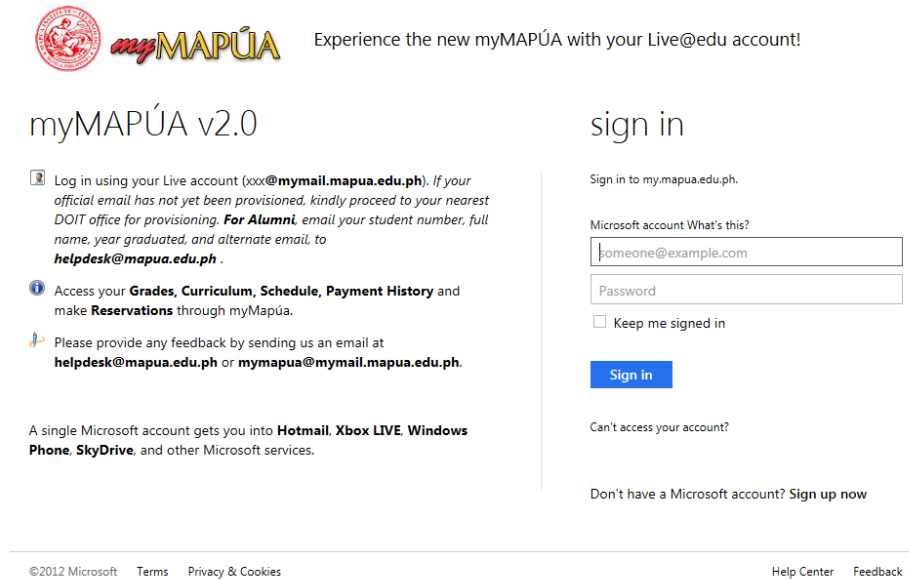


Frequently Asked Questions (FAQs)

1. Where do I login to myMapúa?	2
2. What do I do if I can't login?	2
3. How do I navigate myMapúa?	2
4. How do I view my grades in myMapúa?	3
5. How do I view my Schedule in myMapúa?	5
6. Can I view the courses in my program of study?	7
7. How do I use myMapúa's Online Enrollment facility?	11
8. How do I add courses to my load?	13
9. How do I remove courses from my load?	14
10. How do I assign sections to my courses?	15
11. How do I assign sections to my courses?	17
12. How do I finalize my load?	18
13. What is a "GSA"?	18
14. Can I pay online?	19

1. Where do I login to myMapúa?

- a. Type the URL <http://my.mapua.edu.ph> in your browser. You'll be redirected to a site similar to the one below.



myMAPÚA v2.0

Experience the new myMAPÚA with your Live@edu account!

Log in using your Live account (xxx@mymail.mapua.edu.ph). If your official email has not yet been provisioned, kindly proceed to your nearest DOIT office for provisioning. **For Alumni**, email your student number, full name, year graduated, and alternate email, to helpdesk@mapua.edu.ph.

Access your **Grades, Curriculum, Schedule, Payment History** and make **Reservations** through myMapúa.

Please provide any feedback by sending us an email at helpdesk@mapua.edu.ph or mymapua@mymail.mapua.edu.ph.

A single Microsoft account gets you into **Hotmail, Xbox LIVE, Windows Phone, SkyDrive**, and other Microsoft services.

sign in

Sign in to my.mapua.edu.ph.

Microsoft account What's this?

Someone@example.com

Password

Keep me signed in

Sign in

Can't access your account?

Don't have a Microsoft account? [Sign up now](#)

©2012 Microsoft Terms Privacy & Cookies Help Center Feedback

- b. Key in your provisioned username and password in the fields provided and press the “Sign in” button. If you have forgotten your username or password, simply email helpdesk@mapua.edu.ph and provide the following information:

- a. Student Number
- b. Last Name, Given Name (Middle Name)
- c. Program (e.g., ECE)
- d. Date of Birth

2. What do I do if I can't login?

- a. You can reset your password using the “Can't access your account?” button in the login page.
- b. You can also email helpdesk@mapua.edu.ph to reset your password. Please ensure that you provided your contact details for verification purposes.

3. How do I navigate myMapúa?

myMapúa is basically divided into two regions, the left navigation pane and the information pane.

My Home

- Profile
- Enrollment
- Bills & Payments
- Services
- Concern/Feedback
- Log Off

Welcome JEREMY B. MEDINA

Reminder to All Enrolling Students

Please ensure that:

- courses with co-requisites have sections
- paired courses have the same section

before finalizing to avoid inconveniences like force dropping of affected course.

Announcement

- [Revised School Calendar for Academic Year 2012-2013](#)

Remarks

- Batch 2012, please fill out [Intake Interview Form](#) and [Need Analysis Survey](#) and [Family Profile and Survey](#) to complete your enrolment procedures. Thank you.

Still having problems? Send us an email and we will be glad to assist you. [myMapúa administrator](#)

Figure 1. My Home Screen

The left navigation pane contains the actions that you can do, organized into categories that you can expand by clicking on the label or the plus sign. When you select an action item in the navigation pane, the information pane on the right changes reflecting the information requested and additional navigations if any.

Once you have successfully logged in, the initial page will be your “My Home” screen, which contains a rich amount of information ranging from enrollment reminders, important announcements, as well as updates for myMapúa. It is advised that you take time to check out this page for important news and announcements.

4. How do I view my grades in myMapúa?

Once you have successfully logged in, expand the “Profile” category in the navigation pane and click on “My Grades” (Figure 2. My Grades). The information pane will change to show the latest grades as well as additional navigations for the school year and term.

