

## FIRST SEMESTER TERM SY 2020-2021

### ENROLLMENT FLOW

<p><b>STEP 1: CHECK BALANCES</b></p> <p><b>Login to MySilliman<sup>1</sup>.</b> You may email <a href="mailto:mis@su.edu.ph">mis@su.edu.ph</a> if you forgot your password or <a href="mailto:studentaccounts@su.edu.ph">studentaccounts@su.edu.ph</a> for other concerns. Scholars should email the Scholarship and Student Aid Division (<a href="mailto:sac@su.edu.ph">sac@su.edu.ph</a>) or Office of the Registrar and Admissions (<a href="mailto:orascholarships@su.edu.ph">orascholarships@su.edu.ph</a>) or Divinity School (<a href="mailto:divinity@su.edu.ph">divinity@su.edu.ph</a>) first so these departments can inform the Business and Finance of the amount of the scholarship. <i>See page 2 for the details.</i></p>	
<p><b>STEP 2: PAYMENT</b></p> <p>Pay the outstanding balance, if any, together with at least Php 5,000 as down payment for the First Semester 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 through the following banks which provide us online services.</p> <p><i>Note: The charging guidelines for the SU faculty/staff and SUMCFI dependents will be emailed to them for their reference and guidance.</i></p>	
<p>For <b>credit card payment<sup>2</sup></b>, real-time activation of <b>OK to Enroll</b> at MySilliman. <i>See page 3 for the details.</i></p>	<p>For <b>bank payments<sup>3</sup></b>, students are advised to wait for the next <b>Business Day</b> for activation of <b>OK to Enroll</b>. Email <a href="mailto:StudentAccounts@su.edu.ph">StudentAccounts@su.edu.ph</a> if you have concerns. <i>See page 5 for the details.</i></p>
<p><b>STEP 3a: PAYMENT SCHEME SELECTION<sup>4</sup></b></p> <p>Select a payment scheme then confirm your acceptance to the undertaking for this First Semester Term by clicking "I Agree." <i>See page 6 for the details.</i></p>	
<p><b>STEP 3b: ADDING OF SUBJECTS<sup>5</sup></b></p> <p>Students select subjects at MySilliman. It must be based on the curriculum for the given term. Students may contact their respective departments for subjects not listed in the offerings. Contact information is found at <a href="http://su.edu.ph/academics/schools-colleges">http://su.edu.ph/academics/schools-colleges</a>. <i>See page 8 for the details.</i></p>	
<p><b>STEP 4: ADVISER'S CONFIRMATION</b></p> <p>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.</p> <p>Once verified and confirmed by your adviser, a message will appear indicating that you are <b>"Officially Enrolled"</b> on your next visit of the same online enrollment page.</p>	
<p><b>STEP 5: mySOUL ACTIVATION</b></p> <p>Activate your account mySOUL (<a href="https://soul.su.edu.ph">https://soul.su.edu.ph</a>) then register to your virtual classrooms. 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. <i>See pages 11-14 for the details.</i></p>	

## **1 LOGIN 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.

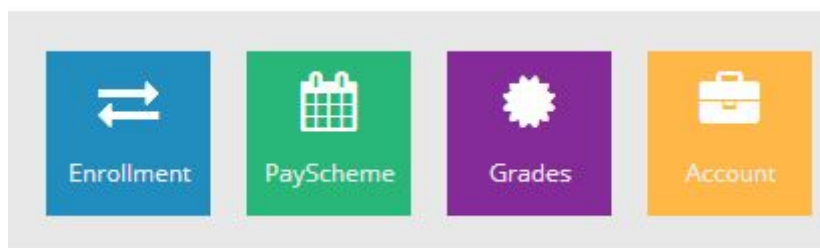
If you can't login, your login name or password may be incorrect

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



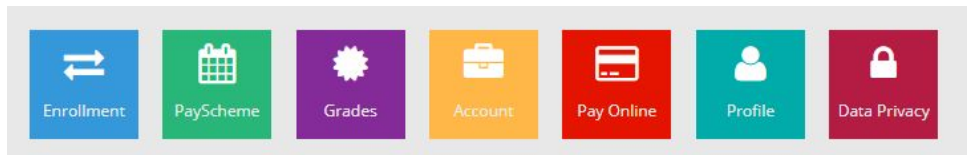
The screenshot shows the 'mySilliman' login interface. It features a header with the 'mySilliman' logo. Below it, the text 'Login to your account' is displayed. There are two input fields: 'Username' with a person icon and 'Password' with a lock icon. A 'Remember me' checkbox is located below the password 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” 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.

