

ENROLMENT PROCEDURE

First Term 2024-2025
(OLD STUDENTS)

July 30 - August 1, 2024
(8:00-11:30am; 1:00-5:00pm)

Classes start on
AUGUST 9, 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.

UNIVERSITY OF SA
OFFICE OF THE REGISTRAR
GRADES COPY FRC

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 GENETICS | 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 (BOARD ROOM, 3/F)

- 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 |
|---|-----------------|
| Business Cluster (MBA, HRM, Commerce) | 408 |
| Theology, Music | 306 |
| Philosophy, Health Research | 305 |
| Architecture, Management Engineering, Chemical Engineering, Electronics Engineering | 400 |
| Biology, Microbiology | 401 |
| Chemistry, Medical Physics | 402 |
| Nursing, Hospital Administration | 403 |
| Medical Technology, Pharmacy, Physical Therapy, Occupational Therapy | 304 |
| Food Science | 201 |

| 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 |

STEP 3

ENCODING (Rooms 202-205, 2/F)

- Submit approved pre-enrollment form to the encoder.

Important Note: After encoding, foreign students must proceed to the Registrar's Office (2/F Main Bldg.) for clearance. Look for Sir Bongee.

STEP 4

ASSESSMENT

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

Important Reminders:

- ➔ For students with Thesis Writing/ Dissertation Writing course/s, online self-assessment is NOT applicable. Kindly proceed to the Treasury Department, Room 207, 2nd floor, Main Building for manual assessment. Look for Mr. Gerard.
- ➔ Students who cannot access their MyUSTe Portal should proceed to the Computer Laboratory (G/F, TARC) to speak with our STePs representative.

STEP 5

PAYMENT

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

SCAN ME



USTGS
Table
of Fees.

ENROLMENT PROCEDURE

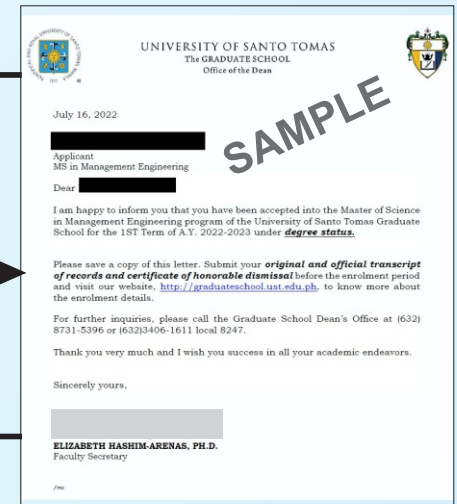
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(NEW STUDENTS)

July 30 - August 1, 2024
(8:00-11:30am; 1:00-5:00pm)

Classes start on
AUGUST 9, 2024

REQUIREMENTS:

- VALID ID
- Printed copy of acceptance letter
- ORIGINAL documents required for admission (if not yet submitted)



STEP 1

CLEARANCE (301, 3/F, TARC)

- Present valid ID and request for clearance.
- Submit required ORIGINAL documents for admission (if not yet submitted).
- Fill out pre-enrollment form.

STEP 2

ADVISING

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

| Program | Room Assignment |
|---|-----------------|
| Business Cluster (MBA, HRM, Commerce) | 408 |
| Theology, Music | 306 |
| Philosophy, Health Research | 305 |
| Architecture, Management Engineering, Chemical Engineering, Electronics Engineering | 400 |
| Biology, Microbiology | 401 |
| Chemistry, Medical Physics | 402 |
| Nursing, Hospital Administration | 403 |
| Medical Technology, Pharmacy, Physical Therapy, Occupational Therapy | 304 |
| Food Science | 201 |

| 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 |
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STEP 3

ENCODING (Rooms 202-205, 2/F)

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STEP 5

PAYMENT

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ENROLLMENT HOTLINES: +63-2-8731-5396; +63-2-3406-1611 loc. 8247

USTGS
Table
of Fees.



SCAN ME

COURSES ARE SUBJECT TO AVAILABILITY OF SLOTS

Enlistment shall be on a first-come, first served basis.

**Regular enrollment will continue until
August 8, 2024.**

USTGS Office Operations Schedule:

August 2, 2024 - 1:00-5:00pm

**August 3, 2024 - 8:00-11:30am
1:00-5:00pm**

August 5, 2024 - CLOSED

**August 6-7, 2024 - 8:00-11:30am
1:00-5:00pm**

NOTE: Enrollment Advising starts at 1:00pm

August 8, 2024 - CLOSED (Solemnity of St. Dominic de Guzman)

Venue beginning AUGUST 2, 2024:

CLEARANCE - Old and New Students, Room 201

ADVISING - USTGS Dean's Office

ENCODING - Room 202