My Grades

SY: 2012 - 2013

TERM 1

Courses	Section	Grade	Unit	Completion
Units Considered			Academic Status	
Quarterly Wtd. Average			Readmission Status	
Running Average				

Note: If you encounter errors, please report it directly to the [myMapúa administrator](#)

Figure 2. My Grades

Changing the school year also changes the content of the grades shown below it as shown from Figure 3 to Figure 4. You can also change the term within the school year to view specific quarters as shown in Figure 5.

My Grades

SY: 2011 - 2012

TERM 1

Courses	Section	Grade	Unit	Completion
		0	1	

Figure 3. Changing the School Year

My Grades

SY: 2011 - 2012

TERM 4

Courses	Section	Grade	Unit	Completion
COE014D	T	3.00	1	
COE121	C2	3.00	3	
COE125	C1	2.50	3	
COE163P	B1	2.75	3	
ME20	B2	2.25	3	
RES100	C6	1.75	1	

Units Considered	15	Academic Status	OUT
Quarterly Wtd. Average	2.5333	Readmission Status	OK
Running Average		3.2992	

Note: If you encounter errors, please report it directly to the [myMapúa administrator](#)

Figure 4. Changing the term within the School Year

My Home

Profile

My Grades

My Schedule

My Curriculum

My Mail

Edit Mail Info

Enrollment

Bills & Payments

Services

Concern/Feedback

Log Off

My Grades

SY: 2011 - 2012

TERM 4 TERM 3 **TERM 2** TERM 1

Courses	Section	Grade	Unit	Completion
COE014	T	2.75	3	
COE017	T	2.75	3	
COE121	C1	5.00	3	
COE162P	B1	2.75	3	
ECE131	A8	9.00	3	

Units Considered	12	Academic Status	OUT
Quarterly Wtd. Average	3.3125	Readmission Status	OK
Running Average	3.3498		

Note: If you encounter errors, please report it directly to the [myMapúa administrator](#)

Figure 5. Changing the term within the School Year

5. How do I view my Schedule in myMapúa?

You can access your current as well as past schedules by expanding the “Profile” category and clicking on “My Schedule.” The information pane will update itself to show the schedule information and a set of navigation controls that allows you to view past schedules. See Figure 7 to Figure 9.

My Home

Profile

My Grades

My Schedule

My Curriculum

My Mail

Edit Mail Info

Enrollment

Bills & Payments

Services

Concern/Feedback

Log Off

My Schedule

SY: 2012 - 2013

TERM 1

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:30 AM - 9:00 AM	CHM11-3 A9 NW303		CHM11-3 A9 NW303	CHM11-3L A9 N400	EE100 A9 N301	DRAW10W A9 S300	
9:00 AM - 10:30 AM	MATH10 A9 W403	PE11-1 A9 GYM2	MATH10 A9 W403	CHM11-3L A9 N400	MATH10 A9 W403	DRAW10W A9 S300	
10:30 AM - 12:00 PM	HUM10 A9 S304	PE11-1 A9 GYM2	HUM10 A9 S304	CHM11-3L A9 N400	HUM10 A9 S304	DRAW10W A9 S300	
12:00 PM - 1:30 PM							
1:30 PM - 3:00 PM	MATH12 A9 W403		MATH12 A9 W403		MATH12 A9 W403		
3:00 PM - 4:30 PM							
4:30 PM - 6:00 PM							
6:00 PM - 7:30 PM							
7:30 PM - 9:00 PM							

Note: If you encounter errors, please report it directly to the [myMapúa administrator](#)

Figure 6. Viewing schedules

- My Home
- Profile
- My Grades
- My Schedule**
- My Curriculum
- My Mail

My Schedule

SY:

TERM:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:30 AM - 9:00 AM							
9:00 AM - 10:30 AM							
10:30 AM - 12:00 PM							
12:00 PM - 1:30 PM		COE163P B1 N107		COE163P B1 N107		COE14D T N201	
1:30 PM - 3:00 PM	ME20 B2 NW10A	COE163P B1 N107	ME20 B2 NW10A	COE163P B1 N107	ME20 B2 NW10A	COE14D T N201	
3:00 PM - 4:30 PM						COE14D T N201	
4:30 PM - 6:00 PM	RES100 C6 NW201						
6:00 PM - 7:30 PM	RES100 C6 NW201	COE121 C2 N305		COE121 C2 N305		COE121 C2 N305	
7:30 PM - 9:00 PM	COE125 C1 N305		COE125 C1 N305		COE125 C1 N305		

Figure 7. Changing School Year

- My Home
- Profile
- My Grades
- My Schedule**
- My Curriculum
- My Mail
- Edit Mail Info
- Enrollment
- Bills & Payments
- Services
- Concern/Feedback
- Log Off

My Schedule

SY:

TERM:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:30 AM - 9:00 AM							
9:00 AM - 10:30 AM							
10:30 AM - 12:00 PM							
12:00 PM - 1:30 PM		COE163P B1 N107		COE163P B1 N107		COE14D T N201	
1:30 PM - 3:00 PM	ME20 B2 NW10A	COE163P B1 N107	ME20 B2 NW10A	COE163P B1 N107	ME20 B2 NW10A	COE14D T N201	
3:00 PM - 4:30 PM						COE14D T N201	
4:30 PM - 6:00 PM	RES100 C6 NW201						
6:00 PM - 7:30 PM	RES100 C6 NW201	COE121 C2 N305		COE121 C2 N305		COE121 C2 N305	
7:30 PM - 9:00 PM	COE125 C1 N305		COE125 C1 N305		COE125 C1 N305		

