Procedure No:	ACA-PROC-0022
Procedure Title:	Application for Shifting Procedure
Related Policy:	Academic Program Shifting Policy (ACA-POL-0010)
Date of Issuance:	2008-2009
Effectivity:	2008-2009 to present
Page Number:	Two (2)
Office of Origin: (Procedure Expert)	Office of the Dean Dean
"Supersedes" Notification:	None
Procedure Description:	This procedure is designed to administer and control shifting of student from one academic program to another.
Areas of Responsibility:	• Dean • Data Operations Personnel (DOP) – IT Center • Academic Relations Staff – Office of the Dean • Records In-charge – Office of the Registrar
Procedure Details:	**Drop and/or Add a course (Adjustment)** Step 1: The student presents his ID and secures the Application for Shifting Form (4 copies) from the Academic Relations staff of the Dean's Office. Step 2: The student fills-out the shifting form and secures the approval of the following academic authorities: • Guidance Counselor • Chairman • Dean • Receiving Chairman • Receiving Dean • Registrar Step 3. In cases when the student needs to take the Shifter's Examination, the student seeks the approval of the Chairman of the program to which he/she is intending to transfer. Otherwise, the student proceeds to Step 8. Step 4. The student pays the Shifters' Examination fee to the cashier. Step 5. The student proceeds to the Guidance Office for the schedule of the examination. Step 6. The student takes the examination. Step 7. The Guidance Office releases the results of the examination after 2 days and further counseling session regarding the results of the test is conducted. Step 8. The student proceeds to the IT Center and presents the approved shifting form to the Data Operations Personnel (DOP) for encoding. The DOP logs-in to the LES and encodes the shifting form. The DOP stamps the shifting form with "ENCODED". Step 9. The student distributes the copies of the encoded shifting form as follows: Registrar's Office – Duplicate copy of the form. Dean's Office – Duplicate copy of the form. IT Center – Duplicate copy of the form. Student – Original copy
Procedure Approval Authority:	Dean
References:	• Shifting form • Student Handbook • Letran Enrollment System (LES)
Definition:	None
Help Page:	Office of the Dean Office of the Registrar

	IT Center