

MID-YEAR TERM CLASSES 2020

ENROLLMENT FLOW

STEP 1: CHECK BALANCES Login to MySilliman¹. You may email mis@su.edu.ph if you forgot your password or studentaccounts@su.edu.ph for other concerns. Scholars should email the Scholarship and Student Aid Division (sac@su.edu.ph) or Office of the Registrar and Admissions (orascholarships@su.edu.ph) or Divinity School (divinity@su.edu.ph) first so these departments can inform the Business and Finance of the amount of the scholarship. <i>See page 2 for the details.</i>	
STEP 2: PAYMENT Pay the outstanding balance, if any, together with at least Php 3,000 as down payment for the Mid-Year Term. For payments, we encourage you to use the MySilliman Portal so you can stay in your homes. All major credit cards are accepted. Alternatively, you may pay thru the following banks which provide us online services. <i>Note: The charging guidelines for the SU faculty/staff and SUMCFI dependents will be emailed to them for their reference and guidance.</i>	
For credit card payment² , real-time activation of OK to Enroll at MySilliman. <i>See page 3 for the details.</i>	For bank payments³ , students are advised to wait for the next Business Day for activation of OK to Enroll . Email StudentAccounts@su.edu.ph if you have concerns. <i>See page 5 for the details.</i>
STEP 3a: CONFIRMATION OF UNDERTAKING⁴ Confirm acceptance to the undertaking for this Mid-Year Term. <i>See page 6 for the details.</i>	
STEP 3b: ADDING OF SUBJECTS⁵ Students select subjects at MySilliman. Students may contact their respective departments for subjects not listed in the offerings. Contact information is found at http://su.edu.ph/academics/schools-colleges . <i>See page 8 for the details.</i>	
STEP 4: ADVISER'S CONFIRMATION Upon submission of courses to be enrolled, a message will appear in your MySilliman indicating that enrollment is final after verification by the adviser. Your adviser will evaluate the selected subjects. If a schedule is not approved by the adviser, a student is recommended to contact his/her respective department to address any problem that may have been encountered in the enrollment process. Once verified and confirmed by your adviser, a message will appear indicating that you are "Officially Enrolled" on your next visit of the same online enrollment page.	
STEP 5: mySOUL Activation⁶ Activate your mySOUL (https://soul.su.edu.ph). All classes will be delivered using mySOUL, the official learning management system of the university. Students are required to have regular, reliable access to a computer with a stable broadband Internet connection. See separate page for the hardware requirements. <i>See page 11 for the details.</i>	

¹LOGIN TO MY SILLIMAN

The Online Enrollment service is available in the MySilliman website. Follow these steps:

1. Using a computer connected to the internet, open your browser (Mozilla Firefox, Google Chrome) and type in <https://my.su.edu.ph/mysilliman/login.php> in the address bar.

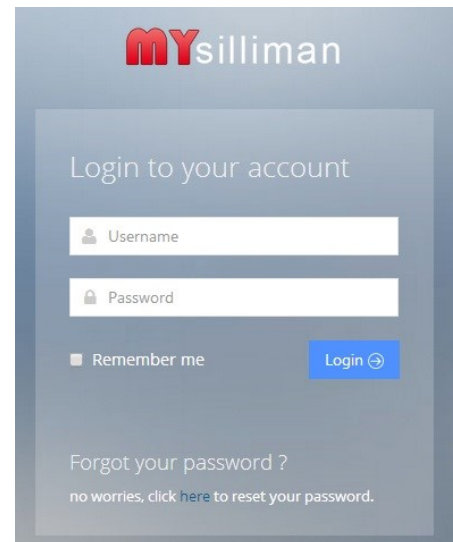
2. Type in your login name in the login name field.
The login name for students is their Student Id number.
Ex. 13-1-12345.

Type your password in the password field.

Click the login button to continue.

