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ENROLLMENT PROCESS MANUAL



ACCESS ANYTIME, ANYWHERE.



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PART V

Shifter's Request

Requests may be
processed through
<https://aims.zsmis.ph>



DASHBOARD

 Registrar Portal

Dashboard

Students

Employees

Curriculum

Enrollment

Admission

Scheduling

Faculty Loading

Grading Supervision

Joined Classes

Request

Course Crediting

Add/Drop/Changing 0

Shifters Requests 3

Home

AY: 2025-2026 Semester: First

🔔 1

Hello, MARCOS, MA KATRINA YULO

Logout

Shifters Module

Home / Shifters Module

List of Shifters

#	Student	Present Course	New Course	GWA	Units Earned	Units Failed	Action
1	AHMAD, NURFADILA	BACHELOR OF SCIENCE IN FOOD TECHNOLOGY	BACHELOR OF SECONDARY EDUCATION Major in MATHEMATICS	2.364348	46	0	View
2	ONG, KC	BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT	BACHELOR OF SECONDARY EDUCATION Major in FILIPINO	2.115	6	0	View
3	TONGCO, CEREMIE	BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT	BACHELOR OF ARTS IN FILIPINO	0	0	0	View

List of Shifters

STEP 1 Click Request Menu
then, Shifters Request

SHIFTER'S REQUEST

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☰ Home AY: 2025-2026 Semester: First

 Hello, MARCOS, MA KATRINA YULO

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Shifters Module

Home / Shifters Module

List of Shifters

STEP 2 Click View

#	Student	Present Course	New Course	GWA	Units Earned	Units Failed	Action
1	AHMAD, NURFADILA	BACHELOR OF SCIENCE IN FOOD TECHNOLOGY	BACHELOR OF SECONDARY EDUCATION Major in MATHEMATICS	2.364348	46	0	View
2	ONG, KC	BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT	BACHELOR OF SECONDARY EDUCATION Major in FILIPINO	2.115	6	0	View
3	TONGCO, CEREMIE	BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT	BACHELOR OF ARTS IN FILIPINO	0	0	0	View



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SHIFTER'S REQUEST

STEP 3

Check ALL Approved; if approved

STEP 4

Click "VIEW" button

ACTION TAKEN FROM THE PREVIOUS DEPARTMENT:

Approved

Disapproved

College Dean: TITO, OLIVER DESPALO
Signature over Printed Name

Date:

☐☐

ACTION TAKEN FROM THE NEW DEPARTMENT:

Approved

Disapproved

Chairperson: _____
Signature over Printed Name

Date:

☐☐

College Dean: _____
Signature over Printed Name

Date:

☐☐

APPROVED BY:

FELECITA C. SAGOSO
University Registrar

DATE

(Only the original signature of the College Dean is allowed, No Stamped Signature)

 View

 Disapprove



SHIFTER'S REQUEST

STEP 5

These are the subjects the student completed in their previous program. If the table is empty, please advise the student to visit the Registrar's Office to have their previous grades encoded.

Course Crediting

Course Completed From Previous Program

Code	Course Desc	Units	Grade	Average
NGEC 7 (2022-2023)	SCIENCE, TECHNOLOGY AND SOCIETY	3	87	1.81
NGEC 8 (2022-2023)	ETHICS	3	86	1.96
PHYSICS (2022-2023)	APPLIED PHYSICS	3	76	2.91
CHEM 1 (2022-2023)	GENERAL INORGANIC CHEMISTRY	3	84	2.18
FT 1 (2022-2023)	INTRODUCTION TO FOOD TECHNOLOGY	1	76	2.91
FT 2 (2022-2023)	BASIC FOOD PREPARATION	3	80	2.56
PATHFIT 1 (2022-2023)	MOVEMENT COMPETENCY TRAINING	2	86	1.95
NSTPCWTS1 (2022-2023)	CIVIC WELFARE TRAINING SERVICE	3	89	1.6

Course to be Credit To New Program

Course Code	Course Description	Units
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SHIFTER'S REQUEST

STEP 6

Choose subjects to credit.

Example:
NGEC 7

In the next table, find the course with the same description where the completed subject can be credited.

Click the Cart Button



Course Crediting

Course Completed From Previous Program

Code	Course Desc	Units	Grade	Average
NGEC 7 (2022-2023)	SCIENCE, TECHNOLOGY AND SOCIETY	3	87	1.81
NGEC 8 (2022-2023)	ETHICS	3	88	1.96
PHYSICS (2022-2023)	APPLIED PHYSICS	3	76	2.91
CHEM 1 (2022-2023)	GENERAL INORGANIC CHEMISTRY	3	84	2.18
FT 1 (2022-2023)	INTRODUCTION TO FOOD TECHNOLOGY	1	76	2.91
FT 2 (2022-2023)	BASIC FOOD PREPARATION	3	80	2.56
PATHFIT 1 (2022-2023)	MOVEMENT COMPETENCY TRAINING	2	86	1.95
NSTPCWTS1 (2022-2023)	CIVIC WELFARE TRAINING SERVICE	3	89	1.6

Course to be Credit To New Program

	NGEC 6 (2024-2025)	ART APPRECIATION	3
	NGEC 7 (2024-2025)	SCIENCE AND TECHNOLOGY	3
	PED 1 (2024-2025)	THE CHILD AND ADOLECENT LEARNER AND LEARNING PRINCIPLES	3
	EDMATH 1 (2024-2025)	COLLEGE AND ADVANCED ALGEBRA	3
	RIZAL (2024-2025)	LIFE AND WORKS OF RIZAL	3
	PATHFIT 1 (2024-2025)	MOVEMENT COMPETENCY TRAINING	2
	PED 6 (2024-2025)	FACILITATING LEARNER-CENTERED TEACHING	3
	PED 7 (2024-2025)	ASSESSMENT IN LEARNING 1	3

SHIFTER'S REQUEST

STEP 7

Below is the summary of credited courses for your review. You may delete any incorrectly credited subjects. Once finalized, click 'Save Changes'

Once 'Save Changes' has been clicked, the student may proceed with enrollment. The student should be enrolled as an **irregular student**.

2023)

PHYSICS (2022-2023)	APPLIED PHYSICS	3	76	2.91
CHEM 1 (2022-2023)	GENERAL INORGANIC CHEMISTRY	3	84	2.18
FT 1 (2022-2023)	INTRODUCTION TO FOOD TECHNOLOGY	1	76	2.91
FT 2 (2022-2023)	BASIC FOOD PREPARATION	3	80	2.56
PATHEIT 1	MOVEMENT	2	86	1.95

(2024-2025)

	PED 6 (2024-2025)	FACILITATING LEARNER-CENTERED TEACHING	3
	PED 7 (2024-2025)	ASSESSMENT IN LEARNING 1	3
	NGEC 5 (2024-2025)	PURPOSIVE COMMUNICATION	3
	NGEC 10 (2024-2025)	SOCIAL SCIENCES AND PHILOSOPHY	3
	EDMATH 8 (2024-2025)	MATHEMATICS OF INVESTMENT	3
	NGEC 9	ETHICS	3

Temporary Credited Course(s)

Scholarship

UNIFAST

Curriculum Yr	Course Code	Course Description	Units	Final Grade	Final Average	
2024-2025	NGEC 7	SCIENCE AND TECHNOLOGY	3	87	1.81	

Close

Save changes



<https://aims.zsmis.ph>



For more information or if you have any concerns or queries, please reach out to your designated Focal Person, email us at itoffice@zscmst.edu.ph, or visit the College Information System office.

THANK YOU!

