

# UNIVERSITY OF SANTO TOMAS The Graduate School



# ONLINE ENROLLMENT PROCEDURE (1st Term 2020-2021)

# Courses are subject to availability of slots. Enroll NOW!

# Please read carefully and follow instructions.

# **Step 1:** Student Satisfaction Survey

#### For OLD Students:

Fill out Student Satisfaction Survey (SSS). Access the SSS at https://esurvey.ust.edu.ph/ or through your My USTe Student Portal.

#### Important Note:

Registration of students who have NOT accomplished the SSS will NOT be processed.

#### **For New Students:**

Please proceed to Step #2.

#### Important Note:

For new students who have not received their student numbers yet, kindly write "000" as your student number in the google form. My USTe Student Account is unavailable for new students without student numbers. Assessed fees and payment instructions shall be sent directly to your email address.

# Step 2: Pre-Enlistment (July 22-29, 2020)

Fill out google form as follows:

## **APPLIED SCIENCES Cluster:**

https://forms.gle/C1Buzo32itpwNzhM6

## **HEALTH SCIENCES Cluster:**

https://forms.gle/VLH8wcvqs7J1JDmJ6

### **ARTS and HUMANITIES Cluster:**

https://forms.gle/vScXryojDWPoBKyw6

#### **BUSINESS and MANAGEMENT Cluster:**

https://forms.gle/ou5AGdC6yqR7oee68

#### NATURAL and PHYSICAL SCIENCES Cluster:

https://forms.gle/t1A8Q4dDvS5eXtPh7

#### **SOCIAL SCIENCES and EDUCATION Cluster:**

https://forms.gle/WveFhZcf1jTUPKRi8

\* To find out which Cluster where you belong, please refer to next page.

#### Important Note

Kindly refer to our website for the List of 1st Term Tentative Online Course Offerings and Schedule of Fees. Courses that will not meet the minimum required number of students may be dissolved.

# Step 3: Advising (July 22 - 29, 2020)

Program Leads shall review your information and approve your courses. This will take 3-5 days upon receipt of your pre-enlistment form.

# Step 4: Encoding of Courses (July 30 - 31, 2020)

Graduate School support staff shall encode approved courses for enrollment.

# Step 5: Assessment (August 3-5, 2020)

Assessed fees will be available for viewing on August 5, 2020. Please check pages 3-8 for instructions:

# Step 6: Payment (August 5-7)

Refer to your My USTe student portal for payment instructions.

# Start of ONLINE Classes: August 13, 2020

Login to your UST Cloud Campus (ust.blackboard.com) using your UST GSuite Account to access your courses.

# Master's degree programs

# **Applied Sciences:**

- Master of Science in Architecture
- Master of Science in Management Engineering
- Master of Science major in Chemical Engineering
- Master of Science in Electronics Engineering

### **Arts and Humanities**

# Master of Arts in:

- Communication
- Creative Writing
- Cultural Heritage Studies
- Journalism
- Music
- Theology
- Theology major in Social/Pastoral Communication

# Master of Arts major in:

- English Language Studies
- History
- Literature
- Marketing Communication
- Philosophy

Master of Fine Arts

# **Business and Management**

Master in Business Administration Master in Business Administration major in Entrepreneurship

# Master of Arts major in:

- Hospital Administration

Master of Science in Human Resource Management

#### **Health Sciences**

Master of Arts in Nursing

## Master of Science in:

- Medical Technology
- Occupational Therapy
- Pharmacy
- Physical Therapy

# **Natural** and Physical Sciences

### Master of Science major in:

- Biology
- Chemistry
- Food Science
- Microbiology

Master of Science in Applied Physics major in Medical Physics

#### Social Sciences and Education

# Master of Arts major in:

- Development Studies
- Economics
- Guidance and Counseling
- Political Science
- Public Administration
- Clinical Psychology
- Industrial Psychology

# Master of Arts in Education major in:

- Curriculum and Instruction
- Educational Management and Leadership

Master of Arts in Library and Information Science Master in Health Professions Education (Non-Thesis)

