then.

Course Code	Course Title	No. of Units	Section	EQ Course	Remove
EMG204	RESEARCH METHODS WITH APPLIED STATISTICAL ANALYSIS AND DESIGN	3	COM	IE203	<input type="checkbox"/>
EMG213	PRODUCTION AND OPERATIONS MANAGEMENT	3	COM_T		<input type="checkbox"/>
EMG272P	SUPPLY CHAIN MANAGEMENT	3		EMG272P-OL	<input type="checkbox"/>
Total Unit(s): 9 Total Hr(s): 13.5					<input type="button" value="Remove"/>

Available Sections for EMG204

Click the row to view the schedule of a particular section. Click the button to assign a section.

Section	Day	Time	Reserved Slots	Max Slots
COM	S	7:30AM - 12:00PM	1	30

Available:1 Closed:0 Total:1

No Available Sections for EQ IE203

Plot Schedule

	Existing Schedule	Selected Section Schedule	Schedule Conflict				
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:30AM-9:00AM						EMG204/COM	
9:00AM-10:30AM						EMG204/COM	
10:30AM-12:00PM						EMG204/COM	
12:00PM-1:30PM						EMG213/COM_T	
1:30PM-3:00PM						EMG213/COM_T	
3:00PM-4:30PM						EMG213/COM_T	
4:30PM-6:00PM							
6:00PM-7:30PM							

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
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		Charges	
Tuition Discount	0	Tuition Fee	
Misc Discount	0	Misc Fee	
LFD Discount	0	LFD Fee	
Total Discount	0	Total Charge	
		Total Balance	

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

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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
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		Charges	
Tuition Discount	0	Tuition Fee	
Misc Discount	0	Misc Fee	
LFD Discount	0	LFD Fee	
Total Discount	0	Total Charge	
		Total Balance	

Finalize

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5. Print Generated Schedule and Assessment (GSA)

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

myMAPUA

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Payment History
Services
Academic Documents
Downloadable Forms
E-OM
Subscribe to Coursera
LinkedIn Learning
Concern/Feedback
Sign Out

My Payment

SY-Term	Description	Date Charged	Reference Number	Amount	Select
2024 - 1	MATRICULATION FEE	04/20/2024	4513442	[REDACTED]	[REDACTED]

Total Amount Payable: **0.00**

Please choose your payment method:

- Online Payment
- Pay-In-Person
- Financial Aid

RCBC Bankard VISA
LandBank ePaymentPortal
maya
instaPay
RCBC
CEBUANA L'HULLIER
GCash

Note: LandBank ePaymentPortal can only be viewed using the latest version of Google Chrome, Mozilla Firefox, and Safari.

[Payment Channels and Procedures](#)

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