

# ENROLMENT PROCEDURE

Second Term 2023-2024  
(OLD STUDENTS)

January 12 and 13, 2024  
(8:00-11:30pm; 1:00-5:00pm)

Classes start on  
January 15, 2024

## REQUIREMENTS:

- UST ID
- Printed copy of grades downloaded from MyUSTe Portal
- If applicable, printed copy of:
  - Approved request for extension/readmission for students with lapsed residency.
  - Approved *Change of Status Form* for probationary students.

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SAMPLE

Student Number: [REDACTED]  
Student Name: [REDACTED]  
Program: **MASTER OF SCIENCE MAJOR IN BIOLOGY**

SY 2021-2022 1ST TERM				
COURSE	DESCRIPTION	LEC	LAB	GRADE
BIO 601A	ADVANCED CELL & MOLECULAR BIOLOGY	3	0	1.25
BIO 602A	ADVANCED ECOLOGY	3	0	1.25
BIO 767	BIOINFORMATICS	3	0	1.0
BIO 809A	BIOSTATISTICS FOR BIODIVERSITY AND ECOLOGY	3	0	1.0

SY 2021-2022 2ND TERM				
COURSE	DESCRIPTION	LEC	LAB	GRADE
BIO 600A	ADVANCED SYSTEMATICS	3	0	1.25
BIO 603	ADVANCED CYNETICS	3	0	1.0
BIO 627	ADVANCED DEVELOPMENTAL BIOLOGY	3	0	1.5
BIO 800A	AQUATIC BIOTECHNOLOGY	3	0	1.0MS

SY 2021-2022 SPECIAL TERM				
COURSE	DESCRIPTION	LEC	LAB	GRADE
MBA 514	ST. THOMAS AND CRITICAL THINKING	3	0	1.0

### STEP 1

#### CLEARANCE (TARC Auditorium, GF)

- Present UST ID and request for clearance.
- Fill out pre-enrollment form.

### STEP 2

#### ADVISING

- Present copy of grades and accomplished pre-enrollment form to the Program Lead.
- Seek Program Lead's advice and approval.

Program	Room Assignment
Psychology and Guidance & Counselling	404 and 405
Marketing Com, Communication, Literature, Creative Writing	310
English Language Studies, Journalism	309
Fine Arts, Cultural Heritage Studies	308
History, Library & Information Science	307
Education, Health Profession Education	406
Political Science, Public Administration	303
Development Studies, Economics	302

Program	Room Assignment
Business Cluster (MBA, HRM, Commerce)	Board Room
Theology, Music	306
Philosophy, Health Research	305
Architecture, Management Eng, Chemical Eng, Electronics Eng	400
Biology, Microbiology	401
Chemistry, Medical Physics	402
Nursing, Hospital Administration	403
Food Science, Medical Technology	304
Pharmacy, Physical Therapy, Occupational Therapy	408

### STEP 3

#### ENCODING (Rooms 202-205, 2F)

- Submit approved pre-enrollment form to the encoder.

Important Note: After encoding, **foreign students** must proceed to the Registrar's Office for clearance. Look for Sir Bongee.

### STEP 4

#### ASSESSMENT

Refer to MyUSTe Portal for **ONLINE SELF-ASSESSMENT** procedure.

Important Note:

**For students with Thesis Writing/ Dissertation Writing course/s, online self-assessment is NOT applicable.**

Kindly proceed to the following venue for manual assessment:

**January 12, 2024:**  
Room 10D, 10th floor, BGPOP Building.  
Look for Ms. Brenda or Mr. Gerard.

**January 13, 2024:**  
Room 205, TARC Bldng., 2F

### STEP 5

#### PAYMENT

Refer to MyUSTe Portal for **ONLINE payment instructions.**

USTGS  
Table  
of Fees.



SCAN ME