



UNIVERSITY OF SANTO TOMAS
COLLEGE OF SCIENCE
Office of the Dean



**PROCEDURES FOR THE ENROLLMENT OF REGULAR AND IRREGULAR STUDENTS
IN THE COLLEGE OF SCIENCE
2nd Term, AY 2022-2023**

Students are advised to use their official UST G-suite accounts to access the given links during enrollment. Non-degree students who have no G-suite accounts must send a request to access link, with attached certificate of acceptance as non-degree.

NOTE: Please carefully read the procedures for enrollment.

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

https://drive.google.com/drive/folders/1oCZ5wgzJiTxeWsyuhnZec_AQdPKPnYD?usp=share_link

Reminders to all students:

- January 10 – start of registration
- January 16 – classes begin
- January 23 – ***last day of enrollment.***
- Three (3) working days after the last day of enrollment (January 23, 2023), registration cases such as a) assessed but unpaid, and b) unassessed and unpaid shall be deleted. Students will be notified that three (3) working days after the last day of enrollment, that their previously advised course(s) was(were) either a) assessed but unpaid or b) unassessed and unpaid; hence purged. *Purging* means the deletion of all courses previously advised to a student with the registration cases.





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- January 26 – purging of all registration records (i.e., assessed but unpaid; unassessed and unpaid)
- Only graduating students are entitled to carry an overload of 6 units. Follow strictly the procedures for the request of overload courses.
- Only graduating students are allowed to waive pre-requisites.
- Irregular students **must report onsite enrollment** on January 10-12, 2023.
- Prior to onsite enrollment of irregular students, kindly accomplish the online pre-enrollment documents and submit the necessary requirements in the pre-enrollment advising G-drive starting January 5, 2023.
- To comply with the health and safety protocol of the government and the university, irregular students must report to their respective department's faculty room and it's holding areas. You will be given queuing numbers. Please follow this schedule below:

Date	Time	Surnames of all levels starting with
January 10, 2023, Tuesday	8:30-10:00 AM	A-C
	10:00-10:15 AM	Breaktime
	10:15AM- 12:00 PM	D-F
	12:00-1:00	Lunchtime
	1:00-3:00 PM	G-I
	3:15-3:30 PM	Breaktime
	3:30-4:30 PM	J-K
January 11, 2023, Wednesday	8:30-10:00 AM	L-N
	10:00-10:15 AM	Breaktime
	10:15AM- 12:00 PM	O-Q
	12:00-1:00	Lunchtime
	1:00-3:00 PM	R-T



January 12, 2023, Thursday	3:15-3:30 PM	Breaktime
	3:30-4:30 PM	U-V
	8:30-10:00 AM	W-X
	10:00-10:15 AM	Breaktime
	10:15AM- 12:00 PM	Y-Z

Holding Areas of Students

Department	Holding Areas of Students
BS Biology Students	Rooms 326 & 325
BS Microbiology Students	
BS Applied Mathematics	Room 304
BS Applied Physics	
BS Data Science & Analytics	
BS Chemistry	Room 307
BS Psychology	B. Hall
Students with more than 9 units or more of deficiencies and to see the Dean and Asst. Dean	Room 302

- Students with **6 to 8 units of deficiencies** are under Probationary Status and should see their respective **Department Chairperson's**.
- Prioritize failed subjects during enrolment to prevent debarment.



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- Students with 9 units of deficiencies or more are placed under the NTBR Status. Enrollment is subject to the approval of the **Dean (first year and fourth year)** and **Asst. Dean (second year and third year)**.
- Students with NTBR Status will be implemented for this term.
- Students should carry the academic load prescribed by the Dean or Dean's representative.
- Regular students must follow the course offering and schedule specified in their home section. Add/drop of courses/subjects will not be granted.
- Completely fill-up the necessary data in the form that you need to use for the enrollment. Incomplete forms will not be processed by the enrollment staff.
- Regular students must enroll on January 10, 2023 while irregular students must finish the enrollment onsite on January 10-12, 2023.
- Irregular students must follow the schedule of their home section. Only course/s with deficiency/deficiencies can be taken from other sections.
- For irregular students, download the PDF Forms. Fill-up the forms using Adobe Acrobat software. Do not edit or fill-up the PDF Template Forms in the Google drive. Attach the filled-up PDF forms for enrollment process.
- Make sure to plan the courses to be enrolled, and properly check the said courses before proceeding to online enrollment to avoid adding/dropping of courses. It may cause delay in the enrollment.
- Avoid finalizing the courses to be enrolled after the online assessment. This will delay your enrollment.
- For add/drop of courses using UST Registrar's office Form 6A (e.g. NSTP, PE, among others), students need to undergo complete assessment first.





