UNIVERSITY OF SANTO TOMAS - The Graduate School

ONLINE ENROLLMENT PROCEDURE (1st Term 2021-2022)

Courses are subject to availability of slots. Enroll NOW!

EXTENDED UNTIL AUGUST 25, 2021!

Step 1

Pre-Enlistment

July 21-31, 2021

Fill out google form. (see page 2)

- 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.
- 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

July 21-31, 2021

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

Step 3

Advising

July 21-31, 2021

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

July 26-31, 2021

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 August 2, 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

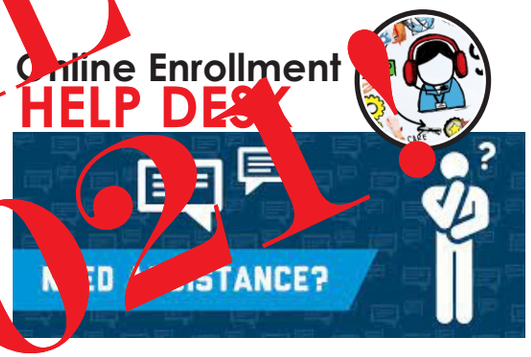
August 2-7, 2021

Refer to your My USTe student portal for payment instructions. (see page 3)

Note:

For UST Employees, please fill out the Educational Assistance Benefit Form and submit to studentaccounts@ust.edu.ph following the subject title format:

Surname, Name - Program (Educational Assistance Form)

Online Enrollment HELP DESK


https://bit.ly/USTGS_HelpDesk2

August 10 to 13, 2021 (1:00-3:00pm)

(see page 10)

Start of ONLINE Classes:

August 12, 2021

UST CLOUD CAMPUS

Login to your UST Cloud Campus (ust.blackboard.com) using your UST GSuite Account to access your courses. (see page 12)

UST GRADUATE SCHOOL ENROLLMENT (1ST TERM 2021-2022)

Program (OLD/RETURNING Students)	Google Form Link
MS Biology/ MS Microbiology/ Biological Education/ PhD Biology	https://forms.gle/ZwWRsNXQPY9LRcA29
MS Chemistry/ Chemistry Education/ PhD Chemistry	https://forms.gle/9XntoV5r6CSeUDUw9
MS Pharmacy/ PhD Pharmacy	https://forms.gle/iJph5x3ZWSyENNFJ9
MS Medical Technology/PhD Medical Technology	https://forms.gle/rJNmJUyWB49Ae4xt5
MS Human Resource Management/ PhD Human Resource Management	https://forms.gle/yMSqvzjYhRPJJ1Fd7
MBA/MBA Entrepreneurship/ PhD Commerce	https://forms.gle/2T5dqmzamZL7P1hX7
MS Architecture/ PhD in Built Environment Architecture	https://forms.gle/RtFjFASwy2JbCXPq7
MA Bioethics	https://forms.gle/3somjhsa256Tezhd9
MA Theology/MA Theology-Social Pastoral Communication/PhD Theology	https://forms.gle/FUmBVvbmP3gqPHgC6
MA Literature/PhD Literature	https://forms.gle/QbSEWEWBZjWm33ve8
MA Philosophy/PhD Philosophy	https://forms.gle/HJqYekjmamSqENvS6
MA Political Science/ PhD Political Science	https://forms.gle/jTdscb78Nv4yshGc7
MA Public Administration/ PhD Public Administration	https://forms.gle/2Ww1k3goNW3JYgfw6
MA Clinical Psychology/MA Industrial Psychology/PhD Clinical Psychology	https://forms.gle/2wAutKFmve6M9ibN6
MA Guidance and Counseling	https://forms.gle/Z3Uiakj6SVpwDB3i6
MA Economics/PhD Economics	https://forms.gle/PCNPNDDfXFNrNFHF6
MA Development Studies/ PhD Development Studies	https://forms.gle/2Aw2SVkEzLoZqimF7
MA English Language Studies/ PhD English Language Studies	https://forms.gle/FzMMTVD7FyGU6KmF6
MA Communication/ MA Marketing Communication	https://forms.gle/FzMMTVD7FyGU6KmF6
MA History/PhD History	https://forms.gle/yG6hsh25eNtrFUph7
MA Music/PhD Music	https://forms.gle/i3Sp4gtwWxFTBKZu5
MA Fine Arts/ MA Cultural Heritage Studies	https://forms.gle/fs1boGhp9tAqN2Jv7
MS Occupational Therapy / MS Physical Therapy	https://forms.gle/WCfWrM6NG6N9GvGY9
MA Nursing/MA Hospital Administration	https://forms.gle/4b5aviozPqg7qxDt8
MS Applied Physics major in Med Physics/ MS Food Science	https://forms.gle/9nm3QnCQg7AJ5gr78
MS Chemical Engineering/MS Electronics Engineering/MS Management Engineering	https://forms.gle/4SoUzQJWnkxPBw3dA
MA Education/PhD Education/Doctor of Education (EDD)	https://forms.gle/YB58zH3baMPgmmg58
MA Library and Information Science/MA Health Profession Education	https://forms.gle/WvwiFQm3niuXXDhk8
MA Creative Writing/MA Journalism	https://forms.gle/y5bp1KZZ6kjQj3Kp9

NEW STUDENTS (All Programs)	Google Form Link
	https://forms.gle/NhkYRsT13EDXGra19

