



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

Students Portal

Online Enrollment Process for Incoming Freshman (1st Semester AY 2018-2019)

Step 1 Make sure you have your **Admission Slip** signed by the Department Chair and Dean.

Step 2 On your scheduled enrolment, access **Students Portal** thru <https://mys.mmsu.edu.ph> and Sign in using the following:
Student Number: User ID (indicated in your Admission Slip)
Password: Authentication Code (indicated in your Admission Slip)

Step 3 **Enlistment**

- Enlist the courses to be enrolled this semester by clicking the Enlistment link.
- You can add/remove/edit courses to be enrolled.
- Once done, click "Submit for Approval".

Note: Wait for the approval of your Enrolling Adviser.

Step 4 **For Students under Free Tuition**

- Print 3 copies of your Form 5 and submit to your Department on the first day of classes.

For Students with Fees to be paid

- Option 1: Online Payment**
 Pay your fees online thru <https://epaymentportal.landbank.com>
Note: Secure your Official Receipt and Official Form 5 from your Department on the first day of classes.
- Option 2: Offline Payment**
 1. Print 3 copies of your Form 5 - Enrollment and Assessment Form.
 2. Pay your Fees at the Cashier's Booth in your College.

YOU ARE NOW OFFICIALLY ENROLLED!

Note: Keep your Form 5 and Official Receipt.

Sign in

Student Number

Password

Remember Me [Forgot Your Password?](#)

Sign In

Forgot password?

Please visit ITC for password reset and bring your **University ID**.

For assistance and technical support, please email us at: itc-support@mmsu.edu.ph

To Enlist

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

Students Portal XXXX -

STUDENT No. : 00 0000
NAME : XX, XX
DEGREE : BS in Computer Science

Semester: 2018-2019 // First Semester

Section: Select section

Proceed

Home
View Schedule
View Grade
Prospectus
Personal Data Sheet
Enlistment
Examination Permits
Form 5

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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)

Students Portal XXXX -

STUDENT No. : 00 0000
NAME : XX, XX
DEGREE : BS in Computer Science
CURRICULUM : BSCS Curriculum

Courses to enroll

Course Code	Description	Units	Lecture Units	Laboratory Units	Enlisted students	Schedule
CHPSC 100	Computer Science Fundamentals					TBA/TBA/TBA/1
		Total:	3	2	1	

Scholarships:

Declaration of Intent under RA 10931 (The Universal Access to Quality Tertiary Education Act)

I WILL AVAIL of the benefits under RA 10931 (The Universal Access to Quality Tertiary Education Act of 2017), with the knowledge of my parents/guardian, hereby avail of the benefits under RA 10931 (The Universal Access to Quality Tertiary Education Act of 2017), and therefore will be entitled to government funding for my tuition fee and other school fees for my college education this semester.

I WILL NOT AVAIL of the benefits under RA 10931 (The Universal Access to Quality Tertiary Education Act of 2017), with the knowledge and consent of my parents/guardian, freely and voluntarily, and not under any form of duress, waived and renounced my option to avail of the benefits under RA 10931 (The Universal Access to Quality Tertiary Education Act of 2017), and therefore WILL NOT be entitled to government funding for my tuition and other school fees for my college education this semester.

(Optional) Voluntary Contribution

I freely, voluntarily, on my own will and accord and without any compulsion from anyone, and with the knowledge and consent of my parents/guardian, promised to contribute an amount this semester. This contribution is made in accordance with said law and shall be accounted for and disbursed in accordance with the law.

I hereby submit my enrollment for review and approval.

Submit for Approval

View Assessment Add Course View Remarks History

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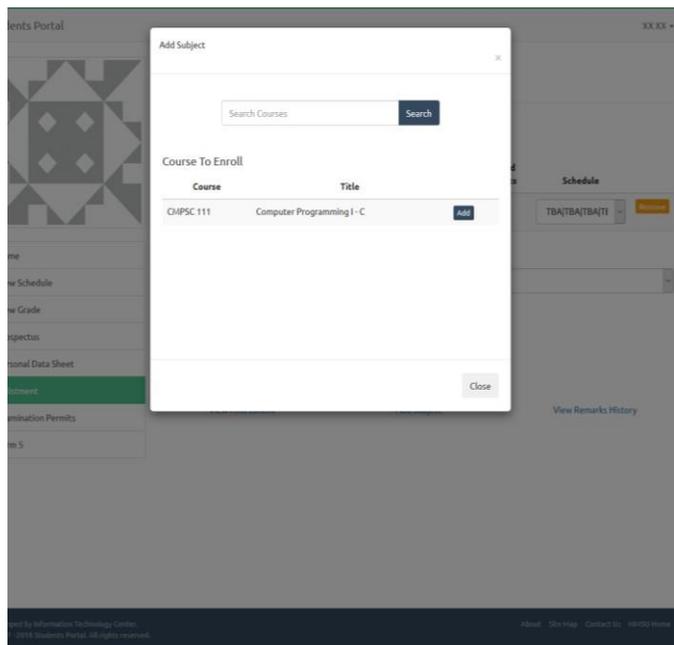
About Site Map Contact Us MHOU Home

