



UNIVERSITY OF SANTO TOMAS - The Graduate School

ONLINE ENROLLMENT PROCEDURE (Jan 7-31, 2022 - 2nd Term 2021-2022)



Courses are subject to availability of slots. Enroll NOW!

Step 1

Pre-Enlistment



Ongoing
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



Wait for an acknowledgement.

Step 3

Advising



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



Graduate School support staff shall encode **APPROVED** courses for enrollment. If you do not receive any feedback from your Program Lead, your pre-enlistment is deemed approved. Your program lead shall contact you directly, should there be questions with your pre-enlistment. Encoding will take 1 working day.

Step 5

Assessment



Beginning January 7, 2022

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



January 7-31, 2022

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-LiveOnlineSupport>

Monday-Saturday (9-12nn; 1-3pm)

(see page 10)

Start of ONLINE Classes:

January 26, 2022



UST CLOUD CAMPUS

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

Program (OLD/RETURNING Students)	Google Form Link
MS Biology/ MS Microbiology/ Biological Education/ PhD Biology	https://forms.gle/xAyg8UhSRDPgbYms9
MS Chemistry/ Chemistry Education/ PhD Chemistry	https://forms.gle/kGa6ARuP8i4tZ1HQ9
MS Pharmacy/ PhD Pharmacy	https://forms.gle/r9u3jbbmw3sutdVH8
MS Medical Technology/PhD Medical Technology	https://forms.gle/M9LsbTJvoZN3vTfJ8
MS Human Resource Management/ PhD Human Resource Management	https://forms.gle/R8uvA9YeJc63xtXS6
MBA/MBA Entrepreneurship/ PhD Commerce	https://forms.gle/u79V87c2Nb9T56vJ8
MS Architecture/ PhD in Built Environment Architecture	https://forms.gle/qgo7n6zJftKG7i66A
MA Bioethics	https://forms.gle/7rURFBaqH2jFScBm8
MA Theology/MA Theology-Social Pastoral Communication/PhD Theology	https://forms.gle/fdtXwpVuhwiB29b26
MA Literature/PhD Literature	https://forms.gle/AN5t47eurG14Xtqs7
MA Philosophy/PhD Philosophy	https://forms.gle/cxzs8H6XY5gVnXvGA
MA Political Science/ PhD Political Science	https://forms.gle/ULX4cusUkf6Jtx8RA
MA Public Administration/ PhD Public Administration	https://forms.gle/9DpK5i4ttueR6X8RA
MA Clinical Psychology/MA Industrial Psychology/PhD Clinical Psychology	https://forms.gle/QcXMMNJsjmzDLm6TA
MA Guidance and Counseling	https://forms.gle/dbm8UpSNYpdYrJN6A
MA Economics/PhD Economics	https://forms.gle/2RU9gWxhQgUkqm9C8
MA Development Studies/ PhD Development Studies	https://forms.gle/FdZK3AWJK6DXDhnS7
MA English Language Studies/ PhD English Language Studies	https://forms.gle/YsSeU2zjcmGJr8eq6
MA Communication/ MA Marketing Communication	https://forms.gle/6ai5xXRcRREheCQu7
MA History/PhD History	https://forms.gle/r76nEFSdS5c9zEa56
MA Music/PhD Music	https://forms.gle/KqzAK9U5rtgijSg38
MA Fine Arts/ MA Cultural Heritage Studies	https://forms.gle/63FVtEA9Ce2Fx1Rw5
MS Occupational Therapy / MS Physical Therapy	https://forms.gle/dRyfykCqqu5PXXZG8
MA Nursing/MA Hospital Administration	https://forms.gle/xG1tr5C2XVixL1dB8
MS Applied Physics major in Med Physics/ MS Food Science	https://forms.gle/bkRJn7NWzav2DzQu7
MS Chemical Engineering/MS Electronics Engineering/MS Management Engineering	https://forms.gle/GXeD3td3deMj5ppH9
MA Education/PhD Education/Doctor of Education (EDD)	https://forms.gle/qUedHmr5pWcQdovk8
MA Library and Information Science/MA Health Profession Education	https://forms.gle/q7aquQZvQo5HYx629
MA Creative Writing/MA Journalism	https://forms.gle/1oqK5fQKDmDfNLe26

For inquiries, kindly login to our GS Live Online Support: <https://bit.ly/USTGS-LiveOnlineSupport>

