



ONLINE ENROLLMENT PROCEDURE (2nd Term 2020-2021)

Courses are subject to availability of slots. Enroll NOW!

Please read carefully and follow instructions.

Step 1: Pre-Enlistment (on going)

Fill out google form. (see page 2)

Important Reminders:

- ➔ Kindly refer to our website for the List of 2nd Term Tentative Online Course Offerings and Schedule of Fees. Courses that will not meet the minimum required number of students may be dissolved.
- ➔ A passing WCE grade is required to register for TW/DW1. In the absence of this requirement, the student must fill out the waiver below should he/she wish to take TW/DW1:
http://graduateschool.ust.edu.ph/wp-content/uploads/2014/10/WAIVER-FOR-TW1_DW1.pdf
- ➔ Students with approved WCE deferment last 1st Term AY 2020-2021 may register for TW/DW2 upon completion of the waiver below:
http://graduateschool.ust.edu.ph/wp-content/uploads/2014/10/WAIVER-FOR-TW2_DW2.pdf
- ➔ Accomplished waivers must be submitted to research.gs@ust.edu.ph prior to assessment and payment of tuition fees.

Step 2: Confirmation

Wait for an acknowledgement. Your submission will be acknowledged via email within 2 working days.

Step 3: Advising (on going)

Program Leads shall review your information and approve your courses. This will take 2-3 working days upon receipt of your pre-enlistment form.

Step 4: Encoding of Courses (on going)

Graduate School support staff shall encode approved courses for enrollment. An email notification will be sent to inform you that your courses have been encoded. Encoding will take 1 working day.

Step 5: Assessment (Beginning January 11, 2021)

Assessed fees will be available for viewing in your My USTe student portal 1-2 working days after encoding. Please check pages 3-8 for instructions.

Note:

A student number is required to access My USTe student portal account. For NEW Students who have not received their student numbers, please contact graduate-school.admission@ust.edu.ph.

Step 6: Payment (Beginning January 11, 2021)

Refer to your My USTe student portal for payment instructions.

**Start of ONLINE Classes:
January 21, 2021**

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

| Program (OLD/RETURNING Students) | Google Form Link |
|--|---|
| MS Biology/ MS Microbiology/ Biological Education/ PhD Biology | https://forms.gle/xhrJKD3uAPsbuX8b7 |
| MS Chemistry/ Chemistry Education/ PhD Chemistry | https://forms.gle/DH1mctqZjA1iDYnDZ |
| MS Pharmacy/ PhD Pharmacy | https://forms.gle/jchKME1g6q3nDehM9 |
| MS Medical Technology/PhD Medical Technology | https://forms.gle/pGPDlhULSkTnNz59 |
| MS Human Resource Management/ PhD Human Resource Management | https://forms.gle/koHnaYLTQhS52Lay5 |
| MBA/MBA Entrepreneurship/ PhD Commerce | https://forms.gle/nH3FhLz92wMxZx8W8 |
| MS Architecture/ PhD in Built Environment Architecture | https://forms.gle/oHR1uud2ZxcKEAT49 |
| MA Bioethics | https://forms.gle/8opeBiYYft2Lo7oH8 |
| MA Theology/MA Theology-Social Pastoral Communication/PhD Theology | https://forms.gle/kVrX4MJqSGRvowKV8 |
| MA Literature/PhD Literature | https://forms.gle/hwdrSiCbbj53ZkMR7 |
| MA Philosophy/PhD Philosophy | https://forms.gle/edUr2GUmfU68nWTa6 |
| MA Political Science/ PhD Political Science | https://forms.gle/VTG69vcdrxwZttJ7 |
| MA Public Administration/ PhD Public Administration | https://forms.gle/zBJ18VnAZvCx32JJA |
| MA Clinical Psychology/MA Industrial Psychology/PhD Clinical Psychology | https://forms.gle/7AnmQkx3K5ZRR3o97 |
| MA Guidance and Counseling | https://forms.gle/upCVC8mVLf4wUpdWA |
| MA Economics/PhD Economics | https://forms.gle/tvUxj5GVSDRe1bqN9 |
| MA Development Studies/ PhD Development Studies | https://forms.gle/twKcFndtshEPjda7 |
| MA English Language Studies/ PhD English Language Studies | https://forms.gle/etcvw51Drydsm3Xu8 |
| MA Communication/ MA Marketing Communication | https://forms.gle/RGrRGzptnVLurXgW6 |
| MA History/PhD History | https://forms.gle/EzpdHoPeBFBNMc8h7 |
| MA Music/PhD Music | https://forms.gle/ThDhDayDTm3s6Let9 |
| MA Fine Arts/ MA Cultural Heritage Studies | https://forms.gle/Dk5wnyA8Rbiauvz69 |
| MS Occupational Therapy / MS Physical Therapy | https://forms.gle/sPVnaCXtmZhZgZhWZ |
| MA Nursing/MA Hospital Administration | https://forms.gle/oX5zTTQCcBkwvSH77 |
| MS Applied Physics major in Med Physics/ MS Food Science | https://forms.gle/cwjwowzmazzw7Fqa7 |
| MS Chemical Engineering/MS Electronics Engineering/MS Management Engineering | https://forms.gle/4fiYetEvc21uSWSa8 |
| MA Education/PhD Education/Doctor of Education (EDD) | https://forms.gle/edpZthApdgsFKUeE6 |
| MA Library and Information Science/MA Health Profession Education | https://forms.gle/DtgT6sNzMuuU98VXA |
| MA Creative Writing/MA Journalism | https://forms.gle/wnpS6hNeZVX6Tbv69 |