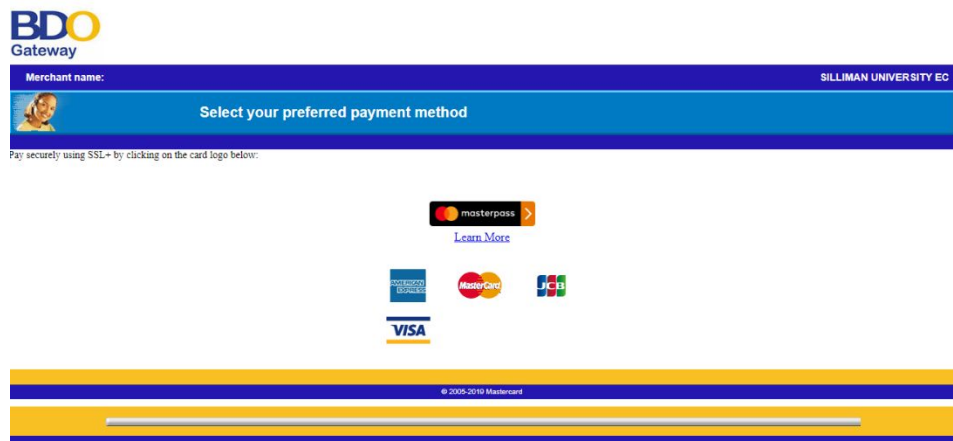
Tuition Amount:

**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”



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

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



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

<b>Tuition:</b>	1.00
<b>TOTAL:</b>	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:

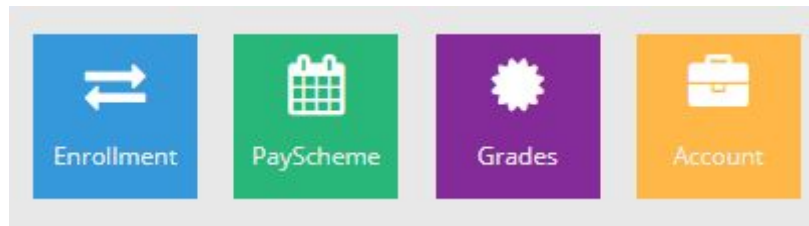
BPI Perdices – Peso	1081-0003-16
BDO Silliman Campus	8040009966 <i>(for College and Senior High students)</i>
BDO Silliman Campus	8040009958 <i>(for High School students)</i>
BDO Silliman Campus	8040009931 <i>(for Elementary/Early Childhood students)</i>
MetroBank	443-7-44350202-1 <i>(use Payment Slip)</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.

#### **4PAYMENT SCHEME SELECTION**

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 “First Semester Term”.

Change Payment Scheme

Current Payscheme :

Change Payment Scheme to

▼

College-Sched A (New)

College-Sched B (New)

College-Sched C (New)

terms

be legally bound by the new payment  
in the current academic period.

**Disclaimer:** The university does not claim any responsibility for failure of the student to notify his/her parents/guardian of the relevant information in the online enrollment such as the payment scheme chosen.

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



**UNDERTAKING**

**WITH RELEASE OF LIABILITY**

(Continuing Students College and Senior High Level)

This document is a requirement for admission to Silliman University. 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 tuition and other fees are to be paid in full at the time of enrollment, or if Schedule D is chosen, the penalties for delayed payments stated in Part 1 (Financial Undertakings) of this form shall not apply.

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. This document shall remain effective until graduation of the subject enrollee. However, with the concurrence of the University, the enrollee/parent/guardian may change his/her choice of payment schedules under Part 1 (Financial Undertakings) during the enrollment period of the semester.

Furthermore, should the enrollee be not enrolled in any of the semesters, or should the enrollee’s subjects be withdrawn before the midterms of the given semester, the chosen payment schedule for the semester concerned shall not apply.

