User’s Manual
SIS – Online Student Adjustment
Version 3.0
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<th>Date</th>
<th>Version</th>
<th>Description</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/14/2012</td>
<td>1.0</td>
<td>SIS – Online Student Adjustment User's Manual</td>
<td>Goldelin P. Cabiltes</td>
</tr>
</tbody>
</table>
1. How to Add/ Drop Course During Online Adjustment Add/Drop Activity (For Students)

1.1 Open your browser and type www.benilde.edu.ph/sis.

1.2 A login page will appear. Use your CSB Infonet account and password to log on.

![Figure 1.1 SIS Login Page](image)

1.3 After a successful login, click “Adjustment Add/Drop” link from the menu (right side of the screen).

![Figure 1.2 SIS Menu](image)
NOTE: Below are qualifications for Online Adjustment Add/Drop:

- should have pre-enrolled during Pre-enrollment Period, included in Block, Returnee application is approved, or requirements for Failure to Enlist has been settled; AND
- should not have DUE pending clearance record (Finance Department).

If you are not qualified based on the given criteria, you may inquire the Office of the Registrar for In-line Adjustment Procedures.

NOTE: If you do not have intention of adding nor dropping course/s and wish to change schedule/s only, you may skip this activity and wait for Online Adjustment Change Schedule activity.

1.4 Read the Online Adjustment Policy, then click “Continue” button.

Figure 1.3 Online Adjustment Policy Screen
1.5 A screen will appear for you to select courses that you want to add, or courses that you would like to drop.

**NOTE:** You can still modify as long as within Online Adjustment Add/Drop Activity.

![Online Adjustment Add/Drop for SY 2015-2016 2nd Term](image)

**Figure 1.4 Online Adjustment Add/Drop Screen**
1.5.1 How to add a course

1.5.1.1 To Add a Course: Click “Select Course” button to display the Select Course Screen (Figure 1.6 Select Course Screen). From the Select Course, select the desired course to be added, provide your reason for adding in “Student Remarks” field, then click “Add” button.

Figure 1.5 Online Adjustment Add/Drop Screen – Select Course

Figure 1.6 Select Course Screen
Upon clicking Add button, a system message “Course has been added.” will be displayed. Added course will be displayed in the Online Adjustment Added Courses section (Refer to Figure 1.7).

![Table of Online Adjustment Added Courses]

**Figure 1.7 Online Adjustment Add/Drop Screen – Online Adjustment Added Courses**

**IMPORTANT:**
- Take note of your **Student Adjustment No.** that will be displayed on your screen after saving the first transaction.

![Image of Online Adjustment for SY 2015-2016 2nd Term]

**Figure 1.8 Online Adjustment Add/Drop Screen – Student Adjustment No. and Date**

- Once the system has generated you a Student Adjustment No., your EAF will automatically be voided. You have to print your new EAF during the EAF printing period. Note that Adjustment Number will not be deleted/removed once it has been generated. If you have been generated with Adjustment Number, you will be charged with Adjustment Fee once per term, unless you have dissolved section/s.
- Your added courses require approval from your **Academic Adviser.**
- You are allowed to add units of courses as long as your **Total Units** will not exceed the **Maximum Allowable Units.**

**Total Units** refers to the sum of pre-enrolled units and the added units during Online Adjustment Add/Drop Period.

**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.*

- 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 activity, 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.

1.5.2 **How to delete a course**

Click the “Delete Course” button of the course you would like to delete. A confirmation box saying “Are you sure you want to delete [course]?” will appear, click “OK” button. A system message “Course has been removed.” will be displayed. The deleted course will be removed from the grid.

![Figure 1.9 Online Adjustment Add/Drop Screen – Delete Course](image)
1.5.3 How to drop a course

Click the “Drop” button, fill up the “Student Remarks” field, then click Drop button. A confirmation box saying “Are you sure you want to drop this course? Please note that dropping will require approval from you Academic Adviser." will appear, click OK button.