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Students should be considered enrolled before adding, dropping and cross enrollment of courses.

- Avoid late enrollment. Late enrollment requires letter of explanation addressed to the Secretary General of the University of Santos and should be endorsed by the Dean of the College of Science. Attach in the above-mentioned letter is the study plan signed by student and faculty member.
- For Late Enrollment Process:
 1. Program Chair/Coordinator /Enrollment Staff of the College of Science
 - a) advises the late enrollee, signs the letter of request of a student, and secures the endorsement of the Dean/Asst. Dean/Faculty Secretary

Note: This step shall be accomplished by the NSTP Moderator/ROTC Officer/Service PE Moderator/IR Faculty Secretary for their respective courses.

- b) encodes the details of the late enrollee in the Google Sheet for Late Enrollment found in the Project EASE site; and uploads the duly signed endorsement letter (with specific course/s for adding, dropping, changing of section, etc.) and the corresponding Study Plan duly signed by the student, course facilitator and the Dean/Asst. Dean/ Faculty Secretary or Dean's representative
 2. OSG reviews the uploaded files and reflects approval or comments / instructions /disapproval.

Note: The College of Science Enrollment Committee should review the comments and act accordingly.

3. Office of the Registrar (OTR) encodes the approved course/s in the enrollment system.

Note: The encoded details are cross-checked against the courses listed in





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the endorsement letter.

4. Student Accounts Section (SAS) does the assessment

- For late enrollees: (1) your names are not included immediately in the course site in UST Blackboard; (2) you cannot attend immediately your regular classes; and (3) you need to cope with missed academic activities in class and other enrollment hassles that students might encounter.
- Proper assessment and UST online enrollment in MyUSTe must be strictly followed for the student to be considered officially enrolled for 2nd Term of AY 2022-2023.
- Students are advised to use the Online Payment Gateway for the seamless posting of the student's payments (<https://www.ust.edu.ph/tuition-fees/>) and students may use the MyUSTe Payment Slip for over-the-counter bills payment through participating bank branches as stated in MyUSTe Portal.
- All students in all programs from 1st to 4th year levels are expected to attend the onsite classes for 2nd Term, AY 2022-2023. However, this is subject to whatever regulations that may be imposed by the government and the University of Santo Tomas on the matter.
- Check properly your MyUSTe portal before paying for the online enrollment. Follow the necessary procedures in the online assessment particularly the payment for the exact amount as stated in the portal. Appropriate amount stated in the portal is required for a student to be considered officially enrolled for 2nd Term of AY 2022-2023. However, if the student has a balance from the previous term, it will be added to the down payment for the 2nd Term.





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PROCEDURES FOR THE ENROLLMENT OF REGULAR STUDENTS
(JANUARY 10, 2023)

Step 1. Student checks MyUSTe portal for advised courses. Student must ensure that the list of courses advised is complete (*The Course Offerings and Class Schedule of the College may be used as reference*).

Course Offerings Link:

https://drive.google.com/drive/folders/16FI0gcTCnGiTOESn43RIKq9vldNjkFvU?usp=share_link

Class Schedule link:

https://drive.google.com/drive/folders/1qh3wJ25gtmnwgr4h8GzcfPxphNt5KdE?usp=share_link

If the advised courses are complete, then proceed to STEP 2.

Step 2. Student proceeds with online enrollment if all courses he intends to enroll have been advised and then follow the procedures on online enrollment in MyUSTe.

Step 3. Proceed with Online Assessment.

Step 4. Student decides the mode of payment for 2nd Term enrollment. Pay through available over-the-counter or Online Payment Gateway for the seamless posting of the student's payments (<https://www.ust.edu.ph/tuition-fees/>) and students may use the MyUSTe Payment Slip for over-the-counter bills payment through participating bank branches as stated in MyUSTe Portal such as Metrobank, BPI, Security Bank, BDO and other participating banks.





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Sample scenarios why payment may not be translated to official enrollment:

4.1 Error made by the payor (i.e., applicant number is encoded instead of student number as reference number required in the bank forms)

Proactive Solution: Payor (parent or student) must properly and correctly accomplish the bank forms. The reference number required to be reflected in the bank form is the **10-DIGIT STUDENT NUMBER**.

4.2 Error made by Bank Teller (i.e., mis-encoding of student number; typo error; not legibly written student number)

Proactive Solution: To assist the Bank Tellers, details to be reflected on the bank forms must be legibly written.

4.3 Amount paid is less than the amount due reflected in the Online Transactions tab.

Proactive Solution: The student must log in to the Student Portal and do the online assessment. The exact amount reflected in the Online Transactions/Online Assessment tab should be paid.

