

SUMMER ONLINE 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.

STEP 2: PAYMENT

Pay the outstanding balance, if any, together with at least Php 3,000 as down payment for Summer Term 2019-2020. 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.

Note: The charging guidelines for the SU faculty/staff and SUMCFI dependents will be emailed to them for their reference and guidance.

For credit card payment², real-time activation of *OK to Enroll* at MySilliman.

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.

STEP 3a: ACCEPTANCE TO THE UNDERTAKING⁴

Confirm acceptance to the undertaking for this Summer term.

STEP 3b: ADDING OF SUBJECTS 5

Students select subjects at MySilliman. Students may contact their respective departments for subjects not listed in the offerings. Emails can be accessed at http://su.edu.ph/academics/schools-colleges.

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.

STEP 5: LEARNING MANAGEMENT SYSTEM REGISTRATION⁶

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. Enrollment keys and procedures to register at the virtual classrooms will be activated.



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.

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

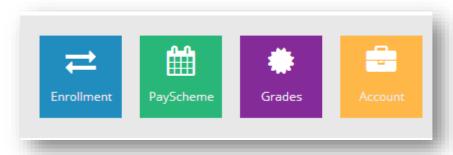
Type your password in the password field. Click the login button to continue.

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.).



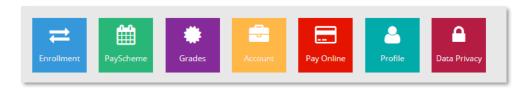
3. Once logged in, click the "Enrollment" tile.





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"



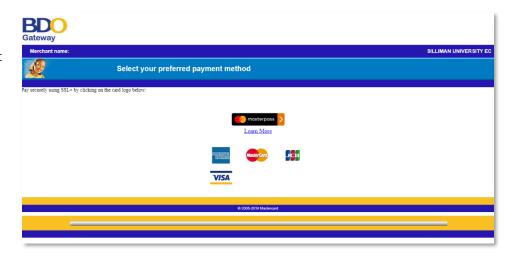
This is the payment page.

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: 1
Proceed with Payment
Supported Credit Cards
Master Green VISA CES

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





Input your card details. Then click "Pay"

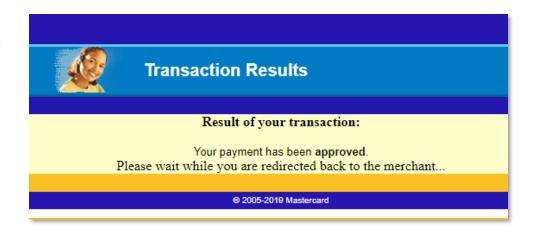




Depending on your bank, you may be required to provide a One-Time-Pin (OTP)

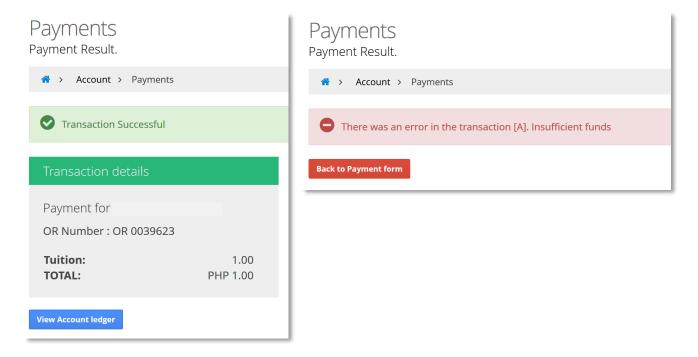


Please wait for the merchant page to redirect to the MySilliman page.





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



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 (for College and Senior High students)

BDO Silliman Campus 8040009958 (for High School students)

BDO Silliman Campus 8040009931 (for Elementary/Early Childhood students)

MetroBank 443-7-44350202-1 (use Payment Slip)

Security Bank 0315-081901-001

PhilTrust 42120-000051-5

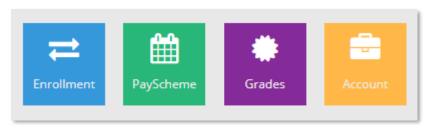
Union Bank 1450000347

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.

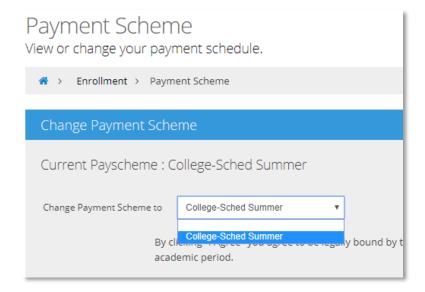


⁴CONFIRMATION OF UNDERTAKING

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-Sched Summer".



