



UNIVERSITY OF SANTO TOMAS - The Graduate School

# ONLINE ENROLLMENT PROCEDURE

## (1st TERM AY 2023-2024) ENROLL NOW!

### EXTENDED until AUGUST 23, 2023



### 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 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:

Waiver Form (TW1/DW1)

Students with approved WCE deferment last 2nd/Special 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](mailto: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 My USTe student portal 2 working days after encoding.

For UST Employees, please fill out the **Educational Assistance Benefit Form** and submit to [studentaccounts@ust.edu.ph](mailto: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 July 26-August 7

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

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



Enrollment **HELP DESK**  
Monday-Saturday (1:00-5:00pm)  
UST GRADUATE SCHOOL  
**LIVE ONLINE SUPPORT**  
<https://bit.ly/USTGS-LiveOnlineSupport2023>  
(see page 11 for instructions)

For Other Enrollment Reminders and Finance Related Concerns  
(see pages 13-14 for instructions)

Start of ONLINE Classes:  
**August 9, 2023**

**CANVAS**  
BY INSTRUCTURE

## **OLD/RETURNING Students**

Google Form Link

<https://forms.gle/UKYUY2brvWhRNexG8>

## **NEW STUDENTS**

Google Form Link

<https://forms.gle/f2HfQsR7FaaUTvUL8>

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

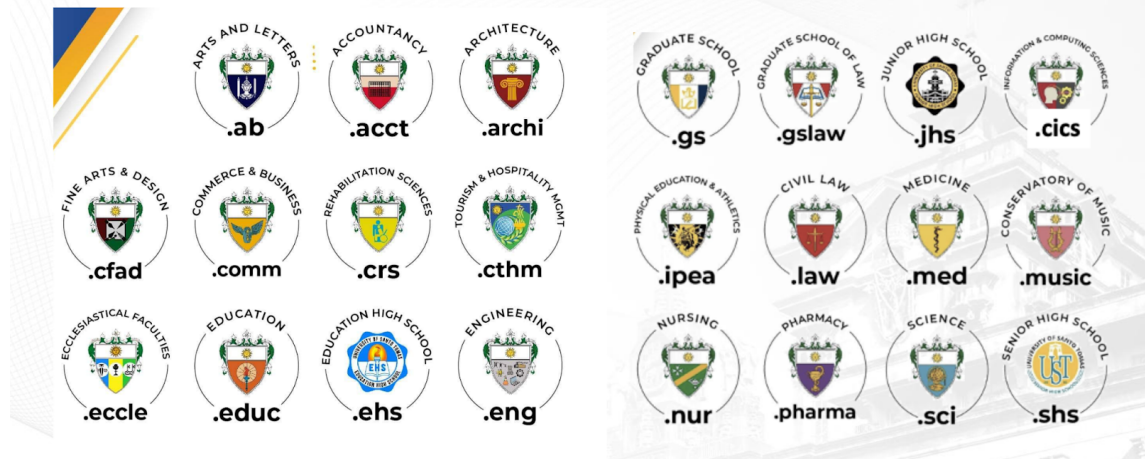
**EMAIL ADDRESS:**

johnnino.santos.shs@ust.edu.ph

**INITIAL PASSWORD: (Birthdate)**

mmddyyyy

## ACADEMIC UNITS' EMAIL SUFFIXES

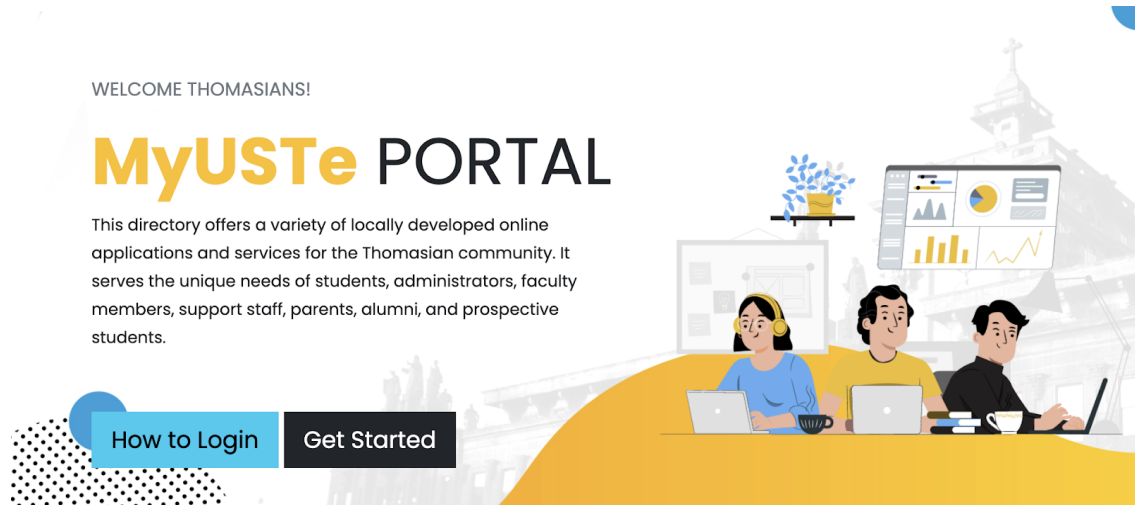


2. To initiate the activation of your University email account, please access <https://mail.google.com/a/ust.edu.ph>. Provide your username and initial password. You will then be redirected to a new window where you will be prompted to modify your Google Workspace for Education account password. We recommend 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.







## 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.



- 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.

 	 
<p align="center"><b>Education High School Tertiary and Graduate Levels</b></p>	<p align="center"><b>Senior High School Junior High School College of Fine Arts and Design College of Architecture</b></p>

- 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**





UST Cloud Campus Student Handbook & Learning Resource Site

Announcements

