Similar to regular Enrollment, the Online Adjustment Period has four (4) activities: Online Adjustment Add/Drop, Online Adjustment Approval, Online Adjustment Viewing, and Online Adjustment Change Schedule.

To know the dates of Online Adjustment activities, please refer to School Calendar of Registrar’s Office.

IMPORTANT: Students will be generated with Adjustment Number only if they do a transaction (add, drop, change schedule). Note that Adjustment Number will not be deleted/removed once it has been generated. If a student has been generated with Adjustment Number, he will be charged with Adjustment Fee once per term, unless he has dissolved section/s.

### Online Adjustment Add/Drop
1st activity of Online Adjustment Period.

- During **Online Adjustment Add/Drop** activity, students can add and drop courses. Note that for-dropping courses will be successfully dropped when approved by the Academic Adviser (during Online Adjustment Approval activity).
- If the student has no intention of adding/dropping course/s and wish to change schedule/s only, he can skip this activity and wait for Online Adjustment Change Schedule activity.
- Maximum allowable units (Non Graduating): Flowchart-based max allowable units + 9 units of Alternative Courses. Note that maximum Academic Units will still be followed.
- Maximum allowable units (Graduating): Up to 24 units + 9 units of Alternative Courses. Note that maximum Academic Units will still be followed.
- Total Units must not exceed the sum of Maximum Allowable Pre-enrolled units and 9 units of Alternative Courses. However, during **Online Adjustment Change Schedule**, students are strictly not allowed to encode sections more than the Maximum Allowable Pre-enrolled Units. Note that the purpose of 9 units of Alternative Courses will be used in case student’s preferred course has no available sections or when there is conflict.

### Online Adjustment Approval
2nd activity of Online Adjustment Period.

- During **Online Adjustment Approval** activity, Academic Advisers either approve or disapprove the added/dropped courses of the students. Academic Advisers can also add and drop courses for the students.
- Note that Advisers can make transactions (approve/disapprove/add/drop) for students who have undergone Online Adjustment Add/Drop only.
- Academic Advisers should approve all pending Online Adjustment Records. Note that students will not be able to add/change schedule if their Online Adjustment Record status is “Pending Approval”.
- Maximum allowable units (Non Graduating): Flowchart-based max allowable units + 9 units of Alternative Courses. Note that maximum Academic Units will still be followed.
- Maximum allowable units (Graduating): Up to 24 units + 9 units of Alternative Courses. Note that maximum Academic Units will still be followed.
- Total Units must not exceed the sum of Maximum Allowable Pre-enrolled units and 9 units of Alternative Courses. However, during **Online Adjustment Change Schedule**, students are strictly not allowed to encode sections more than the Maximum Allowable Pre-enrolled Units. Note that the purpose of 9 units of Alternative Courses will be used in case student’s preferred course has no available sections or when there is conflict.

### Online Adjustment Viewing
3rd activity of Online Adjustment Period.

- During **Online Adjustment Viewing** activity, students may view the approval of their Online Adjustment Records.
- Students should check the status of their Online Adjustment Record. Make sure that the status is “Approved” already before the activity ends. Note that students will not be able to add/change schedule if their Online Adjustment Record status is “Pending Approval”.
- In case students have inquiries regarding their Online Adjustment Records, they may approach their respective Academic Advisers.

### Online Adjustment Change Schedule
4th and last activity of Online Adjustment Period.

- During **Online Adjustment Change Schedule** activity, students may encode schedules to the courses which have been approved (during Online Adjustment Approval activity) by their Academic Advisers. Students may also change schedules of their Pre-enrolled courses.
- Adding/dropping of courses is not allowed during this activity.
- Maximum allowable units (Non Graduating): Flowchart-based max allowable units. Note that maximum Academic Units will still be followed.
- Maximum allowable units (Graduating): Up to 24 units. Note that maximum Academic Units will still be followed.
- During **Online Adjustment Change Schedule**, students are strictly not allowed to encode sections more than the Maximum Allowable Pre-enrolled Units. Note that the purpose of 9 units of Alternative Courses will be used in case student’s preferred course has no available sections or when there is conflict.