Assessment/Payment Step by Step Procedure

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

1. GO TO MYUSTE PORTAL

UNIVERSITY OF SANTO TOMAS

MYUSTe

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

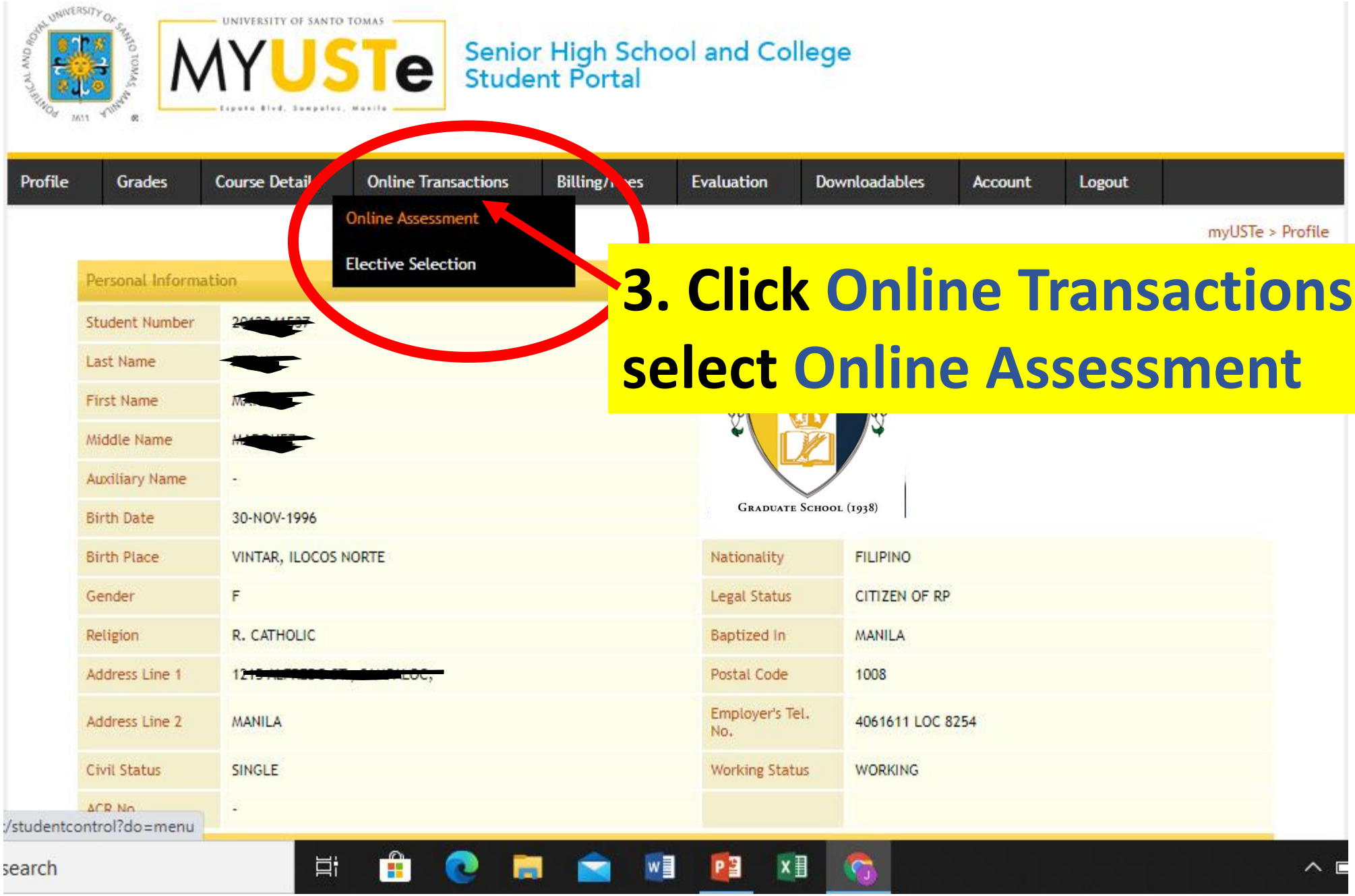
To: All SHS Students

RE: Orientation