To add a course

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

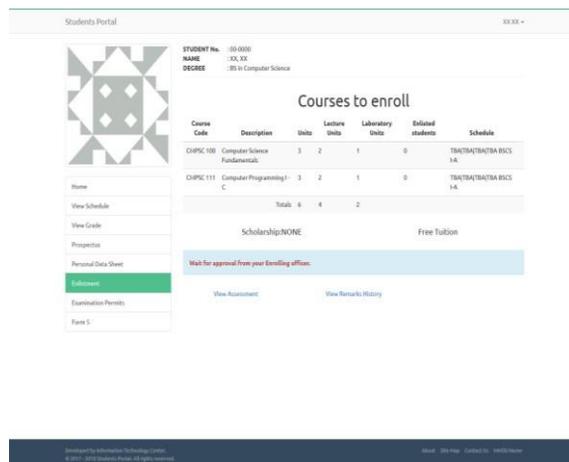
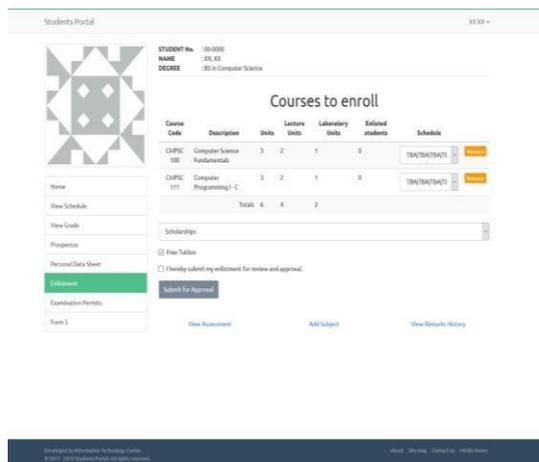
-A modal dialog will open and list of all the available courses with schedule for the semester based on the students curriculum.

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



To finalize submission

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



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

Students Portal

STUDENT No. : 00-0000
NAME : XX, XX
DEGREE : BS in Computer Science

You are already enrolled!
You are already enrolled for the 2018-2019 - First Semester.
For further concerns/inquiries, please contact the System Administrator.
Click here to view your assessment details.

Name
View Schedule
View Grade
Prospectus
Personal Data Sheet
Enrollment
Adding/Dropping/Changing
Examination Permits
Form 5

Assessment of Enrollment Technology Center
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Students Portal

Assessment Details

You are already enrolled!
You are already enrolled for the 2018-2019 - First Semester.
For further concerns/inquiries, please contact the System Administrator.

Student No. : 00-0000
Name : XX, XX
Degree : BS in Computer Science
Year Level : 1 - 0

Date : 2018-06-27
Semester Year : 2018-2019
Semester : First

Code	Section	Units	Tran	Chg	College	Room
CEPIC 111 - 0004	A	3	TEA	TEA	TEA	TEA
CEPIC 100 - 1022	A	3	TEA	TEA	TEA	TEA

Scholarship - NONE

Fee Description	Unit Code	Amount
Tuition Fee	000	600.00
Registration Fee	010	100.00
Library Fee	010	100.00
Health/Dental Fee	010	100.00
Advisory Fee	010	60.00
Cultural Development Fee	010A	50.00
Guidance Fee	100-0004	60.00
Atty-Label Fee	100-0006	15.00
SHS Fee	100-0110	25.00
Student Fee	100-0100	25.00
Student Study Organization Fee	100-0008	30.00
Workshop Fee	100-0013	25.00
Workshop Organz. Fee	100-0121	60.00
Group Insurance Fee	100-0100	30.00
Group Life Insurance Fee	01000	300.00
Insurance Fee	0100	100.00

Form Tuition : Nil
Full Payment : (Php 0.00)
Direct Payment : (Php 0.00)
Assessed Payment : (Php 0.00)
Total Payment : (Php 0.00)

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Payment Procedure

(For students with Assessed Fees not covered by RA10931)

Option 1: Online Payment

1. Pay your 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. Pay your 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.

YOU ARE NOW OFFICIALLY ENROLLED

NOTETOALLSTUDENTS:

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



+639072375951



itc-support@mmsu.edu.ph