This procedure is designed to administer and control the cross-enrollment application of students in the collegiate department.

### Areas of Responsibility:
- Evaluator -- Office of the Registrar
- Management Staff -- Office of the Dean
- Records Officer -- Office of the Registrar
- Cashier -- Finance and Resources

### Procedure Details:
**Step 1:** The student secures the application for cross-enrollment form at the Office of the Dean.

**Step 2:** The student fills-out the form, attached a photocopy of his validated registration form and submit it to the Evaluator of the office of the Registrar for approval.

**Step 3:** The Evaluator checks the cross-enrollment application and approves the same based on existing cross-enrollment policy (ACA-POL-0009). Also, the Evaluator issues the student a payment slip. Nonetheless, the student is advised to seek approval of the cross-enrollment application form from the Dean before paying the cross-enrollment fee.

**Step 4:** The student submits the “Evaluator-approved” cross-enrollment application to the Dean for final approval.

**Step 5:** The Dean checks the cross-enrollment application and approves the same based on existing cross-enrollment policy (ACA-POL-0009).

**Step 6:** The student proceeds to the cashier, presents the payment slip and pay the cross-enrollment fee. The cashier issues the student an official receipt.

**Step 8:** The student submits the approved cross-enrollment application with the official receipt to the Records Officer of the Registrar's Office for the preparation of the Cross-Enrollment Permit.

**Step 9:** The Records Officer receives the approved application and schedules the release of the Cross-enrollment Permit after three (3) working days.

**Step 10:** The Records Officer releases the Cross-enrollment permit as schedule on step 9 to the student.
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