**PART 1 (Financial Undertakings)**

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

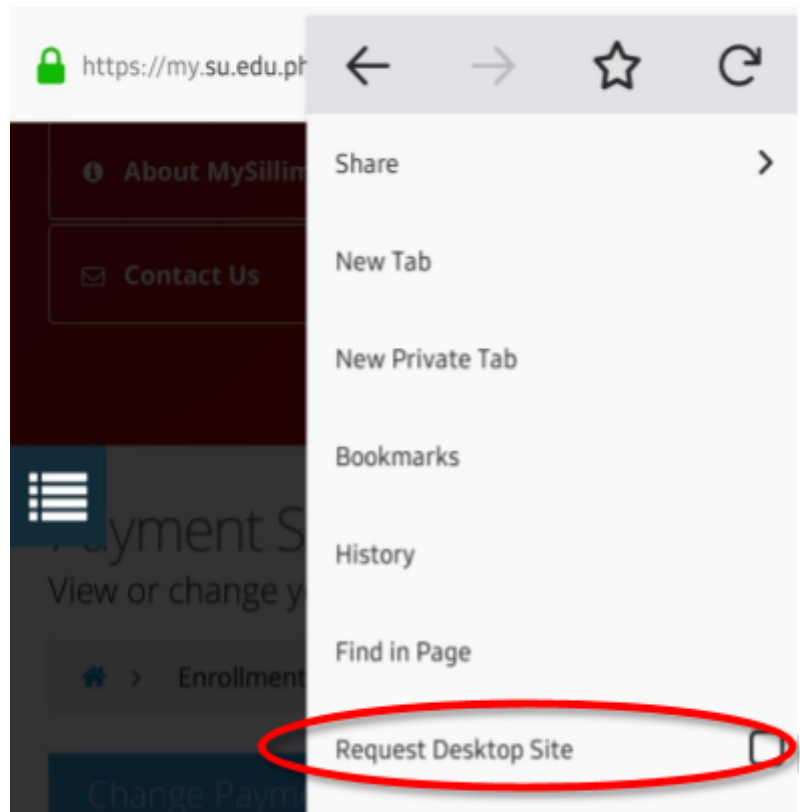
Current Payscheme : College-Sched A (New)

Change Payment Scheme to

College-Sched A (New)

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



Current Payscheme : College-Sched A (New)

Desktop site



## 5. ADDING OF SUBJECTS

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

Available Subjects		
	Subject	Description
<a href="#">Enroll</a>	ANTHRO 17(2018)	CLASSICAL ANTHROPOLOGICAL THEORETICAL PEF
<a href="#">Enroll</a>	ANTHRO 54	ANTHROPOLOGY OF THE ECONOMY
<a href="#">Enroll</a>	ANTHRO/SOCIO 17	SOCIAL THEORY
<a href="#">Enroll</a>	ANTHRO/SOCIO 21	SOCIAL AND CULTURAL CHANGE
<a href="#">Enroll</a>	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 subject				
	Subject	Section	Type	Time
<a href="#">Enroll</a>	GE 2(2018)	B	LEC	10:00AM-1
<a href="#">Enroll</a>	GE 2(2018)	G	LEC	7:00AM-8

Conflict Schedules			
Schedules shown below are those that are <b>not available due to being in conflict</b> with your enr			
Subject	Section	Type	Time
GE 2(2018)	H	LEC	

2. Click on the “Enroll” ( [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.




✓ PE 21 (TABLE TENNIS) successfully enrolled.

#### Enrolled Subjects

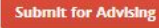
	Subject	Section
<a href="#">Withdraw</a>	PE 21 (TABLE TENNIS)	A

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” (  ). 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. Click this link for the directory <http://su.edu.ph/about/contact/>

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

## Virtual Classroom Registration

1

- Activate your SU Email address<sup>A</sup> (juandelacruz@su.edu.ph). *No need to do this if your SU Email address is already active. Refer to page 12 for the details.*

2

- Activate your mySOUL account<sup>B</sup> at <https://soul.su.edu.ph>. *No need to do this if your mySOUL account is already active.* If you have forgotten your username or password, there is no need to reset your mySOUL password. Just log-in via Google account (your SU email). There is an option in mySOUL log-in page that says "Log in via Google". **Refer to page 13 for the details.**

3

- Wait. *For College & SHS Students*, you will see all your virtual classrooms two (2) days before the first day of classes. *For SBE students (except SHS)*, you will see your virtual classrooms one (1) week before the start of the classes. *For late enrollees*, you will see your virtual classrooms on the next business day after being officially enrolled.

4

- Login to mySOUL and attend your classes as scheduled. Go to <http://soul-su.weebly.com> to view mySOUL YouTube tutorial, download user guide, and read the frequently asked questions (FAQ).

