UNIVERSITY OF SANTO TOMAS - The Graduate School
ONLINE ENROLLMENT PROCEDURE
(1st TERM AY 2023-2024) ENROLL NOW!
EXTENDED until AUGUST 7, 2023 (12nn)

➡ STEP 1
PRE-ENLISTMENT
Fill out google form. (see page 2)
July 20-August 7, 2023

➡ Kindly refer to our website for the List of <u>1st Term Tentative Online Course Offerings</u> 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:

<u>Waiver Form (TW1/DW1)</u>

➡ Students with approved WCE deferment last 2nd/Special Term AY 2022-2023 may register for TW/DW2 upon completion of the waiver below:

<u>Waiver Form (TW2/DW2)</u>

➡ Accomplished waivers must be submitted to **research.gs@ust.edu.ph** prior to assessment and payment of

➡ STEP 2
CONFIRMATION
Wait for an acknowledgement.

➡ STEP 3
ADVISING   **July 20-August 7**

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 24-August 7, 2023

Graduate School support staff shall encode **APPROVED** courses for enrollment. If you do not receive any feedback form 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   **July 26-August 7**

Refer to pages 3-10 for self-assessment instructions. For students with TW/DW course/s, assessed fees will be available for viewing in your <u>My USTe student portal</u> 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 <u>My USTe student portal</u> 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   **July 26-August 7**

Refer to your <u>My USTe student portal</u> for payment instructions. (see pages 7-10)

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

Start of ONLINE Classes:
August 9, 2023

CANVAS
BY INSTRUCTURE

Regardless of the program, students enrolling TW/DW with or without other course/s should enlist in this google form:
https://forms.gle/6diHkZ6GttaTCbbx5

Program (OLD/RETURNING Students)	Google Form Link
MS Biology/ MS Microbiology/ Biological Education/ PhD Biology	https://forms.gle/ropBYm9pGViHwmfD9
MS Chemistry/ Chemistry Education/ PhD Chemistry	https://forms.gle/NvEvGX4tu93X9s7i6
MS Pharmacy/ PhD Pharmacy	https://forms.gle/RQ1zAjwLzSBJp7BH6
MS Medical Technology/PhD Medical Technology	https://forms.gle/VXmR7Z3afzRZsGku5
MS Human Resource Management/ PhD Human Resource Management	https://forms.gle/DQVLPFD47E6div5v8
MBA/MBA Entrepreneurship/ PhD Commerce	https://forms.gle/8CHEJ5Vzd2R8DcCH8
MS Architecture/ PhD in Built Environment Architecture	https://forms.gle/zy26cvfAUy2P6Xn8A
MA Bioethics	https://forms.gle/48wqqBq6gtMJUNWq9
MA Theology/MA Theology-Social Pastoral Communication/PhD Theology	https://forms.gle/NEV3M623Vy7xKbqQ6
MA Literature/PhD Literature	https://forms.gle/9Mpf8B9iUCog8rcT6
MA Philosophy/PhD Philosophy	https://forms.gle/MYphux5ZzdWSHePg7
MA Political Science/ PhD Political Science	https://forms.gle/xbN9KPf1GmvNUrEq6
MA Public Administration/ PhD Public Administration	https://forms.gle/DNPSANTYS1bnkJa59
MA Clinical Psychology/MA Industrial Psychology/PhD Clinical Psychology	https://forms.gle/uA7VdNVR7g9B4DP17
MA Guidance and Counseling	https://forms.gle/UoJQsaEdkY27RPaH8
MA Economics/PhD Economics	https://forms.gle/NsTnLMLz3C7akx4M9
MA Development Studies/ PhD Development Studies	https://forms.gle/jZsgvuc1YqnxMVM78
MA English Language Studies/ PhD English Language Studies	https://forms.gle/Y5Te6MSPKCZMFM8MA
MA Communication/ MA Marketing Communication	https://forms.gle/EeYcpUadvxC4Pg6fA
MA History/PhD History	https://forms.gle/KmoNXdEf3td4cXJCA
MA Music/PhD Music	https://forms.gle/ZiaPu5gHuhfPn8P77
MA Fine Arts/ MA Cultural Heritage Studies	https://forms.gle/QHKcs6pozZKaPtLE6
MS Occupational Therapy / MS Physical Therapy	https://forms.gle/TeMuVDcHNtTNWVoQ6
MA Nursing/MA Hospital Administration	https://forms.gle/hcKgHj7SUUkDXKdP7
MS Food Science	https://forms.gle/D4Y7pk8vrU13prWh6
MS Applied Physics major in Med Physics	https://forms.gle/PJ9DS8GtqExg5mEV7
MS Chemical Engineering/MS Electronics Engineering/MS Management Engineering	https://forms.gle/DfcgDgAHGHZbMx3C8
MA Education/PhD Education/Doctor of Education (EDD)/Curriculum and Instruction	https://forms.gle/8592k5d1X8R5Va9S7
MA Library and Information Science/MA Health Profession Education	https://forms.gle/R6oKBLkEURbVc3G27
MA Creative Writing	https://forms.gle/jKY1zjCb6TNNe3nHA
MA Journalism	https://forms.gle/RxNBLbNJQKFJNuaN7

