## Application for Shifting Procedure

**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:** Office of the 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