



PROCEDURE for CHANGE/ADD/DROP Course

(2nd Term AY 2022-2023)

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/jHYu4td1zuxYshte7>

NOTE: If withdrawing from ALL courses enrolled this term, please fill out the form below and upload to <https://forms.gle/xPPkbkkiSQnGmxY98>

Dropping-of-Program FORM

Step 3: WAIT for Confirmation

Your form will be submitted to the Program Lead for approval. If you do not receive any feedback from your Program Lead, your Change/Add/Drop request is deemed approved.

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.

If your student account has not been updated within 2 working days after filing/application, please reach out to our staff via our Online Live Support Help Desk <https://bit.ly/USTGS-LiveOnlineSupport2022>

REMINDER 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