NEW STUDENTS	Google Form Link
New Students	https://forms.gle/f2HfQsR7FaaUTvUL8

For inquiries, kindly login to our GS Live Online Support: **https://bit.ly/USTGS-LiveOnlineSupport2023**

A. PROCEDURE FOR ACTIVATING YOUR UNIVERSITY EMAIL ACCOUNT:

1. Study the structure of the University email address. The email address will consist of your first two names and surname, followed by the academic unit's suffixes. Special characters will not be included, and spaces between names will be eliminated. As for the initial password, it will be set as the student's birth date in the format **mmddyyyy** by default.
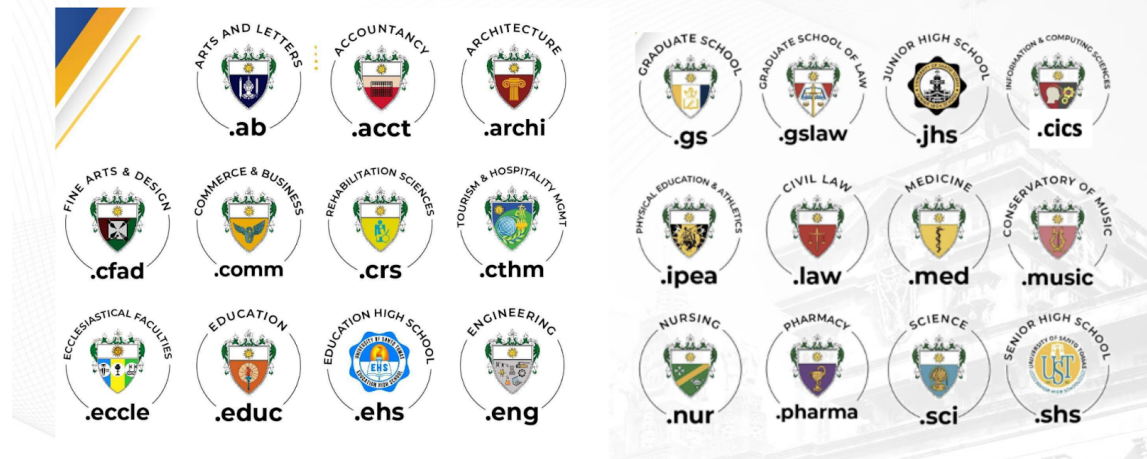
John Niño Paul Santos, Jr.
(Senior High School Student)