A system message “Your for-dropping course requires academic adviser approval. Please inform your academic adviser to approve your pending for-dropping course.” will be displayed. The Adjustment Remarks becomes “Drop for approval”.

1.5.4 How to undo drop a course

Click the “Undo Drop” button. A System Message “Undo dropping of course successful.” will be displayed.
1.6 When you are finished, click “Sign out” (upper right of the screen) for security purposes.
2. How to Approve/ Add/ Drop Courses During Online Adjustment Approval Activity (For Academic Advisers)

2.1 Open your browser and type www.benilde.edu.ph/sisadmin.

2.2 A login page will appear. Use your CSB Infonet account and password to log on.

![SIS Login Page](image)

2.3 After a successful login, click “Adjustment Approval” link from the menu (upper right side of the screen).

![SIS Menu](image)
2.4 Search the student to update by entering the Student Number or the Student Last Name.

2.4.1 Search by Student Number: Type the Student Number in the Student Number textbox then click “Ok” button.

![Figure 2.3 Search by Student Number](image1)

2.4.2 Search by Student Last Name:

2.4.2.1 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 transaction.

![Figure 2.4 Search by Student Last Name](image2)

2.4.2.2 The system will display a screen listing all students that match the criteria, click the desired student’s ID number.

![Figure 2.5 Search by Student Last Name Result](image3)
2.5 How to add a course

2.5.1 To Add a Course: Click “Select Course” button to display the Select Course Screen. (Figure 2.7 Select Course Screen)

From the Select Course Screen, select the desired course to be added, then click “Add” button.

![Select Course Screen](image)

Upon clicking Add button, a system message “Course has been added.” will be displayed. Added course will be displayed in the For Approval table.

![For Approval Screen](image)
2.6 How to delete a course

Click the “Delete” button of the course you would like to delete. A confirmation box saying “Are you sure you want to delete this record?” 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 added by Academic Adviser during Online Adjustment Approval are allowed to be deleted.

![Figure 2.8 Online Adjustment Approval Screen – Delete Course](image-url)
2.7 How to drop a course

Enter the reason of dropping the 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. The dropped course will be removed from the grid and will be displayed in the Dropped Courses section (Figure 2.10 Online Adjustment Approval Screen – Dropped Courses).

Note: Only those courses pre-enrolled by the Student during the Pre-enrollment can be dropped by the Academic Adviser.

<table>
<thead>
<tr>
<th>Course</th>
<th>Unit(s)</th>
<th>Section</th>
<th>Day</th>
<th>Time</th>
<th>Status</th>
<th>Adjustment Remarks</th>
<th>Approved</th>
<th>Disapproved</th>
<th>Student Remarks</th>
<th>Adviser Remarks</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA202</td>
<td>3.0</td>
<td>TC001</td>
<td>TH</td>
<td>16:20-17:50</td>
<td>Pending</td>
<td>Added</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CATHEDR</td>
<td>3.0</td>
<td>TH001</td>
<td>TH</td>
<td>11:29-12:59</td>
<td>Approved</td>
<td>Added by Acad. Adviser</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUSECON</td>
<td>3.0</td>
<td>TH002</td>
<td>TH</td>
<td>16:20-17:50</td>
<td>PreEnrolled</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ORGABE</td>
<td>3.0</td>
<td>TH001</td>
<td>TH</td>
<td>16:20-17:50</td>
<td>PreEnrolled</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRINAC3</td>
<td>3.0</td>
<td>TH001</td>
<td>TH</td>
<td>16:20-17:50</td>
<td>PreEnrolled</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRINMAT</td>
<td>3.0</td>
<td>TH001</td>
<td>TH</td>
<td>16:20-17:50</td>
<td>PreEnrolled</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RECSEL</td>
<td>3.0</td>
<td>TH003</td>
<td>TH</td>
<td>16:20-17:50</td>
<td>PreEnrolled</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: 21.0