UST Cloud Campus Student Handbook & Learning Resource Site

Orientation 2023

Getting to Know Your Course Site

Accessing & Participating in Online Activities

## Student eLearning Handbook & Learning Resource Site

UST CLOUD CAMPUS

EDTECH

UST EDUCATIONAL TECHNOLOGY CENTER

Orientation 2023

- UST Cloud Campus Virtual Freshmen Orientation JUNIOR HIGH SCHOOL
- UST Cloud Campus Virtual Freshmen Orientation SENIOR HIGH SCHOOL
- UST Cloud Campus Virtual Freshmen Orientation COLLEGE OF ARCHITECTURE
- UST Cloud Campus Virtual Freshmen Orientation COLLEGE OF FINE ARTS AND DESIGN

## Canvas

UST CLOUD CAMPUS

EDTECH

UST EDUCATIONAL TECHNOLOGY CENTER

## Student eLearning Handbook & Learning Resource Site

[UST Cloud Campus Student Hand...  
000.00.studenthandbook.clou...](https://000.00.studenthandbook.cloudcampus.edu)

ust.instructure.com/courses/5241

000.00.studenthandbook.cloudcampus > Modules

Home

Account

Announcements

Pages

Files

UST Zoom

Panopto Video

Modules

Orientation 2023

- UST Cloud Campus Virtual Freshmen Orientation\_FACULTY OF MEDICINE & SURGERY
- UST Cloud Campus Virtual Freshmen Orientation\_COLLEGE OF INFORMATION AND COMPUTING SCIENCES
- UST Cloud Campus Virtual Freshmen Orientation\_FACULTY OF ENGINEERING
- UST Cloud Campus Virtual Freshmen Orientation\_COLLEGE OF NURSING

View Course Stream

View Course Calendar

View Course Notifications

To Do

Nothing for now



# Assessment/Payment Step by Step Procedure

- Profile
- Grades
- Course Detail
- Online Transactions**
- Billing Invoices
- Evaluation
- Downloadables
- Account
- Logout

Online Assessment  
Elective Selection

**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.	-		



# Assessment/Payment Step by Step Procedure



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

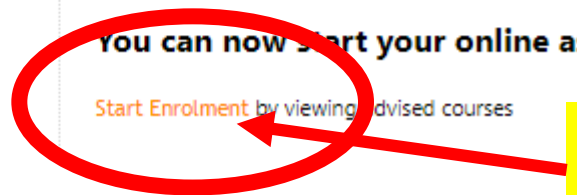
Welcome **MARIA**

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**



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

myUSTe > Online Enrollment > Assessment

## 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
<b>Full Payment:</b>	<b>PHP 90,514.00</b>
<b>Total Fee Assessed:</b>	<b>PHP 90,514.00</b>
<b>Amount to pay:</b>	<b>PHP 90,514.00</b>

Pay through our Online Payment Gateway



You are about to pay

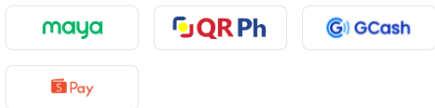
### PHP 90,514.00

Pay Now

Back

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Powered by UST Office of Information and Communications Technology - Santo Tomas e-Service Providers.