## <sup>A</sup> 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](mailto: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\*\*

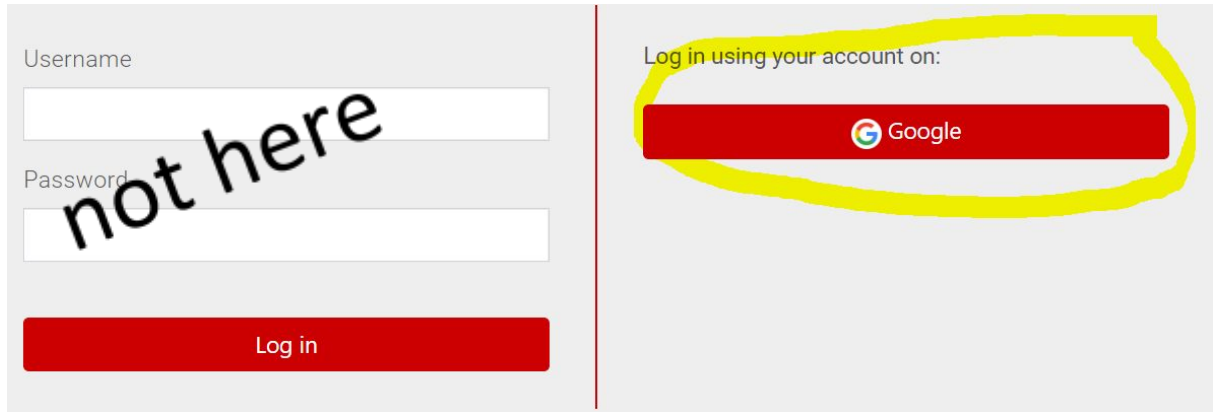
3. For questions and clarifications please send to: [mis@su.edu.ph](mailto:mis@su.edu.ph)

