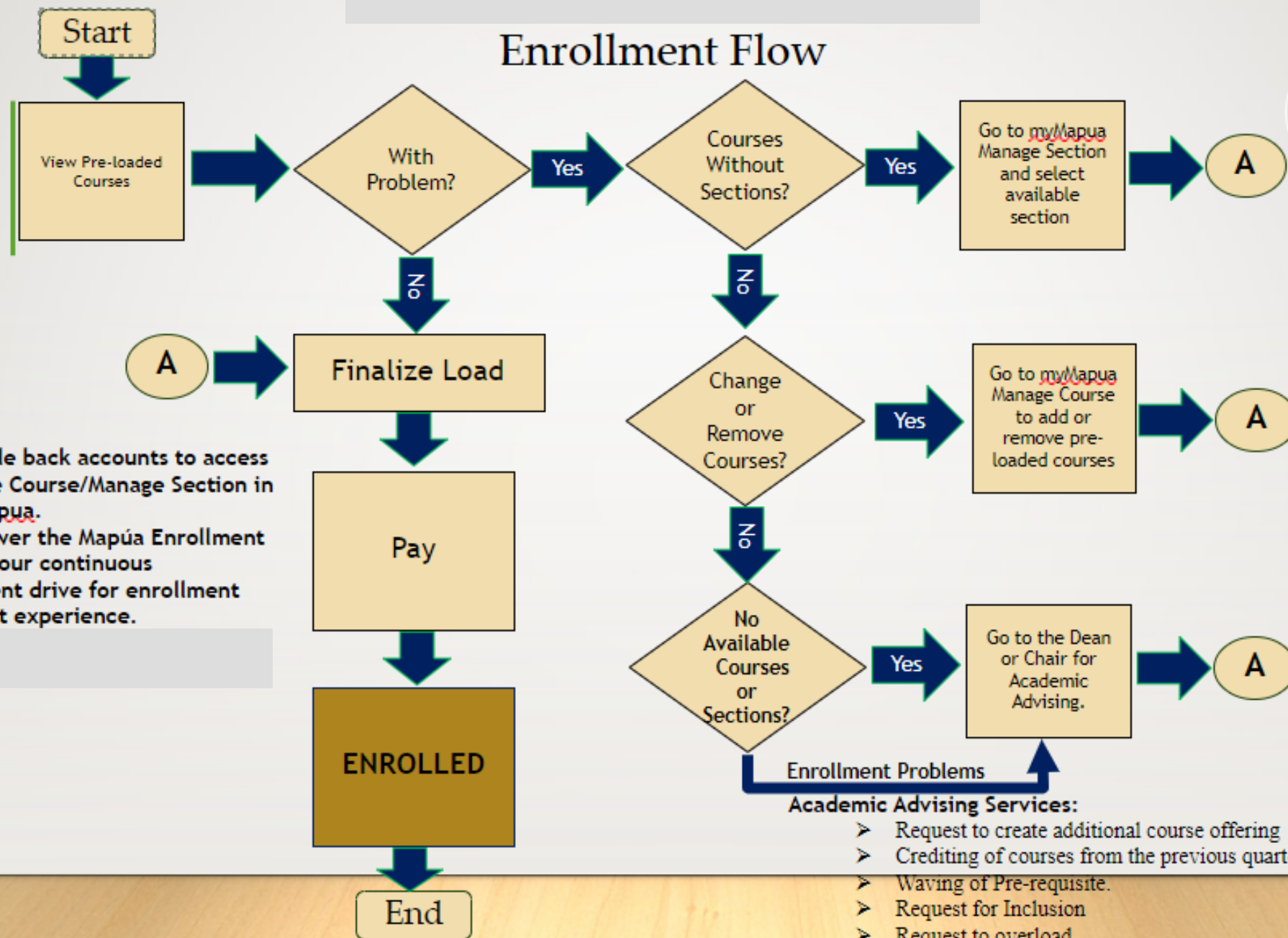


Confidential

Enrollment Flow



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

- ✓ 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.

