Processing of Shifting Application to another Degree Program (Shifting 2)

1. Student
Accomplishes application form and submits required documents to the Student Records Section on or before the deadline set by the college or school.

2. Student Records Evaluator checks the following:
   - Application Form
   - Office Receipt of Application Fee
   - True Copy of Grades
   - Certificate of Enrollment
   - Certificate of No Contract
   - Certificate of Good Moral Character
   - Signature of the applicant
   - Degree program applied for
   - Contact Information
   - Other documents required by the college.

Are the requirements complete?

No

Yes

3. The Student Records Evaluator
Instructs the applicant to follow-up the result of initial evaluation on the date identified by the college or school.

4. Student Records Evaluator does the following:
   a. Checks if the student has completed at least 30 collegiate academic units.
   b. Determine the courses and the number of units to be credited in program applied for.
   c. Computes the Cumulative Weighted Average Grade (CWAG)
   d. Writes the verified CWAG and the total credited number of units in the space provide in the Referral Form.

Is the student qualified?

No

Yes

C

Student Records Evaluator
Does not proceed with the evaluation of records and informs the student that he or she is not qualified.

The Applicant completes requirements
1. The College Secretary or Coordinator negotiates with the department or committee for the needs of the student.

2. The College Secretary or Coordinator notifies the student and the department or committee about the needs negotiation.

3. The Student Records Evaluator attaches all the submitted documents to the referrals, then arranges and alphabetizes the referrals by degree program.

4. The Student Records Evaluator prepares the list of applicants to be referred to the department or committee.

5. The College Secretary/Coordinator signs the referrals.

6. The Student Records Evaluator forwards referrals to the department.

7. The Department or Committee evaluates the student.

8. The Department or Committee forwards the evaluation results to the Office of the College Secretary.

9. The Student Records Evaluator receives and records the results of the evaluation.

10. The Department or Committee forwards the evaluation results to the Office of the College Secretary.

11. The Student Records Evaluator submits the list of qualified applicants to the ARS-OUR.

12. The Student Records Evaluator informs the accepted applicant of the results and issues the following:
   a. Notice of Acceptance
   b. List of requirements such as Permit to Transfer and College Clearance

13. The Accepted Applicant (S2) submits to Student Records Evaluator:
   a. Permit to Transfer
   b. College Clearance

14. The Student Records Evaluator gives the Form 001- Change of Program to accepted applicant (S2) with the following attachments to be forwarded to ARS-OUR:
   a. Two copies of Student Directory (to be accomplished by the applicant.)
   b. Permit to Transfer from the former College (Original copy)
   c. Original True Copy of Grades used for evaluation duly stamped and signed by SRE or College Secretary.

15. The Student Records Evaluator issues University Admission Slip to the student.

16. The Student presents the University Admission Slip to the Student Records Evaluator and goes to the department for program advising.

17. The Student enrolls.