EMAIL ADDRESS:

johnnino.santos.shs@ust.edu.ph

INITIAL PASSWORD: (Birthdate)

mmddyyyy

ACADEMIC UNITS' EMAIL SUFFIXES

ARTS AND LETTERS	ACCOUNTANCY	ARCHITECTURE		GRADUATE SCHOOL	GRADUATE SCHOOL OF LAW	JUNIOR HIGH SCHOOL	INFORMATION & COMPUTING SCIENCES
.ab	.acct	.archi		.gs	.gslaw	.jhs	.cics
FINE ARTS & DESIGN	COMMERCE & BUSINESS	REHABILITATION SCIENCES	TOURISM & HOSPITALITY MGMT	PHYSICAL EDUCATION & ATHLETICS	CIVIL LAW	MEDICINE	CONSERVATORY OF MUSIC
.cfad	.comm	.crs	.cthm	.ipea	.law	.med	.music
ECCLESIASTICAL FACULTIES	EDUCATION	EDUCATION HIGH SCHOOL	ENGINEERING	NURSING	PHARMACY	SCIENCE	SENIOR HIGH SCHOOL
.eccle	.educ	.ehs	.eng	.nur	.pharma	.sci	.shs

2. To initiate the activation of your University email account, please access **https://mail.google.com/a/ust.edu.ph.** Provide your username and initial password. You will then be redirected to a new window where you will be prompted to modify your Google Workspace for Education account password. We recommend creating a robust password that includes a combination of uppercase and lowercase letters, numbers, and acceptable symbols. It is crucial to remember this password. Once you have made the necessary changes, click on the **SAVE** button.

3. In case your email address is non-existent, please submit a support ticket at **http://ict-services.ust.edu.ph.**

B. PROCEDURE FOR LOGGING IN THE MyUSTe PORTAL

1. The **myUSTe Portal** is a centralized online platform that brings together a wide range of IT services, resources, and tools within the University. It functions as a comprehensive hub that allows students, faculty, staff, and other members of the Thomasian community to seamlessly access and manage various aspects of their academic and administrative activities**.**

2. To access all IT-related services at the University, please log in at **https://myusteportal.ust.edu.ph.** You can use your University email credentials for single-sign on authentication to fully access and utilize the University's online resources and services on one integrated platform.

3. To initiate your initial login, please click on the "**How to Login**" button. This will provide you with a step-by-step procedure to follow and guide you through the login process.

WELCOME THOMASIANS!

MyUSTe PORTAL

This directory offers a variety of locally developed online applications and services for the Thomasian community. It serves the unique needs of students, administrators, faculty members, support staff, parents, alumni, and prospective students.

How to Login   Get Started
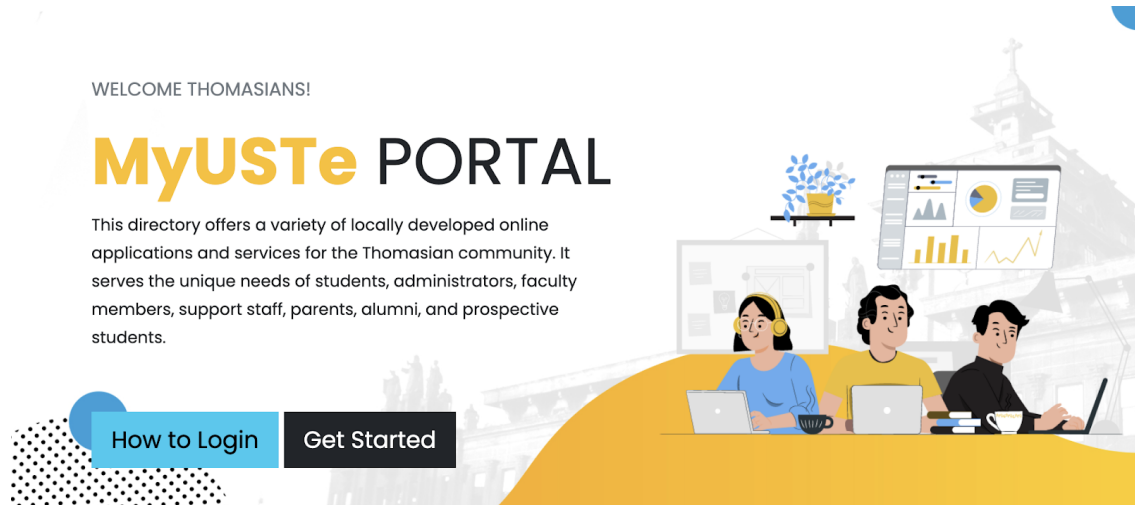
C. PROCEDURE FOR ATTENDING THE UST CLOUD CAMPUS ORIENTATION:

1. You will need your activated UST Google Workspace for Education Account to successfully log in to MyUSTe Portal before attending the scheduled UST Cloud Campus orientation.