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 Summer Term 2019-2020. 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 May 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 conduct, where applicable, random drug testing on students in accordance with Republic Act 9165 (Comprehensive Dangerous Drugs Act) and other pertinent laws; and conduct searches and inspections for the purpose of ensuring compliance with such policies, rules and regulations, and the seizure of objects and other effects that are held in violation of the same. I also relieve Silliman University from any liability relating to the consumption of unsanitary or contaminated food, water or beverage sourced outside of University Food Services; and for incidents that, in the course of the student's enrollment in Silliman, take place outside of University property that are not related to any school-sanctioned or authorized activity.

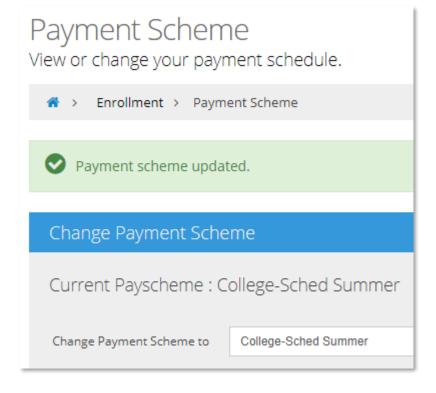
This undertaking shall be effective until all obligations pursuant to this instrument shall have been complied with.

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.



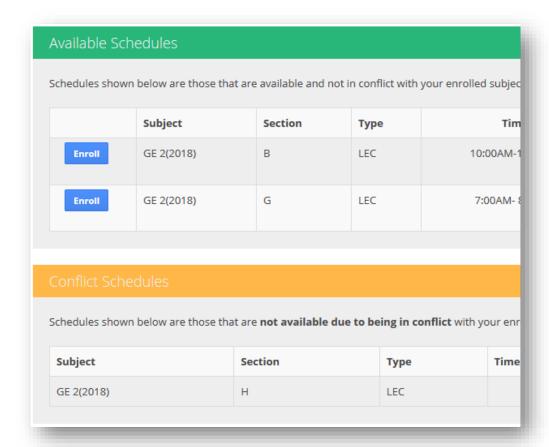
5ADDING OF SUBJECTS

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

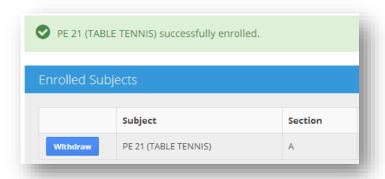
Available Subjects			
	Subject	Description	
Enroll	ANTHRO 17(2018)	CLASSICAL ANTHROPOLOGICAL THEORETICAL PE	
Enroll	ANTHRO 54	ANTHROPOLOGY OF THE ECONOMY	
Enroll	ANTHRO/SOCIO 17	SOCIAL THEORY	
Enroll	ANTHRO/SOCIO 21	SOCIAL AND CULTURAL CHANGE	
Enroll	ANTHRO/SOCIO 51	SOCIAL PSYCHOLOGY	

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





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



4. 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" (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" (Submit for Advising) 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.
- 3. Wait for the confirmation of your adviser at least one business day. Contact your College/Department if you have concerns.
- 4. Update your profile. To update, open your MySilliman Account and click the "Profile" tile.

⁶VIRTUAL CLASSROOM REGISTRATION

1

•Activate your SU Email address^A (_____@su.edu.ph). No need to do this if your SU Email address is already active.

7

•Activate your SOUL account^B at https://soul.su.edu.ph. *No need to do this if your SOUL account is already active*. If you have forgotten your username or password, there is no need to reset your SOUL password. Just log-in via Google account (your SU email). There is an option in SOUL log-in page that says "Log in via Google".

2

•Check your MySilliman for the Enrollment Key of your SOUL virtual classes which will be available on April 10, 2020.

4

•Starting April 13, register to all your virtual classes using the Enrollment Keys provided at your MySilliman account ^c.



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:

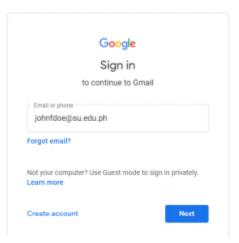
- 1. Your default password is the same as your MySilliman password.
- If your MySilliman password is less than 8 characters long, add asterisks (*) to the end until it is 8 characters long.

