



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  
Special 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 read carefully the procedures for enrollment.***

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

[https://drive.google.com/drive/folders/1aVwR-WyAyoAFFf1CvqbxjoJWeC7KwrNC?usp=drive link](https://drive.google.com/drive/folders/1aVwR-WyAyoAFFf1CvqbxjoJWeC7KwrNC?usp=drive_link)

**Reminders to all students:**

- Students must have accomplished the Student Satisfaction Survey for 2<sup>nd</sup> Term AY 2022-2023. Failure to do so may lead to delays in the enrollment process.
- 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.
- Prioritize failed subjects during enrolment to prevent debarment.
- Irregular students ***must report onsite enrollment*** on June 8-9, 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 7, 2023.





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- 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 its holding areas. You will be given queuing numbers. Please follow this schedule below:

| Date                   | Time               | Surnames of all levels starting with |
|------------------------|--------------------|--------------------------------------|
| June 8, 2023, Thursday | 8:30 AM-12:00 Noon | A-Q                                  |
|                        | 12:00-1:00         | Lunchtime                            |
|                        | 1:00-3:30 PM       | R-Z                                  |
| June 9, 2023, Friday   | 8:30 AM-12:00 Noon | A-Q                                  |
|                        | 12:00-1:00         | Lunchtime                            |
|                        | 1:00-3:30 PM       | R-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                   |



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|   |                 |
|---|-----------------|
| <b>Students with more than 9 units or more of deficiencies and to see the Dean and Asst. Dean</b> | <b>Room 302</b> |
|---|-----------------|

- First year students who in their First Term incur failures corresponding to nine (9) or more units or the equivalent of one-half of their load shall be allowed to enroll under probation status in the Special Term, but only in courses authorized by the Dean.
- Students with 6 to 8 units of deficiencies are under Probationary Status.
- 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 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 online on June 8, 2023 while irregular students must finish the pre-enlistment of courses on or June 8, 2023. Onsite enrollment of irregular students is on June 8-9, 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 ahead regarding 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.





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- 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 (eg. NSTP, PE, among others), students need to undergo assessment first.
- Avoid late enrollment. Late enrollment requires letter of explanation, study plan signed by student and faculty member, endorsement from the Dean, names are not included immediately in the course site in UST Blackboard, inability to attend regular classes, needs 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 Special Term of AY 2022-2023.
- 2<sup>nd</sup> and 3<sup>rd</sup> year students from the BS Biology major in Environmental Biology and BS Psychology Programs are expected to have hybrid classes for the Special Term subject to whatever regulations that may be imposed by the government and the University of Santo Tomas on the matter.
- Check properly in MyUSTe portal before paying for the online enrollment. Follow the necessary procedures the online assessment particularly the payment for the exact amount as stated in the portal. Full payment is required for a student to be considered officially enrolled for Special 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 Special Term.

### **PROCEDURES FOR THE ENROLLMENT OF REGULAR STUDENTS** **(JUNE 8, 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 and Class Schedule link:

[https://drive.google.com/drive/folders/13JS4FOtrvaR6JWffbaZegQ85Gi-oDBr?usp=drive\\_link](https://drive.google.com/drive/folders/13JS4FOtrvaR6JWffbaZegQ85Gi-oDBr?usp=drive_link)





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***If the advised courses are complete, then proceed to STEP 2.*** However, if there are missing courses to be enrolled, the student accomplishes the PRE-ENROLLMENT ADVISING FOR IRREGULAR STUDENTS using the following links:

1. Course Offerings and Class Schedule link:

[https://drive.google.com/drive/folders/13JS4FOtrvaR6JWffbaZegQ85Gi-oDBr?usp=drive\\_link](https://drive.google.com/drive/folders/13JS4FOtrvaR6JWffbaZegQ85Gi-oDBr?usp=drive_link)

2. Enrollment Related Forms:

[https://drive.google.com/drive/folders/1aVwR-WyAyoAFFf1CvqbxjoJWeC7KwrNC?usp=drive\\_link](https://drive.google.com/drive/folders/1aVwR-WyAyoAFFf1CvqbxjoJWeC7KwrNC?usp=drive_link)

**BS Applied Mathematics/BS Applied Physics:**

- <https://forms.gle/DxFpRu55v6cB5HPS9>

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

- <https://forms.gle/TxFgANJ8RXJcKC2H7>

**BS Chemistry:**

- <https://forms.gle/VAEMoaJvEy76WBJp6>

**BS Psychology:**

- <https://forms.gle/XfaX1o4KnHDUPhvJ6>

**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.





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**Step 4.** Student decides the mode of payment for Special Term enrollment. Pay through available online payment schemes (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:

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





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stated in the MyUste portal.

