



PROCEDURE for CHANGE/ADD/DROP Course (2nd Term 2020-2021)

Step 1: CHECK updated course offerings

Please refer to our website for courses which are still **OPEN**. Kindly note that our course offerings are still subject to availability of slots.

Step 2: FILL OUT form

Accomplish the form through this link:

<https://forms.gle/bZaYCATTmbUJME1a6>

Note: Please fill out the form completely. Do not leave any blanks. Write N/A if not applicable.

Step 3: WAIT for confirmation

Your form will be submitted to the Program Lead for approval. An email notification will be sent to inform you that the requested transaction (change/add/drop) has been encoded successfully.

Step 4: VIEW adjusted fees and revised enrolled courses

Approved requests will be forwarded to the Accounting Department for reassessment. Your adjusted fees will be available for viewing in your My USTe student portal (click **"Billing/Fees"** tab) within **3 working days** upon receipt of notification. Click **"mySchedule"** under **"Course Details"** tab to view your revised courses.

The deadline for the processing of Change/Add/Drop courses is on February 2, 2021 (5:00pm).