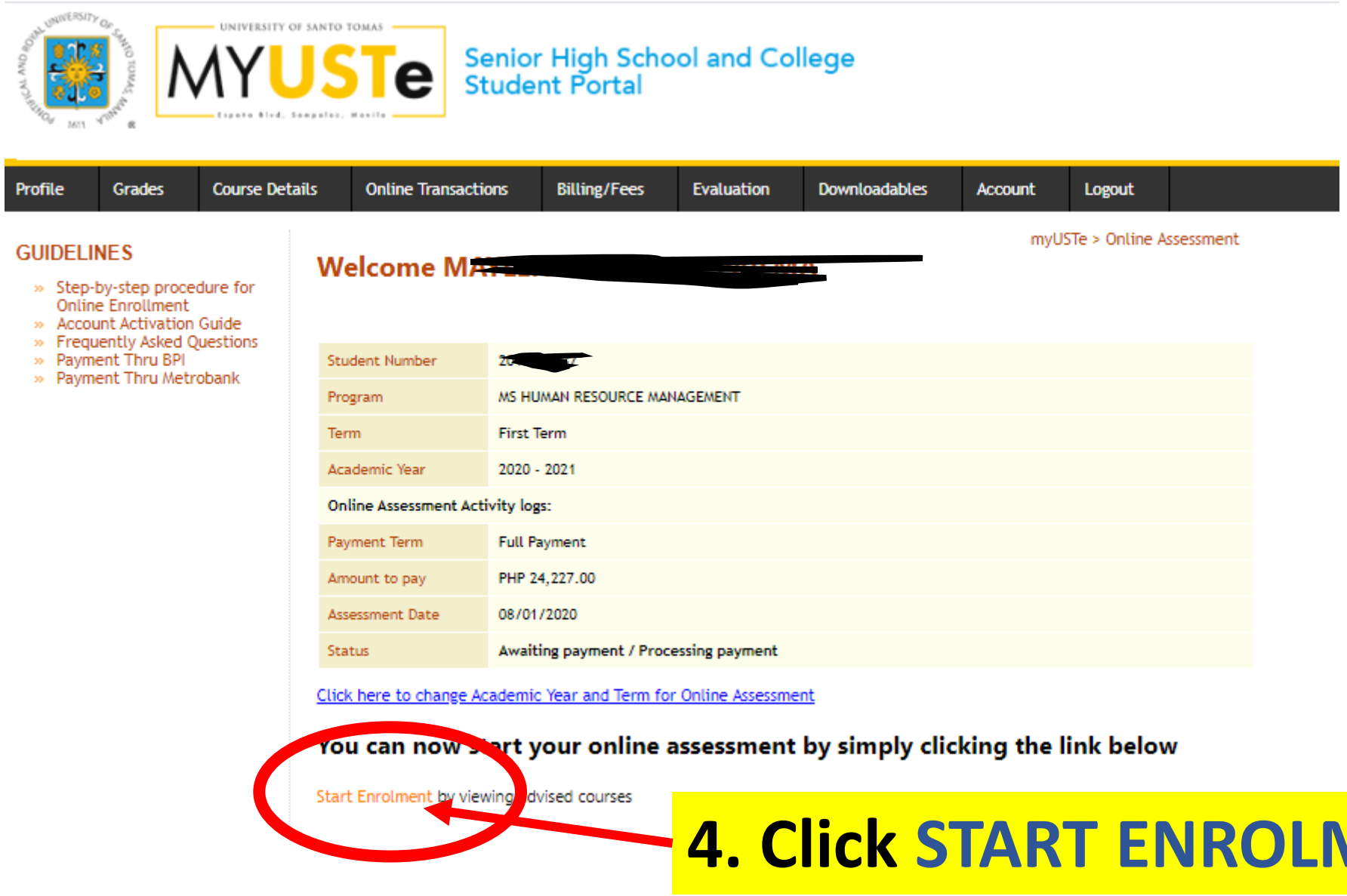
2. Enter your username and password

- 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 Nusring
- Faculty of Pharmacy
- College of Rehabilitation Sciences
- College of Science

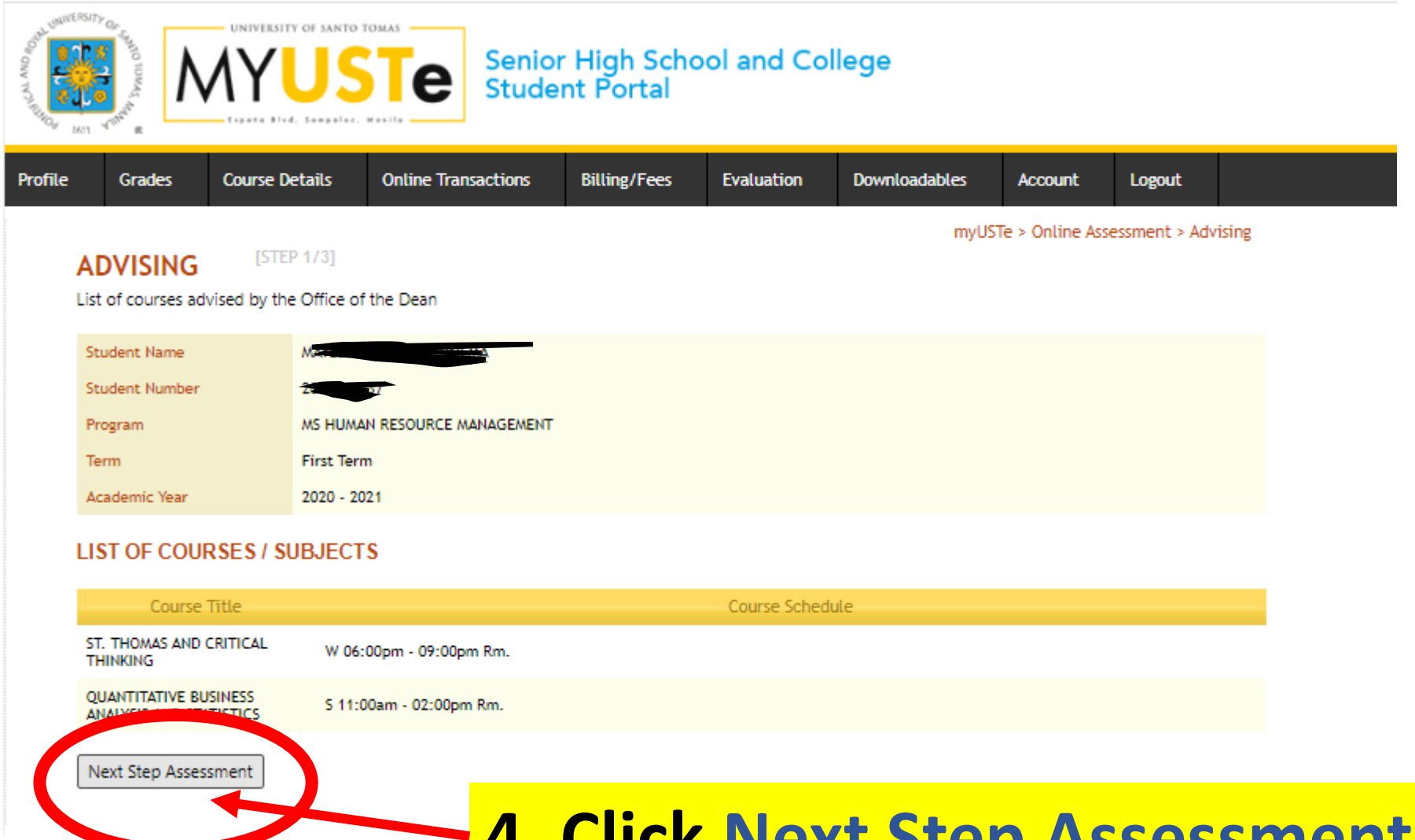
Assessment/Payment Step by Step Procedure