Select Course  Save  View Flowchart  Back

Figure 2.9 Online Adjustment Approval Screen – Drop Course

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Unit(s)</th>
<th>Section</th>
<th>Transaction</th>
<th>Retention(%)</th>
<th>Adviser Remarks</th>
<th>Last Updated By</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSECON</td>
<td>BUSINESS ECONOMICS</td>
<td>3.0</td>
<td>TC001</td>
<td>D</td>
<td>0</td>
<td>You should not take it yet</td>
<td>CABLITEG</td>
<td>07262015 02:32 PM</td>
</tr>
</tbody>
</table>

Figure 2.10 Online Adjustment Approval Screen – Dropped Courses
2.8 How to approve/disapprove courses

2.8.1 To Approve Courses: Click the radio button under the Approved column, then click Save button. If to be approved is a for-dropping course, kindly provide your remarks in Adviser Remarks field before clicking Save button.

2.8.2 Disapprove Courses: Click the radio button under the Disapproved column, then click Save button.

Figure 2.11 Online Adjustment Approval Screen – Approve/ Disapprove

Note: You may type remarks in “Adviser Remarks” textbox, then click Save button.

Important:
- You are allowed to approve units of courses as long as Total Units will not exceed the Maximum Allowable Units.

Total Units refers to the sum of pre-enrolled units and the approved units during Online Adjustment Approval Period.

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.

- 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.

- You can still modify as long as within Online Adjustment Approval Period.
- Student Adjustment Approval Status will be changed from Pending Approval to Approved once all for-approval courses have been approved/disapproved. (You may see the Student Adjustment Approval status upon searching student by last name).

![Figure 2.12 Search By Last Name Screen – Online Adjustment Approval]

- Students will not be able to encode sections if Approval Status is “Pending Approval”
- There is no way to revert an already approved for-dropping course.

2.9 You may click View Flowchart button to view student’s flowchart.

![Figure 2.13 Online Adjustment Approval Screen – View Flowchart]
2.10 When you are finished, click “Sign out” (upper right of the screen) for security purposes.

*Figure 2.14 Sign out Screen*
3. How to View Approved Courses During Online Adjustment Viewing Activity (For Students)

3.1 Open your browser and type www.benilde.edu.ph/sis.

3.2 A login page will appear. Use your CSB Infonet account and password to log on.

![Figure 3.1 SIS Login Page](image)

3.3 After a successful login, click “Adjustment Viewing” link from the menu (right side of the screen).

![Figure 3.2 SIS Menu](image)
3.4 Read the Online Adjustment Policy, then click “Continue” button.

![Figure 3.3 Online Adjustment Policy Screen](image)

**Important dates to Remember:**

**Eligible candidates for ONLINE adjustment**
3.5 A screen will appear for you to view the courses that have been approved by your Academic Advisers. Please read the remarks of your adviser. (Refer to Figure 3.4)

**NOTE:** Consult your Academic Adviser regarding your Online Adjustment Record.

---

**Adjustment Viewing**

**Online Adjustment Viewing for SY 2015-2016 2nd Term**

**Student Adjustment Date:** 07/26/2016 10:43:42 AM  
**Student Adjustment No.:** A15202811749206

- **Preenrolled unit(s):** 15.0  
- **Approved unit(s):** 6.0  
- **Pending unit(s):** 0.0  
- **Total Unit(s):** 21.0  

