

# SIS – Enlistment

Last Updated: October 24, 2016

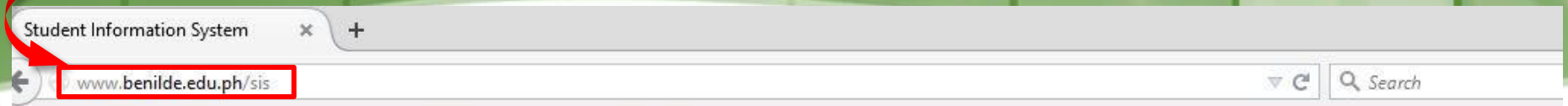
User: Students



# Step 1:

Open your browser and type

[www.benilde.edu.ph/sis](http://www.benilde.edu.ph/sis)



De La Salle-College of Saint Benilde

## Student Information System

### REMINDERS

- To All Students [[Click Here](#)]
- To All International Students [[Click Here](#)]

### GUIDES

Guides available for download:

- **Online Student Adjustment FAQ** [[pdf](#)]
- **Online Student Adjustment User Manual** [[pdf](#)]

**Students** : Enlistment [[pps](#) | [pdf](#)]  
: PreEnrollment [[pps](#) | [pdf](#)]  
: View Grades [[pps](#) | [pdf](#)]

**Faculty** : Course Approval [[pps](#) | [pdf](#)]

- To access SIS OUTSIDE CSB campuses,

### Enter your CSB Infonet username and password

Username :

Password :

### ANNOUNCEMENT

- [Calendar of Activities 2nd term, SY13-14](#)
- [GO Online Don't Wait Inline](#)
- [Dean's List for 3rd term SY12-13](#)

To allow for further dissemination of the new dean's

## Step 2:

A log-in page will appear.

Use your CSB Infonet Account to log-on.



**Enter your CSB Infonet username and password**

Username :

Password :

Login

Clear

### **⚠ IMPORTANT**

Do not give your CSB Infonet information to anyone. Visit ITD Service Desk for account related concerns or contact them at 230 5100 local 1401, 1402, or 1403.

# Step 3:

After successful login, click the **Enlistment** link from the menu (right side of the screen).



## MENU

- Home
- Enlistment
- Flowchart
- Clearance
- Enrollment Record
- Current Enrollment Record
- Contact Info

3rd Term, 2014-2015

11292024

ABPHOTO

# Step 4:

A screen will appear for you to select the courses that you want to enlist.



## ENLISTMENT

### Enlistment for SY 2016-2017 1st Term

Enlistment Date:

Enlistment No.:

**Maximum Allowable Units: 19**

- Academic Units: 19
- Non Academic Units: 0

**DESIRED COURSES**

**COURSES OFFERED**

- ARCODES7 5.0 unit(s)
- ARCHCAD 3.0 unit(s)
- ARCHCOM 3.0 unit(s)
- ARSERCH 3.0 unit(s)
- NATSC24 3.0 unit(s)
- NATSCA2 3.0 unit(s)
- ORALCOM 3.0 unit(s)
- PLANIN2 3.0 unit(s)
- POLIGOV 3.0 unit(s)
- PROPRA1 3.0 unit(s)
- TAXAGRE 3.0 unit(s)

Total Unit(s):

Save   Email My Enlistment Record   Back

**Do not forget to SAVE your enlisted courses**

## 📄 INFORMATION

### (1) Desired Courses

➡ Initially, this is empty since you have not selected any course yet.

### (2) Courses Offered

➡ This will list all the courses offered by your designated School.

# Step 4a:

## How to enlist a Course.



### ENLISTMENT

#### Enlistment for SY 2016-2017 1st Term

Enlistment Date:

Enlistment No.:

**Maximum Allowable Units: 19**

- Academic Units: 19
- Non Academic Units: 0

DESIRED COURSES

Total Unit(s):

COURSES OFFERED

- ARCDES7 5.0 unit(s)
- ARCHCAD 3.0 unit(s)
- ARCHCOM 3.0 unit(s)
- ARSERCH 3.0 unit(s)
- NATSC24 3.0 unit(s)
- NATSCA2 3.0 unit(s)**
- ORALCOM 3.0 unit(s)
- PLANIN2 3.0 unit(s)
- POLIGOV 3.0 unit(s)
- PROPRA1 3.0 unit(s)
- TAXAGRE 3.0 unit(s)

Save

Email My Enlistment Record

Back

**Do not forget to SAVE your enlisted courses**

### STEPS

(1) From the Courses Offered box, select a course that you want.

(2) Click the << Button.

(3) The selected course will be transferred to the Desired Courses box.

# Step 4b:

How to remove an enlisted Course.



