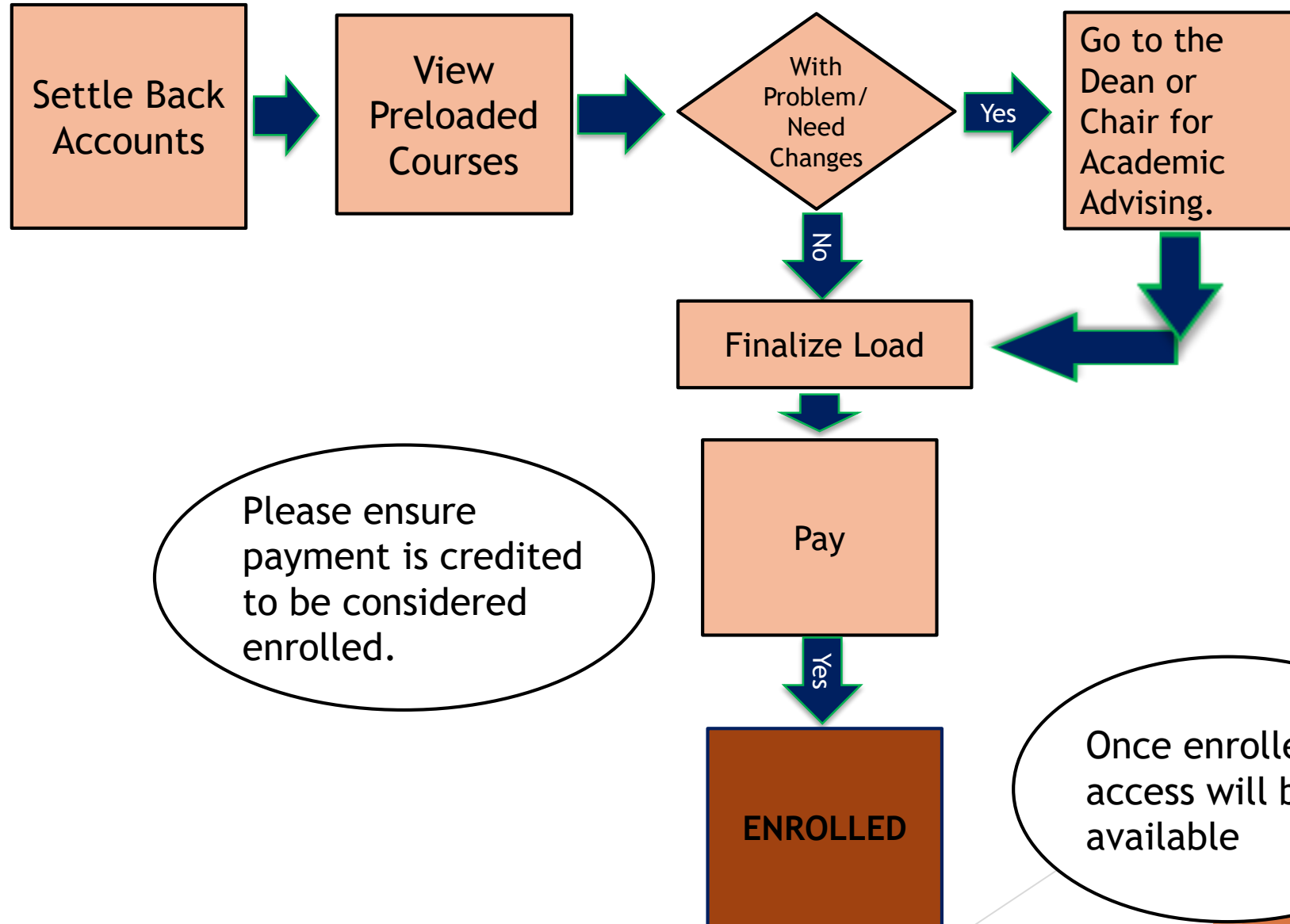


Batch 2018 and 2019 - Enrollment Flow



Academic Advising is done via Zoom as scheduled

Please ensure payment is credited to be considered enrolled.

Once enrolled, BB access will be available

Settle Back Accounts

- ▶ View myMapua for unsettled charges
- ▶ Pay unsettled charges:
 - ▶ Via Online
 - ▶ OTC - RCBC or Cebuana
 - ▶ Mapua Campus Treasurer's Office

View Pre-loaded Courses

myMAPUA

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
AR 101P	GRAPHICS 1	2			
AR 111P	ARCHITECTURAL VISUAL COMMUNICATIONS 1	2			
AR 130P	THEORY OF ARCHITECTURE 1	2			
GED 101	UNDERSTANDING THE SELF	3	A 10		
GED 108	ART APPRECIATION	3	A80		
NSTP200	NATIONAL SERVICE TRAINING PROGRAM 2	1.5		CWTS101, ROTC101	<input type="checkbox"/>
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	GED 108/A80	GED 101/A 10	GED 108/A80	GED 101/A 10	GED 108/A80	GED 101/A 10	
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

The screenshot shows the 'Finalization' page in the MAPUA system. The left sidebar contains navigation options: My Home, Profile, Enrollment, Manage Course, Manage Section, Course Request Forms, **Finalization** (highlighted), Unfinalize Load, Bills & Payments, Services, Concern/Feedback, and Sign Out. The main content area is titled 'Finalization' and includes a 'Current Load' table, a legend, a note, payment mode options, a scholarship dropdown, and three summary tables: Discounts, Charges, and Installment Breakdown. A 'Finalize' button is at the bottom.

