

# SIS – Pre-Enrollment

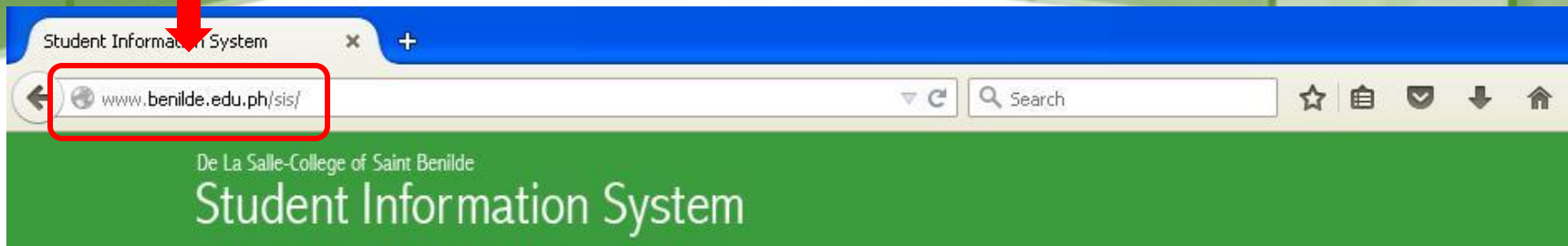
Last Updated: October 17, 2016

User: Students



# Step 1

Open your browser and type [www.benilde.edu.ph/sis](http://www.benilde.edu.ph/sis)



## REMINDERS

- To All Students [[Click Here](#)]
- To All International Students [[Click Here](#)]
- **GO Online Don't Wait Inline**

## GUIDES

Guides available for download:

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

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

## Enter your CSB Infonet username and password

Username :

Password :

Login

Clear

## ANNOUNCEMENT

- List of Graduates for 3rd Term, SY 2014-2015
- Online verification of records for Transition Term, SY 2015-2016
- Online Registration Schedules, for 1st Term, SY 2015-2016
- [Schedule of Activities for Graduating Students 3rd Term](#)

# 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 :

## 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 a successful login, click **Preenrollment** link from the menu (right of the screen).



De La Salle-College of Saint Benilde

## Student Information System

Welcome,

[Sign out]

Today is 6/11/2015

### HOME

**Welcome!**

#### Enlistment Procedure

1. Click Enlistment from the menu.
2. To enlist a course, select a course from the Courses Offered box then click the >> button.
3. To remove the enlisted course, select the course from the Desired Courses box then click the << button.
4. Click the SAVE button. Take note of your Enlistment Number that will be displayed on the screen.
5. When you are finished, click Logout (upper right side of the screen).

#### Preenrollment Procedure

1. Click Preenrollment from the menu.
2. To select or change a section, click Select Section button to display course's available schedules. Select your desired schedule, then click Save button.
3. To remove the pre-enrolled section, click Delete Section button.
4. Take note of your Pre-enrollment Number which will be displayed on the screen.
5. You can view your unofficial assessment by clicking View Assessment button at the bottom of Pre-enrollment Screen.
6. When you are finished, click Logout (upper right side of the screen).

### MENU

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

3rd Term, 2014-2015



# Step 4

The system will display the approved courses from which you will choose the sections and schedules you desire.



**PREENROLLMENT**

**Preenrollment for SY 2014-2015 Transition Term**

**Preenrollment Date:** \_\_\_\_\_ **Preenrollment No.:** \_\_\_\_\_

Course Code	Enrolled Section	Day	Time	Room	
CSBGRAD	-	-	-	-	Select Section
FOTOJRN	-	-	-	-	Select Section
MARKSTR	-	-	-	-	Select Section
NATSC13	-	-	-	-	Select Section
OJT-PHO	-	-	-	-	Select Section
PHILIEI	-	-	-	-	Select Section

**Total Unit(s): 0.0**

[View Assessment](#) [Email My Pre-enrollment Record](#) [Back](#)

## NOTE

- Regarding no available sections, please refer to your respective Chairperson.
- For Approved/Disapproved courses concerns, please refer to your respective Academic Adviser.



# Step 4.1

## How to select a section and schedule

- a.) For each Course there is a corresponding **Select Section** button.  
Click the **Select Section** button to display Course's available schedules



PREENROLLMENT

**Preenrollment for SY 2014-2015 Transition Term**

**Preenrollment Date:** \_\_\_\_\_ **Preenrollment No.:** \_\_\_\_\_

Course Code	Enrolled Section	Day	Time	Room	
CSBGRAD	-	-	-	-	Select Section
FOTOJRN	-	-	-	-	Select Section
MARKSTR	-	-	-	-	Select Section
NATSC13	-	-	-	-	Select Section
OJT-PHO	-	-	-	-	Select Section
PHILIEN	-	-	-	-	Select Section

**Total Unit(s): 0.0**

[View Assessment](#) [Email My Pre-enrollment Record](#) [Back](#)



b.) Select your desired section and schedule, then click **Save** button.

