

USTGS LATE ENROLMENT PROCEDURE

Second Term 2023-2024
(January 15-20, 2024)

STEP 1

CLEARANCE

OLD STUDENTS

Dean's Office, Ground Flr

NEW STUDENTS

Room 201, 2nd Flr



STEP 2

**COURSE
ADVISING
(ROOM 201, 2F)**



STEP 3

**COURSE
ENCODING
(ROOM 202, 2F)**

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:

Room 10D, 10th floor, BGPOP Bldg.
Look for **Ms. Brenda** or **Mr. Gerard**.



STEP 5

PAYMENT

Refer to MyUSTe Portal for
ONLINE payment
instructions.

**NOTE: Late Enrollment fee (Php 750) will be implemented
effective JANUARY 15, 2024**

USTGS Enrolment Procedure

CHANGE/ADD/DROP COURSE/S

(January 15-20, 2024)

- STEP 1** - Filling out of Change/
Dropping Form
ROOM 201
- 2** - Course Advising
ROOM 201
- 3** - Course Encoding
ROOM 202
- 4** - Access **MyUSTe Portal** to view the
adjusted fees and revised enrolled
courses within three (3) working days
after encoding. Click **“My Schedule”**
under **“Course Details”** tab to view
revised courses.