ENROLLMENT PROCEDURES FOR OFFICIALLY ENROLLED STUDENTS IN ADDING/DROPPING OF COURSES 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__N489e46wzTQTmp2mg3vQ?usp=sharing**

Course Offerings and Class Schedule link:

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

NOTE: All requests from regular students to add/drop courses 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/dropped.

Step 2. The student downloads Form 6A (adding/dropping 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 Form 6A, for **approval and encoding of courses.** 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 reviews, approves/disapproves and encodes the course/s specified in Form 6A (add/drop form).

Step 5. Accounting will make necessary computation of fees.

Step 6. The department and the student will monitor the status of Form 6A of the student.