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

Espeña Blvd., Sampaloc, Manila


Senior High School and College
Student Portal

ProfileGradesCourse DetailOnline TransactionsBilling/feesEvaluationDownloadablesAccountLogout

myUSTe > Profile

Personal Information

Student Number	2019241527
Last Name	
First Name	M
Middle Name	M
Auxiliary Name	-
Birth Date	30-NOV-1996
Birth Place	VINTAR, ILOCOS NORTE
Gender	F
Religion	R. CATHOLIC
Address Line 1	1215 ALABANG ST., SAMPALOC,
Address Line 2	MANILA
Civil Status	SINGLE
APR No.	-




GRADUATE SCHOOL (1938)


Nationality	FILIPINO
Legal Status	CITIZEN OF RP
Baptized In	MANILA
Postal Code	1008
Employer's Tel. No.	4061611 LOC 8254
Working Status	WORKING

3. Click Online Transactions and select Online Assessment

search



Assessment/Payment Step by Step Procedure



UNIVERSITY OF SANTO TOMAS

MYUSTe

Espeño 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

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



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Espeño Blvd., Sampaloc, Manila

Senior High School and College
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myUSTe > Online Assessment > Advising

ADVISING

[STEP 1/3]

List of courses advised by the Office of the Dean

Student Name

Student Number

Program

Term

Academic Year

MS HUMAN RESOURCE MANAGEMENT

First Term

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

Click the + sign to view breakdown of fees

Payment Terms: FULL PAYMENT

Break down of Fees (Click the + sign to expand)

[Click here for printer friendly version](#)

+	PE	PHP 3,384.00
+	OTHER CHARGES	PHP 1,692.00
+	LATE ENROLMENT	PHP 1,500.00
+	OTHER FEES	PHP 6,692.00
+	TUITION	PHP 43,992.00
+	MISC	PHP 4,085.00

Full Payment: PHP 61,345.00

Total Fee Assessed: PHP 61,345.00

Amount to pay: PHP 61,345.00

Select your Payment method

☐ Credit Card / Paymaya QR / Paymaya Wallet



☐ Online Banking / Over the counter

Payment Guidelines:

- [Payment thru BDO](#)
- [Payment thru BPI](#)
- [Payment thru China Bank](#)
- [Payment thru MetroBank](#)
- [Payment thru Security Bank](#)

Submit

Back

Online Banking/Over the Counter

MYUSTe Senior High School and College Student Portal

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

GUIDELINES

- Account Activation Guide
- Enrollment Guidelines of Care of Salary of University and UST Hospital
- FAQs for assessment and enrollment among qualified incoming freshmen AY 2021-2022
- Frequently Asked Questions
- Office of the Registrar Email Address
- Payment Thru BDO
- Payment Thru BPI
- Payment Thru China Bank
- Payment Thru Metrobank
- Payment thru Security Bank
- Step-by-step procedure for Online Enrollment

End of Online Assessment

myUSTe > End of Assessment

Student Name: DUMMY DUMMY DUMMY
Student Number: 2000888873
Program: ARCHITECTURE
Term: First Term
Academic Year: 2021 - 2022

Online Assessment Activity logs:

Payment Term: Installment
Amount to pay: PHP 15,000.00
Assessment Date: 12/29/2021
Status: Awaiting payment / Processing payment

" You have completed the online assessment. You may now proceed with the payment (online or over-the-counter) to complete the enrollment process. You are considered enrolled only when the University receives the bank file of your payment (i.e. the reflected "amount to pay" or full payment); hence, you are notified two (2) banking days after settling the payment. Click the button below to print your payment slip "

Select a Bank for Over the counter payment

Metrobank

[Click here to print payment slip](#)

[Back to Profile Page](#)

UNIVERSITY OF SANTO TOMAS
TREASURY DEPARTMENT

****Please present this slip to the bank upon payment****

Student Information	
Name	DUMMY DUMMY DUMMY
Academic Unit & Program	COLLEGE OF ARCHITECTURE AND FINE ARTS ARCHITECTURE
Student Number	2000888873

Reference Number	001202102000888873
Amount to be paid	PHP 15,000.00

Credit Card Payment

QR and e-Wallets

PayMaya

Or pay using your debit/credit card or wallet

Card Details

First Name Last Name

Card Number

Expiry Date CVV

[Complete Order](#)

Order Summary

Tuition Fee PHP 15,000.00

Total Amount **PHP 15,000.00**

Powered by **PayMaya** Enterprise

Note: Tuition fee payment via credit card is applicable for enrollment purposes only and not for tuition fee balance settlement. Students may settle their balance via credit card as long as they will also enroll and pay for the upcoming term. Credit card payment through installments is allowed, but the remaining balance should be settled through bank.

