Processing of Shifting Application to another Degree Program Within the College (Shifting 1)

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
- Official 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?

   Yes

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

A

The Applicant completes requirements
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) (Refer to page 35 for steps on how to compute GWA.)
   d. Writes the verified CWAG and the total credited number of units in the space provide in the Referral Form.

5. Student Records Evaluator
Attaches all the submitted documents to the referrals, then arranges and alphabetizes the referrals by degree program

6. Student Records Evaluator
Prepares the list of applicants to be referred to the department or institute

7. College Secretary
Signs the referrals

8. Student Records Evaluator
Forwards referrals to the department

A

Is the student qualified?

Yes

No

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

B
9. The Department or Committee
Evaluates the student

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

11. Student Records Evaluator
Receives and records the results of the evaluation

12. 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. Student Records Evaluator
Informs the accepted applicant (S1) of the results and issues Notice of Acceptance

14. Student Records Evaluator
Gives the Form 001-Change of Program to accepted applicant (S1) and two copies of Student Directory (to be accomplished by the applicant) to be forwarded to the ARS-OUR

15. The Admission Staff at ARS-OUR
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