**Policy No:** ACA-POL-REG-0016  
**Policy Title:** Cross Enrollment Policy  
**Implementation Procedure:** ACA-PROC-REG-0016 Cross Enrollment Procedure  
**Date of Issuance:** S.Y. 2010-20011  
**Effectivity:** S.Y. 2010-2001 to present  
**Page Number:** One (1)  
**Office of Origin:** Office of the Registrar  

### Purpose of Policy:
This policy enumerates the terms and conditions in Cross Enrollment.

### Detailed Policy Statement:
1. Students applying for cross enrollment should request for evaluation of the subjects they have taken.
2. Cross enrollment shall only be allowed as a result of the following conditions:
   2.1 Non-availability of the subjects
   2.2 Terminal semester of the student
3. Students who are officially enrolled shall only be allowed to cross enroll in the accredited schools specified by the Colegio.
4. All applications for cross enrollment will be subject for the approval of the Registrar.
5. Only the Registrar’s Office is authorized to release applications for cross enrollment.

### Applicability:
All students

### Policy Approval Authority:
Registrar

### Related Policies or References:
- Cross Enrollment Application Form
- Registrar's Guidebook page 36
- MORPHE Article XXIX page 66

### Definition:

### Approved by:

Mr. Maria Victoria Rosas

### Date of Approval:

11/10/12