# **Doctoral** degree programs

#### **Arts and Humanities**

# Doctor of Philosophy major in:

- English Language Studies
- History
- Literature
- Philosophy

Doctor of Philosophy in Theology

Doctor of Philosophy in Music major in Performance

# **Business and Management**

Doctor of Philosophy in Human Resource Management

## **Doctor of Philosophy major in:**

- Commerce

# Natural, Physical, Applied and Health Sciences

Doctor of Philosophy major in Biology

Doctor of Philosophy major in Chemistry

Doctor of Philosophy major in Medical Technology

**Doctor of Philosophy in Pharmacy** 

Doctor of Philosophy in Health Research

(by Research Program)

Doctor of Philosophy in Architecture / Built

**Environment (by Research Program)** 

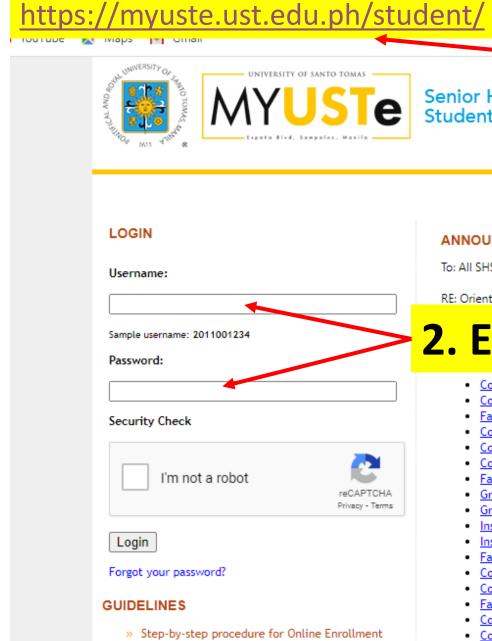
#### Social Science and Education

Doctor of Education major in Curriculum and Instruction

Doctor of Philosophy in Education major in Educational Management and Leadership

## Doctor of Philosophy major in:

- Development Studies
- Economics
- Political Science
- Public Administration
- Clinical Psychology



