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

Before proceeding to cross-enrolment, students are advised 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/1aVwR-WyAyoAFFf1CvqbxjoJWeC7KwrNC?usp=drive_link

Procedures:

For College of Science students cross enrolling in another college

Step 1. Student refers to the course offerings posted by other colleges and notes the schedule of course to be cross enrolled.

Step 2. 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 3. 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.

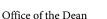| Departments	Official Email Addresses
Department of Biological Sciences	**biology.sci@ust.edu.ph**

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 4. Department Chairs/enrollment advisers return the signed Form 6B to student.

Step 5. Student uploads Form 6B in the Google Form created by the UST Registrar's Office through the link below: (to be announced by UST Registrar's Office)

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

Step 7. Accounting will make necessary computation of fees.

Step 8. Student monitors the status of his/her cross enrollment.