### Cross Enrollment Application Procedure

**Procedure No:** ACA-PROC-0023  
**Procedure Title:** Cross Enrollment Application Procedure  
**Related Policy:** Cross Enrollment Policy (ACA-POL-0009)  
**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 application for cross-enrollment of students in the collegiate department.

#### Areas of Responsibility:
- Dean
- Academic Relations Staff – Office of the Dean
- Evaluator – Office of the Registrar
- Information Desk Officer (IDO) – Office of the Registrar
- Cashier – Financial Affairs Office

#### Procedure Details:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The student presents his validated registration form and secures the Application to Cross Enroll from the IDO of the Registrar’s Office.</td>
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<tr>
<td>2</td>
<td>The student fills-out the form (attached validated registration form) and submit it to the Evaluator of the Registrar’s Office.</td>
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<tr>
<td>3</td>
<td>The Evaluator logs-in to the LES and prints the curriculum checklist of the student.</td>
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<td>4</td>
<td>The Evaluator evaluates the application and current academic standing of the student. Cross-enrollment Policy (ACA-POL-0009) is strictly implemented here.</td>
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<tr>
<td>5</td>
<td>If application to cross-enroll is valid, the Evaluator signs the application to cross enroll and advise the student to seek endorsement of the Dean.</td>
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<tr>
<td>6</td>
<td>The student presents the application for cross enrollment form to the Academic Relations staff for approval of the Dean.</td>
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<tr>
<td>7</td>
<td>Upon approval of the Dean, the student pays the cross enrollment fee at the cashier. The cashier issues an official receipt.</td>
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<tr>
<td>8</td>
<td>The student presents the approved application to cross enroll and official receipt to the IDO.</td>
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<tr>
<td>9</td>
<td>Upon receipt of the form, the IDO prepares the Permit to Cross Enroll and issue the same to the student. The IDO files the approved application to cross enroll.</td>
</tr>
</tbody>
</table>

#### Procedure Approval Authority:
Dean

#### References:
- Application to Cross Enroll form
- Curriculum Checklist
- Permit to Cross Enroll
- Student Handbook
- Letran Enrollment System (LES)

#### Definition:
None

#### Help Page:
- Office of the Dean
- Office of the Registrar
- IT Center