2. Inside MyUSTe Portal, click the **UST Cloud Campus Icon** to access the Student eLearning Handbook and Learning Resource Site under Current Courses.
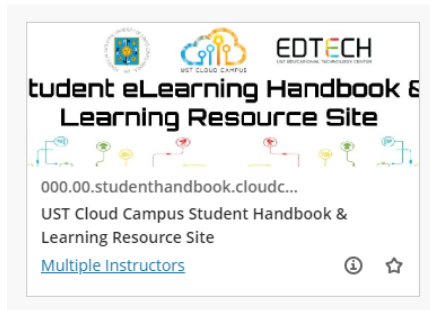
3. As part of the transition to a new learning management system, students from different academic units will now have two access points available: **Canvas and Blackboard.** These platforms will serve as the primary systems for managing your courses, accessing course materials, submitting assignments, participating in discussions, and engaging in online learning activities.

UST CLOUD CAMPUS **CANVAS**	UST CLOUD CAMPUS **Blackboard** LEARN
Education High School **Tertiary and Graduate Levels**	**Senior High School** **Junior High School** **College of Fine Arts and Design** **College of Architecture**

4. In the **Student eLearning Handbook & Learning Resource Site**, navigate to the side navigation menu, and locate the web-conference link for your academic unit under the **ORIENTATION 2023** section.

Blackboard

000.00.studenthandbook.cloudc...
UST Cloud Campus Student Handbook & Learning Resource Site
Multiple Instructors

Canvas

Assessment/Payment Step by Step Procedure

Click **Online Transactions** and select **Online Assessment**

Assessment/Payment Step by Step Procedure

UNIVERSITY OF SANTO TOMAS

MYUSTe Senior High School and College Student Portal

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

GUIDELINES

myUSTe > Online Assessment

» Step-by-step procedure for Online Enrollment
» Account Activation Guide
» Frequently Asked Questions
» Payment Thru BPI
» Payment Thru Metrobank

Welcome MA~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Student Number	2~~~~~~~
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
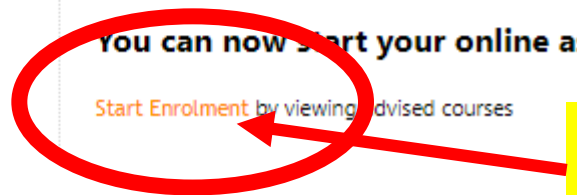
4. Click START ENROLMENT

Assessment/Payment Step by Step Procedure

4. Click Next Step Assessment

UNIVERSITY OF SANTO TOMAS
My USTe: Student Portal
for Senior High School and College

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

ASSESSMENT

Student Name	DUMMYFNAME DUMMYMNAME DUMMYSURNAME
Student Number	2000888888
Program	MEDICAL TECHNOLOGY
Term	First Term
Academic Year	2023 – 2024

Payment Terms: FULL PAYMENT

Break down of Fees (Click the **+** sign to expand)　　　　　　Click here for printer friendly version

+	OTHER CHARGES	PHP 3,600.00
+	LATE ENROLMENT	PHP 750.00
+	OTHER FEES	PHP 10,552.00
+	TUITION	PHP 68,362.00
+	MISC	PHP 7,250.00

Full Payment:	PHP 90,514.00	**Total Fee Assessed:**	PHP 90,514.00
		Amount to pay:	PHP 90,514.00