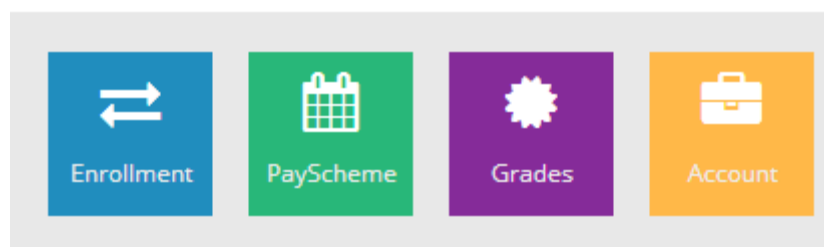
If you can't login, your login name or password may be incorrect

(You may email mis@su.edu.ph if you forgot your password or studentaccounts@su.edu.ph for other concerns. Scholars should email the Scholarship and Student Aid Division (sac@su.edu.ph) or Office of the Registrar and Admissions (orascholarships@su.edu.ph) or Divinity School (divinity@su.edu.ph) first so these departments can inform the Business and Finance of the amount of scholarship.).



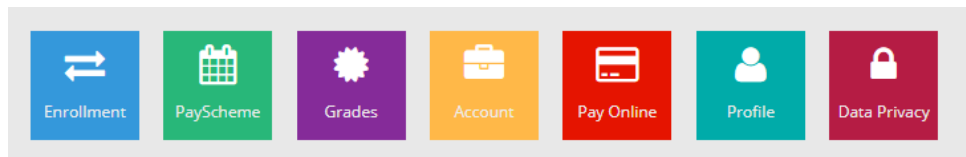
The screenshot shows the 'mySilliman' login interface. It features a header with the 'mySilliman' logo. Below it, the text 'Login to your account' is displayed. There are two input fields: 'Username' with a person icon and 'Password' with a lock icon. A 'Remember me' checkbox is located below the password field. A blue 'Login' button with a right-pointing arrow is to the right of the checkbox. At the bottom, there is a link for 'Forgot your password?' with the text 'no worries, click here to reset your password.'

3. Once logged in, click the "Enrollment" tile.



²CREDIT CARD ONLINE PAYMENTS

To pay online, select “Payment Online” the from menu. It can also be accessed from the sidebar, choose “Account” -> and then “Payment Online”



This is the payment page.

Please input the amount you intend to pay, and then click “Proceed with Payment”

Proceed with Payment

Payments

Use bank payment gateways to pay your fees.

Account > Payments

Payment details

Enter amount in Philippine Pesos (PHP). Only whole number amounts (no centavos) are accepted.

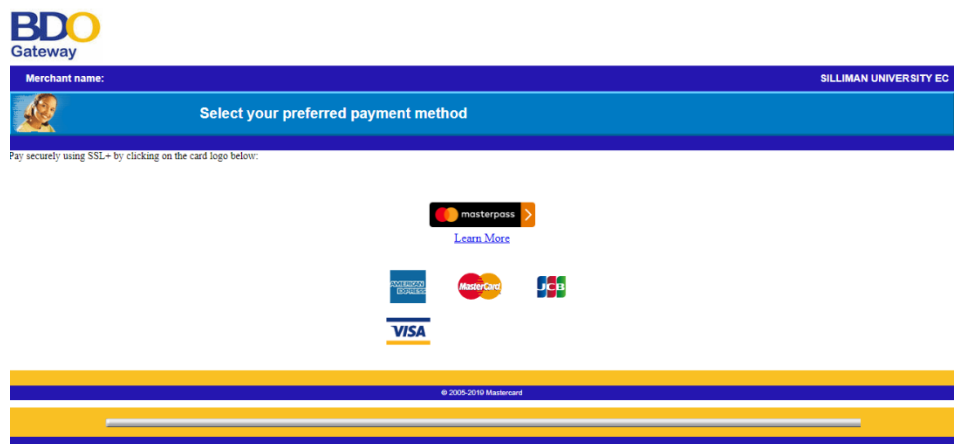
Tuition Amount:

Proceed with Payment

Supported Credit Cards



The page will redirect to the payment gateway, please select your preferred payment method.



