

## **PROCEDURES AND GUIDELINES FOR FIRST TERM ENROLLMENT**

1. The Petition Form (Form 25) with the list of students to enroll in a specific course is uploaded by the Academic Unit offering the petitioned course in the google sheet for Petitioned Courses 1<sup>st</sup> Term (AY 2022-2023).
2. The AU will wait for the approval of the Office of the Vice-Rector for Academic Affairs and Office for Faculty Evaluation and Development (for non-tenured faculty).
3. Upon approval of the Office of the Vice-Rector for Academic Affairs/Office for Faculty Evaluation and Development, the Office of the Registrar will create the course/s being petitioned.
4. The Student Accounts Section will encode the amount to be paid in the google sheet.
5. Once the amount is placed, AU encodes the assigned faculty and advises the students.
6. The student proceeds to Online Enrollment, Assessment and Payment of Fees.
7. Ed Tech enrolls the student in the Student Cloud Campus.

### **For Adding/Dropping of Courses**

1. The student downloads Form 6a (adding/dropping form) via the website of the Office of the Registrar at registrar.ust.edu.ph.
2. The student fills out the form and submits it to the Academic Unit for approval and encoding.

### **For Cross-Enrollment**

1. The student downloads Form 6b (adding/dropping form) via the website of the Office of the Registrar at registrar.ust.edu.ph.
2. The student fills out the form and submits it to the Academic Unit (Mother College and College Cross Enrolling to) for approval.
3. The Academic Unit returns the form to the student.
4. The student uploads the Form 6b in the **link to be provided** for encoding of the Office of the Registrar.