Note:
If you encounter errors, please report it directly to the [myMapúa administrator](#)

Figure 8. Changing Term

My Schedule

SY: 2011 - 2012

TERM 4 TERM 3 **TERM 2** TERM 1

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:30 AM - 9:00 AM							
9:00 AM - 10:30 AM							
10:30 AM - 12:00 PM	ECE131 A8 NW402		ECE131 A8 NW402		ECE131 A8 NW402		
12:00 PM - 1:30 PM	COE162P B1 N308B		COE162P B1 N308B				
1:30 PM - 3:00 PM	COE162P B1 N308B		COE162P B1 N308B				
3:00 PM - 4:30 PM							
4:30 PM - 6:00 PM	COE121 C1 N305		COE121 C1 N305		COE121 C1 N305	COE014 T N303	
6:00 PM - 7:30 PM						COE014 T N303	
7:30 PM - 9:00 PM	COE017 T NW203		COE017 T NW203		COE017 T NW203	COE014 T N303	

Note:
If you encounter errors, please report it directly to the [myMapúa administrator](#)

Figure 9. Changing Term

6. Can I view the courses in my program of study?

Yes. Simply navigate and expand the “Profile” category and select “My Curriculum.” The information pane will display your current assigned curriculum and the status of the courses that you have taken (see Figure 11).

The navigation pane for “My Curriculum” contains the information regarding the number of units required, taken, credited, and left/remaining as well as the program code and applicable year of implementation.

The courses in the display are organized in tables and grouped into core, elective, and specialization courses, each of which updates the table to show the schedule of courses in each group (see Figure 10)

My Curriculum

Program: COE Year Level: 5 Curriculum Year: 2005
Specialization: CISCO 2005

Units
Required: 231 Credited: 184 Passed: 203 Left: 47

Core Courses Electives Specialization

Legend Taken In Current Load NotYetTaken Incomplete Exempted/Credited

My Curriculum

Program: **COE** Year Level: **5** Curriculum Year: **2005**
Specialization: **CISCO 2005**

Units
Required: **231** Credited: **184** Passed: **203** Left: **47**

Legend **Taken** **In Current Load** **NotYetTaken** **Incomplete** **Exempted/Credited**

Core Courses Electives Specialization

Figure 10. My Curriculum - Navigation

The statuses of the courses are color coded, and each color is described as follows (see Figure 11):

- Taken (colored Blue) – refers to courses that have been taken and passed by the student.
- In Current Load (colored Green) – refers to courses that the student is currently enrolled in for the current term.
- Not Yet Taken (colored Black) – refers to courses that have not been enrolled or in which a student has not passed the requirements.
- Incomplete (colored Red) – refers to courses whose requirements the student has not yet fulfilled.
- Exempted/Credited (colored Gold) – refers to either courses whose credits are taken from other courses that are deemed equal or courses that have been deemed not necessary (exempted) for the student to take.

- My Home
- Profile
- My Grades
- My Schedule
- My Curriculum**
- My Mail
- Edit Mail Info
- Enrollment
- Bills & Payments
- Services
- Concern/Feedback
- Log Off

My Curriculum

Program: **COE** Year Level: **5** Curriculum Year: **2005**
 Specialization: **CISCO 2005**

Units
 Required: **231** Credited: **184** Passed: **203** Left: **47**

Legend: Taken In Current Load NotYetTaken Incomplete Exempted/Credited

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		
3	1	COE002	COMPUTER PROGRAMMING 2 (LECTURE)	4.5	-	3	COE001, COE001L				
		COE002L	COMPUTER PROGRAMMING 2 (LABORATORY)	-	4.5	1	COE001, COE001L	COE002			
	COE004	LOGIC CIRCUITS AND SWITCHING THEORY 1 (LECTURE)	4.5	-	3	MATH111					
	COE004L	LOGIC CIRCUITS AND SWITCHING THEORY 1 (LABORATORY)	-	4.5	1	MATH111	COE004				
	EE060	NETWORK ANALYSIS 1 (LECTURE)	4.5	-	3	MATH108, PHY130, PHY130L					
	EE060L	NETWORK ANALYSIS 1 (LABORATORY)	-	4.5	1	MATH108, PHY130, PHY130L	EE060				
	MATH110	NUMERICAL METHODS	4.5	-	3	MATH108					
TOTAL				18	13.5	15					
3	2	COE003	DATA STRUCTURES AND ALGORITHM	4.5	-	3	COE002, COE002L				
		COE005	LOGIC CIRCUITS AND SWITCHING THEORY 2 (LECTURE)	4.5	-	3	COE004, COE004L				
		COE005L	LOGIC CIRCUITS AND SWITCHING THEORY 2 (LABORATORY)	-	4.5	1	COE004, COE004L	COE005			
		ECE051	ELECTRONICS 1 (LECTURE)	4.5	-	3	PHY130, PHY130L				
		ECE051L	ELECTRONICS 1 (LABORATORY)	-	4.5	1	PHY130, PHY130L	ECE051			
		EE061	NETWORK ANALYSIS 2 (LECTURE)	4.5	-	3	EE060, EE060L				
		EE061L	NETWORK ANALYSIS 2 (LABORATORY)	-	4.5	1	EE060, EE060L	EE061			
TOTAL				18	13.5	15					

Figure 11. My Curriculum – Core Courses

Figure 12 to Figure 15 show the other aspects of “My Curriculum.” It is advised that you explore the other tabs and navigations in “My Curriculum,” as this will help you plan ahead and manage your time and resources better.