**Available Sections**

COURSE CODE: **CSBGRAD**

	Section	Day	Time	Room
<input checked="" type="radio"/>	DGE001	M	09:40 - 10:40	A901
<input type="radio"/>	DGE002	M	10:50 - 11:50	A901
<input type="radio"/>	DGE003	M	12:00 - 13:00	A901
<input type="radio"/>	DGE004	W	09:40 - 10:40	A901
<input type="radio"/>	DGE005	W	10:50 - 11:50	A901
<input type="radio"/>	DGE006	W	12:00 - 13:00	A901
<input type="radio"/>	DGE007	S	08:00 - 09:00	A901

**Save** **Cancel**



c.) After clicking the Save button, the system saves the schedule you selected and displays message “Section has been saved.”





# Step 5

Please take note of your **Pre-enrollment No.** that will be displayed on your screen after saving.



## PREENROLLMENT

### Preenrollment for SY 2014-2015 Transition Term

Preenrollment Date: 06/11/2015

Preenrollment No.: P144017191122571

Course Code	Enrolled Section	Day	Time	Room	
CSBGRAD	DGE001	M	09:40 - 10:40	A901	<input type="button" value="Select Section"/> <input type="button" value="Delete Section"/>
FOTOJRN	DPH1	H	08:00 - 11:00	A1114	<input type="button" value="Select Section"/> <input type="button" value="Delete Section"/>
MARKSTR	DPH1	W	14:40 - 17:40	A1119A	<input type="button" value="Select Section"/> <input type="button" value="Delete Section"/>
NATSC13	DSAM1	TH	13:00 - 14:30	A900	<input type="button" value="Select Section"/> <input type="button" value="Delete Section"/>
OJT-PHO	DPH1	F	08:00 - 11:00	A1112	<input type="button" value="Select Section"/> <input type="button" value="Delete Section"/>
PHILIEN	-	-	-	-	<input type="button" value="Select Section"/>

Total Unit(s): 13.0

[View Assessment](#)

[Email My Pre-enrollment Record](#)

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## NOTE

You can still modify your pre-enrolled courses as long as within the Pre-enrollment Period.

# Step 6

## How to delete a section

To delete a section, click the **Delete Section** button on right most side of the table.



### PREENROLLMENT

#### Preenrollment for SY 2014-2015 Transition Term

Preenrollment Date: 06/11/2015

Preenrollment No.: P144017191122571

Course Code	Enrolled Section	Day	Time	Room	
CSBGRAD	DGE001	M	09:40 - 10:40	A901	Select Section Delete Section
FOTOJRN	DPH1	H	08:00 - 11:00	A1114	Select Section Delete Section
MARKSTR	DPH1	W	14:40 - 17:40	A1119A	Select Section Delete Section
NATSC13	DSAM1	TH	13:00 - 14:30	A900	Select Section Delete Section
OJT-PHO	DPH1	F	08:00 - 11:00	A1112	Select Section Delete Section
PHILIE	-	-	-	-	Select Section

Total Unit(s): 13.0

[View Assessment](#)

[Email My Pre-enrollment Record](#)

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# Step 7

Click **View Assessment** button to display the Unofficial Assessment for the Pre-enrolled courses.



## PREENROLLMENT

### Preenrollment for SY 2014-2015 Transition Term

Preenrollment Date: 06/11/2015

Preenrollment No.: P144017191122571

Course Code	Enrolled Section	Day	Time	Room	
CSBGRAD	DGE001	M	09:40 - 10:40	A901	<input type="button" value="Select Section"/> <input type="button" value="Delete Section"/>
FOTOJRN	DPH1	H	08:00 - 11:00	A1114	<input type="button" value="Select Section"/> <input type="button" value="Delete Section"/>
MARKSTR	DPH1	W	14:40 - 17:40	A1119A	<input type="button" value="Select Section"/> <input type="button" value="Delete Section"/>
NATSC13	DSAM1	TH	13:00 - 14:30	A900	<input type="button" value="Select Section"/> <input type="button" value="Delete Section"/>
OJT-PHO	DPH1	F	08:00 - 11:00	A1112	<input type="button" value="Select Section"/> <input type="button" value="Delete Section"/>
PHILIEN	-	-	-	-	<input type="button" value="Select Section"/>

