STUDENT INFORMATION SYSTEM (SIS)

Online Adjustment Approval

User: Advisers
Step 1: Open your browser and type http://www.benilde.edu.ph/sisadmin.
Step 2: A log-in page will appear. Use your CSBInfonet account to log-on.
Step 3: After successful login, click **Adjustment Approval** link from the menu (upper right side of the screen).
Step 4: Search the student by Student Number or Student Last Name

**IMPORTANT:** You can only search and transact (approve/disapprove/add/drop) students assigned to you who have undergone Online Adjustment Add/Drop only.

Step 4.1: **Search by Student Number:** Type the Student Number in the Student Number textbox then click Ok button.
Step 4: Search the student by Student Number or Student Last Name

Step 4.2: Search by Student Last Name:
1) Type the Student Last Name in the Student Last Name textbox then click Search button. You may type % to display all students assigned to you with Student Adjustment transactions.

2) The system will display a screen listing all students that match the criteria, click the desired student’s ID number.
Step 5: A screen will appear for you to approve Student’s Adjustment Record. You may also, add/drop a course

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Section</th>
<th>Day</th>
<th>Time</th>
<th>Room</th>
<th>Status</th>
<th>Adjustment Remarks</th>
<th>Approved</th>
<th>Disapproved</th>
<th>Student Remarks</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPALCOM</td>
<td>3.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Approved</td>
<td>Added to Add. Add.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRA201</td>
<td>4.0</td>
<td>H221</td>
<td>TBA</td>
<td></td>
<td></td>
<td>Approved</td>
<td>Add approval</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>KANTH</td>
<td>3.0</td>
<td>K2A1</td>
<td>M</td>
<td>07:00-12:00</td>
<td></td>
<td>PreEnrolled</td>
<td>Add approval</td>
<td></td>
<td></td>
<td></td>
<td>Drop</td>
</tr>
<tr>
<td>KAR1205</td>
<td>2.0</td>
<td>1003</td>
<td>TBA</td>
<td></td>
<td></td>
<td>PreEnrolled</td>
<td>Add approved</td>
<td></td>
<td></td>
<td></td>
<td>Drop</td>
</tr>
<tr>
<td>GATAM1</td>
<td>2.0</td>
<td>C203</td>
<td>TBA</td>
<td>11:40-16:40</td>
<td></td>
<td>PreEnrolled</td>
<td>Add approved</td>
<td></td>
<td></td>
<td></td>
<td>Drop</td>
</tr>
<tr>
<td>NTICOM</td>
<td>2.0</td>
<td>1012</td>
<td>MW</td>
<td>13:00-18:30</td>
<td></td>
<td>PreEnrolled</td>
<td>Added to Add. Add.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JOSECRZ</td>
<td>3.0</td>
<td>10013</td>
<td>T</td>
<td>09:00-11:00</td>
<td></td>
<td>PreEnrolled</td>
<td>Added to Add. Add.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSTP-02</td>
<td>3.0</td>
<td>1011</td>
<td>S</td>
<td>08:00-10:00</td>
<td></td>
<td>PreEnrolled</td>
<td>Added to Add. Add.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PETRI1</td>
<td>2.0</td>
<td>1001</td>
<td>S</td>
<td>12:40-14:40</td>
<td></td>
<td>PreEnrolled</td>
<td>Added to Add. Add.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RECOM1</td>
<td>3.0</td>
<td>TEST</td>
<td>TBA</td>
<td></td>
<td></td>
<td>PreEnrolled</td>
<td>Added to Add. Add.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: 20.0

Select Course  Save  View Flowchart  Back
Step 5.1: How to add a Course Course

(a) Add Course: Click **Select Course** button to display the available courses.

From the **Select Course modal screen**, select the desired course, then click **Add** button.

---

**From Approval Screen:**

- Select Course
- Save
- View Flowchart
- Back

**Select Course Modal Screen:**

- AEHT3 3.0 unit(s)
- BMAT2-X 3.0 unit(s)
- CSBGRAD 1.0 unit(s)
- ECONOMY 3.0 unit(s)
- ELEMSTA 3.0 unit(s)
- HR-MGMT 3.0 unit(s)
- HURESDE 3.0 unit(s)
- INDIBEH 3.0 unit(s)
- INDUTES 3.0 unit(s)
- JOSERIZ 3.0 unit(s)
- MANDRAZ 3.0 unit(s)
- NSTP-02 3.0 unit(s)

*Elective courses*
Step 5.2: How to delete a course

- Click the **Delete** button.