**Maximum Allowable Preenrolled Unit(s):** 18  
- **Academic Units:** 18  
- **Non Academic Units:** 0  

**Approval Status:** Approved

### Pre-enrollment Record for SY 2015-2016 2nd Term:

<table>
<thead>
<tr>
<th>Course</th>
<th>Unit(s)</th>
<th>Section</th>
<th>Day</th>
<th>Time</th>
<th>Room</th>
<th>Adjustment Remarks</th>
<th>Adviser Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>LABSTAN</td>
<td>3.0</td>
<td>TH002</td>
<td>TH</td>
<td>11:20 - 12:50</td>
<td>M505</td>
<td>Drop disapproved</td>
<td></td>
</tr>
<tr>
<td>ORGABEH</td>
<td>3.0</td>
<td>TH001</td>
<td>MW</td>
<td>18:00 - 19:30</td>
<td>M502</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRINAC3</td>
<td>3.0</td>
<td>TH001</td>
<td>TH</td>
<td>13:00 - 14:30</td>
<td>M505</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRINMAR</td>
<td>3.0</td>
<td>TCD04</td>
<td>MW</td>
<td>16:20 - 17:50</td>
<td>M506</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RECSELE</td>
<td>3.0</td>
<td>TH003</td>
<td>TH</td>
<td>18:00 - 19:30</td>
<td>M401</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Online Adjustment Added Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Unit(s)</th>
<th>Adjustment Remarks</th>
<th>Adviser Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSLAW2</td>
<td>3.0</td>
<td>Add approved</td>
<td>Added by Acad. Adviser</td>
</tr>
<tr>
<td>CATHWOR</td>
<td>3.0</td>
<td>Addded</td>
<td>Added</td>
</tr>
</tbody>
</table>

**Academic Adviser:** **NAVA, GODELIN CABILTES**

You are encouraged to see your Academic Adviser for approval of your Online Adjustment Record.

### Dropped Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Section</th>
<th>Transaction</th>
<th>Retention (%)</th>
<th>Adviser Remarks</th>
<th>Last Updated By</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSECON</td>
<td>BUSINESS ECONOMICS</td>
<td>TC001</td>
<td>D</td>
<td>0</td>
<td>You should not take it yet.</td>
<td>CABILTESG</td>
<td>07/26/2016</td>
</tr>
</tbody>
</table>

### Dissolved Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You have no dissolved courses.

---

**Figure 3.4 Online Adjustment Viewing Screen**
3.6 You may view your approved for-dropping course(s) in Dropped Courses table, if any. (Refer to Figure 3.4).

3.7 To view enrollment record, click the “View Enrollment Record” link.

![Dropped Courses Table](#)

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>You have no dissolved courses.</td>
<td></td>
</tr>
</tbody>
</table>

[View Enrollment Record] [Back]

*Figure 3.5 Online Adjustment Viewing Screen – View Enrollment Record*

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

![Sign out Screen](#)

*Figure 3.6 Sign out Screen*
4. How to Encode Schedule During Online Adjustment Change Schedule Activity (For Students)

4.1 Open your browser and type www.benilde.edu.ph/sis.

4.2 A login page will appear. Use your CSB Infonet account and password to log on.

![Figure 4.1 SIS Login Page](image)

4.3 After a successful login, click “Adjustment Change Schedule” from the menu (right side of the screen).

![Figure 4.2 SIS Menu](image)
4.4 Read the Online Adjustment Policy, then click “Proceed” button.

![Figure 4.3 Online Adjustment Policy Screen]

4.5 The system will display the approved courses from which you will choose the sections and schedules you desire. (Refer to Figure 4.4)
### Online Adjustment Change Schedule for SY 2015-2016 2nd Term

**Student Adjustment Date:** 07/26/2016 10:45:42 AM  
**Student Adjustment No.:** A152023111749206

**Maximum Allowable Pre-enrolled Unit(s):** 18  
- Academic Units: 18  
- Non Academic Units: 0

**IMPORTANT REMINDER:** 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 Units. Note that the purpose of the 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 Record for SY 2015-2016 2nd Term:

<table>
<thead>
<tr>
<th>Course</th>
<th>Unit(s)</th>
<th>Section</th>
<th>Day</th>
<th>Time</th>
<th>Room</th>
<th>Adjustment Remarks</th>
<th>Adviser Remarks</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSLAW2</td>
<td>3.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Add approved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CATHWOR</td>
<td>3.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Added by Acad. Adviser</td>
<td>Added</td>
<td></td>
</tr>
<tr>
<td>LABSTAN</td>
<td>3.0</td>
<td>TH002</td>
<td>TH</td>
<td>11:20 - 12:50</td>
<td>M505</td>
<td>Drop disapproved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ORGABE</td>
<td>3.0</td>
<td>TH001</td>
<td>MW</td>
<td>18:00 - 19:30</td>
<td>M502</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRINAC3</td>
<td>3.0</td>
<td>TH001</td>
<td>TH</td>
<td>13:00 - 14:30</td>
<td>M505</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRINMAR</td>
<td>3.0</td>
<td>TCD04</td>
<td>MW</td>
<td>16:20 - 17:50</td>
<td>M506</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RECSELE</td>
<td>3.0</td>
<td>TH003</td>
<td>TH</td>
<td>18:00-19:30</td>
<td>M401</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Pre-enrolled Unit(s):** 15.0