4.4 Bank payment only without going through the online assessment.

Proactive Solution: Student must strictly follow the online enrollment procedure. Parents or representatives may assist the student by paying via the official bank partners AFTER the student has completed the online assessment. The amount to be paid is provided after the online assessment.

4.5 Payment via other non-accredited banks

Proactive Solution: Payment should be settled ONLY with the University's bank partners, such as BPI, Metrobank, Security Bank and other participating banks as stated in the MyUste portal.

4.6. Deposit as bank transaction

Proactive Solution: The payor should choose the Bills Payment facility. The





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reference number is the **10-digit Student Number**.

Step 5. Check MyUSTe and download temporary/unofficial assessment form.

However, if there are missing courses to be enrolled, the student accomplishes the PRE-ENROLLMENT ADVISING FOR IRREGULAR STUDENTS using the following links (make sure you are enrolled before adding/dropping and for cross enrollment of courses):

1. Course Offerings link:

https://drive.google.com/drive/folders/16FI0gcTCnGiTOESn43RIKq9vldNjkFvU?usp=share_link

2. Class Schedule link:

https://drive.google.com/drive/folders/1qh3wJ25gtmnwqr4h8GzcfPxphNt5KdE?usp=share_link

3. Enrollment Related Forms:

https://drive.google.com/drive/folders/1oCZ5wgzJiTxeWsyuhnZec_AQdPKPnYD?usp=share_link

BS Applied Mathematics, BS Applied Physics and BS Data Science and Analytics:

- <https://forms.gle/dg1aYfyvi7xZGWNL8>

**BS Biology/BS Medical Biology/BS Environmental Biology/BS Industrial Biology
BS Microbiology:**

- <https://forms.gle/wa7iymMV6pxE9zMUA>

BS Chemistry:

- <https://forms.gle/Aic4KvHjUEH22QWF6>





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BS Psychology:

- <https://forms.gle/iuWKEhquBEV2VR9y7>

Step 6. Check MyUSTe portal, the UST website, the Social Media accounts of the College of Science and from your course sites in UST Blackboard for announcements from the university and the college regarding important activities. Please be guided accordingly.

NOTE: Regular classes will officially start on January 16, 2023.





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**PROCEDURES FOR THE ENROLLMENT OF IRREGULAR STUDENTS
(JANUARY 10-12, 2023)**

Step 1. Students with more than 6 units of uncleared deficiencies must secure a clearance from UST College of Science Guidance Counselors using the Counseling and Career (CCC) Interview Form.

The College of Science Guidance Counselors will conduct the interview on **January 5-6, 2023 (Thursday & Friday)**. Please refer to the schedule below for **strict compliance**:

January 5, 2023, Thursday 8:30am -11:30am	A-M Surnames Only (ALL Levels) https://bit.ly/PECI_2ndTerm_AY22-23_AMSession
January 5, 2023, Thursday 1:30pm - 4:30pm	N-Z Surnames Only (ALL Levels) https://bit.ly/PECI_2ndTerm_AY22-23_PMSession

Kindly click the link of your schedule and **answer** the google form **prior to the interview**. Students will be entertained based on the order of responses submitted in the google form.





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Make sure you are logged in to **Google Chat** using your UST Gmail account on the **designated time**. **Please wait** for your Science Counselor to attend to you when it is your turn.

For those with 9 units and above deficiencies, please make sure that your **parent/guardian** is with you during the Counseling Interview.

Step 2. Students who incurred 6 to 8 units of deficiencies shall be required to fill-up the Probationary Form.

Step 3: Starting January 5, 2023, student can accomplish PRE-ENROLLMENT ADVISING FOR IRREGULAR STUDENTS using the following links:

Course Offerings link:

https://drive.google.com/drive/folders/16FI0gcTCnGiTOESn43RIKq9vldNjkFvU?usp=share_link

Class Schedule link:

https://drive.google.com/drive/folders/1qh3wJ25gtmnwqr4h8GzcfPxphNt5KdE?usp=share_link

Enrollment Related Form link:

https://drive.google.com/drive/folders/1oCZ5wgzJiTxeWsyuhnZec_AQdPKPnYD?usp=share_link

BS Applied Mathematics, BS Applied Physics and BS Data Science and Analytics:

- <https://forms.gle/dg1aYfyvi7xZGWNL8>





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**BS Biology/BS Medical Biology/BS Environmental Biology/BS Industrial Biology
BS Microbiology:**

- <https://forms.gle/wa7iymMV6pxE9zMUA>

BS Chemistry:

- <https://forms.gle/Aic4KvHjUEH22QWF6>

BS Psychology:

- <https://forms.gle/iuWKEhquBEV2VR9y7>

Step 4. All irregular students are required to see their respective Department Enrollment Staff on January 10-12, 2023. Kindly follow your schedule.