- My Home
- Profile
- My Grades
- My Schedule
- My Curriculum**
- My Mail
- Edit Mail Info
- Enrollment
- Bills & Payments
- Services
- Concern/Feedback
- Log Off

My Curriculum

Program: **COE** Year Level: **5** Curriculum Year: **2005**
 Specialization: **CISCO 2005**

Units
 Required: **231** Credited: **184** Passed: **203** Left: **47**

Legend Taken In Current Load NotYetTaken Incomplete Exempted/Credited

COE HUMANITIES Required Units : 9 Units Passed: 9 Units Left: 0

Yr	Term	Course Code	Course Title	Lec Hrs	Lab Hrs	Credit Units	Pre-Requisites	Co-Requisites	Paired Courses
1	4	HUM101	READINGS IN ORIENTAL THOUGHT	4.5	-	3			
2	2	HUM114	DEVELOPMENT OF WESTERN THOUGHT	4.5	-	3			
2	3	HUM121	ART APPRECIATION	4.5	-	3			
1	4	HUM122	TECHNOLOGY IN THE ARTS	4.5	-	3			
1	4	HUM131	INTRODUCTION TO PHILOSOPHY	4.5	-	3			
2	2	HUM132	PHILOSOPHY OF SCIENCE: AN INTRODUCTION	4.5	-	3			
TOTAL				27	0	18			

Figure 12. My Curriculum - Elective Courses

- My Home
- Profile
- My Grades
- My Schedule
- My Curriculum**
- My Mail
- Edit Mail Info

My Curriculum

Program: **COE** Year Level: **5** Curriculum Year: **2005**
 Specialization: **CISCO 2005**

Units
 Required: **231** Credited: **184** Passed: **203** Left: **47**

Legend Taken In Current Load NotYetTaken Incomplete Exempted/Credited

COE HUMANITIES Required Units : 9 Units Passed: 9 Units Left: 0

COE HUMANITIES
 COE HUMANITIES
 COE SOCIAL SCIENCE

Figure 13. My Curriculum - Elective Types

- My Home
- Profile
- My Grades
- My Schedule
- My Curriculum**
- My Mail
- Edit Mail Info
- Enrollment
- Bills & Payments
- Services
- Concern/Feedback
- Log Off

My Curriculum

Program: **COE** Year Level: **5** Curriculum Year: **2005**
 Specialization: **CISCO 2005**

Units
 Required: **231** Credited: **184** Passed: **203** Left: **47**

Legend Taken In Current Load NotYetTaken Incomplete Exempted/Credited

COE SOCIAL SCIENCE

Required Units : **12** Units Passed: **9** Units Left: **3**

Yr	Term	Course Code	Course Title	Lec Hrs	Lab Hrs	Credit Units	Pre-Requisites	Co-Requisites	Paired Courses
1	3	PSY101	GENERAL PSYCHOLOGY	4.5	-	3			
1	4	PSY102	INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY	4.5	-	3			
2	1	SS101	PHILIPPINE GOVERNANCE & CONSTITUTION	4.5	-	3			
4	4	SS102	SOCIOLOGY WITH POPULATION EDUCATION	4.5	-	3			
1	3	SS103	CURRENT ISSUES	4.5	-	3			
1	4	SS104	GLOBALIZATION AND TECHNOLOGY	4.5	-	3			
2	1	SS121	GENERAL ECONOMICS WITH TAXATION, LAND REFORM AND ENTREPRENEURSHIP	4.5	-	3			
4	4	SS122	INTERNATIONAL TRADE	4.5	-	3			
TOTAL				36	0	24			

Figure 14. My Curriculum - Elective Type Courses

- My Home
- Profile
- My Grades
- My Schedule
- My Curriculum**
- My Mail
- Edit Mail Info
- Enrollment
- Bills & Payments
- Services
- Concern/Feedback
- Log Off

My Curriculum

Program: **COE** Year Level: **5** Curriculum Year: **2005**
 Specialization: **CISCO 2005**

Units
 Required: **231** Credited: **184** Passed: **203** Left: **47**

Legend Taken In Current Load NotYetTaken Incomplete Exempted/Credited

COE SOCIAL SCIENCE

Required Units : **12** Units Credited: **9** Units Left: **3**

Yr	Term	Course Code	Course Title	Lec Hrs	Lab Hrs	Credit Units	Pre-Requisites	Co-Requisites	Paired Courses
4	1	COE027P	CISCO NETWORKING 1	3	4.5	3	MATH050		
4	2	COE028P	CISCO NETWORKING 2	3	4.5	3	COE027P		
4	3	COE029P	CISCO NETWORKING 3	3	4.5	3	COE028P		
4	4	COE030P	CISCO NETWORKING 4	3	4.5	3	COE029P		
TOTAL				12	18	12			

Figure 15. My Curriculum - Specialization

7. How do I use myMapúa’s Online Enrollment facility?

Online enrollment options are found by expanding the “Enrollment” category. Please note that some items in this category are not available depending on the schedule of enrollment.

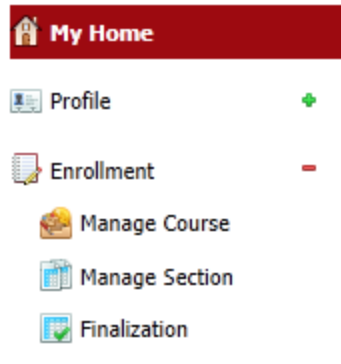


Figure 16. Enrollment Left Navigation Panel

The action item “Manage Course” allows you to add and remove courses that you want to take for the term. The information panel displays the familiar list of courses in a curriculum format, while above is the list of courses that have been added.