Input your card details. Then click "Pay"



BDO Gateway

Merchant name: SILLIMAN UNIVERSITY EC

Enter your card details

VISA: You have chosen VISA as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.

Card Number:

Expiry Date: / month/year

Security Code: The 3 digits after the card number on the signature panel of your card.

Purchase Amount: **PHP P1.00**

Verified by **VISA**

I hereby authorise the debit to my VISA Account in favour of SILLIMAN UNIVERSITY EC

pay

Depending on your bank, you may be required to provide a One-Time-Pin (OTP)

BDO Gateway

Merchant name:

Please wait while your payment is processed

Please wait...

The server is processing your payment using VISA for the value of PHP P1.00.

© 2005-2019 Mastercard

Please wait for the merchant page to redirect to the MySilliman page.

Transaction Results

Result of your transaction:

Your payment has been **approved**.
Please wait while you are redirected back to the merchant...

© 2005-2019 Mastercard

The page will notify you whether your payment was successful or not.

Payments

Payment Result.

[Home](#) > [Account](#) > [Payments](#)

✔ Transaction Successful

Transaction details

Payment for

OR Number : OR 0039623

Tuition: 1.00
TOTAL: PHP 1.00

[View Account ledger](#)

Payments

Payment Result.

[Home](#) > [Account](#) > [Payments](#)

✖ There was an error in the transaction [A]. Insufficient funds

[Back to Payment form](#)

³BANK PAYMENTS

Alternatively, you may pay thru the following banks which provide us online services:

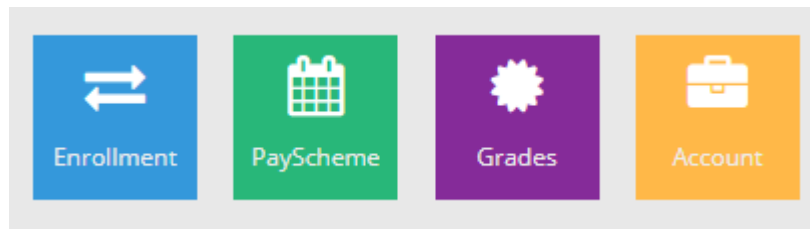
BPI Perdices – Peso	1081-0003-16
BDO Silliman Campus	8040009966 <i>(for College and Senior High students)</i>
BDO Silliman Campus	8040009958 <i>(for High School students)</i>
BDO Silliman Campus	8040009931 <i>(for Elementary/Early Childhood students)</i>
MetroBank	443-7-44350202-1 <i>(use Payment Slip)</i>
Security Bank	0315-081901-001
PhilTrust	42120-000051-5
Union Bank	1450000347

We would like to remind you to always provide your ID number as reference in your deposit and be alert of any changes in banking hours and guidelines. Transactions for the day will be posted on the next business day which will also be the day when you can enroll.

If these banks are NOT AVAILABLE OR ACCESSIBLE IN YOUR AREA, go to <https://forms.gle/n7ozvpUayFadjZgeA> for more options.

4 CONFIRMATION OF UNDERTAKING

To select a payment scheme, click the “PayScheme” tile from the home page. It can also be accessed from the enrollment sidebar: “Enrollment” -> “Payment Scheme”



In the payment scheme page, please select “College-Mid-Year Term”.

Change Payment Scheme

Current Payscheme :

Change Payment Scheme to

By clicking **College-Mid Year Term** and by taking effect immediately on the current academic period

Disclaimer: The university does not claim any responsibility

Upon selecting, the details of the payment scheme will be displayed. Please read it and then click “I Agree”.



**UNDERTAKING
WITH RELEASE OF LIABILITY**

This document is a requirement for admission to Silliman University for the Mid-Year Term 2020 . Please read the contents carefully and click the “accept” button to indicate your willingness to comply with the financial and other conditions of enrollment.

If the enrollee is a minor, the parent or guardian must be the one to confirm his/her understanding and acceptance of the following undertakings.

