

# **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
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#### **POSTING OF RESULTS**

<b><u>DLSU-Manila:</u></b> Vice Dean's Office (Internal)	-	03 – 05 Nov 2016
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Accepting Vice Dean's Office (External)	-	03 – 05 Nov 2016
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<b><u>DLSU-STC:</u></b> Office of the Coordinator for Enrollment Services	-	03 – 05 Nov 2016
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#### **DEADLINES OF SUBMISSION OF SHIFTING APPLICATION**

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