

# **UNDERGRADUATE SHIFTING**

**AY 2016-17, Term 1**

## **PRE APPLICATION PROCEDURE**

**Online Application Period: 21 Sep – 05 Oct 2016**

➤ **UG Shifting (Internal)**

<https://goo.gl/sZRkX4>

➤ **UG Shifting (External)**

<https://goo.gl/IF8P8U>

## **GENERAL POLICIES ON SHIFTING**

- An applicant must have a residency of two (2) completed terms in current program
- The approval of application to shift depends on:
  - Acceptance (for internal / external shifting)
  - ITEO Exam result (for external shifting / Lia-Com)
- The shifting application is Php 150 (internal); Php 220 (external)
- Colleges and departments may have additional policies
- STC students are allowed to shift in programs within STC only

EXPIRES ON: 14 NOV 2016



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# **UNDERGRADUATE SHIFTING**

## **AY 2016-17, Term 1**

### **SCHEDULE OF ACTIVITIES**

#### **RELEASE OF APPLICATION FOR SHIFTING FORMS**

**26 Sep – 08 Oct 2016**

- **DLSU-Manila:** Enrollment Services Hub
- **DLSU-STC:** Office of the Coordinator for Enrollment Services

***Subsequent steps are detailed at the back of the Application for Shifting Form.***

#### **ITEO Shifting Exam**

**DLSU-Manila:** 4th Floor Henry Sy, Sr. Hall

- |                     |                              |                      |
|---------------------|------------------------------|----------------------|
| <b>Shifting to:</b> | RVRCOB/SOE/BAGCED            | - 10 and 11 Oct 2016 |
|                     | CLA (Lia/Lia-Com)/CCS/BAGCED | - 12 and 13 Oct 2016 |
|                     | GCOE/COS                     | - 14 and 17 Oct 2016 |

- |                         |   |               |
|-------------------------|---|---------------|
| <b><u>DLSU-STC:</u></b> | Venue is to be announced before the schedule date | - 18 Oct 2016 |
|-------------------------|---|---------------|

#### **POSTING OF RESULTS**

- |                            |   |                    |
|----------------------------|---|--------------------|
| <b><u>DLSU-Manila:</u></b> | Vice Dean's Office (Internal)                     | - 03 – 05 Nov 2016 |
|                            | Accepting Vice Dean's Office (External)           | - 03 – 05 Nov 2016 |
| <b><u>DLSU-STC:</u></b>    | Office of the Coordinator for Enrollment Services | - 03 – 05 Nov 2016 |

#### **DEADLINES OF SUBMISSION OF SHIFTING APPLICATION**

- |   |               |
|---|---------------|
| • Students to <b>SENDING</b> Chairs / Vice Deans  | - 21 Oct 2016 |
| • Students to <b>ACCEPTING</b> Chairs / Vice Deans  | - 28 Oct 2016 |
| • Departments to Enrollment Services Hub<br>(Submission of Approved Application for Shifting) | - 09 Nov 2016 |

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