Total Unit(s): 13.0



# Step 8

## Sample of An Unofficial Assessment



### ENROLLMENT RECORD

Academic Unit(s) : 12.0  
Non Academic Unit(s) : 1.0  
Total Unit(s) : 13.0

#### Student Pre-enrollment Record for SY 2014-2015 Transition Term

Course	Unit(s)	Section	Day	Time	Room	Faculty
CSBGRAD	1.0	DGE001	M	09:40-10:40	A901	
FOTOJRN	3.0	DPH1	H	08:00-11:00	A1114	
MARKSTR	3.0	DPH1	W	14:40-17:40	A1119A	
NATSC13	3.0	DSAM1	TH	13:00-14:30	A900	
OJT-PHO	3.0	DPH1	F	08:00-11:00	A1112	

#### UNOFFICIAL ASSESSMENT

##### ASSESSMENT SUMMARY

Assessment	Amount
TUITION FEE	31,057.00
LABORATORY FEES	4,913.00
MISCELLANEOUS FEES	7,026.00
SPECIAL FEES	128.00
<b>ASSESSED AMOUNT</b>	<b>43,124.00</b>
<b>OTHER DUES</b>	<b>0.00</b>
<b>TOTAL AMOUNT DUE</b>	<b>43,124.00</b>

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# Step 9



Click **Email My Pre-enrollment Record** button to send Pre-enrollment record to your Benilde email account.

**PREENROLLMENT**

**Preenrollment for SY 2014-2015 Transition Term**

**Preenrollment Date:** 06/11/2015      **Preenrollment No.:** P144017191122571

Course Code	Enrolled Section	Day	Time	Room	
CSBGRAD	DGE001	M	09:40 - 10:40	A901	<input type="button" value="Select Section"/> <input type="button" value="Delete Section"/>
FOTOJRN	DPH1	H	08:00 - 11:00	A1114	<input type="button" value="Select Section"/> <input type="button" value="Delete Section"/>
MARKSTR	DPH1	W	14:40 - 17:40	A1119A	<input type="button" value="Select Section"/> <input type="button" value="Delete Section"/>
NATSC13	DSAM1	TH	13:00 - 14:30	A900	<input type="button" value="Select Section"/> <input type="button" value="Delete Section"/>
OJT-PHO	DPH1	F	08:00 - 11:00	A1112	<input type="button" value="Select Section"/> <input type="button" value="Delete Section"/>
PHILIEN	-	-	-	-	<input type="button" value="Select Section"/>

**Total Unit(s): 13.0**



# Reminders



- Students with due Clearance records will not be allowed to pre-enroll. Make sure to settle your pending clearance records on/or before the said activity to avoid consequences (e.g. Finance Dept. for unpaid dues, CLM Office for Retreat, etc).
  - International Students with expired documents will not be allowed to pre-enroll. Visit the International Students Unit for inquiries.
  - Always check your Benilde Mail for Pre-Enrollment Confirmation Email.
  - Reasons for not receiving the Email after clicking the Email My Pre-enrollment Record button:
    - No/incorrect Benilde Email
    - Failure during sending of Pre-enrollment Record
- \*You may contact ITD for assistance.

# Step 10



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

The screenshot shows the Student Information System interface. At the top, a green header contains the text 'De La Salle-College of Saint Benilde' on the left, 'Student Information System' in the center, and 'Welcome, [Sign out] Today is 6/11/2015' on the right. A red arrow points to the '[Sign out]' link. Below the header, the page is divided into two main sections: 'HOME' on the left and 'MENU' on the right. The 'HOME' section contains a 'Welcome!' message, an 'Enlistment Procedure' with five numbered steps, and a 'Preenrollment Procedure' with six numbered steps. The 'MENU' section contains a list of links: Home, Preenrollment, Flowchart, Clearance, Current Enrollment Record, and Contact Info. Below the menu, there is a section for '3rd Term, 2014-2015' with the number '11291915' displayed.

De La Salle-College of Saint Benilde

Student Information System

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

HOME

**Welcome!**

**Enlistment Procedure**

1. Click Enlistment from the menu.
2. To enlist a course, select a course from the Courses Offered box then click the >> button.
3. To remove the enlisted course, select the course from the Desired Courses box then click the << button.
4. Click the SAVE button. Take note of your **Enlistment Number** that will be displayed on the screen.
5. When you are finished, click Logout (upper right side of the screen).

**Preenrollment Procedure**

1. Click Preenrollment from the menu.
2. To select or change a section, click Select Section button to display course's available schedules. Select your desired schedule, then click Save button.
3. To remove the pre-enrolled section, click Delete Section button.
4. Take note of your Pre-enrollment Number which will be displayed on the screen.
5. You can view your unofficial assessment by clicking View Assessment button at the bottom of Pre-enrollment Screen.
6. When you are finished, click Logout (upper right side of the screen).

MENU

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

3rd Term, 2014-2015

11291915