



UNIVERSITY OF SAN CARLOS
Cebu City

CHANGE OF CURRICULUM
(Shiftee)

ENROLMENT FLOW
SHIFTEE

Step 1
Dept. Chair's Office
(Previous Curriculum)
*Have the upper portion of
this form filled in

Step 2
Guidance Office
(Counselor assigned to
previous curriculum)
*Career Consultation/
Counseling

Step 3
Dept. Chair's Office
(New Curriculum)
*For acceptance to new
curriculum

Step 4
Registrar's Office
*Submit this form for
admission to the new
academic program in ISMIS

Step 5
Teller/Cashier
*Downpayment: P 2,000.00

Step 6
Dept. Chair's Office
(New Curriculum)
*Advising & enrollment of
courses

Step 7
Accounting Office
*Validated Admission Slip
as proof of official enrolment

Name _____ **ID No.** _____
Last Name First Name M.I.

1st Semester 2nd Semester Summer SY: _____

**NOTE: SHIFTEES OF THE SAME DEPARTMENT,
ACCOMPLISH ONLY STEPS 1, 2 & 4**

1. To be filled in by the Department Chair (Previous Curriculum)

TO: _____

This is to certify that the above-named student has been cleared from any obligations in the _____ Department, and is therefore recommended to shift from _____ to _____

_____ **OK for unblocking** _____
Department Chair

2. To be filled by the Guidance Counselor

Interviewed by: _____
Date : _____

3. To be filled in by the Department Chair (New Curriculum)

TO: University Registrar

This is to certify that the above named student has been evaluated by this Office, and is qualified to shift to _____
Curriculum & Effective Year

Kindly change his/her academic program upon presentation of his/her enrolment form.

_____ Department Chair

4. To be filled in by the Registrar's Staff:

Changed by : _____
Date : _____

NOTE: For ID replacement, go to the Office of Student Affairs (OSA)