Assessment/Payment Step by Step Procedure

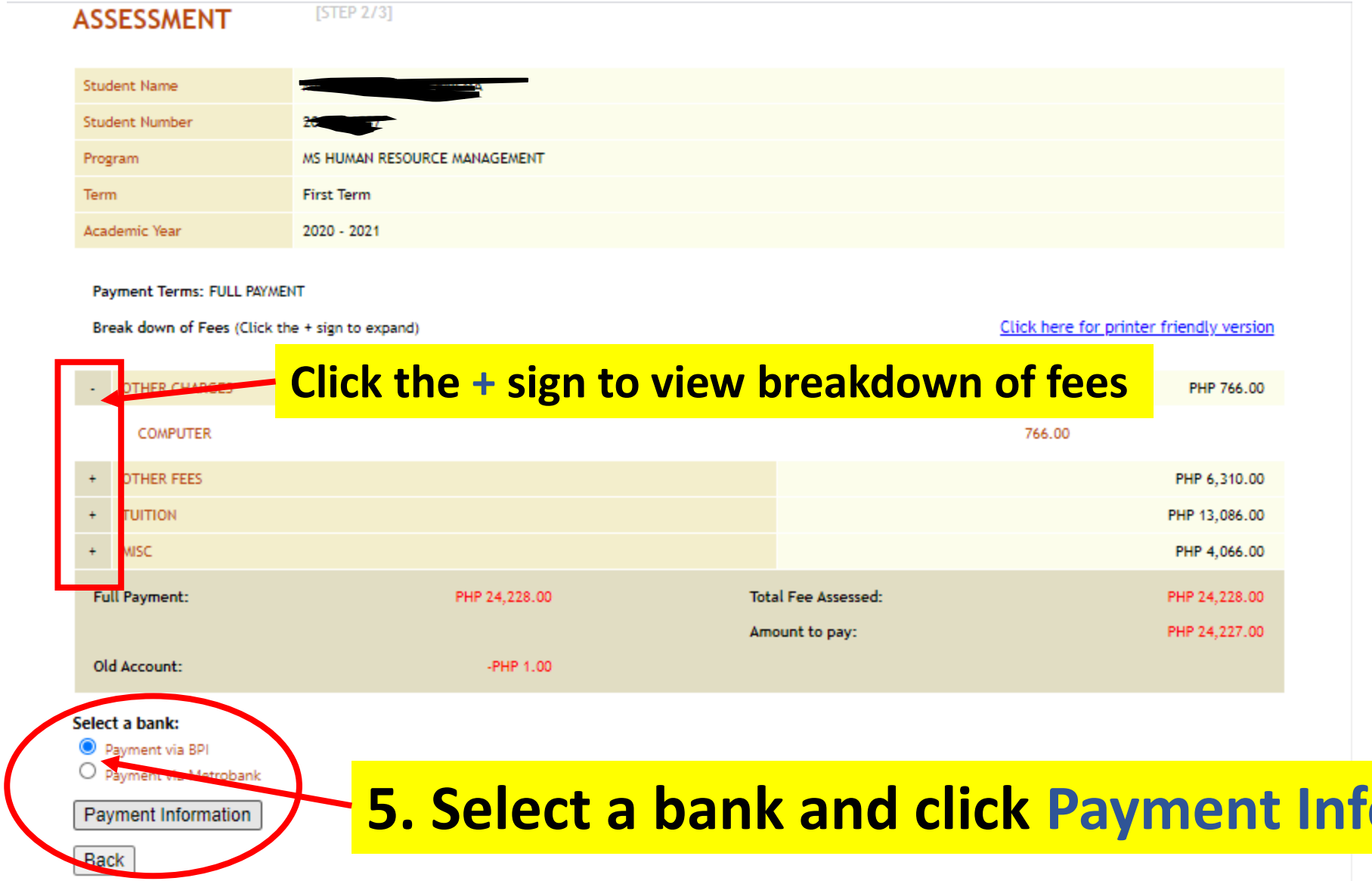


Assessment/Payment Step by Step Procedure



4. Click Next Step Assessment

Assessment/Payment Step by Step Procedure



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

myUSTe > Online Assessment > Payment via BPI

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

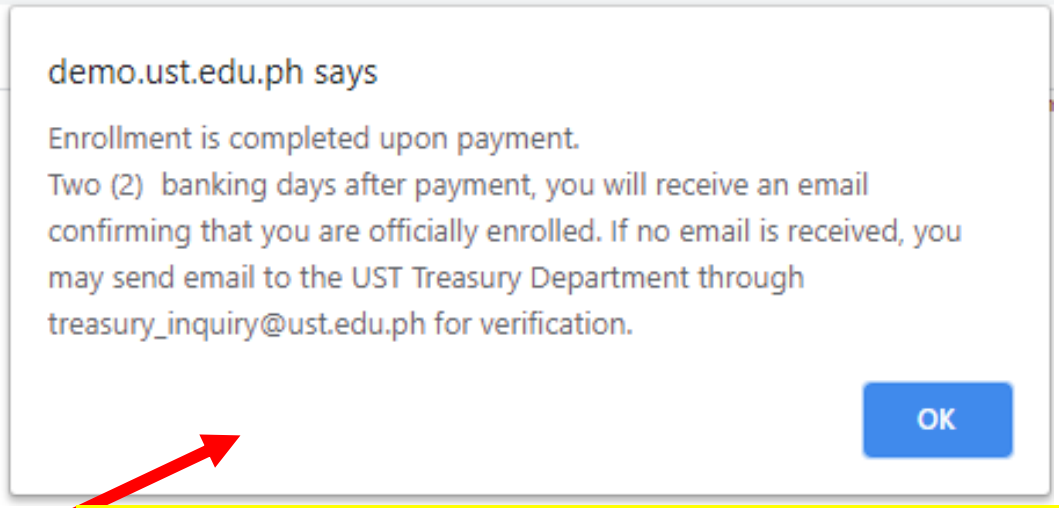
2. **NON-BPI Depositors - Over-the-counter payment**
   a. Go to any BPI branch nationwide.
   b. Fill-out Deposit/Payment Form

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 [illegible]

