



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_DW11.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_DW21.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.