As seen in Figure 17, there is an additional legend for the “Remaining Load,” which is colored purple.

Manage Course

School Year: 2012 Term: 1

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

Add Course

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

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
4	1	BTECIE013	INTRODUCTION TO BIOTECHNOLOGY	4.5	-	3	ENVIIE013			
4	1	FDESGN013	FACILITIES PLANNING AND DESIGN	4.5	-	3	PPCONT013			
4	1	OSHLTH013	OCCUPATIONAL SAFETY AND HEALTH	4.5	-	3	ERGONO011L, ERGONO012			
4	1	SYSENG013	SYSTEMS ENGINEERING	4.5	-	3	INFOSY013			
TOTAL				18	0	12				

Yr	Term	Course Code	Course Title	Lec Hrs	Lab Hrs	Credit Units	Pre-Requisites	Co-Requisites	Paired Courses	Add Course
4	2	CIMFTG011L	CIM LABORATORY	-	4.5	1	IEAPPL211L			
4	2	ETHICS011	PROFESSIONAL ETHICS	1.5	-	1	INDPSY013			
4	2	FEASIB011F	PROJECT FEASIBILITY (FIELD)	-	4.5	1	ECONIE213, FINMGT013, MRKTNG013, PPCONT013		FEASIB012	
4	2	FEASIB012	PROJECT FEASIBILITY (LEC)	3	-	2	ECONIE213, FINMGT013, MRKTNG013, PPCONT013		FEASIB011F	
4	2	OBCON012	OBLIGATIONS & CONTRACTS	3	-	2				
TOTAL				7.5	9	7				

Figure 17. Enrollment - Manage Course

This new legend means that although all requisites of the course have been completed, automated advising is preventing the user from adding the course due to any of the following rules:

- No Advance Course – The system will only allow students to take courses up to the prescribed term only.
- 4-Term Span – The system will only allow courses starting from the oldest scheduled course whose status is “Not Taken” counting four terms forward and is likewise bounded with the “No Advance Course” rule.
- 24 Units Selection Window – The system will display the first 24 units from the list of available courses within the 4-Term Span.

Figure 18 and Figure 19 show an example of these color-coded courses. Note that only courses with checkboxes may be added.

8. How do I add courses to my load?

Click and expand the “Enrollment” category and select the “Manage Course” action item.

Once the information pane has loaded completely, select the course that you wish to add by toggling the checkboxes and pressing the “Add Course” button at the bottom of the table.

Manage Course

School Year: 2012 Term: 1

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

Add Course

Core Courses **Electives** Specialization Legend Taken In Current Load Proposed Load Pre-Req Violation Exempted/Credited Remaining Load

HUMANITIES ▼ Required Units : 9 Units Passed: 9 Units Left: 0

Yr	Term	Course Code	Course Title	Lec Hrs	Lab Hrs	Credit Units	Pre-Requisites	Co-Requisites	Paired Courses	Add Course
2	2	HUM10	READINGS IN ORIENTAL THOUGHT	4.5	-	3				
2	2	HUM11	GREEK, ROMAN AND MEDIEVAL THOUGHT	4.5	-	3				
2	2	HUM13	ART APPRECIATION	4.5	-	3				<input checked="" type="checkbox"/>
2	2	HUM14	INTRODUCTION TO PHILOSOPHY	4.5	-	3				
2	2	HUM15	READINGS IN WORLD LITERATURE	4.5	-	3				<input type="checkbox"/>
2	2	HUM16	PHILIPPINE CONTEMPORARY LITERATURE IN ENGLISH	4.5	-	3				<input type="checkbox"/>
2	2	HUM17	LOGIC AND CRITICAL THINKING	4.5	-	3				<input type="checkbox"/>
2	2	HUM18	TECHNOLOGY IN THE ARTS	4.5	-	3				<input type="checkbox"/>
TOTAL				36	0	24				

Add Course

Figure 18. Manage Course - Add Course

Note that you may need to navigate across years and between the various groupings (Core, Elective, and Specialization) to find the course you wish to add.

Courses that have been added to your load are shown above the table (see Figure 19).

- [My Home](#)
- [Profile](#)
- [Enrollment](#)
- [Manage Course](#)
- [Manage Section](#)
- [Finalization](#)
- [Bills & Payments](#)
- [Services](#)
- [Concern/Feedback](#)
- [Log Off](#)

Manage Course

School Year: 2012 Term: 1

Course Code	Course Title	No. of Units	Section	EQ Course	Remove
COE120	MEMORY AND INPUT/OUTPUT SYSTEM	3	C2		<input type="checkbox"/>
COE60	NUMERICAL METHODS	3	A1		<input type="checkbox"/>
ECE131	FEEDBACK AND CONTROL SYSTEMS	3	B11		<input type="checkbox"/>
EE101	ELECTRICAL CIRCUITS 1	3	A7		<input type="checkbox"/>
MSE20	FUNDAMENTALS OF MATERIALS SCIENCE AND ENGINEERING	3	B12	MSE20-1	<input type="checkbox"/>
Total Unit(s): 15 Total Hr(s): 22.5					<input type="button" value="Remove"/>

Add Course

Core Courses
Electives
Specialization
Legend
Taken
In Current Load
Proposed Load
Pre-Req Violation
Exempted/Credited
Remaining Load

