



**PROCEDURES FOR PETITION CLASSES IN THE  
COLLEGE OF SCIENCE  
1<sup>st</sup> Term, AY 2021-2022**

*Procedures:*

**Step 1.** Students should download the *Petition Class Form* (Form 25) from the UST Registrar's website or from the *Enrollment Related Form* of the College of Science, to be fully accomplished and typewritten. (Include: Surname, Name, Middle Initial, and Student Number. Affix signature and include proposed schedule.)

**Step 2.** Students should send the fully accomplished petition class form to the Department Chairperson of the program.

**Step 3.** The Department Chair will assign a faculty member and will either approve or change the proposed schedule of the course by the students.

**Step 4.** The Department Chair will send the approved form to the Dean of the College of Science for his approval.

**Step 5.** Once approved by the Dean, the Department Chair will encode the data in the University Google Drive of Petition Classes for 1st Term AY 2021-2022 using this link:

- 
- Note: Fill up course abbreviation, course title, no. of lec./lab units, schedule, name of faculty, rank/ status of faculty and no. of student petitioners.

**Step 6.** Assistant Dean will facilitate the request for OVRAA's approval of the assigned faculty member. Upon OVRAA's approval, the Office of the Registrar will create the course/s being petitioned. Ms. Bрева will encode the petition class faculty member.



University of Santo Tomas  
COLLEGE OF SCIENCE  
Office of the Dean



**Step 7.** The Student Accounts Section will encode the amount to be paid in the google sheet.

**Step 8.** Once the amount is placed, Ms. Brevia will encode the name of the assigned faculty member.

**Step 9.** Department Chairs will monitor the status of the petition class to advise/inform the students for enrollment of the said course.

**Step 10.** The student proceeds to Online Enrollment, Assessment and Payment of Fees.

**Step 11.** Ed Tech enrolls the student in the Student Cloud Campus.

**NOTE:** Petition Classes may be expensive. Costs incurred will be borne by the petitioners, and will ultimately depend upon the number of students enrolling in the course, as well as the rank of the faculty member assigned to teach the course.