



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 2nd Term, AY 2023-2024

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/1QcEBtZyAK37kwe2_tOVQOseRTD6gZ5ve?usp=drive link](https://drive.google.com/drive/folders/1QcEBtZyAK37kwe2_tOVQOseRTD6gZ5ve?usp=drive_link)

Reminders to all students:

- 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 for onsite enrollment*** on January 10-12, 2024.
- 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 8, 2024.





UNIVERSITY OF SANTO TOMAS

COLLEGE OF SCIENCE

Office of the Dean



- Irregular students must report to their respective department’s faculty room and it’s holding areas. You will be given queuing numbers. Please follow this schedule below:

Date	Time	Surnames of all levels starting with
January 10-12, 2024, Wednesday-Friday	8:30 AM-12:00 Noon	A-Q
	12:00-1:00	Lunchtime
	1:00-3:00 PM	R-Z

Holding Areas of Students

Department	Holding Areas of Students
BS Biology Students	Rooms 316 & 318
BS Microbiology Students	
BS Applied Mathematics	Room 311
BS Applied Physics	
BS Data Science & Analytics	
BS Chemistry	Room 321
BS Psychology	B. Hall
Students with more than 9 units or more of deficiencies and to see the Dean and Asst. Dean	Room 305

- 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 during the 2nd Term, but only in courses authorized by the Dean.





UNIVERSITY OF SANTO TOMAS

COLLEGE OF SCIENCE

Office of 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 January 10, 2024 while irregular students must finish the pre-enlistment of courses on or January 8, 2024. Onsite enrollment of irregular students is on January 10-12, 2024.
- 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 on 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.
- 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.
- **Late enrollment starts on January 15-21, 2024.** Students shall be charged with late enrollment fee.
- **Please avoid late enrollment.** This requires letter of explanation addressed to the Secretary General of UST and should be endorsed by the Program Chair and the Dean





UNIVERSITY OF SANTO TOMAS

COLLEGE OF SCIENCE

Office of the Dean



of the College of Science. A study plan signed by student and faculty member should be attached in the letter of explanation. Names of the students are not included immediately in the course site. The inability to attend regular classes, needs to cope with missed academic activities in class and other enrollment hassles that students might encounter.

- For the student to be considered officially enrolled for 2nd Term of AY 2023-2024, please follow strictly the UST online enrollment and proper assessment in MyUSTE portal.
- Check properly in MyUSTE portal before paying for the online enrollment. Follow the necessary procedures for online assessment particularly the payment for the exact amount as stated in the portal. If the student has a balance from the previous term, it will be added to the down payment for the 2nd Term.

PROCEDURES FOR THE ENROLLMENT OF REGULAR STUDENTS **(JANUARY 10, 2024)**

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/1K4dSNSxPpl_VKFlvaMJvpcyEeEow_XrO?usp=drive link](https://drive.google.com/drive/folders/1K4dSNSxPpl_VKFlvaMJvpcyEeEow_XrO?usp=drive_link)

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/1K4dSNSxPpl_VKFlvaMJvpcyEeEow_XrO?usp=drive link](https://drive.google.com/drive/folders/1K4dSNSxPpl_VKFlvaMJvpcyEeEow_XrO?usp=drive_link)

2. Enrollment Related Forms:





UNIVERSITY OF SANTO TOMAS
COLLEGE OF SCIENCE

Office of the Dean



https://drive.google.com/drive/folders/1QcEBtZyAK37kwe2_tOVQOseRTD6gZ5ve?usp=drive_link

BS Applied Mathematics/BS Applied Physics:

- <https://forms.gle/H2setWgZ9H2oe6Vo6>

BS Biology/BS Medical Biology/BS Environmental Biology/BS Molecular Biology and Biotechnology/BS Industrial Biology BS Microbiology:

- <https://forms.gle/SM6vEvMpYjisJK9n9>

BS Chemistry:

- <https://forms.gle/8NQAV6N3zA6FdheeA>

BS Psychology:

- <https://forms.gle/eV4RpUKa5TDgNAaG8>

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.

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





UNIVERSITY OF SANTO TOMAS

COLLEGE OF SCIENCE

Office of the Dean



bank form is the **10-DIGIT STUDENT NUMBER**.

4.2 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.

4.3 Payment via other non-accredited banks

Proactive Solution: Online payment should be settled **ONLY** with the University's bank partners, and other participating banks as stated in the MyUSTe portal.

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 **January 15, 2024**.