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

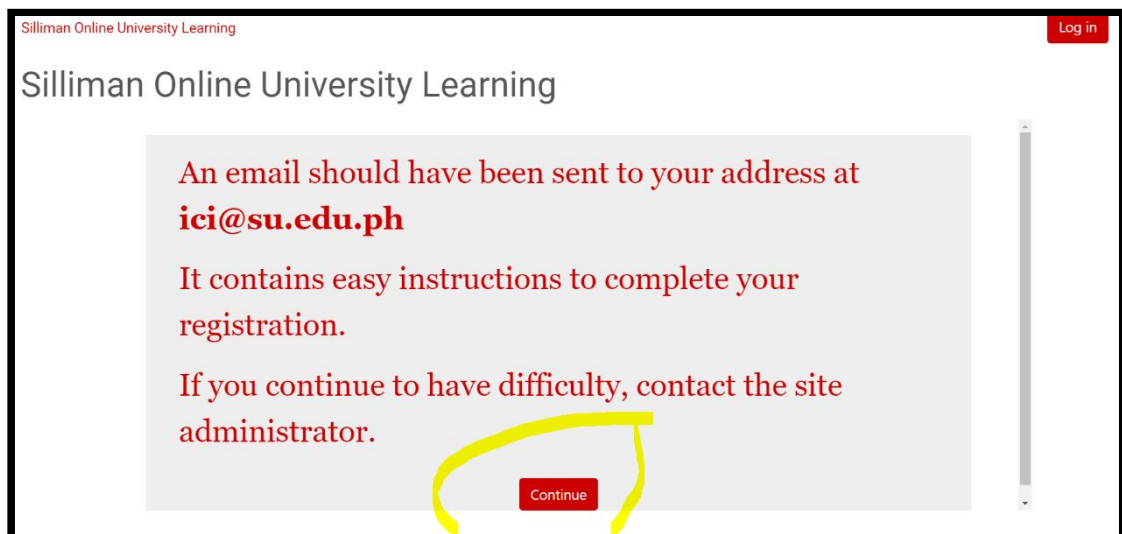


### <sup>B</sup>STEPS IN ACTIVATING mySOUL (Student's Account)

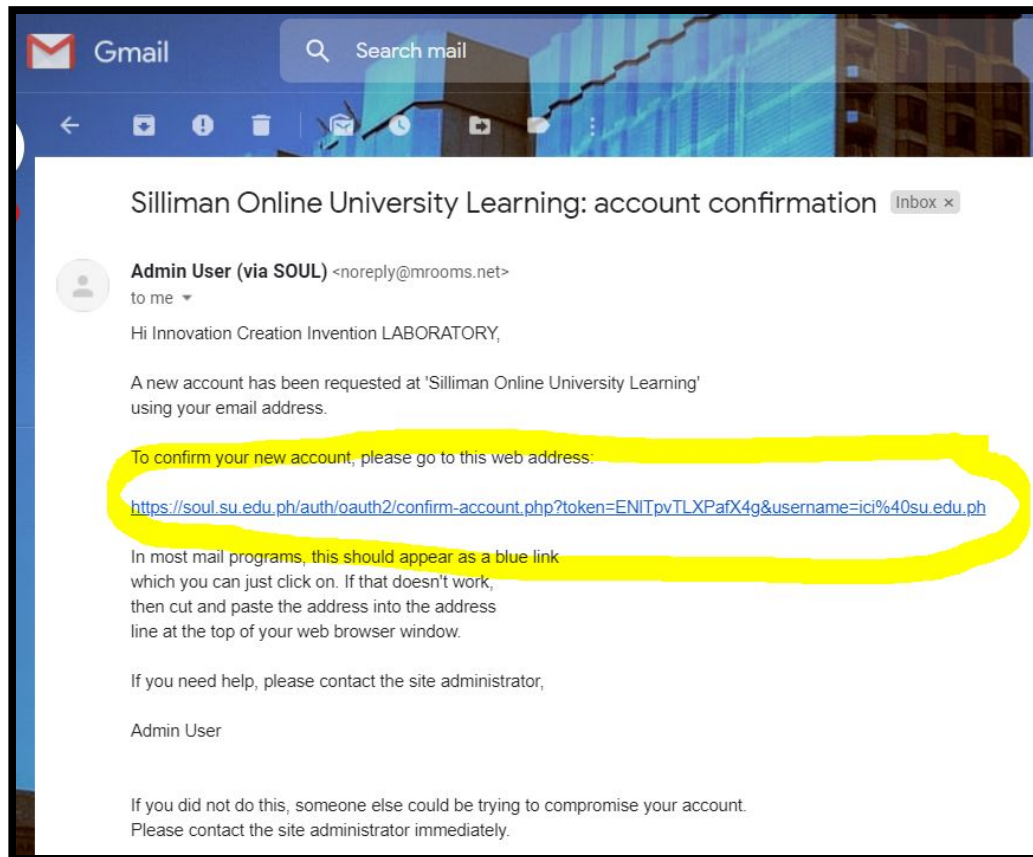
1. Open a browser (Firefox or Chrome) and go to <https://soul.su.edu.ph>.
2. Login using your Google Silliman Email address (\_\_\_\_@su.edu.ph). To activate your SU email, see page 12 of this file or contact [mis@su.edu.ph](mailto:mis@su.edu.ph).



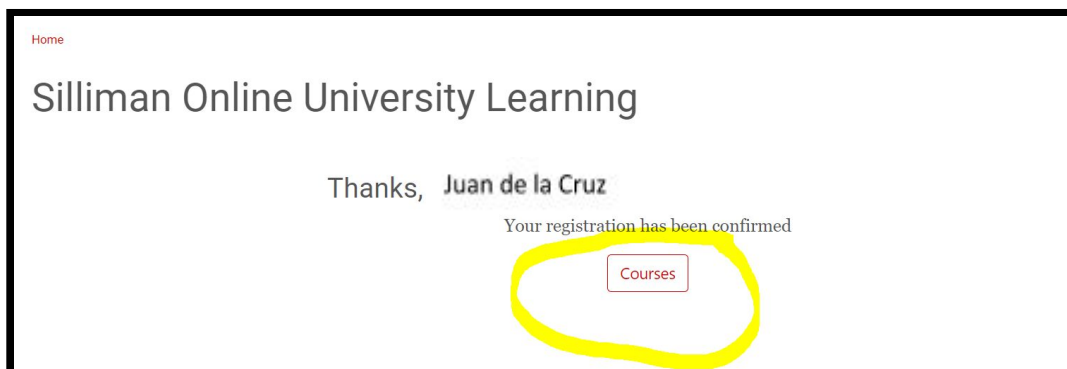
3. Once all sign-up details are filled out, instruction to open your email address will appear. Click CONTINUE to proceed.



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



**For iOS users:**

- 1 •using your mobile device, go to App Store & search **Blackboard Open LMS**
- 2 •Download the app.
- 3 •Email [mySOUL@su.edu.ph](mailto:mySOUL@su.edu.ph) to get your login details.

**For Android users:**

- 1 •Using your mobile device, go to Google Play and search **Open LMS**.
- 2 •Download the app.
- 3 •input mySOUL's address <https://soul.su.edu.ph>.
- 4 •Login using your SU Email address.

**at least Android 9 and iOS 12**

**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 classmates** - quickly find and contact other people in your classes;
- ✓ **keep up to date** - receive instant notifications of messages and other events, such as assignment submissions;
- ✓ **submit assignments** - upload images, audio, videos, and other files from your mobile device;
- ✓ **track your progress** - view your grades, check completion progress in courses, and browse your learning plans; and
- ✓ **complete activities anywhere, anytime** - attempt quizzes, post in forums, and more

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Go to <http://soul-su.weebly.com> to view mySOUL YouTube tutorial, download the user guide, and read the frequently asked questions (FAQ).

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