



UNIVERSITY OF SANTO TOMAS - The Graduate School

ONLINE ENROLLMENT PROCEDURE

(1st TERM AY 2023-2024) ENROLL NOW!

EXTENDED until AUGUST 23, 2023



STEP 1 PRE-ENLISTMENT

Fill out [google form](#). (see page 2)
July 20-August 7, 2023

Kindly refer to our website for the List of [1st Term Tentative Online Course Offerings](#) and Schedule of Fees. Courses that will not meet the minimum required number of students may be dissolved.

A passing WCE grade is required to register for TW/DW1. In the absence of this requirement, the student must fill out the waiver below should he/she wish to take TW/DW1:

[Waiver Form \(TW1/DW1\)](#)

Students with approved WCE deferment last 2nd/Special Term AY 2022-2023 may register for TW/DW2 upon completion of the waiver below:

[Waiver Form \(TW2/DW2\)](#)

Accomplished waivers must be submitted to research.gs@ust.edu.ph prior to assessment and payment of

STEP 2 CONFIRMATION

Wait for an acknowledgement.

STEP 3 ADVISING **July 20-August 7**

Program Leads shall review your information and approve your courses. This will take 2-3 working days upon receipt of your pre-enlistment form.

STEP 4 ENCODING of Courses **July 24-August 7, 2023**

Graduate School support staff shall encode **APPROVED** courses for enrollment. If you do not receive any feedback form your Program Lead, your pre-enlistment is deemed approved. Your program lead shall contact you directly, should there be questions with your pre-enlistment. Encoding will take 1 working day.

STEP 5 ASSESSMENT **July 26-August 7**

Refer to pages 3-10 for self-assessment instructions. For students with TW/DW course/s, assessed fees will be available for viewing in your [My USTe student portal](#) 2 working days after encoding.

For UST Employees, please fill out the Educational Assistance Benefit Form and submit to studentaccounts@ust.edu.ph following the subject title format: Surname, Name - Program (Educational Assistance Form)

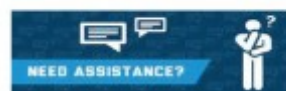
Note:

A student number is required to access [My USTe student portal](#) account. For NEW Students who have not received their student numbers, please log in to our Help Desk and look for Ms. Bing.

STEP 6 PAYMENT **July 26-August 7**

Refer to your [My USTe student portal](#) for payment instructions. (see pages 7-10)

For REAL time posting of payment, kindly use the ONLINE GATEWAY PAYMENT.



For Other Enrollment Reminders and Finance Related Concerns (see pages 13-14 for instructions)

Start of ONLINE Classes:
August 9, 2023