- A confirmation box saying “Are you sure you want to delete this course?” will appear, click **OK** button.

- A system message “Course has been deleted.” will be displayed. The deleted course will be removed from the grid.

**Note:** Only those courses you added during Online Adjustment Approval activity are allowed to be deleted.
Step 5.3: How to drop a course

• To drop a course, enter your reason for dropping the student’s course in the Adviser Remarks field.
• Click the Drop button of the course you would like to drop.
• A confirmation box saying “Are you sure you want to drop this record?” will appear, click Drop button. A system message “Course has been dropped.” will be displayed.

Note: Only those courses added by the Student during the Pre-enrollment can be dropped by the Academic Adviser.
Step 5.4: How to approve/ disapprove courses

- To approve courses, click the radio button under **Approved** column, then click **Save** button.
- To disapprove courses, click the radio button under **Disapproved** column, then click **Save** button.

**Note:**
- Please always click **Save** button.
- You may type remarks in **Remarks** textbox, then click **Save** button.

<table>
<thead>
<tr>
<th>Course</th>
<th>Unit</th>
<th>Section</th>
<th>Day</th>
<th>Time</th>
<th>Room</th>
<th>Status</th>
<th>Adjustment Remarks</th>
<th>Approved</th>
<th>Disapproved</th>
<th>Student Remarks</th>
<th>Advisor Remarks</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS/WR1</td>
<td>3.0</td>
<td></td>
<td></td>
<td>12:00-17:50</td>
<td></td>
<td>Pending</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CATH/VOR</td>
<td>3.0</td>
<td></td>
<td></td>
<td>11:20-12:50</td>
<td></td>
<td>Approved</td>
<td>Added by Acad. Adviser</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BISECON</td>
<td>3.0</td>
<td>TC001</td>
<td>TH</td>
<td>19:20-19:50</td>
<td>S014</td>
<td>Approved</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAB/TAN</td>
<td>3.0</td>
<td>TH002</td>
<td>TH</td>
<td>11:20-12:50</td>
<td>R005</td>
<td>PreEnrolled</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OR/GE/HN</td>
<td>3.0</td>
<td>TH001</td>
<td>MW</td>
<td>10:20-19:30</td>
<td>R012</td>
<td>PreEnrolled</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PR/FAC3</td>
<td>3.0</td>
<td>TH001</td>
<td>TH</td>
<td>13:00-14:30</td>
<td>R005</td>
<td>PreEnrolled</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PR/FIN</td>
<td>3.0</td>
<td>TC004</td>
<td>MW</td>
<td>16:20-17:50</td>
<td>R005</td>
<td>PreEnrolled</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RE/SE/LE</td>
<td>3.0</td>
<td>TH003</td>
<td>TH</td>
<td>19:20-19:30</td>
<td>R001</td>
<td>PreEnrolled</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: 21.0
You may add and approve courses as long as the Total Units must not exceed the Maximum Allowable Units. Total Units refers to the sum of pre-enrolled units and the approved units.

**Maximum Allowable Units:**

- For Non-graduating students:
  Flowchart-based max allowable units + 9 units of alternative courses. Maximum Acad Units will still be followed.

- For Graduating students:
  Up to 24 units + 9 units of alternative courses. Maximum Acad Units will still be followed.

**Student Adjustment No:** A141021415115972  
**Student Adjustment Date:** 07/22/2014  
**Approval Status:** Approved

- Status: Preenrolled unit(s): 7.0  
- Status: Approved unit(s): 6.0  
- Status: Pending unit(s): 0.0  
- **Total Units:** 13.0
• **Approval Status** will automatically be changed from “Pending Approval” to “Approved” once all for-approval courses have been approved/disapproved.

<table>
<thead>
<tr>
<th>Student Adjustment No:</th>
<th>A1410214151150722</th>
<th>Student Adjustment Date:</th>
<th>07/22/2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Status:</td>
<td>Approved</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Status: Preenrolled unit(s): | 7.0 |
| Status: Approved unit(s):    | 6.0 |
| Status: Pending unit(s):     | 0.0 |
| **Total Units:**             | 13.0 |

• Students will not be able to encode sections if Approval Status is “Pending Approval”.

• You can still modify students’ Adjustment Record as long as within the Online Adjustment Approval Activity.

• There is no way to revert an already approved for-dropping course.
Step 6: You may click the **View Flowchart** button to view student’s flowchart.
Step 7: When you are finished, click **Sign Out** (upper right side of the screen) for security Purposes.