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

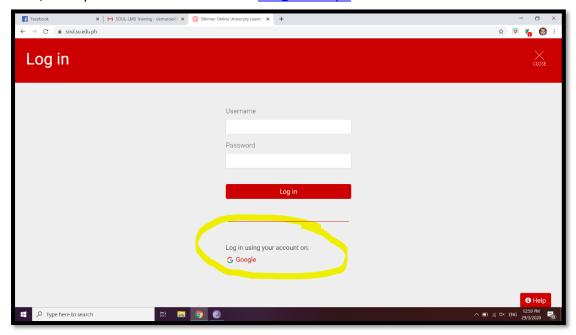
With your email address (include the @su.edu.ph) and password, log in to your Silliman email at https://mail.google.com/



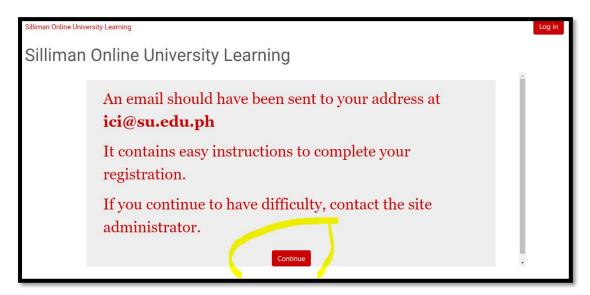


^BSTEPS IN REGISTERING SOUL (Student's Account)

- 1. Open a browser 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 <u>mis@su.edu.ph</u>.

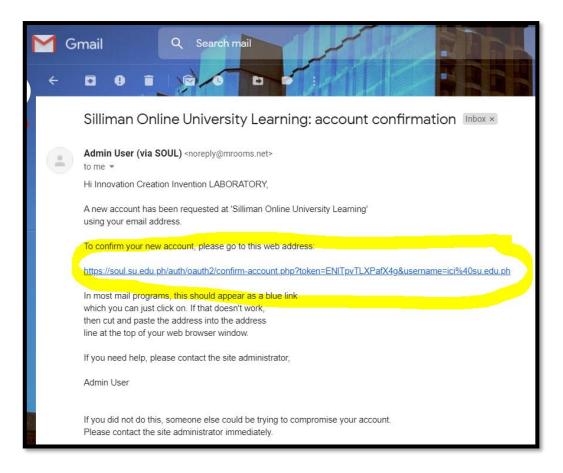


3. Once all sign-up details are filled out, instruction to open your email address will appear. Click CONTINUE to proceed.

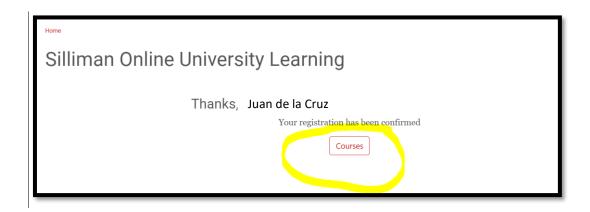


4. Open your SU email. Click the confirmation link in the email that was sent to you.





You will be directed back to SOUL, click COURSES. This concludes the sign-up procedures. Start navigating SOUL. Update your profile. To update, click MY COURSES then click PROFILE. Click EDIT PROFILE. Upload a user photo.



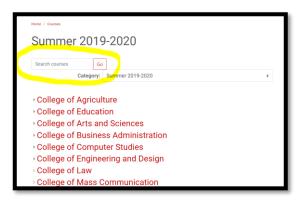


^cSTEPS in ENROLLING/REGISTERING A VIRTUAL CLASSROOM

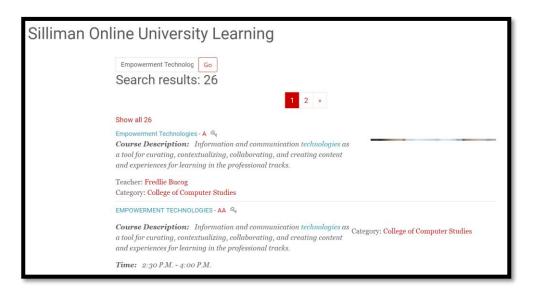
1. Login to SOUL-LMS, click BROWSE ALL COURSES.



2. Type the title of the subject that you are officially enrolled then click GO button.

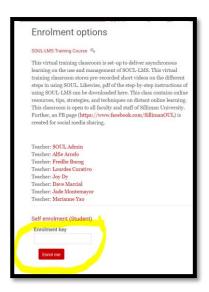


3. A list of searched subjects will appear. Click the subjects that you are officially enrolled. Scroll down



4. Scroll down and input the enrollment key (found in your MySilliman) then click the button ENROL ME.





Enrollment Keys are case sensitive. Email soul@su.edu.ph for concerns. Provide the following details: Complete Name, Department, subjects enrolled, your concerns.

5. You will know that you are successful in your registration if you will see a page like this. You can now start communicating with your classmates and teacher.



Repeat Step 2 to 5 for your other subjects.

To know more about the virtual classroom, go to https://help.blackboard.com/Blackboard Open LMS/Student/Get Started