

ONLINE ENROLLMENT SYSTEM 1st Semester AY 2018-2019

Procedure on Online Enlistment/Enrolment (Students' Guide)

Visit Students' Portal (https://mys.mmsu.edu.ph/)

- Fill in the Student Number and Password fields, then click "Sign in".

Note for Incoming Freshmen: *Please refer to your Admission Slip.* Student Number -> User ID Password -> Authentication Code



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Update Personal Data Sheet

-Before you can proceed to the enlistment section. You need to update your personal data sheet.

-Click "Personal Data Sheet" from the menu.

-Click the "Update" button.

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	STUDENT No. :00 NAME :XX DEGREE :BS	0000 , XX In Computer Science		
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	Personal Data She	et		
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view schedule	Tel. No./CP. No.		Date of birth	
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Prospectus	Status	1	Gender	1
Personal Data Sheet	Father's Name	:	Occupation	4
Enlistment	Mother's Name	r	Occupation	1
Examination Permits				
Form 5	Record of Pre-Univ	ersity Education		
		Name of School	Address	Date of Graduation
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	Update			

Update Personal Data Sheet -Fill out the form completely. -Tick on the Agreement notice and click "Update" button.



ToEnlist

-Click "Enlistment" from the menu. -Select Semester and Section, then click "Proceed".

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	STUDENT No. : 00 0000 NAME :XX, XX DEGREE :BS in Computer Science	
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	2018-2019 // First Semester	~
	Section	
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Home	Proceed	
View Schedule		
View Grade		
Prospectus		
Personal Data Sheet		
Enlistment		
Examination Permits		

To enlist

-After clicking Proceed, the system will automatically display available courses based on your curriculum.

-Select option for the Declaration of Intent under RA 10931 if you want to avail/waive (not avail) the benefits of RA 10931.

-Tick the voluntary contribution checkbox if you want to contribute. *(Optional)*



Toadd a course

-Click "Add Course" link below the Submit for Approval button.

-Amodal dialog will open and list of all the available courses with schedule for the semester based on the students curriculum.

-Click the "Add" button to add the selected course to enroll.

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Tofinalize submission

- Tick on the Agreement notice and click "Submit for Approval" button.
- Wait for the approval of your enrolling adviser.

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Form 5	Vew Assessment Add Subject Vew Testurity History	Fuen S

Toview assessment

- Click "View Assessment" link below the Submit for Approval button.

- A modal dialog will open and display your assessment.

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- Printing of Form 5 Once the enrolling adviser has approved your enlistment, you can now view/print your assessment/Form 5.
- Click the "View Form 5 and assessment" to view assessment details.
- Click the "Print" button to print you Form 5.

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Students Portal		XX 8X +	Assessment Dotalis	🐽 Print 🔒 Download
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	Courses to enro	bll	Ch/PSC 100 - 3322 A	3 TBA TBA TBA TBA
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vewschedur.	1000 0 0 0		Cultural Development Fee	612A 50.00
View Grade	Scholarship:NONE		Guidance Fee	164-0041 40.00
Prospectus			Alay Lakad Fee	164-0006 15.00
Personal Data Sheet	Your adviser has approved your enlistment. You may now view your form 5 and	assessment.	SMS Fee	164-0110 25.00
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Developed by information factorizing (1990) 4 1977 - 2014 Banderis Partick All rights reserved.		Abod String Gametic additions		
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Note: Students with an assessment of Php 0.00 will be automatically marked as enrolled, once approved by the Enrolling Adviser.

- Click the "Click here to view you assessment details." to view your assessment details.

- Click the "Print" button to print your Form 5.

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Payment Procedure

(For students with Assessed Fees not covered by RA10931)

Option 1: Online Payment

- 1. Payyou fees online thru https://epaymentportal.landbank.com
- 2. Use the following details:
 - Merchant's Name: Mariano Marcos State University
 - Type of Fee: Tuition Fee
 - Mode: Full Payment
- 3. Print a copy of your Form 5 and Free Tuition Waiver.
- 4. Submit a copy of your Form 5 and duly signed Free Tuition Waiver to your Department on the first of classes.

Option 2: Offline Payment

- 1. Print 3 copies of your Form 5.
- 2. Payyour fees at the Cashier's Office FEM Hall (Admin. Bldg) Batac, CTE-Laoag, or CIT-Laoag.
- 3. Submit a copy of your Form 5 and duly signed Free Tuition Waiver to your Department on the first of classes.

YOUARENOW OFFICIALLY ENROLLED

NOTE TO ALL STUDENTS:

Submit a copy of your Form 5 and duly signed Free Tuition Waiver to your Department Chair/Program Chair on the first day of Classes.

ITC Support Hotlines



itc-support@mmsu.edu.ph