PART 1 (Financial Undertaking)

I agree and undertake to pay Php 3,000.00 upon enrollment and the balance of my tuition and other fees on July 15, 2020.

I recognize that the release of diplomas, grades, documents, transcript and other school records, the signing of clearances, and enrolment in subsequent school terms, are contingent upon full payment of all accounts in Silliman University.

PART II (Miscellaneous Undertakings and Release of Liability)

I undertake to ensure that I, my child or ward shall observe all University policies, rules, and regulations, including the Helmet Policy and No Smoking Policy. I acknowledge that violation of the Helmet Policy may relieve the insurer of any liability under the student insurance plan for motor vehicle accidents in or out of campus. I also acknowledge that Silliman University may

I Agree **Cancel**

Please wait for the page to save your scheme. When done, it will display a notification that your payment scheme has been updated.

Payment Scheme

View or change your payment schedule.

[Home](#) > [Enrollment](#) > [Payment Scheme](#)



Payment scheme updated.

Change Payment Scheme

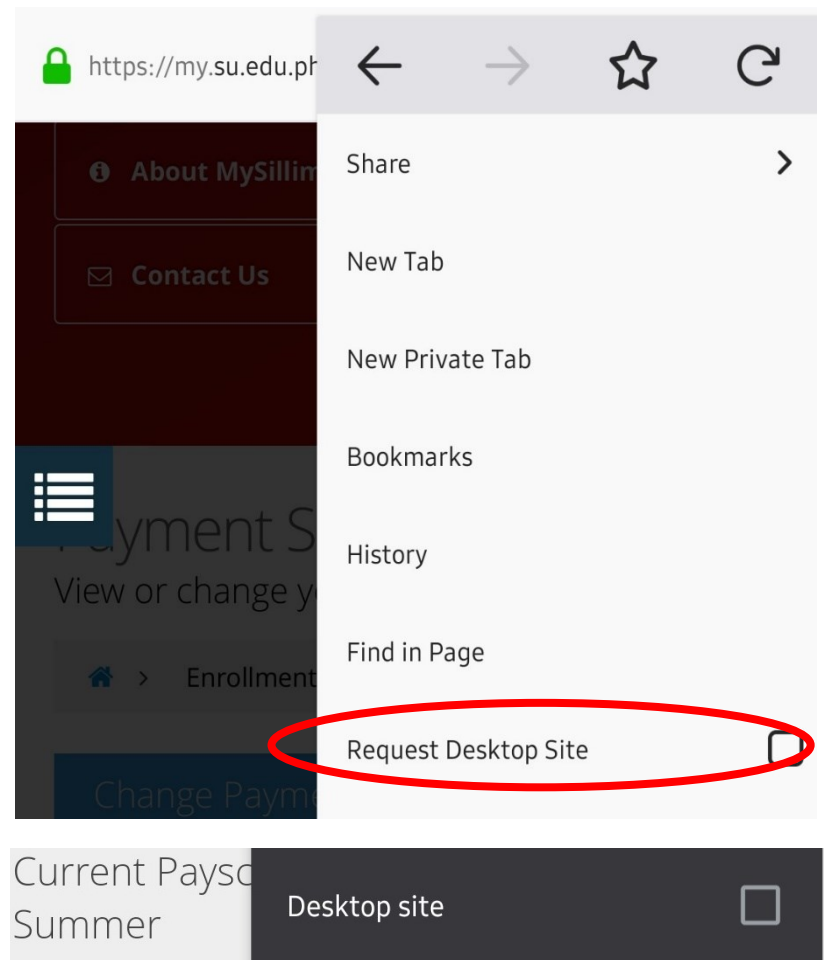
Current Payscheme : College-Mid Year Term

Change Payment Scheme to

College-Mid Year Term

Depending on the device used, you may need to request for “Desktop mode” on your browser. It can be accessed by tapping the three dots on the upper right corner of the browser.

login.php



⁵ADDING OF SUBJECTS

In the “Online Enrollment” page, the list of available subjects is displayed at the bottom.