Finalization

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

Payment

The screenshot shows the myMAPUA payment portal. The header features the myMAPUA logo. A left sidebar contains navigation links: My Home, Profile, Enrollment, Online Enrollment User Manual, Print GSA, Bills & Payments, Guidelines in Using PayMaya Gateway, **Unsettled Charges** (highlighted), Payment History, Services, Concern/Feedback, and Sign Out. The main content area is titled "My Payment" and contains a table with the following data:

SY-Term	Description	Date Charged	Reference Number	Amount	Select
2018 - 3	MATRICULATION FEE	07/18/2019	3514435		<input type="checkbox"/>

Below the table, the "Total Amount Payable" is shown as 0.00. A "Select All" button is located below the table. Below the table, a "Payment Options" section is displayed, containing logos for PayMaya Checkout, ePaymentPortal (Landbank Online Payment Facility), Bukas, CEBUANA LHUILLIER, and RCBC (We believe in you.).

Annotations on the image include:

- A callout bubble pointing to the "Unsettled Charges" link in the sidebar: "Click on Unsettled Charges".
- A callout bubble pointing to the "Select" checkbox in the table: "Select".
- A callout bubble pointing to the "Payment Options" section: "Choose Payment Options".

[Click for other payment options.](#)

Generated Schedule and Assessment (GSA)

Click on Print GSA to view assessment

My Home

Profile

Enrollment

Online Enrollment User Manual

Print GSA

Bills & Payments

Services

Academic Documents

Downloadable Forms

E-CM

Concern/Feedback

Service Feedback

Sign Out

Generated Schedule and Assessment (GSA)

Your Mode of Payment: **INSTALLMENT 1**
Your Scholarship(s): **None**

MODE OF PAYMENT	FULL	INSTALLMENT
TUITION FEE	13,500.00	14,100.00
L/F/D FEES	.00	.00
MISCELLANEOUS FEE	4,350.00	4,611.00
REGISTRATION FEE	1,200.00	1,272.00
LIBRARY FEE	1,300.00	1,378.00
MEDICAL/DENTAL FEE	250.00	265.00
ATHLETIC FEE	.00	.00
CENTRAL COMPUTER FEE	1,200.00	1,272.00
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	400.00	424.00
FOREIGN SERVICE FEE	.00	.00
APPLICATION FEE	.00	.00
OTHER FEES	.00	.00
METIS FEE	.00	.00
COURSERA FEE	.00	.00
FOREIGN LANGUAGES		
JAPANESE	.00	.00
FRENCH	.00	.00
SPANISH	.00	.00
MANDARIN	.00	.00
ADJ. IN MISC.	(.00)	(.00)
TOTAL CHARGES	17,850.00	18,711.00
FIRST PAYMENT		.00
SECOND PAYMENT		.00
THIRD PAYMENT		.00
TOTAL SCHOLAR'S PAYABLE		.00

[Printable version](#)

Enrolled

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

Click on eCM to view Certificate of Matriculation

The screenshot displays the Mapúa University student portal. On the left is a navigation menu with options: My Home, Profile, Enrollment, Online Enrollment User Manual, Print GSA, Bills & Payments, Services, Academic Documents, Downloadable Forms, E-CM (highlighted with a red box and an arrow), Concern/Feedback, Service Feedback, and Sign Out. The main content area shows the student's enrollment details for the 1st Quarter, SY2019-2020. It includes a table of enrolled courses (EMG210 and IE218) with credit units, sections, rooms, and schedules. Below this are tables for miscellaneous charges, selected payment mode, payment deadlines, and an assessment charges summary. A notes section at the bottom provides important information regarding course cancellation, refund policy, and penalties.

Mapúa University
Certificate of Matriculation and Assessment

School Term: 1st Qtr. SY2019-2020
Student Number / Program: [Blank]
Nationality / Gender: FILIPINO / FEMALE
Assessment #: 322D000F29F0

ENROLLED COURSE	CREDIT UNITS	SECTION	ROOM	SCHEDULE	TF UNITS	TF FEE	LIF/D UNITS	LIF/D FEE
EMG210	3.00	COM	SW300	S 4:30PM - 9:00PM	3.00	6,300.00	0.00	0.00
IE218	3.00	COM_OL02	FLD	S 4:30PM - 9:00PM	3.00	7,800.00	0.00	0.00
TOTALS	6.00 / (0.00)				6.00	14,100.00	0.00	0.00

MISCELLANEOUS CHARGES		SELECTED PAYMENT MODE		PAYMENT DEADLINES	
PARTICULARS	AMOUNT	PARTICULARS	OPTION 1 (40%-30%-30%)	DUE DATE	OPTION 1
IT INFRASTRUCTURE FEE	1,200.00	Tuition Fee	14,100.00	INITIAL - Apr 26, 2019	7,380.00
LIBRARY FEE	1,300.00	LIF/D Fee	0.00	PRELIM - Sep 09, 2019	5,535.00
MEDICAL AND DENTAL FEE	250.00	Misc. Fee	4,350.00	FINAL - Oct 14, 2019	5,535.00
REGISTRATION FEE	1,200.00	TOTAL AMOUNT	18,450.00	TOTALS	18,450.00
SUPPLEMENTARY FEE	400.00				
TOTAL MISC. CHARGES	4,350.00				

ASSESSMENT CHARGES, SCHOLARSHIPS, & DISCOUNT SUMMARY				
PARTICULARS	TF CHARGES	LIF/D CHARGES	MISC. CHARGES	TOTAL
Beginning Balance	14,100.00	0.00	4,350.00	18,450.00
TOTALS	14,100.00	0.00	4,350.00	18,450.00

NOTES:

- *** - Course(s) with COURSEERA CERTIFICATION
- Deadline for FULL assessment conversion is on Sep 02, 2019. 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 Sep 02, 2019 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 enrollment 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 enrollment may be refunded or credited to the succeeding enrollment. 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.