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
4	1	COE009D	METHODS OF RESEARCH	-	4.5	1	EE013L			<input type="checkbox"/>
4	1	COE010	ASSEMBLY LANGUAGE PROGRAMMING (LECTURE)	4.5	-	3	COE007, COE007L			
4	1	COE010L	ASSEMBLY LANGUAGE PROGRAMMING (LABORATORY)	-	4.5	1	COE007, COE007L	COE010		
4	1	COE014	COMPILER THEORY (LECTURE)	4.5	-	3	COE013			
4	1	COE018D	PROJECT FEASIBILITY AND STUDY (DESIGN)	-	4.5	1	MATH109			
4	1	ECE059D	ELECTRONICS DESIGN	-	4.5	1	ECE059			
4	1	EE022	SAFETY ENGINEERING	3	-	2	MSE100			
TOTAL				12	18	12				

Yr	Term	Course Code	Course Title	Lec Hrs	Lab Hrs	Credit Units	Pre-Requisites	Co-Requisites	Paired Courses	Add Course
4	2	COE008	MEMORY AND INPUT/OUTPUT SYSTEM	4.5	-	3	COE007, COE007L			
4	2	COE014D	COMPILER THEORY (DESIGN)	-	4.5	1	COE014			
4	2	COE016	DATA COMMUNICATIONS	4.5	-	3	ECE056			

Figure 19 Manage Course - Courses In Load

9. How do I remove courses from my load?

Click and expand the “Enrollment” category and select the “Manage Course” action item.

Once the information pane has loaded completely, select the course that you wish to remove by toggling the checkboxes and pressing the “Remove” button just below the table (see Figure 20).

Note that removing courses from the list may also remove courses that has not been tagged for deletion to ensure that course relationships are preserved as in the case of paired or co-requisite courses.

Manage Course

School Year: 2012 Term: 1

Course Code	Course Title	No. of Units	Section	EQ Course	Remove
COE120	MEMORY AND INPUT/OUTPUT SYSTEM	3	C2		<input type="checkbox"/>
COE60	NUMERICAL METHODS	3	A1		<input type="checkbox"/>
ECE131	FEEDBACK AND CONTROL SYSTEMS	3	B11		<input type="checkbox"/>
EE101	ELECTRICAL CIRCUITS 1	3	A7		<input type="checkbox"/>
MSE20	FUNDAMENTALS OF MATERIALS SCIENCE AND ENGINEERING	3	B12	MSE20-1	<input checked="" type="checkbox"/>
Total Unit(s): 15 Total Hr(s): 22.5					<input type="button" value="Remove"/>

Add Course

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

Figure 20 Enrollment - Removing Courses

10. How do I assign sections to my courses?

Click and expand the “Enrollment” category and select the “Manage Section” action item.

Once the information pane has loaded completely, select the course you wish to assign a section to from the list of courses in your load (see Figure 21).

Manage Section

My Current Load for School Year: 2012 Term: 1

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.

Course Code	Course Title	No. of Units	Section	EQ Course	Remove
IE511R	PRACTICUM 1/ UNDERGRADUATE RESEARCH	3			<input type="checkbox"/>
Total Unit(s): 3 Total Hr(s): 24					<input type="button" value="Remove"/>

Plot Schedule

Legend: Existing Schedule Selected Section Schedule Schedule Conflict

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

Figure 21. Enrollment - Manage Section

The list of available sections will be displayed on the right side of the table. The list of sections also shows how many sections are still open and those that are already closed.

Manage Section

My Current Load for School Year: 2012 Term: 1
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.

Course Code	Course Title	No. of Units	Section	EQ Course	Remove
IE511R	PRACTICUM 1/ UNDERGRADUATE RESEARCH	3			<input type="checkbox"/>
Total Unit(s): 3 Total Hr(s): 24					<input type="button" value="Remove"/>

Available Sections for IE511R
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
T	MTWThF	7:30AM - 4:30PM	4	40
Available:1 Closed:0 Total:1			<input type="button" value="Assign"/>	

Plot Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:30AM-9:00AM							
9:00AM-10:30AM							
10:30AM-11:30AM							

Figure 22. Enrollment - Available Sections

Selecting the section highlights the “Plot Schedule” mini-map and displays any conflict with a red background.

Clicking the “Assign” button allocates a slot for you in the selected section. This increases the “Reserved Slots” count and closes the section should this counter is equal to or exceeds the “Max Slot” counter. See Figure 23 and Figure 24.

Manage Section

My Current Load for School Year: 2012 Term: 1
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.

Course Code	Course Title	No. of Units	Section	EQ Course	Remove
IE511R	PRACTICUM 1/ UNDERGRADUATE RESEARCH	3			<input type="checkbox"/>
Total Unit(s): 3 Total Hr(s): 24					<input type="button" value="Remove"/>

Available Sections for IE511R
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
T	MTWThF	7:30AM - 4:30PM	4	40
Available:1 Closed:0 Total:1			<input type="button" value="Assign"/>	

Plot Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:30AM-9:00AM	IE511R/T	IE511R/T	IE511R/T	IE511R/T	IE511R/T		
9:00AM-10:30AM	IE511R/T	IE511R/T	IE511R/T	IE511R/T	IE511R/T		
10:30AM-12:00PM	IE511R/T	IE511R/T	IE511R/T	IE511R/T	IE511R/T		
12:00PM-1:30PM	IE511R/T	IE511R/T	IE511R/T	IE511R/T	IE511R/T		
1:30PM-3:00PM	IE511R/T	IE511R/T	IE511R/T	IE511R/T	IE511R/T		
3:00PM-4:30PM	IE511R/T	IE511R/T	IE511R/T	IE511R/T	IE511R/T		
4:30PM-6:00PM							
6:00PM-7:30PM							

Figure 23. Enrollment - Schedule Map

- My Home
- Profile +
- Enrollment -
- Manage Course
- Manage Section**
- Finalization
- Bills & Payments +
- Services +
- Concern/Feedback +
- Log Off

Manage Section

My Current Load for School Year: 2012 Term: 1
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.

