



UNIVERSITY OF SANTO TOMAS

COLLEGE OF SCIENCE

Office of the Dean



PROCEDURES FOR PETITION CLASSES IN THE COLLEGE OF SCIENCE Special Term, AY 2022-2023

Procedures:

Step 1. Students should download the *Petition Class Form* (Form 25) from the UST Registrar's website or from the *Enrollment Related Form* of the College of Science, to be fully accomplished and typewritten. (Include: Surname, Name, Middle Initial, and Student Number. Affix signature and include proposed schedule.)

Step 2. Students should go to the Dean's Office and look for Mr. Ryan Balod to accomplish the petition form.

Step 3. The Department Chair will assign a faculty member to teach the course being petitioned.

Step 4. The Dean of the College of Science will either approve or disapprove the petition course.

Step 5. Once approved by the Dean, the staff of the College of Science will encode the data in the University Google Drive of Petition Classes for Special Term AY 2022-2023.

Note: Fill up course abbreviation, course title, no. of lec./lab units, schedule, name of faculty, rank/ status of faculty and no. of student petitioners.

Step 6. The college will wait for the approval of the Office of Vice Rector for Academic Affairs and Office for Faculty Evaluation and Development (for non-tenured faculty members).

Step 7. Upon approval of OVRAA and OFED, the Office of the Registrar will create the courses being petitioned.





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Step 8. The Student Accounts Section will encode the amount to be paid in the google sheet.

Step 9. Once the amount is placed, Ms. Arrogancia will encode the name of the assigned faculty member.

Step 10. Department Chairs will monitor the status of the petition class to advise/inform the students for enrollment of the said course.

Step 11. The student proceeds to Online Enrollment, Assessment and Payment of Fees.

Step 12. Ed Tech enrolls the student in the Student Cloud Campus.

NOTE: Petition Classes may be expensive. Costs incurred will be borne by the petitioners, and will ultimately depend upon the number of students enrolling in the course, as well as the rank of the faculty member assigned to teach the course.

