GUIDELINES FOR THE REQUEST OF OVERLOAD IN THE COLLEGE OF SCIENCE
2nd Term, AY 2021-2022

Before proceeding to adding/dropping of courses, students are advised to use their official G-suite account to access the given links:

Enrollment Related Forms (Pre-enrolment form, Waiver Form, Petition Form, Probationary Form, etc.):

https://drive.google.com/drive/folders/17Csatd1kI3__N489e46wzTQTmp2mg3 vQ?usp=sharing

Course Offerings and Class Schedule link:

https://drive.google.com/drive/folders/1AboZIjopozCjY7Uo4Imcgc3a63E_nsIs?usp=sharing

NOTE: All requests from non-graduating students for overload will be disapproved per policy of the College of Science.

Procedures:

Step 1. Student refers to the course offerings posted by the college and notes the schedule of course to be added.

Step 2. The student downloads Overload Form via the website of the Office of the Registrar at registrar.ust.edu.ph or from the **Enrollment Related Forms** link provided by the College of Science.

Step 3. The student fills out the form. Student sends email to the Department Chairs or enrollment advisers using the official email address of the department, along with an accomplished Overload Form, for **approval and encoding.** Please see below the official email address of the department for your ready reference.

Departments	Official Email Addresses
Department of Biological Sciences	**biology.sci@ust.edu.ph**
Department of Chemistry	**chemistry.sci@ust.edu.ph**
Department of Mathematics and Physics	**math.sci@ust.edu.ph**
Department of Psychology	**psychology.sci@ust.edu.ph**

Step 4. The department uploads and encodes the Overload Form of the student through the link provided for by the UST Registrar's Office.

Step 5. The department will monitor the status of Form of the student.

Step 6. The department will inform the student on the status of the submitted Overload Form.

Step 7. Once approved, the department will advise the student for online enrollment.