Pay through our Online Payment Gateway

VISA　mastercard　JCB　AMERICAN EXPRESS　maya　QR Ph　GCash　Shopee Pay

You are about to pay

PHP 90,514.00

Pay Now

Back

QR and e-Wallets

maya　QR Ph　GCash

S Pay
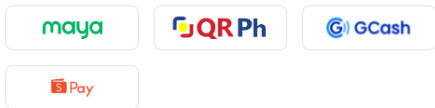
Or pay using your debit/credit card or wallet

Debit/Credit Card

mastercard　VISA　JCB　AMERICAN EXPRESS

First Name	Last Name
DUMMYFNAME	DUMMYSURNAME

Card Number

Expiry Date	CVV

☐ I'm not a robot　reCAPTCHA　Privacy - Terms

Complete Order

PCI DSS COMPLIANT **Maya Checkout is PCI-DSS Certified**
Your payment is secured.

Pontifical and Royal
UNIVERSITY OF SANTO TOMAS
THE CATHOLIC UNIVERSITY OF THE PHILIPPINES

Order Summary

Tuition Fee	PHP 90,514.00

Total Amount	**PHP 90,514.00**

Powered by maya BUSINESS

# 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**

UST: S004-00-ME102
A.Y. 2022-2023

RECEIVED
JUN 08 2023
GRADUATE SCHOOL
DEAN'S OFFICE
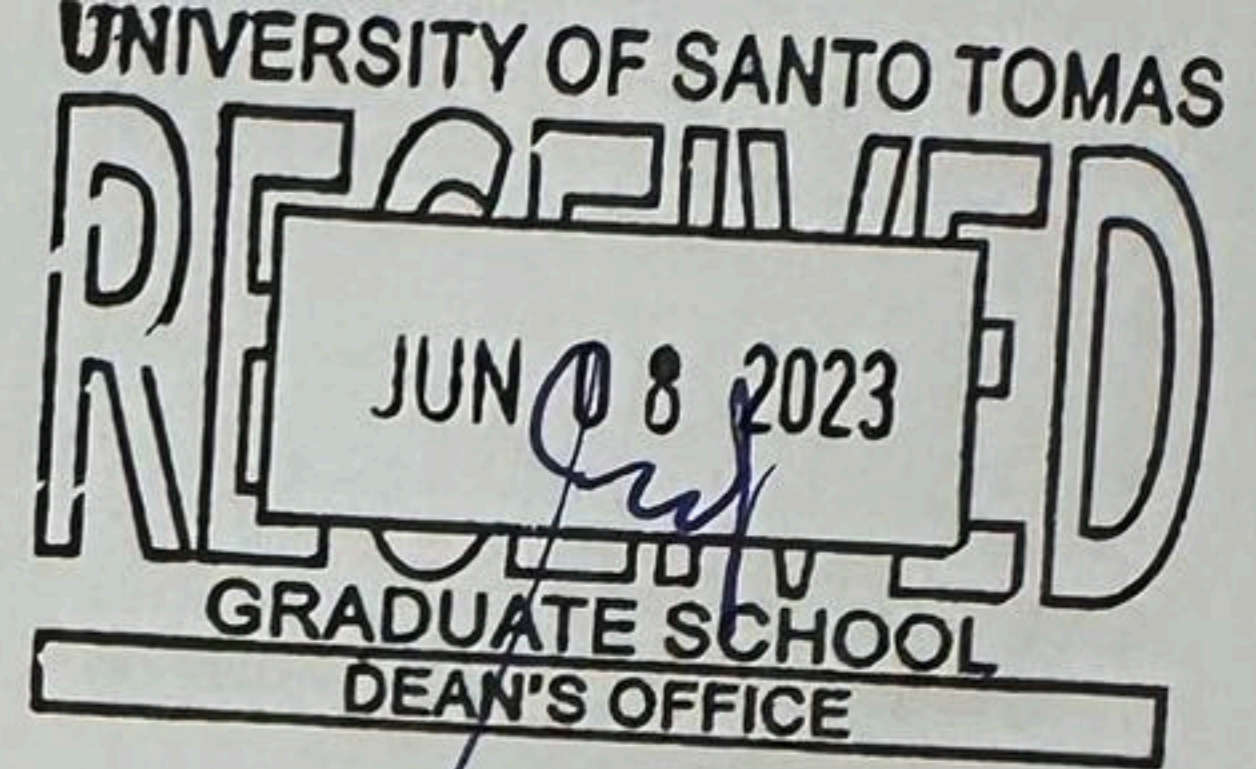
TO : ALL ACADEMIC UNITS

FROM : REV. FR. ROBERTO L. LUANZON, JR., O.P.
Vice Rector for Finance

SUBJECT : ENROLLMENT REMINDERS

DATE : JUNE 07, 2023

As we commence the enrollment for the Special Term AY 2022-2023 and First Term AY 2023-2024, please be reminded of the following:

a) **Our accepted modes of tuition fee payment are as follows[1]:**

1. ***Online Payment Gateway (OPG),*** through the myUSTe Student Portal, which allows payment using bank cards (debit and credit, VISA/Mastercard/JCB/AMEX branded) and eWallets (Maya, GCash, QR Ph, and ShopeePay). ***Payments are posted in real-time.***
   In case of technical concerns on the OPG, students may refer to the UST dedicated Maya hotline, GoUSTe@maya.ph. Only UST e-mails will be allowed to send to this e-mail address.

2. ***Check Payments through the Treasury Office.*** Please proceed to the Student Accounts Section for assessment, then to the Treasury Office for payment. Payments are posted in the following day, while integration to course sites will depend on the data transfer schedule.