Course Code	Course Title	No. of Units	Section	EQ Course	Remove
IE511R	PRACTICUM 1/ UNDERGRADUATE RESEARCH	3	T		<input type="checkbox"/>
Total Unit(s): 3 Total Hr(s): 24					<input type="button" value="Remove"/>

Plot Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:30AM-9:00AM	IE511R/T	IE511R/T	IE511R/T	IE511R/T	IE511R/T		
9:00AM-10:30AM	IE511R/T	IE511R/T	IE511R/T	IE511R/T	IE511R/T		
10:30AM-12:00PM	IE511R/T	IE511R/T	IE511R/T	IE511R/T	IE511R/T		
12:00PM-1:30PM	IE511R/T	IE511R/T	IE511R/T	IE511R/T	IE511R/T		
1:30PM-3:00PM	IE511R/T	IE511R/T	IE511R/T	IE511R/T	IE511R/T		
3:00PM-4:30PM	IE511R/T	IE511R/T	IE511R/T	IE511R/T	IE511R/T		
4:30PM-6:00PM							
6:00PM-7:30PM							
7:30PM-9:00PM							

Available Sections for IE511R
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
T	MTWThF	7:30AM - 4:30PM	5	40

Available:1 Closed:0 Total:1

Figure 24. Enrollment - Assigned Sections

11. How do I assign sections to my courses?

Click and expand the “Enrollment” category and select the “Manage Section” action item.

From “My Current Load...”, check all courses whose sections you wish to remove and click on the “Remove” button just below the list. A confirmation dialog will appear and, once confirmed, will remove the assigned sections.

My Current Load for School Year: 2012 Term: 1
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.

Course Code	Course Title	No. of Units	Section	EQ Course	Remove
IE511R	PRACTICUM 1/ UNDERGRADUATE RESEARCH	3	T		<input checked="" type="checkbox"/>
Total Unit(s): 3 Total Hr(s): 24					<input type="button" value="Remove"/>

Figure 25. Enrollment - Removing Section

12. How do I finalize my load?

Click and expand the “Enrollment” category and select the “Finalization” action item.

The information panel will display the matriculation charges and discounts (if any) for the selected courses for the term (see Figure 26).

Note on load finalization:

- All courses have assigned sections. Finalization removes all courses that do not have sections with the exception of continuing courses.
- All pertinent scholarships must be validated before finalization in order for scholarship discounts to take effect.
- Once the finalization is complete, the student is no longer able to edit his load and will update the “Enrollment” category removing and adding action items.

Finalization

Payment Mode Full Payment Installment 1 Installment 2

Scholarship None

Discounts		Charges	
Tuition Discount	0	Tuition Fee	0
Misc Discount	2000	Misc Fee	4875
LFD Discount	0	LFD Fee	0
Total Discount	2000	Total Charge	4875
		Total Balance	0

[Finalize](#)

Note: Course(s) without section shall be removed from the student's load with the exemption for "continuing courses". 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.

Current Load

Course Code	Course Title	No. of Units	Section	EQ Course
IES11R	PRACTICUM 1/ UNDERGRADUATE RESEARCH	3	T	
Total Unit(s): 3		Total Hr(s): 24		

Figure 26. Enrollment - Load Finalization

13. What is a “GSA”?

GSA stands for Generated Schedule and Assessment. The printed GSA contains the tabulated schedule of the student and a breakdown of charges the student who wish to enroll for the term with the selected number of units will incur.

Access to the GSA can only be done once the student has finalized his load. See Figure 27 for an online version of the GSA.

Generated Schedule and Assessment (GSA)		
Your Mode of Payment: INSTALLMENT 2		
Your Scholarship(s): None		
MODE OF PAYMENT	FULL	INSTALLMENT
TUITION FEE	21,810.00	23,115.00
L/F/D FEES	2,807.00	2,807.00
MISCELLANEOUS FEE	6,875.00	6,875.00
REGISTRATION FEE	1,365.00	1,365.00
LIBRARY FEE	1,600.00	1,600.00
MEDICAL/DENTAL FEE	550.00	550.00
ATHLETIC FEE	420.00	420.00
CENTRAL COMPUTER FEE	1,575.00	1,575.00
I.D. FEE	.00	.00
P.E. FEE	.00	.00
ENERGY FEE	.00	.00
INTERNET FEE	.00	.00
NSTP FEE	.00	.00
SWIMMING FEE	.00	.00
SUPPLEMENTARY FEE	1,365.00	1,365.00
FOREIGN SERVICE FEE	.00	.00
APPLICATION FEE	.00	.00
OTHER FEES	.00	.00
FOREIGN LANGUAGES		
JAPANESE	.00	.00
FRENCH	.00	.00
SPANISH	.00	.00
MANDARIN	.00	.00
ADJ. IN MISC.	(.00)	(.00)
TOTAL CHARGES	31,492.00	32,797.00
FIRST PAYMENT		6,559.40
SECOND PAYMENT		13,118.80
THIRD PAYMENT		13,118.80
TOTAL SCHOLAR'S PAYABLE		.00

Figure 27. Generated Schedule and Assessment

14. Can I pay online?

Yes. myMapúa has a built-in online payment facility that uses BancNet ATM cards.

