**SIS - Online Adjustment Process**

Similar to regular Enrollment, the Online Adjustment Period has three (3) activities: Online Adjustment, Online Adjustment Approval, and Online Adjustment Encoding.

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

- **Online Adjustment**
  - 1st activity of Online Adjustment Period.
  - During **Online Adjustment** 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 section/s only, he can skip this activity and wait for Online Adjustment Encoding activity.
  - Maximum allowable units:
    - Non-graduating Non-CDP students: 21 units (max of 18 acad units) + 9 units of alternative courses
    - Graduating Non-CDP students: 24 units + 9 units of alternative courses
    - Non-graduating CDP students: 17 units + 9 units of alternative courses
    - Graduating CDP students: 21 units + 9 units of alternative courses
  - 9 units of alternative courses are courses which a student can use as substitute to his preferred course/s in case the sections have conflict with his existing pre-enrollment record or no available/open sections already.

- **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 courses for the students. Academic Advisers may also advise students to drop course, if necessary (Inline Adjustment).
  - Maximum allowable units:
    - Non-graduating Non-CDP students: 21 units (max of 18 acad units) + 9 units of alternative courses
    - Graduating Non-CDP students: 24 units + 9 units of alternative courses
    - Non-graduating CDP students: 17 units + 9 units of alternative courses
    - Graduating CDP students: 21 units + 9 units of alternative courses
  - 9 units of alternative courses are courses which a student can use as substitute to his preferred course/s in case the sections have conflict with his existing pre-enrollment record or no available/open sections already.

- **Online Adjustment Encoding**
  - 3rd and last activity of Online Adjustment Period.
  - During **Online Adjustment Encoding** activity, students may encode sections to the courses which have been approved (during Online Adjustment Approval activity) by their Academic Advisers. Students may also change sections of their Pre-enrolled courses.
  - Adding/dropping of courses is not allowed during this activity.
  - Maximum allowable units:
    - Non-graduating Non-CDP students: 21 units (max of 18 acad units)
    - Graduating Non-CDP students: 24 units
    - Non-graduating CDP students: 17 units
    - Graduating CDP students: 21 units
  - Please make sure to print updated EAF for Finance Department (FD) reference.