



## PROCEDURES FOR ADDING/DROPPING OF COURSES IN THE COLLEGE OF SCIENCE Special 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/11a0R65GwlYP4InkZDcKceZp9ZCAJx9jB?usp=sharing>

**Course Offerings and Class Schedule link:**

[https://drive.google.com/drive/folders/1soCcm6Czmnkv\\_hK6BKuYFhvys103H5fX?usp=sharing](https://drive.google.com/drive/folders/1soCcm6Czmnkv_hK6BKuYFhvys103H5fX?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,



University of Santo Tomas  
COLLEGE OF SCIENCE  
Office of the Dean



along with an accomplished Form 6A, 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	<a href="mailto:biology.sci@ust.edu.ph">biology.sci@ust.edu.ph</a>
Department of Chemistry	<a href="mailto:chemistry.sci@ust.edu.ph">chemistry.sci@ust.edu.ph</a>
Department of Mathematics and Physics	<a href="mailto:math.sci@ust.edu.ph">math.sci@ust.edu.ph</a>
Department of Psychology	<a href="mailto:psychology.sci@ust.edu.ph">psychology.sci@ust.edu.ph</a>

**Step 4.** The department encodes Form 6A (add/drop form) of the student if courses specified in the form are from the college only.

**Step 5.** Accounting will make necessary computation of fees.

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