

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.

STEP 3a: acceptance to the undertaking⁴

Confirm acceptance to the undertaking for this Summer term.

STEP 3b: ADDING OF SUBJECTS⁵

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: VIRTUAL CLASSROOM REGISTRATION

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.

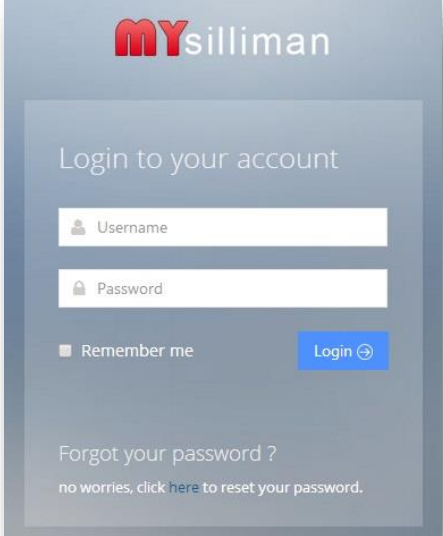
2. Type in your login name in the login name field.
The login name for students is their Student Id number.
Ex. 13-1-12345.

Type your password in the password field.

Click the login button to continue.

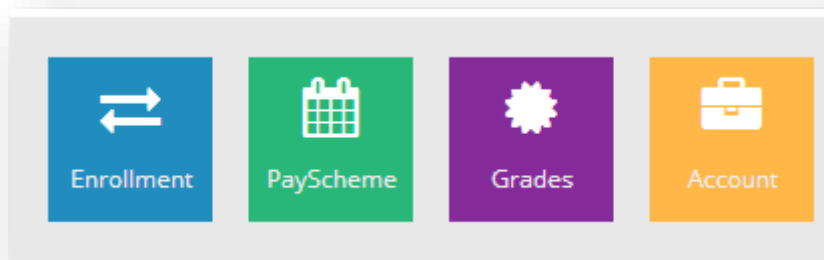
If you can't login, your login name or password may be incorrect

(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.).



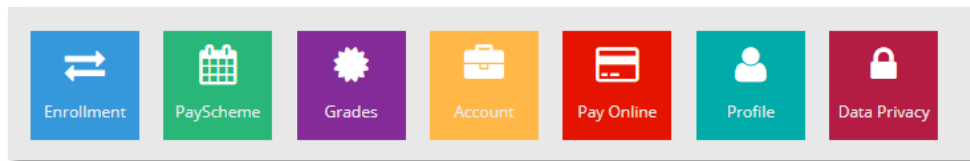
The screenshot shows the 'mySilliman' login interface. At the top is the 'mySilliman' logo. Below it is the heading 'Login to your account'. There are two input fields: 'Username' with a person icon and 'Password' with a lock icon. A 'Remember me' checkbox is located below the password field. A blue '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.

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

Payment details

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

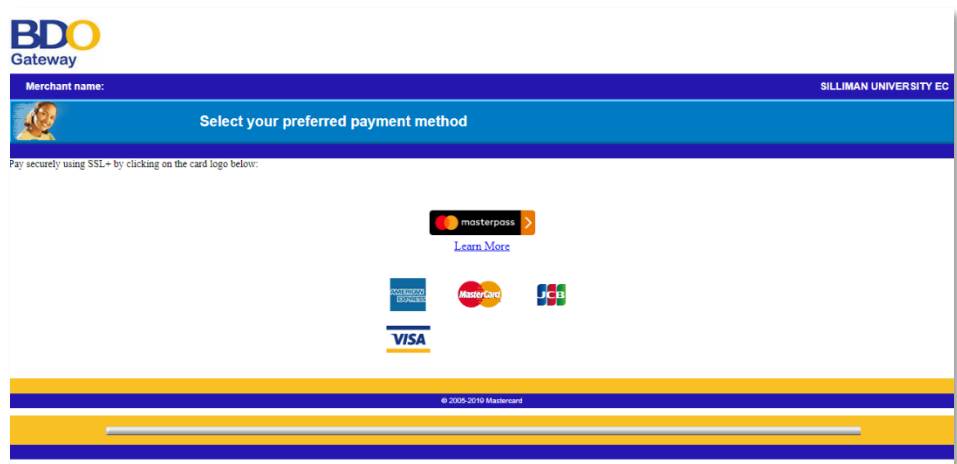
Tuition Amount:

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

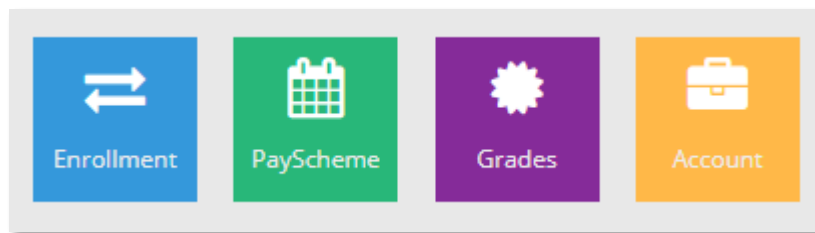
Alternatively, you may pay thru the following banks which provide us online services:

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.

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-Sched Summer”.

Payment Scheme
View or change your payment schedule.

Home > Enrollment > Payment Scheme

Change Payment Scheme

Current Payscheme : College-Sched Summer

Change Payment Scheme to

By clicking “I Agree” you agree to be legally bound by the academic period.

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.

Payment Scheme

View or change your payment schedule.

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

 Payment scheme updated.

Change Payment Scheme

Current Payscheme : College-Sched Summer

Change Payment Scheme to

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 PER
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 enr

Subject	Section	Type	Time
GE 2(2018)	H	LEC	

- Click on the “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.

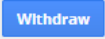
 PE 21 (TABLE TENNIS) successfully enrolled.

Enrolled Subjects

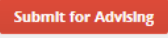
	Subject	Section
Withdraw	PE 21 (TABLE TENNIS)	A

- 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.
3. When for the confirmation of your adviser for one business day. Contact your department if you have concerns.