Available Subjects		
	Subject	Description
Enroll	ANTHRO 17(2018)	CLASSICAL ANTHROPOLOGICAL THEORETICAL PEF
Enroll	ANTHRO 54	ANTHROPOLOGY OF THE ECONOMY
Enroll	ANTHRO/SOCIO 17	SOCIAL THEORY
Enroll	ANTHRO/SOCIO 21	SOCIAL AND CULTURAL CHANGE
Enroll	ANTHRO/SOCIO 51	SOCIAL PSYCHOLOGY

1. Click on the “Enroll” ([Enroll](#))button beside the subject to select a schedule for a subject. A list of available sections will be displayed afterwards.

Available Schedules

Schedules shown below are those that are available and not in conflict with your enrolled subjects

	Subject	Section	Type	Time
Enroll	GE 2(2018)	B	LEC	10:00AM-1
Enroll	GE 2(2018)	G	LEC	7:00AM-8

Conflict Schedules

Schedules shown below are those that are **not available due to being in conflict** with your enrolled subjects

Subject	Section	Type	Time
GE 2(2018)	H	LEC	

- Click on the "Enroll" ([Enroll](#)) button to select the section. Once selected, your slot for the section is already guaranteed.
- Once a subject is added, it will be listed under the "Subjects Enrolled" list.


✓ PE 21 (TABLE TENNIS) successfully enrolled.

Enrolled Subjects


	Subject	Section
Withdraw	PE 21 (TABLE TENNIS)	A


- Repeat steps 1-3 to add the remainder of the subjects to be taken.

If you wish to change the section of a subject enrolled, you can withdraw a subject and select another schedule.

1. Select the subject under “Subjects Enrolled” and click “Withdraw” (). You can select your desired alternative schedule by repeating steps 1-3 in “Adding of Subjects”.


Once satisfied with the schedule, a student must submit their schedule to their adviser for verification. After verification, enrollment is **OFFICIAL**. Verification takes at least 1 business day.

1. Click the “Submit” () button to submit your schedule for verification.
2. Upon submission, a message will appear indicating that enrollment will be final after verification by the adviser.


 Enrollment submitted and forwarded to adviser for final checking. Enrollment will be finalized after verification by adviser.

3. Wait for the confirmation of your adviser at least one business day. These are the messages that can appear in the **enrollment page** after advising:

When Denied:

 Your submission has been reviewed by an adviser and was disapproved.
See your adviser in campus to process your enrollment.
Remarks: Test
Adviser:

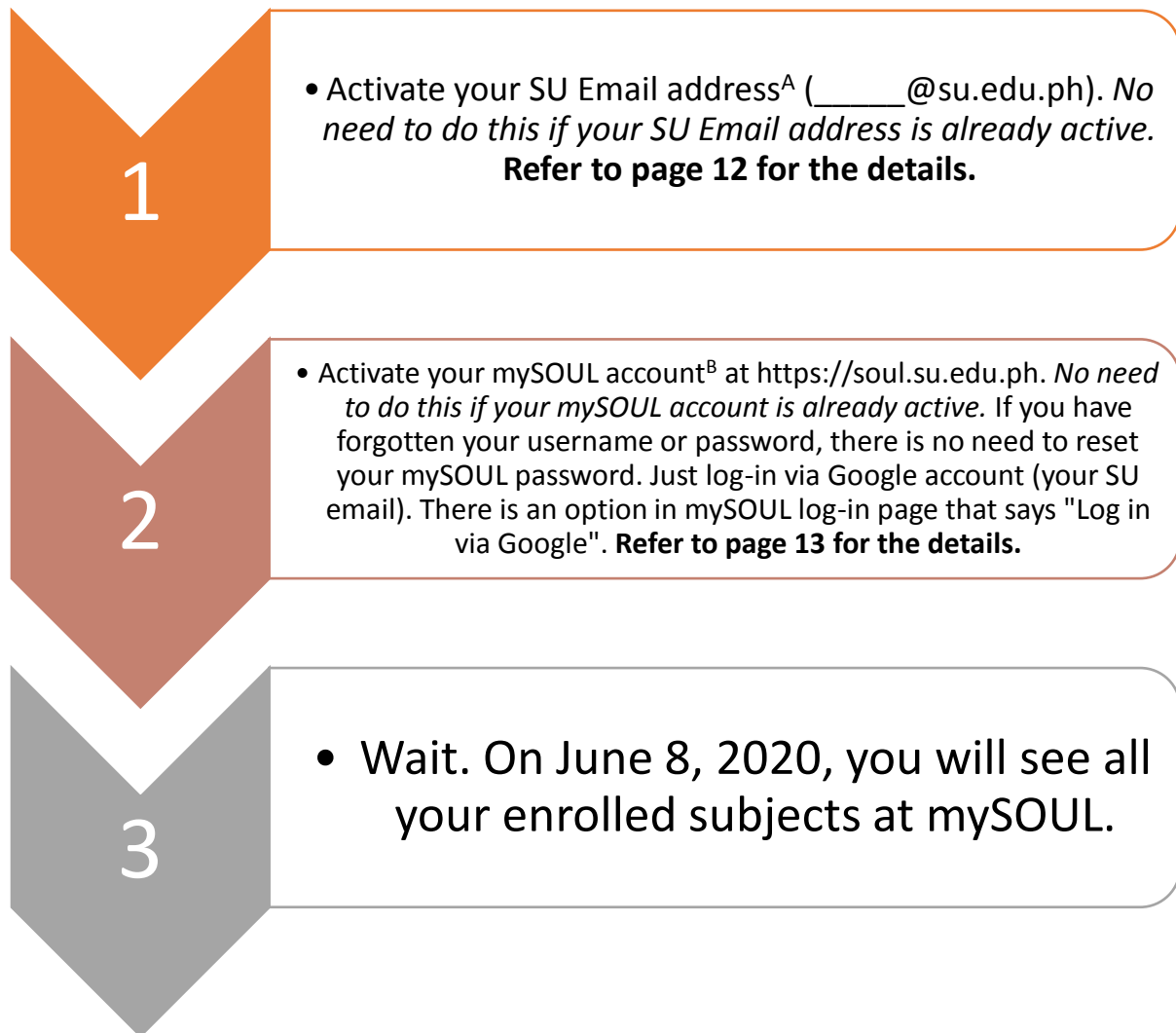
When approved:

 Officially enrolled.
-Print your schedule of classes.
-Proceed to the Office of Student Services to have your ID validated.

Contact your College/Department if you have concerns.

4. Update your profile. To update, open your MySilliman Account and click the “Profile” tile.

⁶ACTIVATING MYSOUL





^A STEPS IN ACTIVATING SU EMAIL

ALL students, faculty, and staff have SU email accounts. The official Silliman Email is in the following format:

First Name + Middle Initial + Last Name @su.edu.ph

If your first name consists of multiple names, ignore all names after the first space in your first name

Example:

John Jones F. Doe

Email Account: johnfdoe@su.edu.ph

Default password guidelines:

1. Your default password is the same as your MySilliman password.
2. If your MySilliman password is less than 8 characters long, add asterisks (*) to the end until it is 8 characters long.

Examples: **MySilliman Password:** abcde12345 → **Email Password:** abcde12345

MySilliman Password: abc123 → **Email Password:** abc123**

3. For questions and clarifications please send to: mis@su.edu.ph

With your email address (include the @su.edu.ph) and password, log in to your Silliman email at <https://mail.google.com/>