#### Dropped Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Section</th>
<th>Transaction</th>
<th>Retention (%)</th>
<th>Adviser Remarks</th>
<th>Last Updated By</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSECON</td>
<td>BUSINESS ECONOMICS</td>
<td>TC001</td>
<td>D</td>
<td>0</td>
<td>You should not take it yet.</td>
<td>CABILTESG</td>
<td>07/26/2016</td>
</tr>
</tbody>
</table>

#### Dissolved Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You have no dissolved courses.

- [View Enrollment Record]  
- [Back]

**Figure 4.4 Online Adjustment Change Schedule Screen**
4.5.1 How to select a schedule:

4.5.1.1 For each approved course there is a corresponding “Select Section” button. Click “Select Section” button to display course’s available schedules:

![Select Section]

4.5.1.2 Select your desired schedule, and then click “Save” button.

![Select Schedule]
4.5.1.3 After clicking the “Save” button, the system saves the schedule you selected and displays message “Section has been saved.” The saved section will be displayed beside the Course Code.

![Online Adjustment Record for SY 2015-2016 2nd Term](image)

**Figure 4.7 Online Adjustment Change Schedule Screen – Schedule Selected**

**Important:**

- You are allowed to encode sections for your courses as long as your Total Units will not exceed the Maximum Allowable Pre-enrolled Units.

- You 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 your preferred course has no available sections or when there is conflict.

**Maximum Allowable Pre-enrolled Units:**

- For Non-graduating students: *Flowchart-based max allowable units. Maximum Acad Units will still be followed.*

- For Graduating students: *Up to 24 units. Maximum Acad Units will still be followed.*

- You can still modify as long as within the Online Adjustment Change Schedule Period.

- For those students who did not undergo Online Adjustment Add/Drop activity, take note of your Student Adjustment No. that will be displayed on your screen after you made your first transaction during Online Adjustment Change Schedule activity. Please also note that your EAF will automatically be voided. You have to print your new EAF during the...
EAF printing period. Adjustment Number will not be deleted/removed once it has been generated. If you have been generated with Adjustment Number, you will be charged with Adjustment Fee once per term, unless you have dissolved section/s.

Figure 4.8 Online Adjustment Change Schedule Screen – Student Adjustment No.

- Once the system has generated you a Student Adjustment No., your EAF will automatically be voided. You have to print your new EAF during the EAF printing period.

4.5.2 How to delete a section:

4.5.2.1 Click “Delete Section” button of the course you wish to delete.

Figure 4.9 Online Adjustment Change Schedule Screen – Delete Section

4.5.2.2 A confirmation box will appear stating “Are you sure you want to delete [Course-Section]?” Click “Confirm” button.

Figure 4.10 Online Adjustment Change Schedule Screen – Confirmation Box
4.5.2.3 After clicking “Confirm” button, the system removes the schedule details beside the Course Code and displays message “Section has been removed”.

4.6 You can view your temporary assessment by clicking [View Enrollment Record] link at the bottom of Online Adjustment Change Schedule Page.

Figure 4.11 Online Adjustment Change Schedule Screen – View Enrollment Record

The figure below is a sample temporary assessment page.

Figure 4.12 View Assessment Screen
4.7 When you are finished, click Sign Out (upper right of the screen) for security purposes.

![Sign out Screen](image)

Figure 4.13 Sign out Screen