



UNIVERSITY OF SANTO TOMAS
The Graduate School



LATE ENROLLMENT

ONLINE ENROLLMENT PROCEDURE (2nd Term 2020-2021)

Courses are subject to availability of slots.

Please read carefully and follow instructions.

Step 1: Pre-Enlistment (Fill out the google form.)

Old Students: <https://forms.gle/b8bwmCP1bQnc54acA>

New students: <https://forms.gle/8pEq76uS8dCyhzDr9>

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: Submission of Documents

Students must upload the following required documents (in pdf format) for late enrollment:

- (1) Letter of appeal addressed to the Secretary General signed by the student and noted by the course facilitator.
- (2) A Study Plan, indicating the dates of missed classes and the schedule of make-up classes signed by student and approved by the course facilitator.

<https://forms.gle/GRwytqRmyXQn8Lci7>