3. Processing of Application for Shifting

Process request for students who intend to shift to another program in the University. Student must have 1 year residency from the current program to qualify for shifting to another program. Application for shifting shall be accomplished prior to the start of the next academic school year. Qualification varies depending on the program where the student intends to shift.

Office or Division:	Campus Academic Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certified Copy of Grades		Admissions Office		
Fully-accomplished Shifting Form		Respective colleges/Campus		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Pay the amount for securing certified copy of grades	Collect payment to student	Php 150.00	4 minutes	*CDO Cashier/ Accounting Office*
2. Proceed to the Admissions Office and present official receipt	2.1 Print the copy of grades 2.2 Certify the copy of grades	None	4 minutes	*Administrative Staff Head of Admission and Registration Office*
3. Present the fully-accomplished shifting form and certified copy of grades for evaluation and approval	3.1. Check fully-accomplished shifting form 3.2. Evaluate certified copy of grades 3.3. Interview and assess student's capability and skills 3.4. Accept student in the	None	12 minutes and 30 seconds	*Director/ Head of Academic Program*
	program and sign the acceptance portion of the shifting form			

4. Return the fully-accomplished shifting form to the Director/Head of Academic Program.	4.1. Sign the release portion of the shifting form 4.2. Advise student to proceed to the Director's Office for final approval of release from the current program	None	4 minutes	*Director/ Head of Academic Program*
5. Present the fully-accomplished shifting form for final approval of release from the current program	5.4. Sign the approval portion of the shifting form 5.5. Advise student to proceed to the Registrar's Office for transfer of credentials from current program to shifting program and enrolment of subjects process	None	4 minutes	*Director/ Head of Academic Program*
	TOTAL	**Php 150.00**	**28 minutes and 30 seconds**	