



UNIVERSITY OF SANTO TOMAS  
COLLEGE OF SCIENCE  
Office of the Dean



**PROCEDURES FOR ADDING/DROPPING OF NSTP OR CROSS ENROLLED COURSES  
WITHIN THE UNIVERSITY FROM THE  
COLLEGE OF SCIENCE TO OTHER COLLEGES/ACADEMIC UNITS  
2<sup>nd</sup> Term, AY 2022-2023**

Before proceeding to cross-enrolment, students are advised to be officially enrolled and 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](https://drive.google.com/drive/folders/1oCZ5wgzJiTxeWsyuhnZec_AQdPKPnYD?usp=share_link)

*Procedures:*

**For College of Science students cross enrolling in another college**

**Step 1.** The students should be officially enrolled.

**Step 2.** Student refers to the course offerings posted by other colleges and notes the schedule of course to be cross enrolled.

**Step 3.** Student download Form 6B (cross enrollment form) from the UST Registrar's Office website or from the **Enrollment Related Forms** link provided by the College of Science.

**Step 4.** The student completely fills out the form. Student sends email to Department Chairs or enrollment advisers using the official email address of the department, along with an accomplished Form 6B, for review and approval. Please see below the official email address of the department for your ready reference.

Departments	Official Email Addresses
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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 5.** Department Chairs/enrollment advisers return the signed Form 6B to student.

**Step 6.** Student uploads Form 6B in the Google Form created by the UST Registrar's Office through the link provided for by the Registrar's Office.

**Step 7.** The Office of the Registrar will encode the Form 6B of the student.

**Step 8.** Accounting will make necessary computation of fees.

**Step 9.** Student monitors the status of his/her cross enrollment.