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

View Pre-loaded Courses


myMAPÚA

- 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
- Finalization
- Unfinalize Load
- Bills & Payments -
- Guidelines in Using PayMaya Gateway
- Unsettled Charges
- Payment History
- Services +
- Concern/Feedback +
- Sign Out

Manage Section

My Current Load for School Year: 2018 Term: 2

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
AR101P	GRAPHICS 1	2			
AR111P	ARCHITECTURAL VISUAL COMMUNICATIONS 1	2			
AR130P	THEORY OF ARCHITECTURE 1	2			
GED101	UNDERSTANDING THE SELF	3	A10		
GED108	ART APPRECIATION	3	A80		
NSTP200	NATIONAL SERVICE TRAINING PROGRAM 2	1.5		CWTS101, ROTC101	☐
Total Unit(s): 13.5		Total Hr(s): 31.5			Remove

Plot Schedule

Existing Schedule

Selected Section Schedule

Schedule Conflict

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:30AM-9:00AM	GED108/A80	GED101/A10	GED108/A80	GED101/A10	GED108/A80	GED101/A10	
9:00AM-10:30AM							
10:30AM-12:00PM							
12:00PM-1:30PM							
1:30PM-3:00PM							
3:00PM-4:30PM							
4:30PM-6:00PM							
6:00PM-7:30PM							

Click on Manage Section

Finalize load

Internal Use

Search using Google



My Home

Profile

Enrollment

Manage Course

Manage Section

Course Request Forms

Finalization

Unfinalize Load

Bills & Payments

Services

Concern/Feedback

Sign Out

Finalization

Current Load

Course Code	Course Title	No. of Units	Section	EQ Course
ENT 199R	BUSINESS PLAN IMPLEMENTATION II	5	IP	
Total Unit(s): 5 Total Hr(s): 40				

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		Installment Breakdown	
Tuition Discount	0	Tuition Fee	0	First Payment	0
Misc Discount	0	Misc Fee	0	Second Payment	0
LFD Discount	0	LFD Fee	0	Third Payment	0
Total Discount	0	Total Charge	0		
		Total Balance	0		

Finalize

Click on
Finalization

Choose
Payment
Mode

Click
Finalize



My Home

Profile

Enrollment

Online Enrollment User Manual

Print GSA

Bills & Payments

Guidelines in Using PayMaya Gateway

Unsettled Charges

Payment History

Services

Concern/Feedback

Sign Out

My Payment

SY-Term	Description	Date Charged	Reference Number	Amount	Select
2021 - 4	BACK ACCOUNT	05/18/2022	4120226	6,262.00	☐
2022 - 1	MATRICULATION FEE INITIAL PAYMENT	08/10/2022	4165697	474.00	☐
2022 - 1	MATRICULATION FEE PRELIM PAYMENT	08/10/2022	4165697	4,128.00	☐
2022 - 1	MATRICULATION FEE FINAL PAYMENT	08/10/2022	4165697	4,128.00	☐
				Total: :14,992.00	Select All

Total Amount Payable: 0.00

Please choose your payment method:

Online Payment

Pay-In-Person

Financial Aid

RCBC Bankard

VISA

LANDBANK ePaymentPortal

maya

instaPay

MAPUA UNIVERSITY

RCBC

CEBUANA LHUILLIER

Bukas Pay

TUITION INSTALLMENT PLANS

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

*Payment Channels and Procedures.