NEW STUDENTS (All Programs)

Google Form Link

<https://forms.gle/T75hqkoMdmgkf9pF9>

Assessment/Payment Step by Step Procedure

<https://myuste.ust.edu.ph/student/>

1. GO TO MYUSTE PORTAL



Senior High School and College
Student Portal

LOGIN

Username:

Sample username: 2011001234

Password:

Security Check

I'm not a robot 
reCAPTCHA
Privacy - Terms

Login

[Forgot your password?](#)

GUIDELINES

» [Step-by-step procedure for Online Enrollment](#)

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 Nursing](#)
- [Faculty of Pharmacy](#)
- [College of Rehabilitation Sciences](#)
- [College of Science](#)

Assessment/Payment Step by Step Procedure

UNIVERSITY OF SANTO TOMAS
MYUSTe
Senior High School and College
Student Portal

Profile | Grades | Course Detail | **Online Transactions** | Billing/Payees | Evaluation | Downloadables | Account | Logout

myUSTe > Profile

3. Click Online Transactions and select Online Assessment

| Personal Information | |
|----------------------|--|
| Student Number | 2019041527 |
| Last Name | [REDACTED] |
| First Name | M [REDACTED] |
| Middle Name | M [REDACTED] |
| Auxiliary Name | - |
| Birth Date | 30-NOV-1996 |
| Birth Place | VINTAR, ILOCOS NORTE |
| Gender | F |
| Religion | R. CATHOLIC |
| Address Line 1 | 12 [REDACTED] ILOCOS NORTE, ILOCOS NORTE |
| Address Line 2 | MANILA |
| Civil Status | SINGLE |
| ACR No. | - |
| Nationality | FILIPINO |
| Legal Status | CITIZEN OF RP |
| Baptized In | MANILA |
| Postal Code | 1008 |
| Employer's Tel. No. | 4061611 LOC 8254 |
| Working Status | WORKING |

GRADUATE SCHOOL (1938)

search

Assessment/Payment Step by Step Procedure



Senior High School and College Student Portal

- Profile
- Grades
- Course Details
- Online Transactions
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- Logout

GUIDELINES

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

myUSTe > Online Assessment

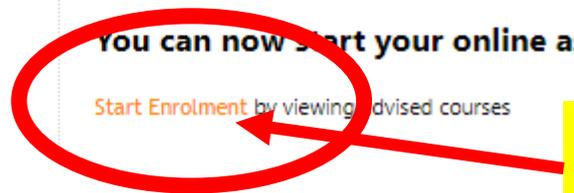
Welcome **MA**

| | |
|----------------------------------|---------------------------------------|
| Student Number | 20 |
| 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
España 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 | [REDACTED] |
| Student Number | [REDACTED] |
| 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 | [REDACTED] |
| Student Number | [REDACTED] |
| 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 |
| 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

Click the + sign to view breakdown of fees

5. Select a bank and click Payment Information

Assessment/Payment Step by Step Procedure

GUIDELINES

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

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 ACCEPTED.

[Back](#) [End of Assessment](#)

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

6. Click **END OF ASSESSMENT**