**PROCEDURES FOR 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-AJ8lRrOruxn?usp=drive\_link**](https://drive.google.com/drive/folders/1uTWanNBHfw6sa6mk-TgP-AJ8lRrOruxn?usp=drive_link)

**Course Offerings and Class Schedule link:**

[**https://drive.google.com/drive/folders/11KrcLl\_qRgfvUYEuPHFx5-lXrO6CG2UB?usp=drive\_link**](https://drive.google.com/drive/folders/11KrcLl_qRgfvUYEuPHFx5-lXrO6CG2UB?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 enrollment advisers using the official email address of the department, along with an accomplished Form 6A, for **approval and encoding.** Please see below the official email address of the department for your ready reference.

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| **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.** The department encodes Form 6A (add/drop form) of the student if courses specified in the form are from the college only.

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

**Step 6**. The department will inform the student on the status of the submitted Form 6A.