Click on Unsettled Charges

Select

Choose Payment Options

Enrolled

- to be officially enrolled, eCM must be available upon payment clearance

Click on eCM to
view Certificate
of Matriculation

Mapúa University Certificate of Matriculation and Assessment		School Term 1st Qtr. SY2021-2022		Assessment #  312D0010BF17				
Student Name		Student Number / Program		Nationality / Gender FILIPINO / FEMALE				
ENROLLED COURSE	CREDIT UNITS	SECTION	ROOM	SCHEDULE	TF UNITS	TF FEE	L/F/D UNITS	L/F/D FEE
AR200-02F	1.00	E01	FLD	M 4:30PM - 9:00PM	1.00	1,590.00	1.00	898.00
AR200-02S	1.00	E01	TBA	W 6:00PM - 9:00PM	2.00	3,180.00	1.00	898.00
			TBA	S 6:00PM - 7:30PM				
TOTALS	2.00 / (0.00)				3.00	4,770.00	2.00	1,792.00
MISCELLANEOUS CHARGES		SELECTED PAYMENT MODE		PAYMENT DEADLINES				
PARTICULARS	AMOUNT	PARTICULARS	FULL (100%)	DUE DATE	FULL			
ATHLETIC FEE	550.00	Tuition Fee	4,770.00	INITIAL - May 03, 2021	11,972.10			
IT INFRASTRUCTURE FEE	1,720.00	L/F/D Fee	1,792.00	PRELIM - Sep 13, 2021	0.00			
LIBRARY FEE	1,750.00	Misc. Fee	8,610.00	FINAL - Oct 18, 2021	0.00			
MEDICAL AND DENTAL FEE	600.00	TOTAL AMOUNT	15,172.00	TOTALS	11,972.10			
METIS	1,000.00							
REGISTRATION FEE	1,500.00							
SUPPLEMENTARY FEE	1,490.00							
TOTAL MISC. CHARGES	8,610.00							
ASSESSMENT CHARGES, SCHOLARSHIPS, & DISCOUNT SUMMARY								
PARTICULARS	TF CHARGES	L/F/D CHARGES	MISC. CHARGES	TOTAL				
Beginning Balance	4,770.00	1,792.00	8,610.00	15,172.00				
Discounts	0.00	-358.40	-2,841.50	-3,199.90				
TOTALS	4,770.00	1,433.60	5,768.50	11,972.10				
NOTES:								
• Deadline for FULL assessment conversion is on Aug 28, 2021 . FULL assessments with outstanding balances beyond this date is automatically converted to INSTALLMENT basis. • For all off-term courses with only one section that starts with "E", the tuition fee for such courses shall be recomputed if the total number of enrolled students in said courses is below 15. The recomputed tuition fee shall be 1.5 x the regular tuition fee. If you are not amenable to this, please proceed to the Registrar's Office for a change in the course/s. If you fail to change the course/s on or before Aug 28, 2021 you are deemed to have accepted enrollment in said course/s and the recomputation of tuition fees in case the total number of students falls below 15. • CANCELLATION OF ENROLLMENT Any student may cancel his enrolment during the term for any valid reason but he must pay the corresponding charges billed by the school. Please refer to the Student's Handbook for details. • REFUND POLICY The school follows the Refund Policy issued by CHED under Sec.100 of the 2008 MORPHE. Please refer to the Student's Handbook for details. Excess payments made during enrolment may be refunded or credited to the succeeding enrolment. Refunds must be requested. Applications for refund must be submitted to the Treasury Dept. starting the 3rd week after the start of classes. • PENALTY A penalty fee of 1% per month or 12% per annum will be charged on all outstanding balances computed based on the number of days the account has been outstanding starting from the instalment due date up to the time the account has been paid.								

Academic Advising Location

► For Intramuros

School/Department	Rooms	Holding Area
ARIDBE (with 1 RO)	SW402	SW400, SW402, SW404,SW406
CBMES	NW302	NW300, NW301, NW303,NW305
CEGE (with 1 RO)	SW302	SW303, SW304, SW306,SW308
EECE (with 1 RO)	N302	N303, N305
IE-EMG	SW201	SW200
MME	N103	N101
SFSE(PHY, DLA, MATH, PE, DRAWING) SOIT, NSTP, CSFA	NB2	NB1
IDCall	N107	N107
GS	GS Faculty Room	GS Faculty Room
Treasury	Admin Building, Treasury Office	

Academic Advising Location

- ▶ For Makati
 - ▶ Rooms 318 and 320