4.6. Deposit as bank transaction

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

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

**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 June 15, 2023.

**PROCEDURES FOR THE ENROLLMENT OF IRREGULAR STUDENTS  
(June 8-9, 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 **June 7, 2023 (Wednesday)**. Please refer to the schedule below for **strict compliance**:

|   |   |
|---|---|
| June 7, 2023 Tuesday<br>8:30am -11:30am | A-M Surnames Only (ALL Levels)<br><br><a href="https://forms.gle/8xaZWbumGb1AT6FK7">https://forms.gle/8xaZWbumGb1AT6FK7</a> |
|---|---|



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|   |   |
|---|---|
| June 7, 2023 Tuesday<br>1:30pm - 4:30pm | N-Z Surnames Only (ALL Levels)<br><br><a href="https://forms.gle/4JVfaPWn65Ny9N9v5">https://forms.gle/4JVfaPWn65Ny9N9v5</a> |
|---|---|

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.

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 June 7, 2023, student can accomplish PRE-ENROLLMENT ADVISING FOR IRREGULAR STUDENTS using the following links:

1. Course Offerings and Class Schedule link:

[https://drive.google.com/drive/folders/13JS4FOtrvaR6JWffbaZegQ85Gi-oDBr?usp=drive\\_link](https://drive.google.com/drive/folders/13JS4FOtrvaR6JWffbaZegQ85Gi-oDBr?usp=drive_link)

2. Enrollment Related Forms:

[https://drive.google.com/drive/folders/1aVwR-WyAyoAFFf1CvqbxjoJWeC7KwrNC?usp=drive\\_link](https://drive.google.com/drive/folders/1aVwR-WyAyoAFFf1CvqbxjoJWeC7KwrNC?usp=drive_link)

**BS Applied Mathematics/BS Applied Physics:**

- <https://forms.gle/DxFpRu55v6cB5HPS9>







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

- <https://forms.gle/TxFgANJ8RXJcKC2H7>

**BS Chemistry:**

- <https://forms.gle/VAEMoaJvEy76WBJp6>

**BS Psychology:**

- <https://forms.gle/XfaX1o4KnHDUPhvJ6>

**Step 4.** All Department Chairpersons and their respective enrollment staff will use their virtual office on an appointment basis only using the following links:

| Department                               | Link  | Time                                      |
|--|---|---|
| <b>Department of Biological Sciences</b> | Join Zoom Meeting<br><a href="https://ust-edu-ph.zoom.us/j/85055002068?pwd=b3lvK0R6UnJuMVZzQmFBLOJSeUZHQT09">https://ust-edu-ph.zoom.us/j/85055002068?pwd=b3lvK0R6UnJuMVZzQmFBLOJSeUZHQT09</a><br><br>Meeting ID: 850 5500 2068<br>Passcode: biomicro   | This is a recurring meeting Meet anytime. |
| <b>Department of Chemistry</b>           | Join Zoom Meeting<br><br>Chemistry Department Virtual link:<br><a href="https://ust-edu-ph.zoom.us/j/86454759106?pwd=b0F2NE5CajQ5dTUwSlhTdnpmUXJPZz09">https://ust-edu-ph.zoom.us/j/86454759106?pwd=b0F2NE5CajQ5dTUwSlhTdnpmUXJPZz09</a><br><br>Meeting ID: 864 5475 9106<br>Passcode: 347695 | This is a recurring meeting Meet anytime. |



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|  |   |   |
|--|---|---|
| <b>Department of Mathematics and Physics</b> | Join Zoom Meeting<br><br><a href="https://ust-edu-ph.zoom.us/j/85001702712?pwd=eGN6T2NzNEZSMWszdGhhZWtld1h5QT09">https://ust-edu-ph.zoom.us/j/85001702712?pwd=eGN6T2NzNEZSMWszdGhhZWtld1h5QT09</a><br><br>Meeting ID: 850 0170 2712<br>Passcode: 392180 | This is a recurring meeting Meet anytime. |
| <b>Department of Psychology</b>              | Join Zoom Meeting<br><br><a href="https://ust-edu-ph.zoom.us/j/82451307089?pwd=Ri90bjZ3b1IxWEtIUFRFN2NoTzJLQT09">https://ust-edu-ph.zoom.us/j/82451307089?pwd=Ri90bjZ3b1IxWEtIUFRFN2NoTzJLQT09</a><br><br>Meeting ID: 824 5130 7089<br>Passcode: 950432 | 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.

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

Students should be ready with the necessary enrollment forms for the said conference.

**Step 6.** After the onsite advising and encoding of courses to be enrolled, student checks MyUSTe portal for courses he/she is advised.

**Step 7.** Student proceeds with online enrollment.





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**Step 8.** Full payment of tuition fees for Special Term upon enrollment. Pay through available over-the-counter or online payment schemes (Metrobank, BPI, Security Bank and other participating banks).

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**.

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**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





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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 June 15, 2023.





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