



UNIVERSITY OF SANTO TOMAS - The Graduate School

ONLINE ENROLLMENT PROCEDURE (2nd TERM AY 2022-2023) ENROLL NOW!



STEP 1 PRE-ENLISTMENT

Fill out google form. (see page 2)
January 5-14, 2023

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:

Waiver Form (TW1/DW1)

Students with approved WCE deferment last 1st Term AY 2022-2023 may register for TW/DW2 upon completion of the waiver below:

Waiver Form (TW2/DW2)

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 January 5-14, 2023

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 January 6-14, 2023

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 January 10-14, 2023

Refer to pages 3-8 for assessment instructions. For students with TW/DW course/s, assessed fees will be available for viewing in your My USTe student portal 1-2 working days after encoding

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)

Note:

A student number is required to access My USTe student portal account. For NEW Students who have not received their student numbers, please log in to our Help Desk and look for Ms. Bing.

STEP 6 PAYMENT January 10-14, 2023

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

For REAL time posting of payment, kindly use the **ONLINE GATEWAY PAYMENT.**

NEED ASSISTANCE?

SUPPORT

ONLINE ENROLLMENT
HELP DESK

<https://bit.ly/USTGS-LiveOnlineSupport2022>
Tuesday-Saturday (10-12nn; 1-4pm)
(see page 10)

Start of ONLINE Classes:
JANUARY 16, 2023



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

Regardless of the program, students enrolling TW/DW with or without other course/s should enlist in this google form:

<https://forms.gle/36JQF4tBk9h1KYqz6>

Program (OLD/RETURNING Students)	Google Form Link
MS Biology/ MS Microbiology/ Biological Education/ PhD Biology	https://forms.gle/jQk3R9rHnvkZvQxMA
MS Chemistry/ Chemistry Education/ PhD Chemistry	https://forms.gle/J7dXseAwYGA3Jntv5
MS Pharmacy/ PhD Pharmacy	https://forms.gle/76jhrUjV36EG7oU79
MS Medical Technology/PhD Medical Technology	https://forms.gle/G3xt8Ss1LzBegN4C6
MS Human Resource Management/ PhD Human Resource Management	https://forms.gle/c7HzXBgHourytDPbZ
MBA/MBA Entrepreneurship/ PhD Commerce	https://forms.gle/hA2e3EFEVMzUnwc29
MS Architecture/ PhD in Built Environment Architecture	https://forms.gle/nx9tC9z3qHtkq7U5A
MA Bioethics	https://forms.gle/Vq3kRKghGQLMd4i89
MA Theology/MA Theology-Social Pastoral Communication/PhD Theology	https://forms.gle/ZDfoS9v7pGyJCETn6
MA Literature/PhD Literature	https://forms.gle/PaBuKXLFfdgheGPHZ
MA Philosophy/PhD Philosophy	https://forms.gle/SqQzhHkHi24YKk7jZ
MA Political Science/ PhD Political Science	https://forms.gle/E7rygLKyUiE4Ezm9A
MA Public Administration/ PhD Public Administration	https://forms.gle/RDgA2qzeEKDj7cpt5
MA Clinical Psychology/MA Industrial Psychology/PhD Clinical Psychology	https://forms.gle/NxmhnzJCc818mYg9
MA Guidance and Counseling	https://forms.gle/cpSxJdKYwK529hYD7
MA Economics/PhD Economics	https://forms.gle/A9tGE2qGCxMnws9C9
MA Development Studies/ PhD Development Studies	https://forms.gle/2pBBcF7dTugezhWRA
MA English Language Studies/ PhD English Language Studies	https://forms.gle/FH4BGVg6anEBuKpMA
MA Communication/ MA Marketing Communication	https://forms.gle/PZnDBFtPo38ugkXGA
MA History/PhD History	https://forms.gle/JPhebv7NDdrBpaU47
MA Music/PhD Music	https://forms.gle/d5k9QjWBbMTkvVe87
MA Fine Arts/ MA Cultural Heritage Studies	https://forms.gle/N8RD8g4Zebw4pCQh8
MS Occupational Therapy / MS Physical Therapy	https://forms.gle/sQicEvgpyUVbkMePA
MA Nursing/MA Hospital Administration	https://forms.gle/mwRUBBxLavur8sbR9
MS Applied Physics major in Med Physics/ MS Food Science	https://forms.gle/oVH9x6Ztjd3ieBWQA
MS Chemical Engineering/MS Electronics Engineering/MS Management Engineering	https://forms.gle/jKHEqshycBpzTe9r7
MA Education/PhD Education/Doctor of Education (EDD)/Curriculum and Instruction	https://forms.gle/Jtp61UpGbiGpY9Na9
MA Library and Information Science/MA Health Profession Education	https://forms.gle/orD7XYNgCA1QR8bw6
MA Creative Writing	https://forms.gle/i79jRngqsCPUnGMu7
MA Journalism	https://forms.gle/HVWdgFyJUivnWqdEA

