



UNIVERSITY OF SANTO TOMAS  
COLLEGE OF SCIENCE  
Office of the Dean



**ENROLLMENT PROCEDURES FOR OFFICIALLY ENROLLED STUDENTS IN  
ADDING/DROPPING OF COURSES IN THE  
COLLEGE OF SCIENCE  
1st Term, AY 2023-2024**

Before proceeding to adding/dropping of courses, 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/1uTWanNBHfw6sa6mk-TgP-AJ8IRrOruxn?usp=drive\\_link](https://drive.google.com/drive/folders/1uTWanNBHfw6sa6mk-TgP-AJ8IRrOruxn?usp=drive_link)

**Course Offerings and Class Schedule link:**

[https://drive.google.com/drive/folders/11KrcLI\\_qRgfvUYEuPHFx5-IXrO6CG2UB?usp=drive\\_link](https://drive.google.com/drive/folders/11KrcLI_qRgfvUYEuPHFx5-IXrO6CG2UB?usp=drive_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 refers to the course offerings posted by the college and notes the schedule of course to be added/dropped.

**Step 2.** 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 3.** The student fills out the form. Student personally requests onsite the Department Chair to sign Form 6A. ***For online appointment purposes only per advice of the Chair,*** the student sends email to the Department Chairs or



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enrollment advisers using the official email address of the department, along with an accomplished Form 6A, for **approval and encoding of courses**. Please see below the official email address of the department for your ready reference.

Departments	Official Email Addresses
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 4.** The department reviews, approves/disapproves and encodes the course/s specified in Form 6A (add/drop form).

**Step 5.** Accounting will make necessary computation of fees.

**Step 6.** The department and the student will monitor the status of Form 6A of the student.