My Payment						
SY-Term	Description	Date Charged	Reference Number	Amount	Select	
2012 - 1	MATRICULATION FEE INITIAL PAYMENT	07/07/2012	1937153	61.00	<input type="checkbox"/>	
2012 - 1	MATRICULATION FEE PRELIM PAYMENT	07/07/2012	1937153	13,118.00	<input type="checkbox"/>	
2012 - 1	MATRICULATION FEE FINAL PAYMENT	07/07/2012	1937153	13,118.00	<input type="checkbox"/>	
				Total: 26,297.00	<input type="button" value="Select All"/>	
Total Amount Payable:				<input type="text" value="0.00"/>	<input type="button" value="Pay Now"/>	

Note: A charge of PhP10.00 will be added as service charge for the online payment facility.

Figure 28. Bills & Payments - Unsettled Charges

Users who wish to settle charges will need to navigate to “Bills & Payments” and select the “Unsettled Charges” to show all unsettled items.

Simply select the items you wish to settle and press the “Pay Now” button (see Figure 29 and Figure 30).

This will redirect you to the BancNet gateway that will need the following information.

- Bank Name – This can be chosen from the list of banks from the drop down menu.
- Card Number – Refer to your bank to get this information if it’s not the number printed on the card.
- Member Number – This is usually “1.” However, please consult with your bank for details.
- Account Type – Choose the type of account for your ATM (most of the time, it’s Savings)
- Security PIN – Key in the security code used to transact with the ATM.

Once you have clicked on “Submit,” the transaction will be processed by BancNet, and myMapúa will be notified if the transaction has completed successfully or not.

If the transaction was successful, the settled item will be transferred to the payment history as seen in Figure 33.

My Payment

SY-Term	Description	Date Charged	Reference Number	Amount	Select
2012 - 1	MATRICULATION FEE INITIAL PAYMENT	07/07/2012	1937153	61.00	<input checked="" type="checkbox"/>
2012 - 1	MATRICULATION FEE PRELIM PAYMENT	07/07/2012	1937153	13,118.00	<input type="checkbox"/>
2012 - 1	MATRICULATION FEE FINAL PAYMENT	07/07/2012	1937153	13,118.00	<input type="checkbox"/>
				Total: 26,297.00	Select All

Figure 29. Bills & Payments - Step 1

- My Home
- Profile +
- Enrollment +
- Bills & Payments -
- Unsettled Charges
- Payment History

My Payment

SY-Term	Description	Date Charged	Reference Number	Amount	Select
2012 - 1	MATRICULATION FEE INITIAL PAYMENT	07/07/2012	1937153	61.00	<input checked="" type="checkbox"/>
2012 - 1	MATRICULATION FEE PRELIM PAYMENT	07/07/2012	1937153	13,118.00	<input type="checkbox"/>
2012 - 1	MATRICULATION FEE FINAL PAYMENT	07/07/2012	1937153	13,118.00	<input type="checkbox"/>
				Total: 26,297.00	Select All

Total Amount Payable: **61.00** Pay Now

Note: A charge of Php10.00 will be added as service charge for the online payment facility.

Figure 30. Bills & Payments - Pay Now

PAYMENT MODE

Payment Mode	<input type="text" value="ATM Card"/>
Bank	<input type="text" value="Allied Bank"/>

Institution Name	: MAPUA
Transaction Date (mm/dd/yyyy)	: 08/24/2012
Transaction Time (hh:mm:ss)	: 03:04:59 AM
Transaction Status URL	: 5156a9848ea6da53568b57ccc7048e88
Invoice Number	: 510152
Merchant Reference Number	: 1997135036,12-5510152
Amount	: PHP 71.00

Figure 31. Bills & Payment - BancNet Payment Gateway

You have selected RCBC










Institution Name	: MAPUA
Transaction Type	: Debit
Transaction Date (mm/dd/yyyy)	: 08/24/2012
Transaction Time (hh:mm:ss)	: 03:11:22 AM
Transaction Status URL	: f47ce7fe010f4d7bfea7d8e7c129e166
Invoice Number	: 510159
Merchant Reference Number	: 1997135036,12-5510159
Amount	: PHP 71.00

Please enter your ATM PIN.

(Click the onscreen keypad.)

ATM Card Number	<input type="text"/>	<table border="1"><tr><td>9</td><td>3</td><td>1</td></tr><tr><td>4</td><td>2</td><td>0</td></tr><tr><td>8</td><td>7</td><td>5</td></tr><tr><td>CE</td><td>6</td><td>Clear</td></tr></table>	9	3	1	4	2	0	8	7	5	CE	6	Clear
9	3		1											
4	2		0											
8	7	5												
CE	6	Clear												
Member Number	<input type="text"/>													
Account Type	<input type="text" value="Choose Account Type"/>													

Figure 32. Bills & Payments - ATM Card Information and PIN

-  My Home
-  Profile +
-  Enrollment +
-  Bills & Payments -
 -  Unsettled Charges
 -  **Payment History**
-  Services +
-  Concern/Feedback +
-  Log Off

Payment History

SY-Term	Description	Payment Date	OR Number	Amount (Php)
2012 - 1	MATRICULATION FEE	04/28/2012	06-0599470-01	25,000.00
2012 - 1	MATH PLUS	04/28/2012	06-0599470-01	1,000.00
2011 - 4	RESERVATION FEE	03/30/2012	06-0588527-01	1,500.00
2011 - 1	ENTRANCE EXAM FEE (FOR NEW FRE	08/20/2011	06-0505540-01	550.00
Total: Php 28,050.00				

Figure 33. Bills & Payments - Payment History