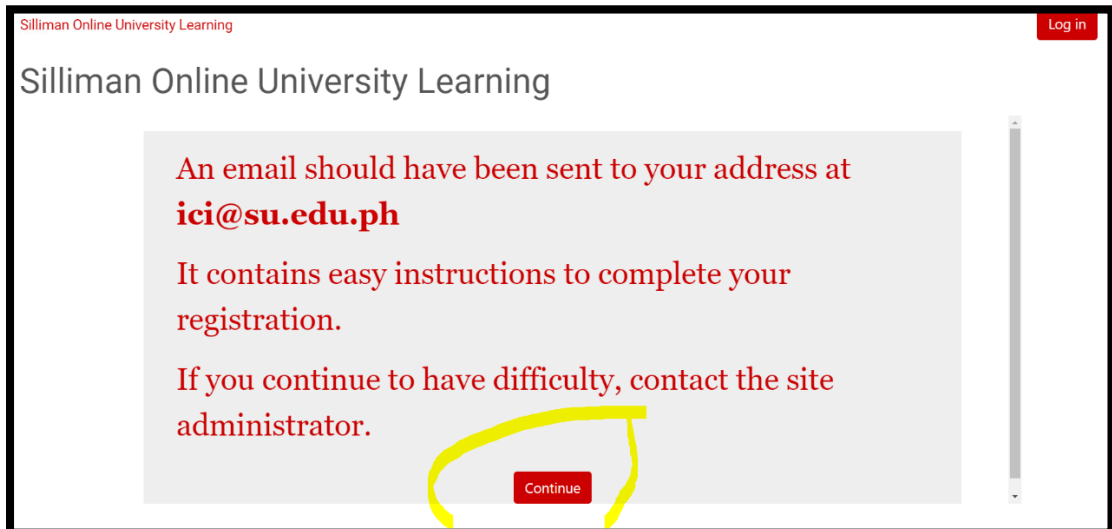
A screenshot of the Google Sign in page for Gmail. The page has a white background with the Google logo at the top. Below the logo, it says "Sign in" and "to continue to Gmail". There is a text input field labeled "Email or phone" containing the email address "johnfdoe@su.edu.ph". Below the input field, there is a link "Forgot email?". Further down, there is a line of text: "Not your computer? Use Guest mode to sign in privately." followed by a link "Learn more". At the bottom left, there is a link "Create account". At the bottom right, there is a blue button labeled "Next".

^BSTEPS IN REGISTERING SOUL (Student's Account)

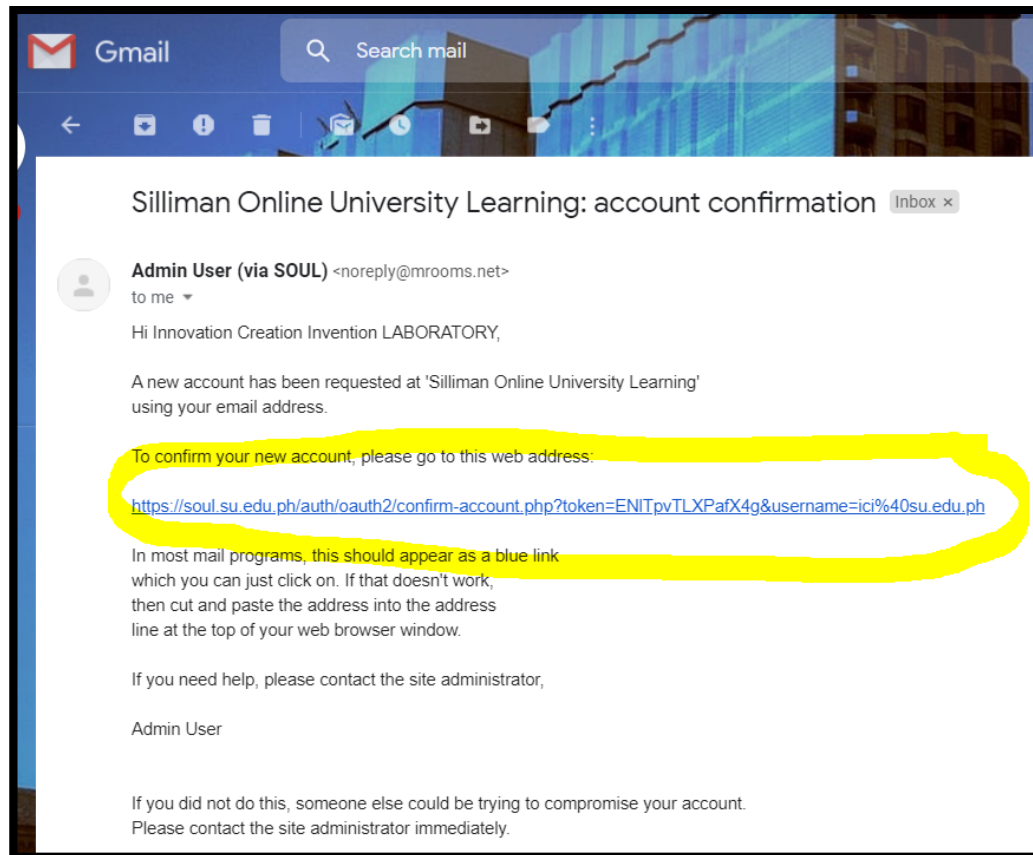
1. Open a browser (Firefox or Chrome) and go to <https://soul.su.edu.ph>.
2. Login using your Google Silliman Email address (____@su.edu.ph). To activate your SU email, see separate instruction or contact mis@su.edu.ph.