How to DOWNLOAD Registration Form from UST Student Portal?

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

myuste.ust.edu.ph/student/studentcontrol?do=menu

Office GS Course Plans 1st... GS Course Plans 2nd... Google Forms

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

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

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Online Assessment

myUSTe > Online Assessment

Student Number	2012041537
Program	MS HUMAN RESOURCE MANAGEMENT
Term	First Term
Academic Year	2017 - 2018

[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

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

eaungco@ust.edu.ph

treasury@ust.edu.ph

or call:

87314322

85331611 loc 8217

Monday to Friday (8:00am - 2:00pm)

How to Access Online Enrollment HELP Desk

3. Click **Join** next to the **Breakout Room** you wish to participate in, then confirm by clicking **Join** again.

2. This will display the list of open **breakout rooms** created by the host.

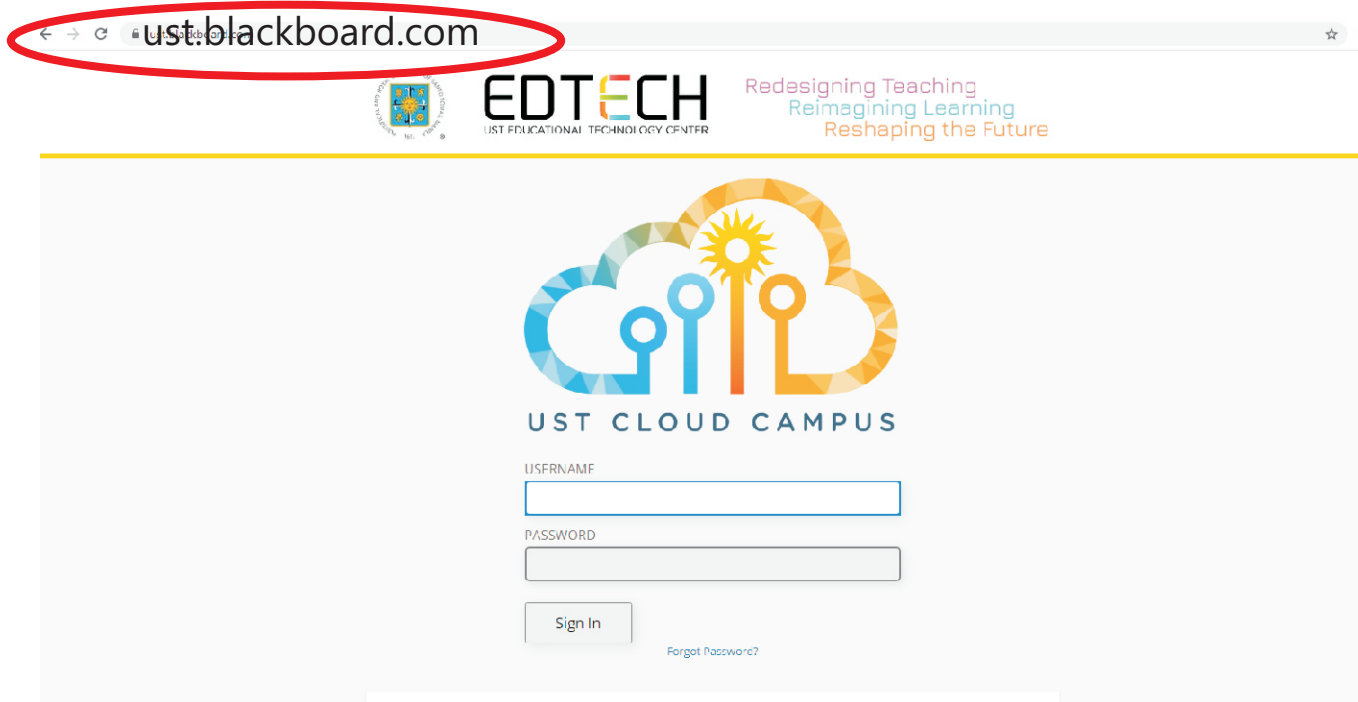
1. Click **Breakout Rooms** in your meeting controls.