   We strongly encourage the use of the Online Payment Gateway as payments are posted in real-time and course site integration is done immediately after successful enrollment. Please refer to the log-on page of the myUSTe Student Portal or through **https://www.ust.edu.ph/tuition-fees/** for the detailed instructions on the use of *online payment gateway.*

b) **Payments must be made within the enrollment period.** The OPG will lock out after the enrollment period. Enrollment payments made through the *Balance Payment* module will not be properly posted, thus, will entail manual adjustment and manual synching to the course sites.

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[1] Please refer to **S004-00-ME97 s. 2023 Updated Guidelines on Modes of Payment** for the complete details of the accepted modes of payment in the University.

TÜV SÜD · ASEAN University Network AUN-QA · QS STARS RATING SYSTEM ★★★★★
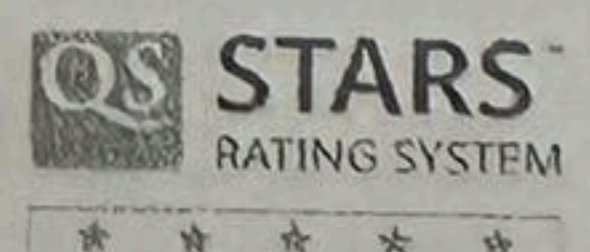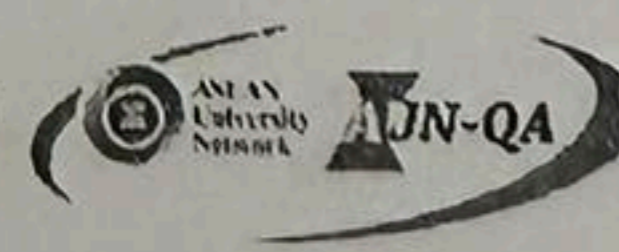
d) **Finance Related Enrollment Concerns shall be accommodated through Google Forms.** Thus, queries sent through other methods of communication shall be disregarded.
1. Encoding and uploading of the details of the concern shall be made through https://forms.gle/9cHJUvDoAm8hizjz9.

2. Treasury Department and Accounting Division – Student Accounts Section will verify the concerns and provide disposition within three working days. The students may check on the status of their concern through https://docs.google.com/spreadsheets/d/1xAB8GIuSKRXsU9r5yFr2cLBBW8wK-NP6yK7Yp0xx4xo/edit?usp=sharing.

3. The Google Forms will be opened at the start of the enrollment and will be closed at the end of the enrollment period.

For HELP/Inquiries/Questions on UST CLOUD CAMPUS

Click
edtech.ust.edu.ph

Click or