# 1. GO TO MYUSTE PORTAL

Senior High School and College Student Portal

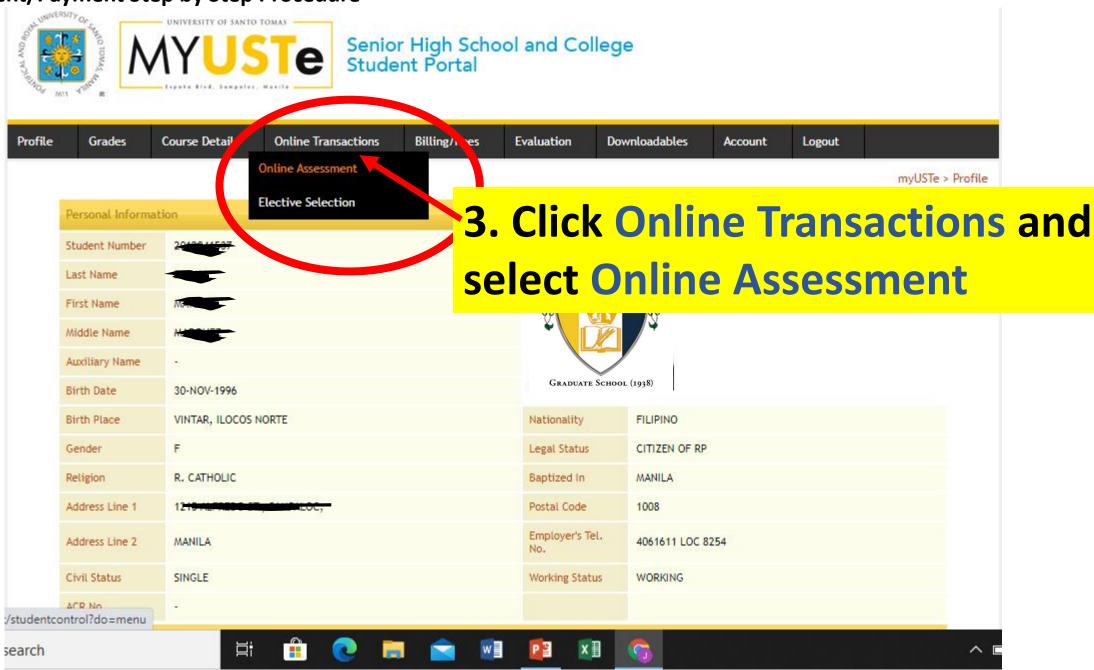
#### ANNOUNCEMENT

To: All SHS Students

RE: Orientation

# 2. Enter your username and password

- · College of Accountancy
- College of Architecture
- Faculty of Arts and Letters
- College of Commerce and Business Administration
- College of Tourism and Hospitality Management
- College of Education
- Faculty of Engineering
- · Graduate School of Law
- Graduate School
- Institute of Information and Computing Sciences
- Institute of Physical Education and Athletics
- Faculty of Medicine and Surgery
- Conservatory of Music
- · College of Nusring
- Faculty of Pharmacy
- College of Rehabilitation Sciences
- · College of Science





Profile Grades Course Details Online Transactions Billing/Fees Evaluation Downloadables Account Logout

#### GUIDELINES

- » Step-by-step procedure for Online Enrollment
- » Account Activation Guide
- » Frequently Asked Questions
- » Payment Thru BPI
- » Payment Thru Metrobank

Welcome MA

Program MS HUMAN RESOURCE MANAGEMENT

Term First Term

Academic Year 2020 - 2021

Online Assessment Activity logs:

Payment Term Full Payment

Amount to pay PHP 24,227.00

Assessment Date 08/01/2020

Status Awaiting payment / Processing payment

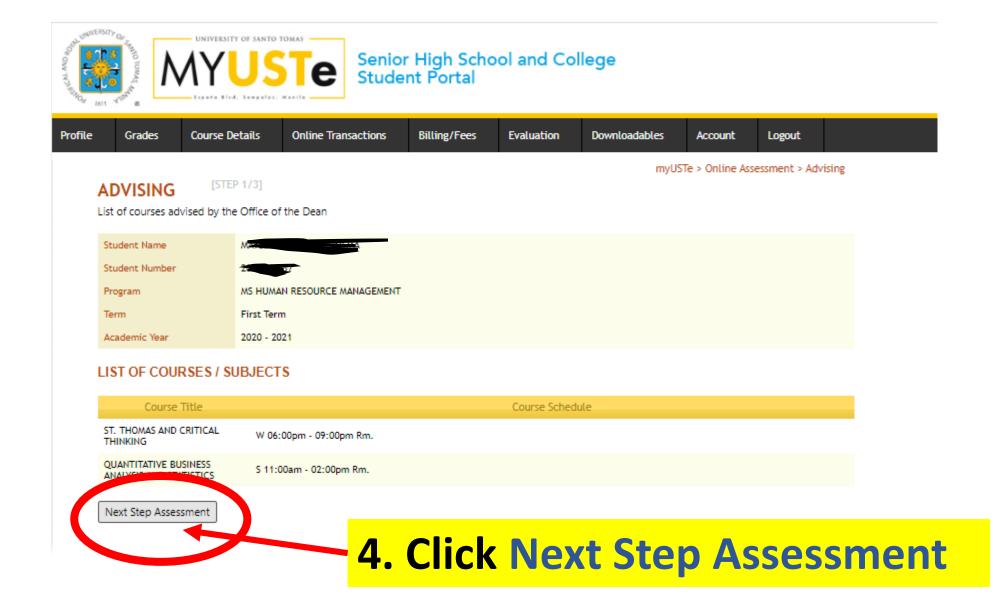
Click here to change Academic Year and Term for Online Assessment