Note: Students who cannot report onsite for their enrollment with valid medical reasons are required to issue a letter of authorization through a representative (family member).

All Department Chairpersons and their respective enrollment staff will use ***their virtual office on an appointment basis only since we have an onsite enrollment on January 10-12, 2023***, using the following links:

Department	Link	Time
Department of Biological Sciences	Join Zoom Meeting https://ust-edu-ph.zoom.us/j/85055002068?pwd=b3lvK0R6UnJuMVFzQmIBL0JSeUZHQQT09 Meeting ID: 850 5500 2068 Passcode: biomicro	This is a recurring meeting Meet anytime.



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Department of Chemistry	<p>Join Zoom Meeting</p> <p>Chemistry Department Virtual link: https://ust-edu-ph.zoom.us/j/2132173667?pwd=c0s1Wlc4OEd1VzUrOXNURWhlamIjdz09</p> <p>Meeting ID: 213 217 3667 Passcode: WelCHEM</p>	This is a recurring meeting Meet anytime.
Department of Mathematics and Physics	<p>Join Zoom Meeting</p> <p>July 27-30, 2022</p> <p>https://ust-edu-ph.zoom.us/j/84478496951?pwd=dkZWYzdrM1F1dWlKYndPeWxML3dlUT09</p> <p>Meeting ID: 844 7849 6951 Passcode: 602785</p>	This is a recurring meeting Meet anytime.
Department of Psychology	<p>Join Zoom Meeting</p> <p>https://ust-edu-ph.zoom.us/j/86807737936?pwd=dE9HaEZaRnB0TlIKUnIDbGxxQmVJQT09</p> <p>Meeting ID: 868 0773 7936 Passcode: 12345</p>	This is a recurring meeting Meet anytime.

Note: The enrollment staff will send an email to the student if there are issues/concerns to be resolved regarding the enrollment. Students will be required to do an online conference with the Dean's Representative or their respective Department Chairs/enrollment staff. Kindly check your email from time to time.



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Step 5. Students with 9 units of deficiencies and above should secure an approval of their enrollment from the Dean (for First Year and Fourth Year Students) and Assistant Dean (for Second- and Third-Year Students).

Links to online conferences will be provided by the Dean and Assistant Dean to concerned students and their parents on a scheduled basis. The students should be ready with the necessary enrollment forms for the said conference.

Step 6. After 1 to 2 working days upon online submission, student checks MyUSTE portal for courses he/she is advised.

Step 7. Student proceeds with online enrollment.

Step 8. Down payment of tuition fees for 2nd Term upon enrollment. Student decides the mode of payment for 1st Term enrollment. Pay through available over-the-counter or Online Payment Gateway for the seamless posting of the student's payments (<https://www.ust.edu.ph/tuition-fees/>) and students may use the myUSTe Payment Slip for over-the-counter bills payment through participating bank branches as stated in MyUSTe Portal. (Metrobank, BPI, Security Bank, BDO and other participating banks as stated in MyUSTe portal).

Sample scenarios why payment may not be translated to official enrollment:

8.1 Error made by the payor (i.e., applicant number is encoded instead of student number as reference number required in the bank forms)

Proactive Solution: Payor (parent or student) must properly and correctly accomplish the bank forms. The reference number required to be reflected in the bank form is the **10-DIGIT STUDENT NUMBER**.

8.2 Error made by Bank Teller (i.e., mis-encoding of student number; typo error; not legibly written student number)

Proactive Solution: To assist the Bank Tellers, details to be reflected on the bank



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forms must be legibly written.

8.3 Amount paid is less than the amount due reflected in the Online Transactions tab.

Proactive Solution: The student must log in to the Student Portal and do the online assessment. The exact amount reflected in the Online Transactions/Online Assessment tab should be paid.

8.4 Bank payment only without going through the online assessment.

Proactive Solution: Student must strictly follow the online enrollment procedure. Parents or representatives may assist the student by paying via the official bank partners AFTER the student has completed the online assessment. The amount to be paid is provided after the online assessment.

8.5 Payment via other non-accredited banks

Proactive Solution: Payment should be settled ONLY with the University's bank partners, such as BPI, Metrobank, Security Bank and other participating banks as stated in MyUSTe portal.

8.6. Deposit as bank transaction

Proactive Solution: The payor should choose the Bills Payment facility. The reference number is the 10-digit Student Number.

Step 9. Check MyUSTe and download temporary / unofficial assessment form.

Step 10. Check MyUSTe, UST website, the Social Media accounts of the College of Science and from your course sites in UST Blackboard for announcements from the university and the college regarding important activities. Please be guided accordingly.

NOTE: Regular classes will officially start on **JANUARY 16, 2023.**