



# USTGS

# HYBRID

# Enrollment Procedure

## Special Term AY 2023-2024



## STEP 1

### ONLINE PRE-ENLISTMENT (June 4-7)

Fill out the google form.

**Cut-off time on June 7 is 1:00pm.**

**Old Students:**

<https://forms.gle/9j48SGAcyzoaSeyEA>

**New Students:**

<https://forms.gle/Zuuo8K2483F9SquU>

### OR

### ONSITE PRE-ENLISTMENT & ADVISING (June 4-7)

2:00-4:00pm; Room 404  
USTGS (TARC Building)

## STEP 3

### ADVISING

Program Leads shall review your information and approve your courses.

## STEP 4

### ENCODING OF COURSES (June 5-7)

Graduate School support staff shall encode approved courses for enrollment.

## STEP 5

### ONLINE ASSESSMENT (June 6-7)

Refer to MyUSTe Portal for ONLINE SELF-ASSESSMENT procedure.

**For students with Thesis Writing/ Dissertation Writing course/s, online self-assessment is NOT applicable. Login to our HelpDesk for assistance if assessed fees are not visible in your portal.**

## STEP 6

### ONLINE PAYMENT (June 6-7)

Refer to your My USTe student portal for payment instructions (<https://myustportal.ust.edu.ph/>)

**Special Term Tuition Fee must be paid in FULL. Installment transaction is not applicable.**

**Registration will be VOID if fees are not settled by JUNE 7, 2024 (FRIDAY).**

## Schedule of HYBRID Classes

ONSITE Classes	JUNE 10 to JUNE 29, 2024
ONLINE Classes	JULY 1 to JULY 6, 2024
ONSITE Classes	JULY 8 to JULY 17, 2024

## START OF CLASSES: June 10, 2024



## Enrollment Help Desk

[https://bit.ly/USTGS\\_Enrollment\\_HelpDesk2024](https://bit.ly/USTGS_Enrollment_HelpDesk2024)  
June 4-7, 2024 (8:00am - 5:00pm)