You can now sart your online assessment by simply clicking the link below

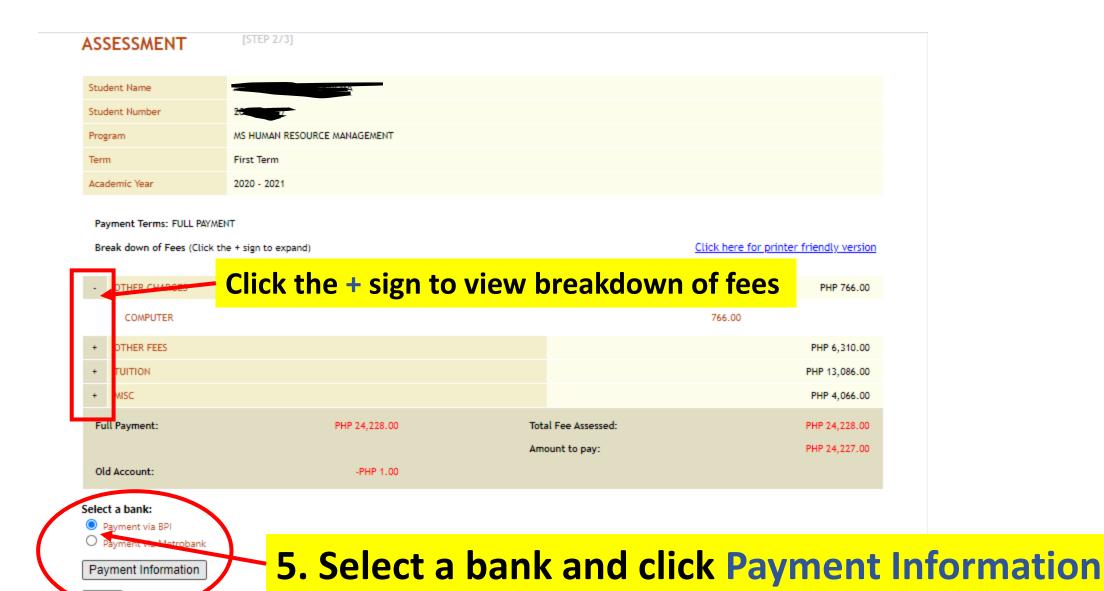
Start Enrolment by viewing dvised courses

4. Click START ENROLMENT

myUSTe > Online Assessment



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## Payment via BPI

[SIEP 37.

Payment Terms: FULL PAYMENT You selected to pay PHP 24,227.00

Click here to pay via Metrobank

1. DEPOSITORS of BPI or BPI Family Savings Bank - ATM, Phonebanking or Internet:

Note: Mobile banking not included.

- a. ATM & Phonebanking prior enrollment of UST as a merchant is necessary.
  - Enroll UST as a merchant: BPI depositors may go to any BPI branch;
     BPI Family Savings Bank depositors may go to any BPIFAM branch.
  - Enroll your 10-digit Student Number as the "Reference Number"
  - Upon enrollment, you may start paying the next day
  - ATM Banking any BPI ATM nationwide
  - Phonebanking Call 89-100

#### b. Internet Banking -

- · Go to http://www.bpiexpressonline.com
- Personal login
- · Go to "Bills payment"
- Go to "Enroll all other bills" (If UST is not yet enrolled)
- · Go to Bill Information Drill down and click "USTSCH"
- · Enter 10-digit Student No. under "Reference No."
- · Upon enrollment, you can start paying immediately

#### 2. NON-BPI Depositors - Over-the-counter payment

- a. Go to any BPI branch nationwide.
- b. Fill-out Deposit/Payment Form

Merchant's Name University of Santo Tomas (USTSCH)

Reference No. 10-digit Student Number

Planholder's Name Student Name

Mode of Payment Cash/Check

Amount of Payment Php.xxxx

- c. Present payment slip to BPI teller together win cash/check
- d. Get validated copy and verify accuration information entered therein.

# demo.ust.edu.ph says

Enrollment is completed upon payment.

Two (2) banking days after payment, you will receive an email confirming that you are officially enrolled. If no email is received, you may send email to the UST Treasury Department through treasury\_inquiry@ust.edu.ph for verification.

OK

Pop-up message after clicking End of Assessment

FOR A VALID ONLINE ENROLLMENT PAYMENT SHOULD NOT BE LESS THAN THE "AMOUNT DUE" AND SHOULD BE MADE WITHIN THE SAME DAY OR THE NEXT BANKING DAY, PAYMENTS OF LESS THAN THE "AMOUNT DUE" WILL

Back End

End of Assessment

# 6. Click END OF ASSESSMENT