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.

The **Applicant** completes requirements

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.

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

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

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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 committee

7. College Secretary/Coordinator
Signs the referrals

8. Student Records Evaluator
Forwards referrals to the department

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. The **Office of the College Secretary** submits the list of qualified applicants to the ARS-OUR.

13. 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

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

15. Student Records Evaluator
Gives the Form 001- Change of Program to accepted applicant (S2) with the following attachments to be forwarded to the 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.

16. **The Admission Staff** at **ARS-OUR**
Issues University Admission Slip to the student

17. The **Student**
Presents the University Admission Slip to the Student Records Evaluator and goes to the department for program advising.

18. The **Student** enrolls.

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