### QR and e-Wallets



Or pay using your debit/credit card or wallet

### Debit/Credit Card



First Name: DUMMYFNAME      Last Name: DUMMYSURNAME

Card Number:

Expiry Date:       CVV:

I'm not a robot

Complete Order

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



### Order Summary

Tuition Fee      PHP 90,514.00

**Total Amount      PHP 90,514.00**

Powered by

## 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.

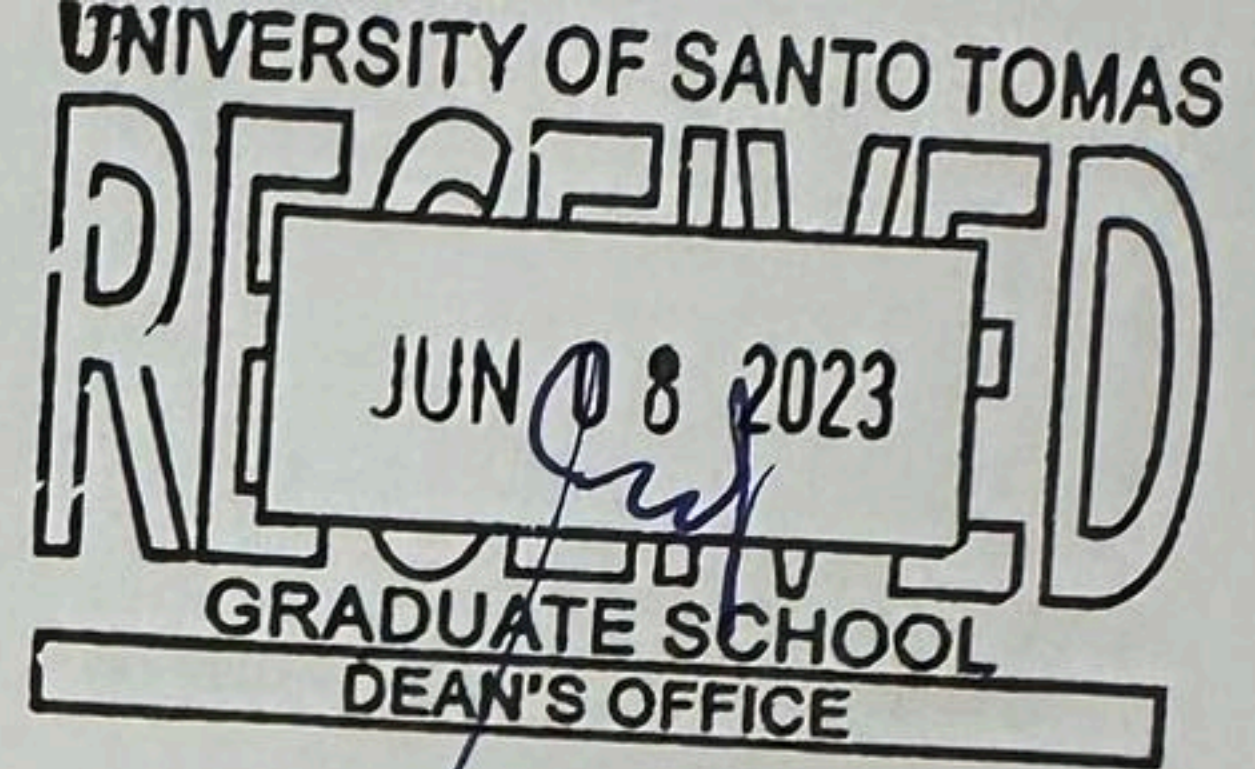
**2.** This will display the list of open **breakout rooms** created by the host.

**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	<b>Alex</b>
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	<b>Jack</b>
MA Music/PhD Music	
MSOT/MSPT	
MA Nursing/MA Hospital Admin	
MS Chem Eng/MS Elec Eng/MS Management Eng	<b>Winston</b>
MA Education/PhD Education/EDD	
MA Library Science/MA Health Profession Educ	
MA ELS/PhD ELS	
<b>NEW STUDENTS (All Programs)</b>	<b>Bing</b>
<b>TW/DW3 &amp; 4 Concerns</b>	<b>Rowena</b>





TO : ALL ACADEMIC UNITS  
*[Signature]*  
FROM : REV. FR. ROBERTO L. LUANZON, JR., O.P.  
*Vice Rector for Finance*  
SUBJECT : ENROLLMENT REMINDERS  
DATE : JUNE 07, 2023

*[Signature]*  
*Faculty Secretary*

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<sup>1</sup>:**

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](mailto: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.

<sup>1</sup> 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.



- 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

