



Procedures:

Students should download the *Petition Class Form* (Form 25) from the UST Registrar's website or from the *Enrollment Related Form* of the College of Science, to be fully accomplished and typewritten. (Include: Surname, Name, Middle Initial, Student Number, Course Code & Course Title. Affix signature and include p0 2 0 Apoe (ud4 () 1532





. Upon approval of OVRAA and OFED, the Office of the Registrar will create the courses being petitioned.

The Student Accounts Section will encode the amount to be paid in the google sheet.

. Once the amount is placed, the secretary of the concerned department will encode the name of the assigned faculty member.

. Department Chairs will monitor the status of the petition class to advise/inform the students for enrollment of the said course.

The student proceeds to Online Enrollment, Assessment and Payment of Fees.

. Ed Tech enrolls the student in the Student Cloud Campus.

NOTE: Petition Classes may be expensive. Costs incurred will be borne by the petitioners and will ultimately depend upon the number of students enrolling in the course, as well as the rank of the faculty member assigned to teach the course.

