



UNIVERSITY OF SANTO TOMAS
COLLEGE OF SCIENCE
Office of the Dean



**PROCEDURES FOR ADDING/DROPPING OF COURSES IN THE
COLLEGE OF SCIENCE
2nd Term, AY 2022-2023**

Before proceeding to adding/dropping of courses, students are advised to be officially first 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/1oCZ5wgzJiTxeWsyuhnZec_AQdPKPnYD?usp=share_link

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

NOTE: All requests from regular students to add/drop courses will be disapproved per policy of the College of Science.

Procedures:

Step 1. Student should be officially enrolled.

Step 2. Student refers to the course offerings posted by the college and notes the schedule of course to be added/dropped.





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Step 3. 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 4. 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**. 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 5. The department encodes Form 6A (add/drop form) of the student if courses specified in the form are from the college only.

Step 6. The department encodes the name of the student and attached the approved Form 6A Form in this link <https://forms.gle/fcpjfDG4ZsxpyxWB8>. This data will be shared with UST Accounting Office.

Step 6. Accounting will make necessary computation of fees.

Step 7. The department will inform the student on the status of the submitted Form 6A and students should also check their MyUSTe portal to check the status of Form 6A.