NEW STUDENTS	Google Form Link
New Students	https://forms.gle/vNH87o9XD2th5mY78

For inquiries, kindly login to our GS Live Online Support: <https://bit.ly/USTGS-LiveOnlineSupport2022>

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

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

Online Assessment
Elective Selection

3. Click Online Transactions and select Online Assessment

Personal Information

Student Number	2019041527	Nationality	FILIPINO
Last Name	[REDACTED]	Legal Status	CITIZEN OF RP
First Name	M [REDACTED]	Baptized In	MANILA
Middle Name	M [REDACTED]	Postal Code	1008
Auxiliary Name	-	Employer's Tel. No.	4061611 LOC 8254
Birth Date	30-NOV-1996	Working Status	WORKING
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.	-		



/studentcontrol?do=menu

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

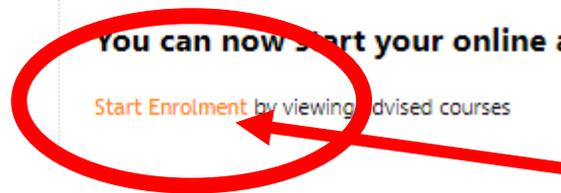
Welcome **MARIA**

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

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

myUSTE > End of Assessment

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

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.

The screenshot shows the UST Student Portal interface. The browser address bar displays 'myuste.ust.edu.ph/student/studentcontrol?do=menu'. The page header includes the UST logo and 'Senior High School and College Student Portal'. A navigation menu at the top contains several tabs: Profile, Grades, Course Details, Online Transactions, Billing/Fees, Evaluation, Downloadables, Account, and Logout. The 'Online Transactions' tab is circled in red, with a callout box labeled 'a. Click "Online Transaction" tab'. Below this menu, the 'Online Assessment' link is also circled in red, with a callout box labeled 'b. Click "Online Assessment" tab'. The main content area shows a table with student information: Student Number (2012041537), Program (MS HUMAN RESOURCE MANAGEMENT), Term (First Term), and Academic Year (2017 - 2018). Below the table, there is a link to 'Click here to change Academic Year and Term for Online Assessment' and a section titled 'You can now start your online assessment by simply clicking the link below' with a link to '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.

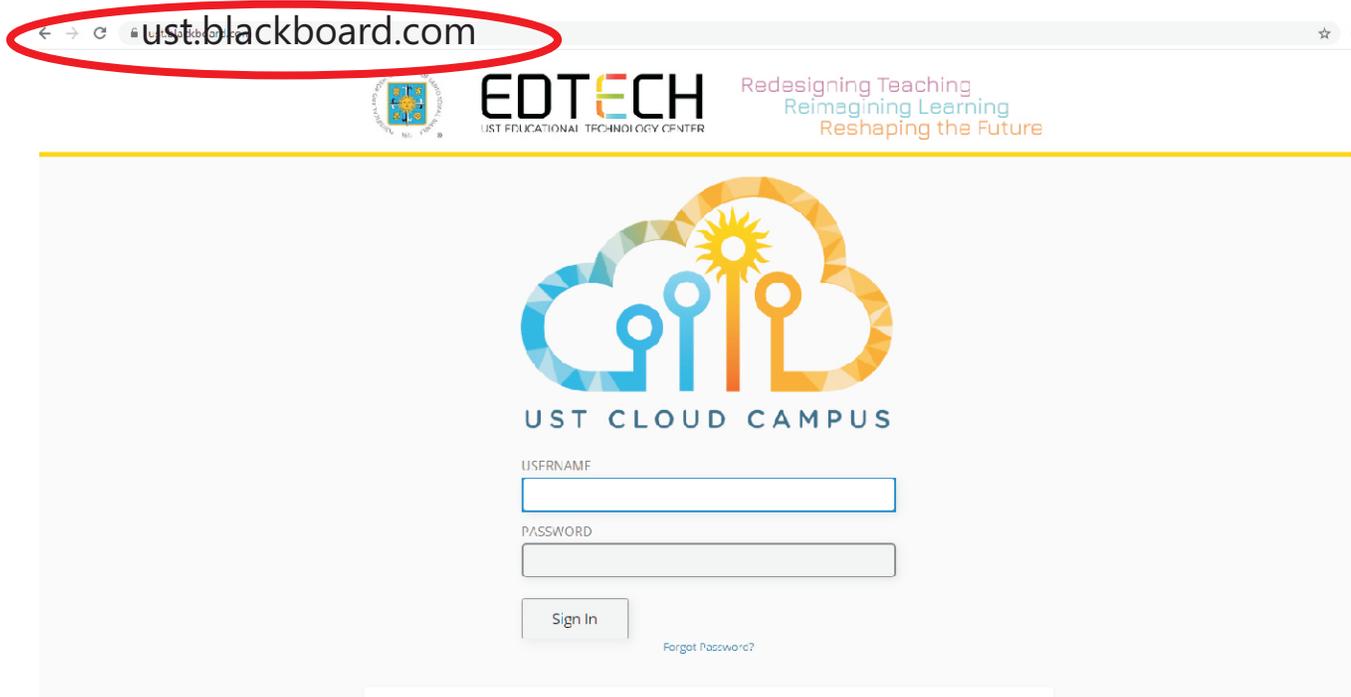
1. Click **Breakout Rooms** in your meeting controls.

