

# UNDERGRADUATE SHIFTING | TERM 3, AY 2024-2025

## (Internal and External Shifting)

### GENERAL POLICIES ON SHIFTING

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- Ineligible students may apply for shifting subject to the approval of the accepting department.
  - An applicant must have a residency of **two (2) completed terms in the current program**
  - The approval of the application to shift depends on the following:
    - Acceptance (for internal/external shifting) by Accepting Department/College
  - Shifting fees include the following:
    - Application fee including Transcript of Records – PhP500.00
    - College Processing Fee – PhP50.00  
Note: (Download the [Shifting Fee Assessment](#) and pay at DLSU cashier only)
  - Colleges and departments may have additional requirements and policies.
  - Students may shift to programs offered either in the Manila or Laguna campuses.
  - The online form must be accessed once per term. Thus, the student is expected to have verified that the program applied for is offered in the following term.
  - Each student can only apply for a maximum of two (2) programs per term.
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### SCHEDULE OF ACTIVITIES

STEPS	DATES	PROCEDURES																
1. Check Clearance in Animo.sys	Apr 14, 2025 – May 04, 2025	<ul style="list-style-type: none"> <li>Students are to check clearance in Animo.sys.</li> <li>The shifting application and payment (considered non-refundable) will be deemed <b>CANCELLED WITHOUT REFUND</b> if a hold status was incurred during the processing of the shifting application.</li> </ul>																
2. Access the Online Form and upload of payment	May 05, 2025 (08:00 AM) – May 24, 2025 (08:00 PM)	<ul style="list-style-type: none"> <li>Students must download the <a href="#">Shifting Fee Assessment</a> using a DLSU Gmail account.</li> <li>Students must pay the shifting application at the DLSU cashier only and upload the <b>Official Receipt</b> issued by the Cashier/FAO.                             <ul style="list-style-type: none"> <li>✓ Amount to be paid (Php 550.00 per shifting application)</li> <li>✓ Shifting application fee is considered <b>non-refundable</b></li> </ul> </li> <li>Student to access and fill out the applicable online Google form of his/her current College</li> <li>Student to seek permission from his/her Parent/Guardian on Record (PGOR) regarding application for shifting.</li> <li>Students attach a valid ID of Parent/Guardian on Record (PGOR) on the Google form.</li> <li>The form may be accessed through the applicable link below:                             <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="border-top: 1px dotted black; border-bottom: 1px dotted black;"><b>BAGGED</b></td> <td style="border-top: 1px dotted black; border-bottom: 1px dotted black;">▪ <a href="#">Shifting BAGGED</a></td> </tr> <tr> <td style="border-top: 1px dotted black; border-bottom: 1px dotted black;"><b>CCS</b></td> <td style="border-top: 1px dotted black; border-bottom: 1px dotted black;">▪ <a href="#">Shifting CCS</a></td> </tr> <tr> <td style="border-top: 1px dotted black; border-bottom: 1px dotted black;"><b>CLA</b></td> <td style="border-top: 1px dotted black; border-bottom: 1px dotted black;">▪ <a href="#">Shifting CLA</a></td> </tr> <tr> <td style="border-top: 1px dotted black; border-bottom: 1px dotted black;"><b>COS</b></td> <td style="border-top: 1px dotted black; border-bottom: 1px dotted black;">▪ <a href="#">Shifting COS</a></td> </tr> <tr> <td style="border-top: 1px dotted black; border-bottom: 1px dotted black;"><b>GCOE</b></td> <td style="border-top: 1px dotted black; border-bottom: 1px dotted black;">▪ <a href="#">Shifting GCOE</a></td> </tr> <tr> <td style="border-top: 1px dotted black; border-bottom: 1px dotted black;"><b>RVRCOB</b></td> <td style="border-top: 1px dotted black; border-bottom: 1px dotted black;">▪ <a href="#">Shifting RVRCOB</a></td> </tr> <tr> <td style="border-top: 1px dotted black; border-bottom: 1px dotted black;"><b>SIS</b> (formerly Laguna)</td> <td style="border-top: 1px dotted black; border-bottom: 1px dotted black;">▪ <a href="#">Shifting Laguna</a></td> </tr> <tr> <td style="border-top: 1px dotted black; border-bottom: 1px dotted black;"><b>SOE</b></td> <td style="border-top: 1px dotted black; border-bottom: 1px dotted black;">▪ <a href="#">Shifting SOE</a></td> </tr> </tbody> </table> </li> </ul>	<b>BAGGED</b>	▪ <a href="#">Shifting BAGGED</a>	<b>CCS</b>	▪ <a href="#">Shifting CCS</a>	<b>CLA</b>	▪ <a href="#">Shifting CLA</a>	<b>COS</b>	▪ <a href="#">Shifting COS</a>	<b>GCOE</b>	▪ <a href="#">Shifting GCOE</a>	<b>RVRCOB</b>	▪ <a href="#">Shifting RVRCOB</a>	<b>SIS</b> (formerly Laguna)	▪ <a href="#">Shifting Laguna</a>	<b>SOE</b>	▪ <a href="#">Shifting SOE</a>
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***Reminder:***

*When the student has already shifted into two programs/degrees, he/she is no longer allowed to change to another program.*

*Note: Students applying to the Applied Corporate Management must coordinate with the Management and Organization Department regarding the Qualifying exam*

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### SCHEDULE OF ACTIVITIES

STEPS		DATES	PROCEDURES
3.	Evaluation of the Sending or Current College APOs	May 06, 2025 – May 24, 2025	<ul style="list-style-type: none"><li>The student's current College APOs shall evaluate the application for shifting.</li></ul>
4.	2: Endorsement of the Sending or Current College Assoc Dean	Jun 02, 2025 – Jun 07, 2025	<ul style="list-style-type: none"><li>The student's application for shifting shall be forwarded to the current College Department Chair for endorsement.</li></ul>
5.	1: Evaluation of Accepting Department Chair	Jun 09, 2025 – Jun 21, 2025	<ul style="list-style-type: none"><li>Shifting applicants/students shall be informed if the application is disapproved otherwise, it will be forwarded to the Accepting Department /College or School.</li></ul>
	2: Approval from Accepting Department Chair		Note: Internal and External shifting will be for approval of the Accepting department Chair/Vice Chair
6.	Release/ Posting of Shifting Results	Jun 23, 2025 – Jun 28, 2025	<ul style="list-style-type: none"><li>The Academic Department must release the result, and shifting applicants/students shall be informed via email or an announcement once their application has been decided.</li><li>Students with two approved applications must inform the Department/College which application will be canceled, or else the 1st program will be considered as the final choice.</li></ul>
7.	Check Degree Program in MLS Account	July 26, 2025	<ul style="list-style-type: none"><li>The degree code of the approved program must be reflected otherwise, please send an email to <a href="mailto:registrar@dlsu.edu.ph">registrar@dlsu.edu.ph</a></li><li>Enroll in courses for the approved program during the online enrollment period. The schedule is posted at <a href="https://www.dlsu.edu.ph/offices/registrar/schedules/">https://www.dlsu.edu.ph/offices/registrar/schedules/</a></li><li>An email from OUR will be sent once the approved shifting is processed.</li></ul>