## ENLISTMENT

### Enlistment for SY 2016-2017 1st Term

Enlistment Date:

Enlistment No.:

Maximum Allowable Units: 19

- Academic Units: 19
- Non Academic Units: 0

DESIRED COURSES	COURSES OFFERED
CSBGRAD 1.0 unit(s)	ARCDES7 5.0 unit(s)
NATSCA2 3.0 unit(s)	ARCHCAD 3.0 unit(s)
	ARCHCOM 3.0 unit(s)
	ARSERCH 3.0 unit(s)
	NATSC24 3.0 unit(s)
	ORALCOM 3.0 unit(s)
	PLANIN2 3.0 unit(s)
	POLIGOV 3.0 unit(s)
	PROPRA1 3.0 unit(s)
	TAXAGRE 3.0 unit(s)

Total Unit(s): 4.0

## ? STEPS

(1) From the Desired Courses box, select a course that you want to remove.

(2) Click the >> Button.

(3) The selected course will be transferred back to the Courses Offered box.

Save

Email My Enlistment Record

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**Do not forget to SAVE your enlisted courses**

# Step 5:

Click the **Save** button. Take note of your **Enlistment Number** for your reference.



## ENLISTMENT

### Enlistment for SY 2016-2017 1st Term

Enlistment Date: 10/11/2016

Enlistment No.: E161114181839611

Maximum Allowable Units: 19

- Academic Units: 19
- Non Academic Units: 0

#### DESIRED COURSES

CSBGRAD 1.0 unit(s)  
PLANIN2 3.0 unit(s)

Total Unit(s): 4.0

#### COURSES OFFERED

ARCDES7 5.0 unit(s)  
ARCHCAD 3.0 unit(s)  
ARCHCOM 3.0 unit(s)  
ARSERCH 3.0 unit(s)  
NATSC24 3.0 unit(s)  
NATSCA2 3.0 unit(s)  
ORALCOM 3.0 unit(s)  
POLIGOV 3.0 unit(s)  
PROPRA1 3.0 unit(s)  
TAXAGRE 3.0 unit(s)

Save

Email My Enlistment Record

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Do not forget to **SAVE** your enlisted courses

## ⚠ IMPORTANT

➡ Do not forget to click **Save** or all the unsaved changes will be disregarded.

➡ You can modify your Enlistment Record as long as within the Enlistment Period.

➡ Double check your Enlistment to avoid record problems.



# Step 6:

Click the **Email My Enlistment Record** button to send Enlistment Record to your Benilde email account.



## ENLISTMENT

### Enlistment for SY 2016-2017 1st Term

Enlistment Date: 10/11/2016

Enlistment No.: E161114181839611

Maximum Allowable Units: 19

- Academic Units: 19
- Non Academic Units: 0

DESIRED COURSES	COURSES OFFERED
CSBGRAD 1.0 unit(s) PLANIN2 3.0 unit(s)	ARCDSE7 5.0 unit(s) ARCHCAD 3.0 unit(s) ARCHCOM 3.0 unit(s) ARSERCH 3.0 unit(s) NATSC24 3.0 unit(s) NATSCA2 3.0 unit(s) ORALCOM 3.0 unit(s) POLIGOV 3.0 unit(s) PROPRA1 3.0 unit(s) TAXAGRE 3.0 unit(s)

Total Unit(s): 4.0

Save

Email My Enlistment Record

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Do not forget to ~~SAVE~~ your enlisted courses

## ⚠ IMPORTANT

↪ Reasons for not receiving the Email after clicking the Email My Enlistment Record button:

- No/incorrect Benilde Email
- Failure during sending of Enlistment Record

You may contact ITD for assistance.

# Reminders



- ➔ Once Enlistment Number is generated, you cannot empty the Desired Courses box anymore. At least one course should be retained.
- ➔ Students with due Clearance records will not be allowed to enlist. Make sure to settle your pending clearance records on/or before the deadline to avoid consequences. (e.g. Finance Dept. for unpaid dues, CLM Office for Retreat, etc.).
- ➔ You cannot exceed the number of Allowable Units (i.e. Maximum units for academic and non-academic). Approach your Academic Adviser to consult your enlistment record.
- ➔ All Non-academic courses and selected courses like P.E. can be added as additional units on top of maximum allowable units not exceeding 21 units for Non-CDP students or 17 units for CDP students.

# Reminders



- ➔ International Students with expired documents will not be allowed to enlist. Visit the International Students Unit for inquiries.
- ➔ Reaching your Maximum Retention Period (MRP) will also prevent you from enlisting Courses. Go to your respective Records-in-Charge for MRP concerns.

# Step 7:

When you are finished, click **Sign Out** (upper right side of the screen) for security purposes.



Welcome, 11252197 [Sign out]  
Today is 6/11/2015



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3rd Term, 2014-2015

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