UNIVERSITY OF SANTO TOMAS
COLLEGE OF SCIENCE

Office of the Dean



**PROCEDURES FOR THE ONSITE ENROLLMENT OF IRREGULAR STUDENTS
(January 10-12, 2024)**

Step 1. Students with **6 units and above of uncleared deficiencies** (*subjects undertaken but failed or not yet completed*) must first secure the CCC Interview Form. The Science Counselors will conduct the interview on **January 8, 2024 (Monday)**. Please refer to the schedule below for **strict compliance**:

<p>January 8, 2024 Monday 8:30am -11:30am</p>	<p>A-M Surnames Only (ALL Levels)</p>  <p>https://forms.gle/6cz5tCMFfcoEHK1e7</p>
<p>January 8, 2024 Monday 1:00pm - 4:00pm</p>	<p>N-Z Surnames Only (ALL Levels)</p>  <p>https://forms.gle/MoRwvZAthX3gtzdc7</p>

Kindly scan the QR code or click the link of your schedule and **answer** the Google form **prior to the interview**. Students will be entertained on a **first-come, first-serve** basis.





UNIVERSITY OF SANTO TOMAS
COLLEGE OF SCIENCE

Office of the Dean



Please make sure to be early or on time in the waiting area for the pre-enrolment counseling interview (Rm. 330, Labrador Hall) on your designated schedule.

For those with 9 units and above deficiencies, please make sure that your **parent/guardian** is with you during the Counseling Interview. Only those who have their parent/ guardian with them will be processed.

Step 2. Students who incurred 6 to 8 units of deficiencies shall be required to fill-up the Probationary Form.

Step 3: Starting January 6, 2024, student can accomplish PRE-ENROLLMENT ADVISING FOR IRREGULAR STUDENTS using the following links:

3.1 Course Offerings and Class Schedule link:

[https://drive.google.com/drive/folders/1K4dSNSxPpl_VKFlvaMJvpcyEeEow_XrO?usp=drive link](https://drive.google.com/drive/folders/1K4dSNSxPpl_VKFlvaMJvpcyEeEow_XrO?usp=drive_link)

3.2 Enrollment Related Forms:

[https://drive.google.com/drive/folders/1QcEBtZyAK37kwe2_tOVQOseRTD6gZ5ve?usp=drive link](https://drive.google.com/drive/folders/1QcEBtZyAK37kwe2_tOVQOseRTD6gZ5ve?usp=drive_link)

BS Applied Mathematics/BS Applied Physics:

- <https://forms.gle/H2setWgZ9H2oe6Vo6>

BS Biology/BS Medical Biology/BS Environmental Biology/BS Molecular Biology and Biotechnology/BS Industrial Biology BS Microbiology:

- <https://forms.gle/SM6vEvMpYjisJK9n9>

BS Chemistry:

- <https://forms.gle/8NQAV6N3zA6FdheeA>





UNIVERSITY OF SANTO TOMAS

COLLEGE OF SCIENCE

Office of the Dean



BS Psychology:

- <https://forms.gle/eV4RpUKa5TDgNAaG8>

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
Department of Biological Sciences	<p>Join Zoom Meeting</p> <p>https://ust-edu-ph.zoom.us/j/85055002068?pwd=b3lvK0R6UnJuMVZzQmlBLOJSeUZHQ09</p> <p>Meeting ID: 850 5500 2068 Passcode: biomicro</p>	This is a recurring meeting Meet anytime.
Department of Chemistry	<p>Join Zoom Meeting</p> <p>Chemistry Department Virtual link:</p> <p>https://ust-edu-ph.zoom.us/j/86454759106?pwd=b0F2NE5CajQ5dTUwSlhTdnpmUXJPZz09</p> <p>Meeting ID: 864 5475 9106 Passcode: 347695</p>	This is a recurring meeting Meet anytime.
Department of Mathematics and Physics	<p>Join Zoom Meeting</p> <p>https://ust-edu-ph.zoom.us/j/85001702712?pwd=eGN6T2NzNEZSMWszdGhhZWtld1h5QT09</p> <p>Meeting ID: 850 0170 2712 Passcode: 392180</p>	This is a recurring meeting Meet anytime.
Department of Psychology	<p>Join Zoom Meeting</p> <p>https://ust-edu-ph.zoom.us/j/82451307089?pwd=Ri90bjZ3b1IxWEtIUFRFN2NoTzJLQT09</p> <p>Meeting ID: 824 5130 7089 Passcode: 950432</p>	This is a recurring meeting Meet anytime.





UNIVERSITY OF SANTO TOMAS

COLLEGE OF SCIENCE

Office of the Dean



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.

Step 8. Follow the online payment of tuition fees for 2nd Term upon enrollment. Pay through online payment schemes as stated in the MyUSTe portal.

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 online bank details. The reference number required to be reflected in the bank form is the **10-DIGIT STUDENT NUMBER**.

8.2 Amount paid is less than the amount due reflected in the Online Transactions tab.





UNIVERSITY OF SANTO TOMAS

COLLEGE OF SCIENCE

Office of the Dean



Proactive Solution: The student must login to the Student Portal and do the online assessment. The exact amount reflected in the Online Transactions/Online Assessment tab should be paid.

8.3 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 online via the official bank partners AFTER the student has completed the online assessment. The amount to be paid is provided after the online assessment.

8.4 Online payment via other non-accredited banks

Proactive Solution: Online payment should be settled ONLY with the University's bank partners, and other participating banks as stated in MyUSTe portal.

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 January 15, 2024.