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



A screenshot of a web browser showing the URL **ust.blackboard.com** in the address bar, which is circled in red. The page header includes the UST logo, the EDTECH logo (UST EDUCATIONAL TECHNOLOGY CENTER), and the tagline "Redesigning Teaching, Reimagining Learning, Reshaping the Future". The main content area features the "UST CLOUD CAMPUS" logo, which is a stylized cloud with circuit-like elements. Below the logo are input fields for "USERNAME" and "PASSWORD", a "Sign In" button, and a "Forgot Password?" link.

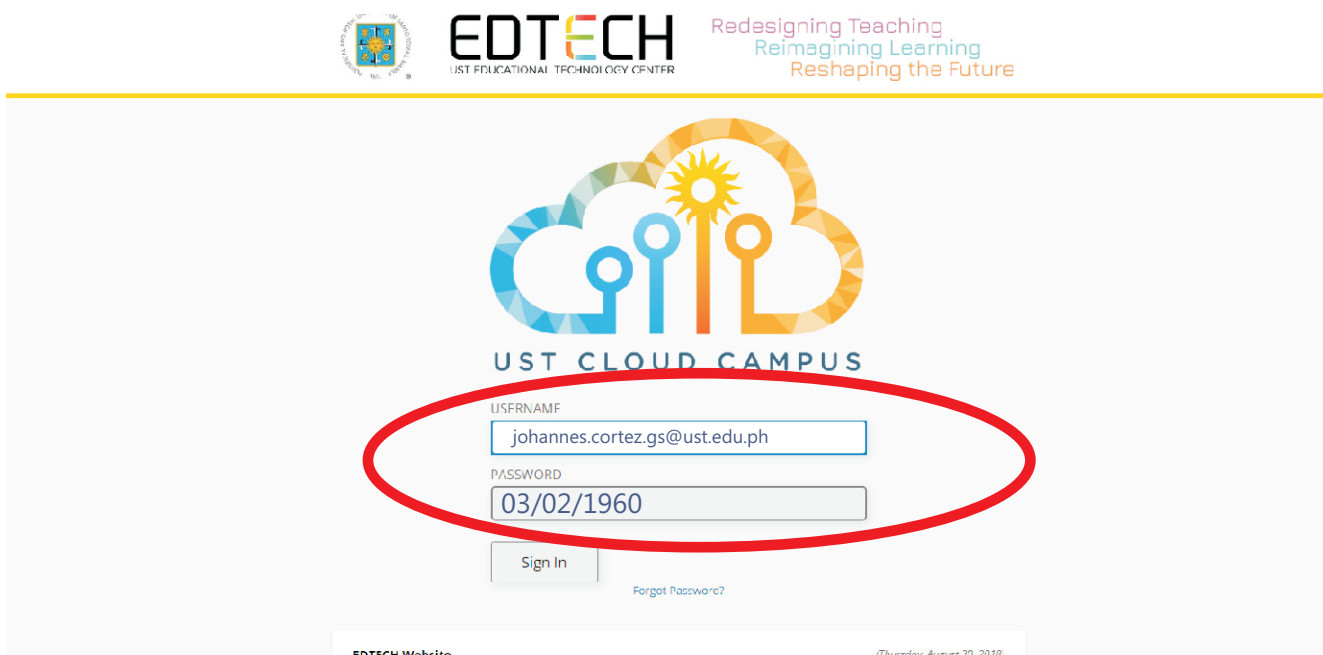
2. Enter your username and password:

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



A screenshot of the UST Cloud Campus login page, identical to the one above. In this version, the "USERNAME" and "PASSWORD" input fields are filled with the example credentials and are circled in red. The "USERNAME" field contains "johannes.cortez.gs@ust.edu.ph" and the "PASSWORD" field contains "03/02/1960". The "Sign In" button and "Forgot Password?" link are also visible. The footer of the page includes the text "EDTECH Website" and the date "(Thursday, August 20, 2010)".

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.

The screenshot shows the Blackboard Ultra interface. The left navigation menu is visible, with the 'COURSES' link highlighted in a red box. The main content area shows the 'Courses' page for the 'Special Term AY 2019-2020' session. The 'OTHERS' dropdown menu is highlighted with a red box. Below the dropdown, there is a search bar and a filter dropdown set to 'All Courses'. The course 'St. Thomas and Critical Thinking' is highlighted with a red box, showing its title, a link to 'Multiple Instructors', and icons for information and favorites. Another course, '000.00.learn.track DPPI Training SITE', is also visible.

5. For HELP/Inquiries/Questions:

