UNIVERSITY OF SANTO TOMAS
The Graduate School

Enrollment EXTENDED until August 22, 2020

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:
Only OLD students who were enrolled last 2nd Term A.Y. 2019-2020 are required to accomplish the SSS. Registration of students who have NOT accomplished the SSS will NOT be processed.

For New Students:

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

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.

Step 3: Advising (2-3 days processing)

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 (1 day processing)

Graduate School support staff shall encode approved courses for enrollment.

Step 5: Assessment (1-2 days processing)

Assessed fees will be available for viewing 1-2 days after encoding. Please check pages 3-8 for instructions:

Step 6: Payment (until August 22)

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.

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

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

Assessment/Payment Step by Step Procedure

Assessment/Payment Step by Step Procedure

3. Click **Online Transactions** and select **Online Assessment**

Assessment/Payment Step by Step Procedure

UNIVERSITY OF SANTO TOMAS

MYUSTe
Espana Blvd, Sampaloc, Manila

Senior High School and College Student Portal

| 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

Student Number	2
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 start your online assessment by simply clicking the link below

Start Enrolment by viewing advised courses
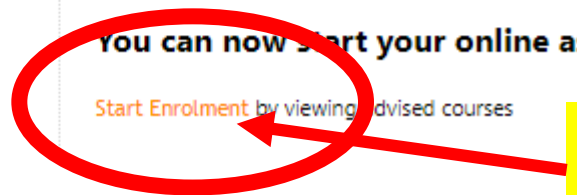
4. Click START ENROLMENT

Assessment/Payment Step by Step Procedure

University of Santo Tomas

MYUSTe

Senior High School and College
Student Portal
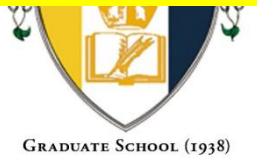Espana Blvd, Sampaloc, Manila

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

myUSTe > Online Assessment > Advising

ADVISING   [STEP 1/3]

List of courses advised by the Office of the Dean

Student Name	M██████████████
Student Number	2█████
Program	MS HUMAN RESOURCE MANAGEMENT
Term	First Term
Academic Year	2020 - 2021

LIST OF COURSES / SUBJECTS

Course Title	Course Schedule
ST. THOMAS AND CRITICAL THINKING	W 06:00pm - 09:00pm Rm.
QUANTITATIVE BUSINESS ANALYSIS AND STATISTICS	S 11:00am - 02:00pm Rm.

Next Step Assessment

4. Click Next Step Assessment

Assessment/Payment Step by Step Procedure

ASSESSMENT [STEP 2/3]

Student Name	
Student Number	2█████
Program	MS HUMAN RESOURCE MANAGEMENT
Term	First Term
Academic Year	2020 - 2021

Payment Terms: FULL PAYMENT

Break down of Fees (Click the + sign to expand)   Click here for printer friendly version

-	OTHER CHARGES		PHP 766.00
	COMPUTER	766.00	
+	OTHER FEES		PHP 6,310.00
+	TUITION		PHP 13,086.00
+	MISC		PHP 4,066.00

Click the + sign to view breakdown of fees

Full Payment:	PHP 24,228.00	Total Fee Assessed:	PHP 24,228.00
		Amount to pay:	PHP 24,227.00
Old Account:	-PHP 1.00		

Select a bank:
- ● Payment via BPI
- ○ Payment via Metrobank

Payment Information

Back

5. Select a bank and click Payment Information

Assessment/Payment Step by Step Procedure

GUIDELINES

» Step-by-step procedure for Online Enrollment
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» Payment Thru Metrobank

Payment via BPI   [STEP 3/3]

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 with cash/check
   d. Get validated copy and verify accuracy of information entered therein.

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 NOT BE ...

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

Back   End of Assessment

6. Click END OF ASSESSMENT