Back | End of Assessment

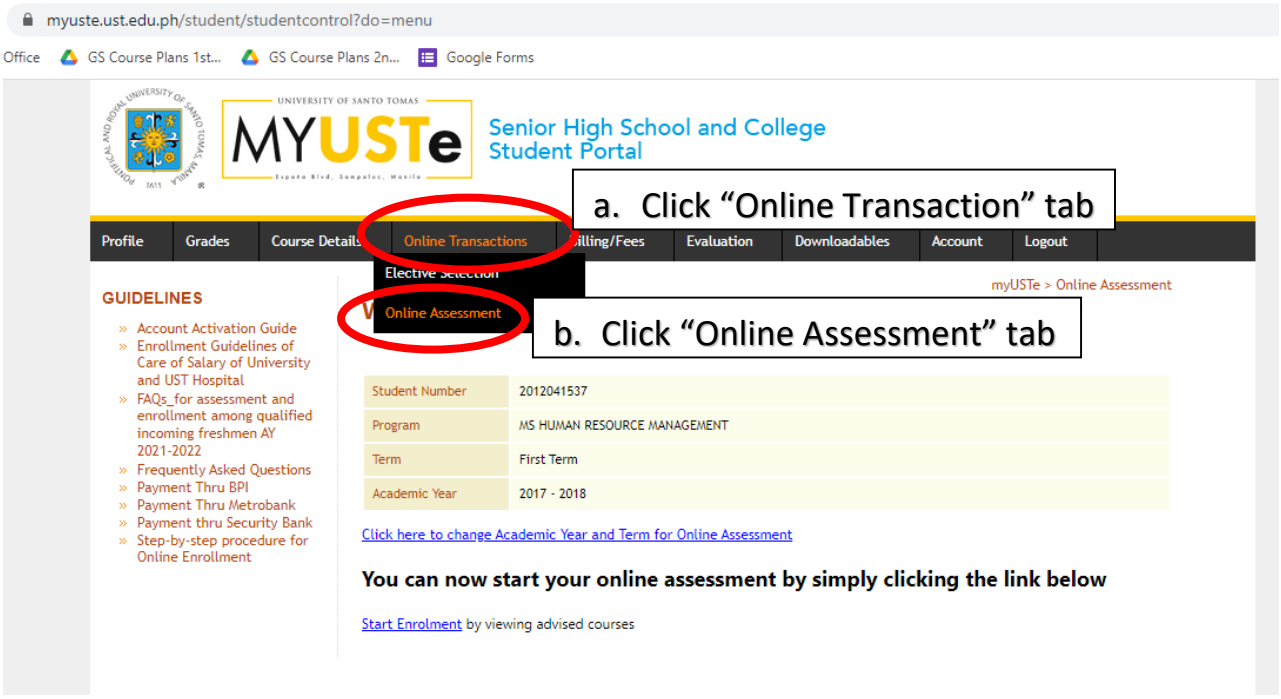


Pop-up message after clicking End of Assessment

6. Click END OF ASSESSMENT

How to DOWNLOAD Registration Form from UST Student Portal?

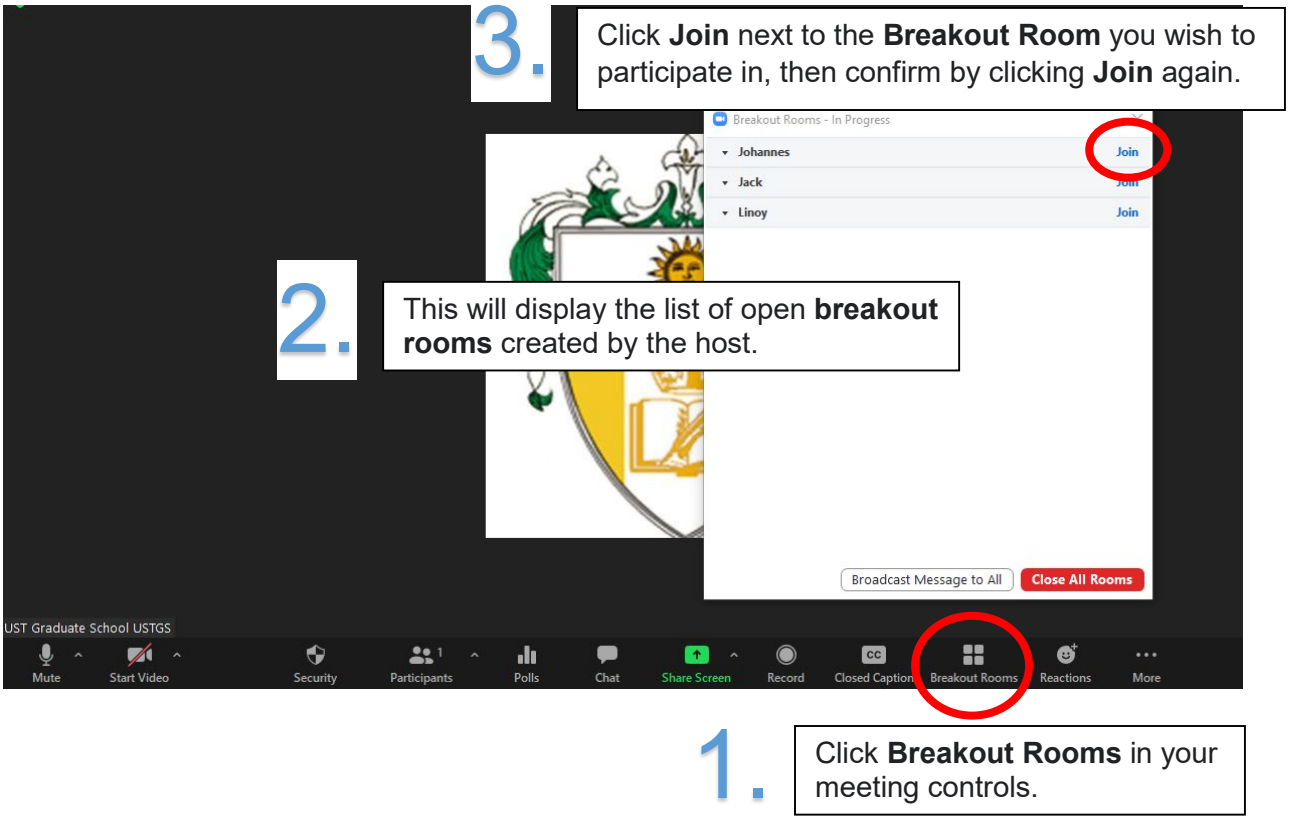
1. **Once officially enrolled, you may download your Registration Form from your Student Portal.**



2. **Should you require a HARD copy of your official receipt, please email request to:**