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)	Bing
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 consists of a stylized cloud with a sun and two human figures. Below the logo are input fields for "USERNAME" and "PASSWORD", a "Sign In" button, and a "Forgot Password?" link.

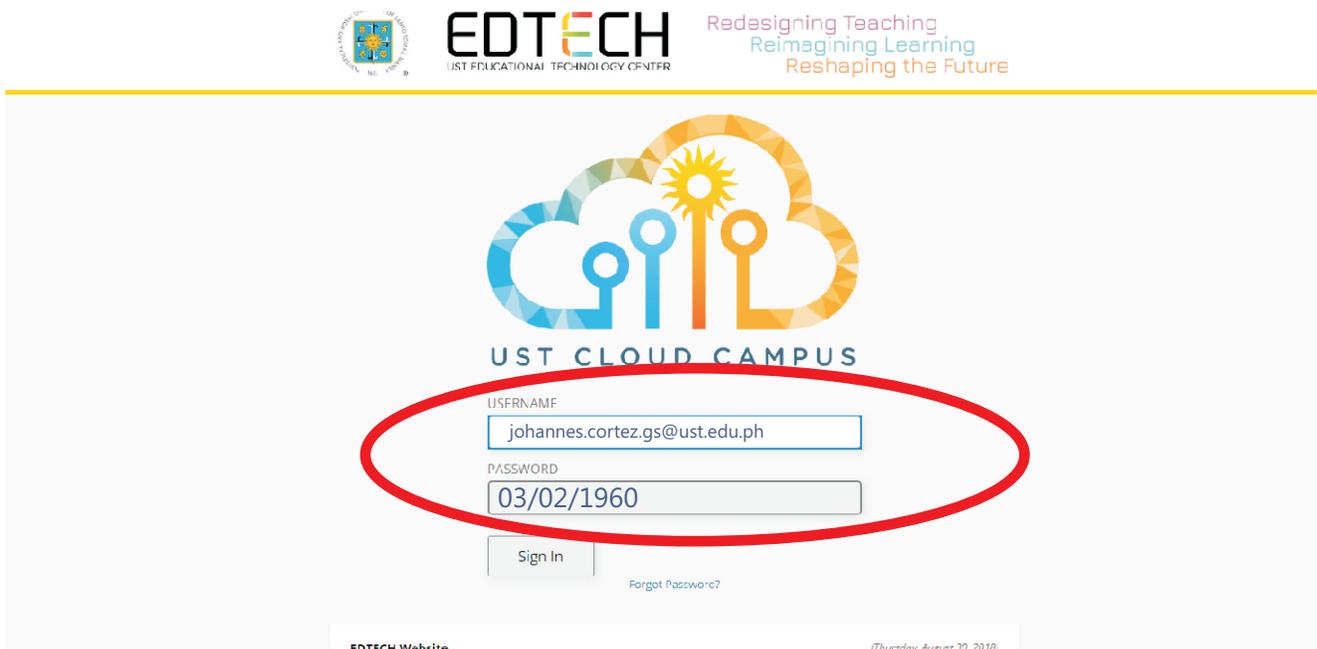
2. Enter your username and password:

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. The "USERNAME" and "PASSWORD" input fields are highlighted with a red oval. The username field contains the text `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. At the bottom of the page, there is a footer with "EDTECH Website" on the left and "(Thursday, August 30, 2018)" on the right.

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 displays the Blackboard Ultra interface. The browser address bar shows the URL `ust.blackboard.com/ultra/course`. The left sidebar contains navigation options: UST Cloud Campus, April Joy Gascon, Activity Stream, **Courses** (highlighted in yellow), Organizations, Calendar, Messages, Grades, and Tools. The main content area is titled "Courses" and shows a filter for "Special Term AY 2019-2020" and a dropdown menu labeled "OTHERS" (highlighted in red). Below this, there is a search bar and a filter set to "All Courses". A course card for "St. Thomas and Critical Thinking" is highlighted in red, featuring a forest image and the text "Multiple Instructors". Another course card for "000.00.learn.track DPPI Training SITE" is visible to the right.

5. For HELP/Inquiries/Questions:

