

ENROLMENT PROCEDURE

Second Term 2024-2025
(OLD STUDENTS)

January 10-11, 2025
(9:00am-12:00nn; 1:00pm-5:00pm)

Classes start on
JANUARY 13, 2025

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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OFFICE OF THE RI
GRADES COPY FRC

SAMPLE

Student Number:
 Student Name:
 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 G/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	Boardroom
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 Bldng.) 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, 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.



ENROLMENT PROCEDURE

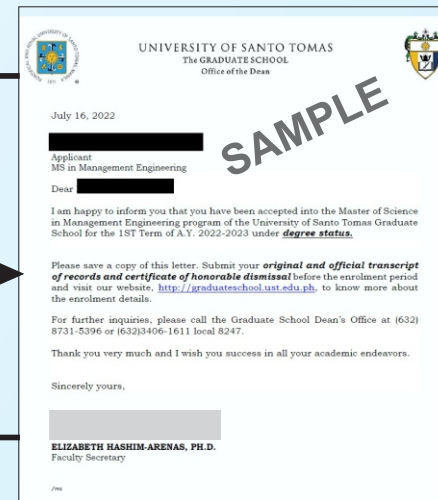
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(NEW STUDENTS)

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(9:00am-12:00nn; 1:00pm-5:00pm)

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JANUARY 13, 2025

REQUIREMENTS:

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



STEP 1

CLEARANCE (Room 404, 4/F)

- 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

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English Language Studies, Journalism	309
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ENROLLMENT HOTLINES: +63-2-8731-5396; +63-2-3406-1611 loc. 8247

USTGS
Table
of Fees.



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