PROCEDURE for
CHANGE/ADD/DROP Course
(First Term 2021-2022)

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 for Changing, Dropping or Adding a course:

https://forms.gle/EdQsP6GNZEKUj9Vd6

NOTE: If withdrawing from ALL courses enrolled this term, please fill out the form below

Dropping-of-Program FORM

Step 3: For Changing/Adding:

Students must upload the following required documents for late enrollment:

1) Letter of appeal addressed to the Secretary General signed by the student and noted by the course facilitator/s (in pdf file).

(2) A Study Plan prepared by the course facilitator/s, indicating the dates of missed classes and the schedule of make-up classes for the student (in MS Word file).

https://forms.gle/xbEhMACccheK56ji7

Note: Study Plan is not applicable to TW and DW courses.

Step 3: For Dropping:

Please be informed of the policy on adjustment and refund of fees:

1. A student who officially drops, from a program before the official start of classes shall be charged five thousand pesos (Php 5,000.00) only.

2. Dropping of course/program after the official start of classes. A student who officially drops a course/program within the first two weeks of the term, i.e., from the official start of classes, shall be charged as follows:

DURATION	REGULAR TERM	SPECIAL TERM
Within the 1st week	25%	50%
Within the 2nd week	50%	100%
After the 2nd week	100%	

Application for refund of fees and/or adjustments should be made with the Accounting Office promptly after dropping the course/program. The date of the actual submission of dropping forms at the Accounting Office shall be the reckoning date for refund and/or adjustment purposes.

Reference: UST Student Handbook – PPS No. 1014, pages 50-51

Important Note:
Beginning August 26, a grade of
"WP" (withdrew with permission) shall be automatically assigned to officially dropped students.