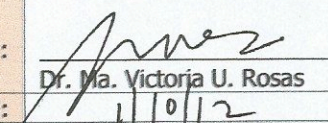


Procedure No:	ACA-PROC-REG-0016
Procedure Title:	Cross Enrollment Procedure
Related Policy:	ACA-POL-REG-0016 Cross Enrollment Policy
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Office of the Registrar
"Supersedes" Notification:	
Procedure Description:	This procedure details term requirements and key persons involved in Cross Enrollment.
Areas of Responsibility:	Office of the Registrar
Procedure Details:	<p>Step 1. The student fills out a Cross Enrollment Form which can be obtained from the Registrar's Office.</p> <p>Step 2. The student submits the Cross Enrollment Form with recommendation from the Dean to the Registrar's Office.</p> <p>Step 3. The Registrar's Office reviews the Cross Enrollment application in 3 (three) working days.</p> <p>Step 4. The approved Cross Enrollment Form is released with the enrollment permit.</p> <p>Step 5. The student can proceed with his cross enrollment.</p> <p>Step 6. The student submits the certification of grades from the School Registrar to the Colegio.</p> <p>Step 7. The evaluator credits the subjects enrolled in other schools.</p>
Procedure Approval Authority:	Registrar
References:	Cross Enrollment Application Form
Definition:	
Help Page:	Office of the Registrar
Prepared by:	Planning, Funding and Development Office
Approved by:	 Dr. Ma. Victoria U. Rosas
Date of Approval:	1/10/12

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