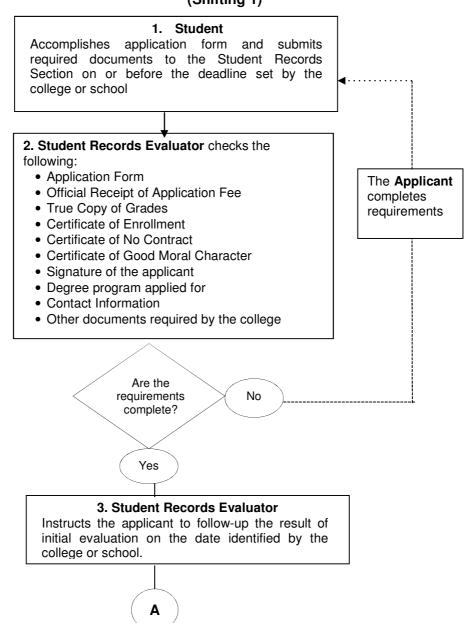
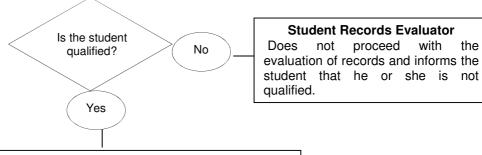
Processing of Shifting Application to another Degree Program Within the College (Shifting 1)





- 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

В



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