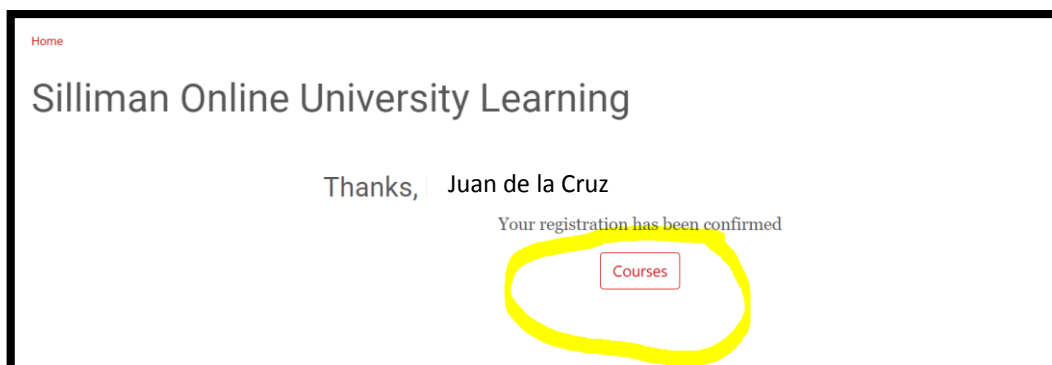
3. Once all sign-up details are filled out, instruction to open your email address will appear. Click CONTINUE to proceed.



4. Open your SU email. Click the confirmation link in the email that was sent to you.



You will be directed back to mySOUL, click COURSES. This concludes the sign-up procedures.



5. Start navigating mySOUL. Update your profile. To update, click MY COURSES then click PROFILE. Click EDIT PROFILE. Upload a user photo.

OPTIONAL: DOWNLOAD MYSOUL MOBILE APP

With the mySOUL app, you can learn wherever you are, whenever you want, with these app features:

- Easily access course content - browse the content of your courses, even when offline
- Connect with your students - quickly find and contact students in your courses
- Notify - send instant notifications of messages and other events, such as assignment submissions

Minimum Operating System Specification:

- Android: Android 9
- iOS: OS 12

For Android users:

Using your mobile device, go to Google Play and type **Open LMS**. Download the app. Once downloaded, input SOUL's address <https://soul.su.edu.ph>. Input your SU Email address.

For iOS users:

Using your mobile device, go to App Store and type **Blackboard Open LMS**. Download the app. Once downloaded, chat us at mySOUL (<https://soul.su.edu.ph>) so that we can

instruct your registration details. The chatbox () is found at the lower right corner of your screen.