arman.gonzales@ust.edu.ph

How to Access Online Enrollment HELP Desk

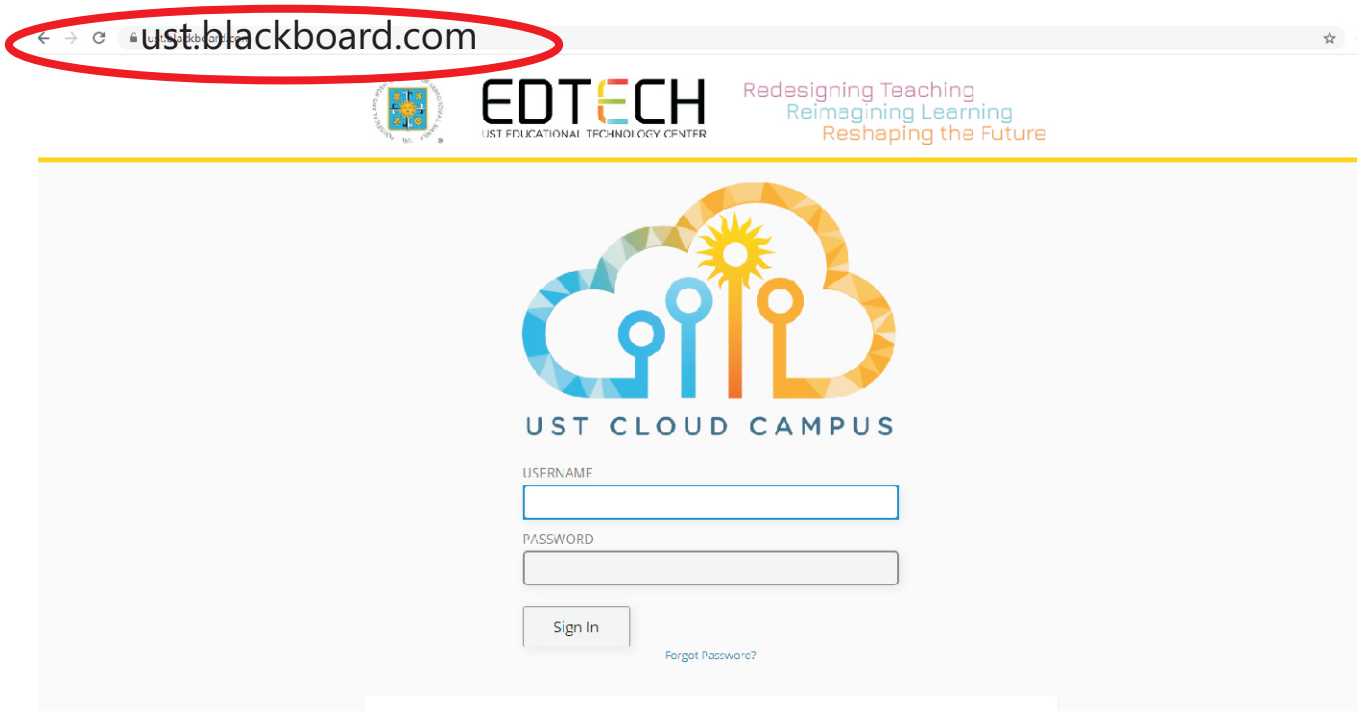


Program	Staff In-Charge
MS Biology/ MS Microbiology/ Biological Educ/ PhD Biology	**Allan**
MS Chemistry/ Chemistry Educ/ PhD Chemistry	
MS Applied Physics major in Med Physics/ MS Food Sci	
MS Pharmacy/ PhD Pharmacy	
MS Med Tech/ PhD Med Tech	
MS HRM/ PhD HRM	**Herbert**
MBA/MBA Entrep/ PhD Commerce	
MS Archi/PhD in Built Environ Archi	
MA Bioethics	
MA Theo/MA Theo-SPC/PhD Theo	**Linoi**
MA Philo/PhD Philo	
MA Pol Sci/PhD Pol Sci	
MA Pub Adm/PhD Pub Adm	
MA Clinical Psych/MA Indus Psych/PhD Clinical Psych	**Johannes**
MA Guidance and Counseling	

MA Economics/PhD Economics	**Alex**
MA Dev Studies/PhD Dev Studies	
MA Lit/PhD Lit	
MA Communication/MA Mktg Communication	
MA History/PhD History	
MA Creative Writing/MA Journalism	
MA Fine Arts/ MA Cultural Heritage Studies	**Jack**
MA Music/PhD Music	
MSOT/MSPT	
MA Nursing/MA Hospital Admin	
MS Chem Eng/MS Elec Eng/MS Management Eng	**Winston**
MA Education/PhD Education/EDD	
MA Library Science/MA Health Profession Educ	
MA ELS/PhD ELS	
NEW STUDENTS (All Programs)	**Maylene**
TW/DW3 & 4 Concerns	**Rowena**

1. Enter the Cloud Campus through the website:

ust.blackboard.com



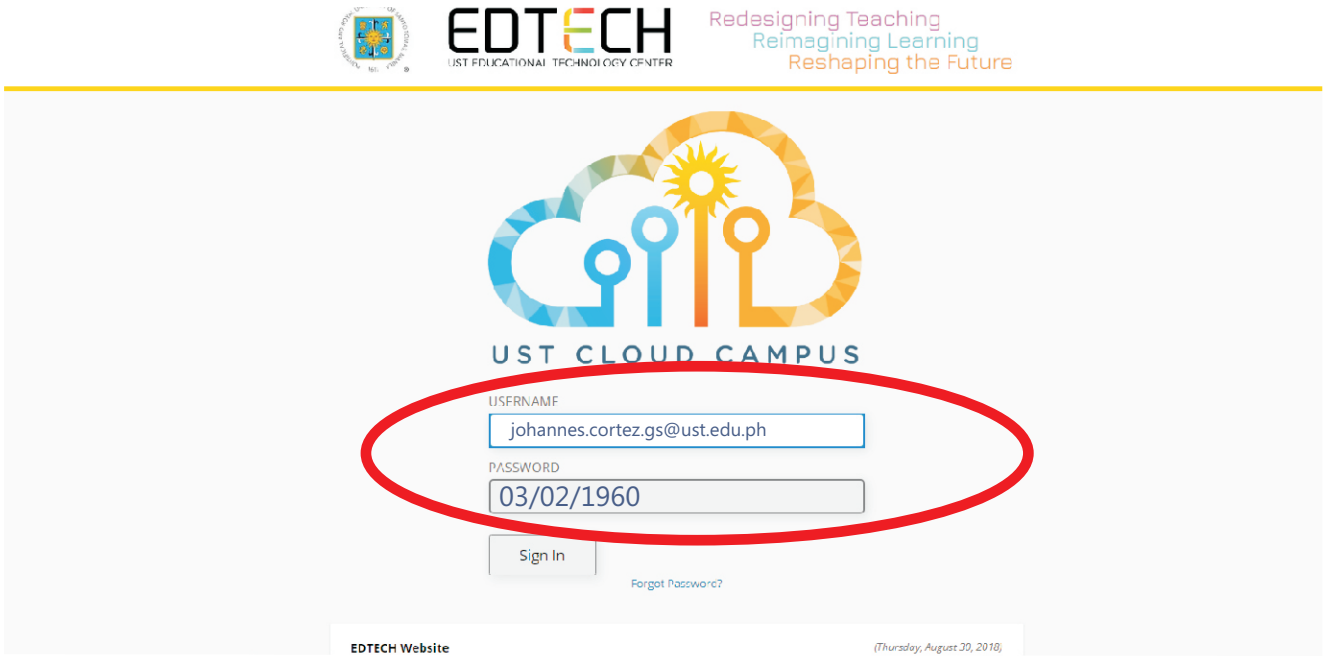
2. Enter your username and password:

username: firstname.surname.gs@ust.edu.ph

e.g. johannes.cortez.gs@ust.edu.ph

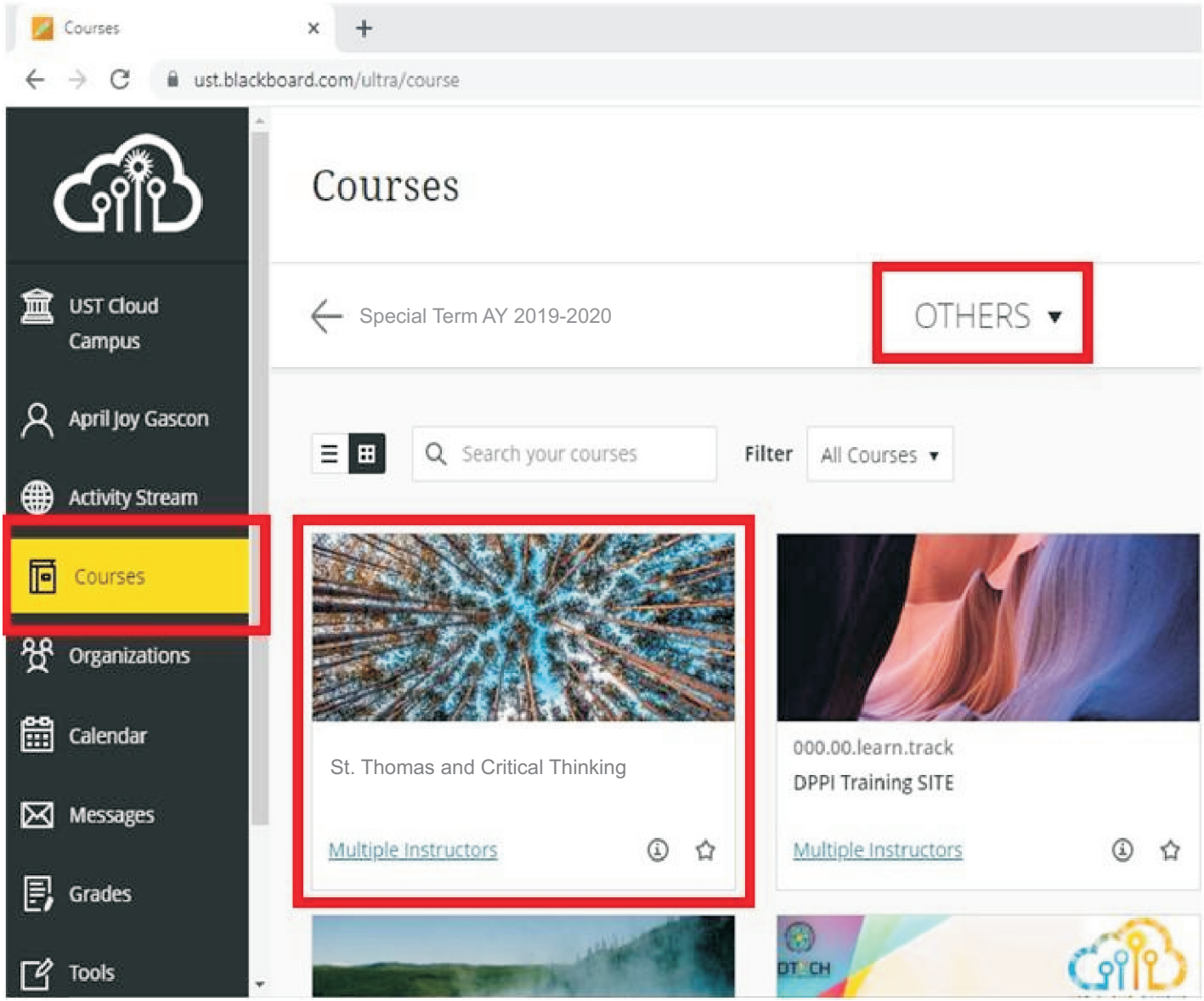
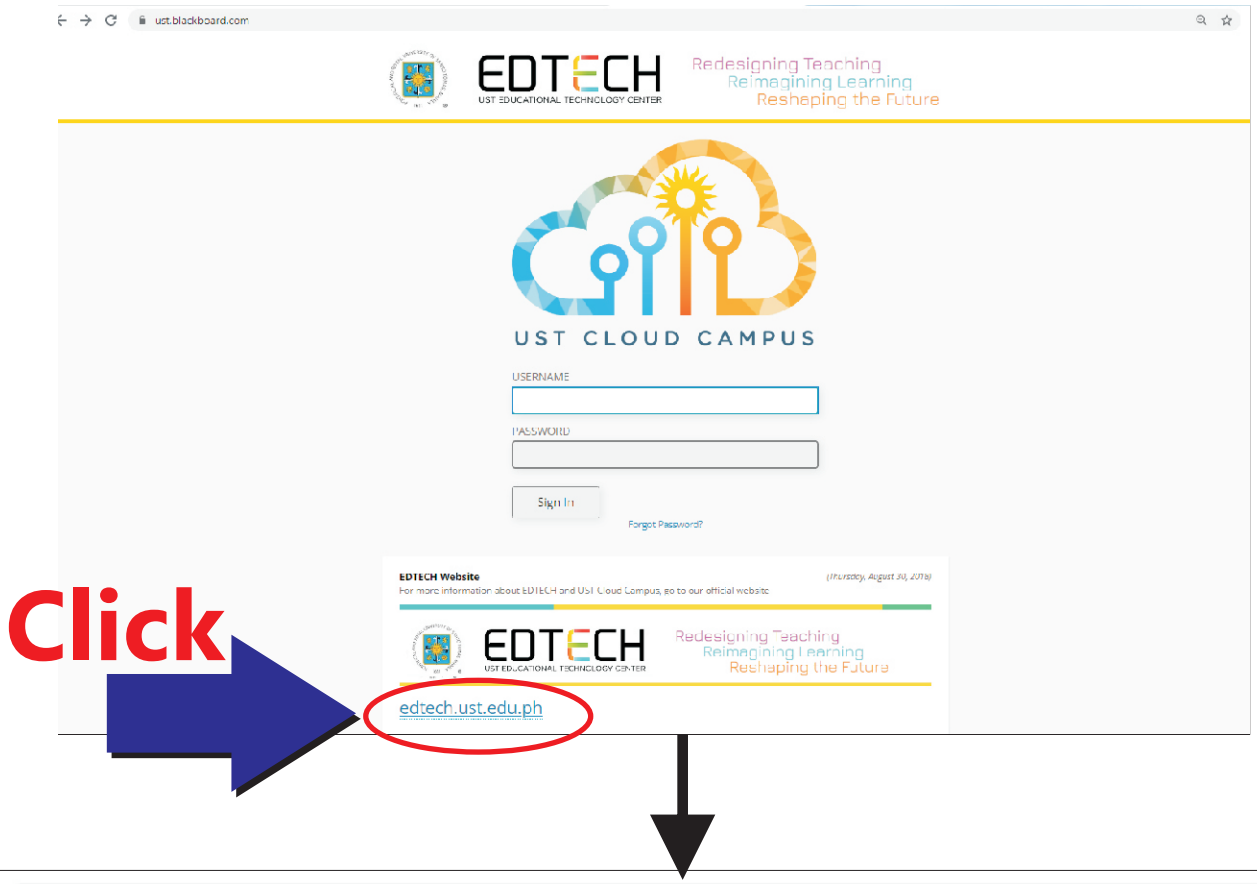
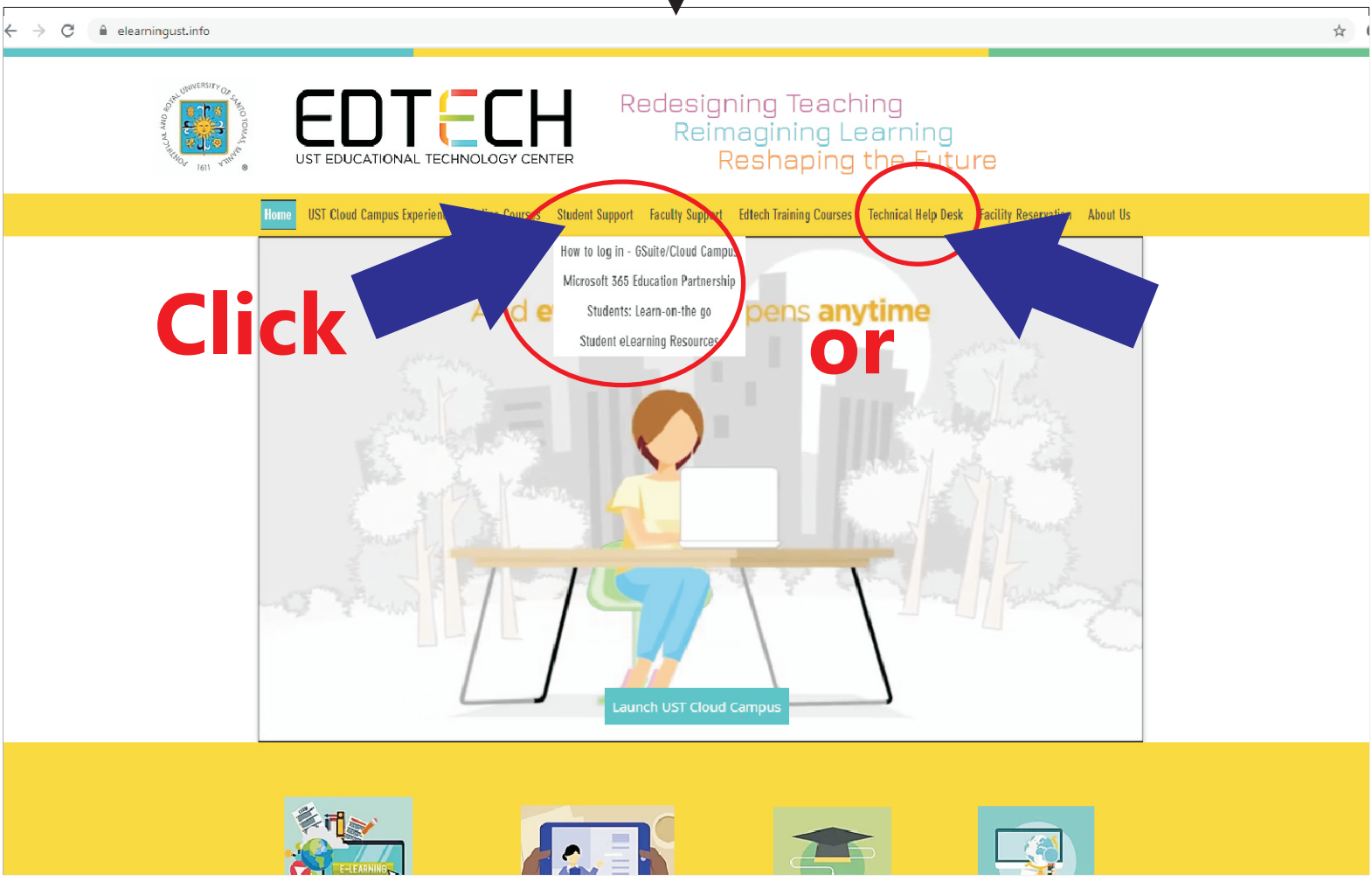
password: birthday = month/day/year

e.g. 03/02/1960



3. Inside the Organization Page, locate and click COURSES in the side navigation menu.

4. Inside COURSES, click the drop down menu (CURRENT COURSES or OTHERS) and look for the course site. Launch the course by clicking the course icon.



5. For HELP/Inquiries/Questions: