

STUDENT INFORMATION SYSTEM (SIS)

Course Approval

User: Academic Advisers



Step 1: Open your browser and type
<http://www.benilde.edu.ph/sisadmin>.

A screenshot of a web browser window. The address bar shows the URL "www.benilde.edu.ph/sisadmin" highlighted with a red box. A red arrow points from the text in the first block to this box. The browser tab is labeled "Student Information System". The page content includes a green header with "De La Salle-College of Saint Benilde" and "Student Information System". Below the header, there are sections for "REMINDERS", "GUIDES", and "ANNOUNCEMENT". The "REMINDERS" section contains a list of links. The "GUIDES" section lists downloadable guides. The "ANNOUNCEMENT" section is currently empty. A login form is visible on the right side of the page, titled "Enter your CSB Infonet username and password", with fields for "Username" and "Password", and "Login" and "Clear" buttons. A link for "forgot password?" is also present.

Student Information System

www.benilde.edu.ph/sisadmin

De La Salle-College of Saint Benilde

Student Information System

REMINDERS

- To All Students [\[Click Here\]](#)
- To All International Students [\[Click Here\]](#)
- **View your Course Offering/Schedules:**
[\[SDA\]](#), [\[SDEAS\]](#), [\[SHRIM\]](#), [\[SMIT\]](#), [\[SMIT-CDP\]](#), [\[SMS\]](#)
- **GO Online Don't Wait Inline**

GUIDES

Guides available for download:

- Online Adjustment Process** [pdf]
- Online Adjustment FAQ** [pdf]

ANNOUNCEMENT

Enter your CSB Infonet username and password

Username :

Password :

[forgot password?](#)

Step 2: A log-in page will appear. Use your CSBInfonet account to log-on.



Enter your CSB Infonet username and password

Username :

Password :

Login

Clear

Step 3: After successful login, click **Course Approval** link from the menu (right side of the screen).



Welcome: BUGARINJ
Today is 10/5/2016

☰ MENU

- APPROVAL

- Course Approval
- Course Approval Tally
- Adjustment Approval

Sign out

Step 4: Make sure that the Course Approval is on going or else, you would find this error message on your screen.



De La Salle-College of Saint Benilde
Student Information System

[Home](#) / [Course Approval - Search Student](#)

ERROR: Course Approval not allowed this time. Not within Course Approval period.

Course Approval Search Student

Step 5: Search the student by Student Number or Student Last Name



Step 5.1: Search by Student Number: Type the Student Number in the Student Number textbox then click **Ok** button.

Search Student

<input type="text" value="Student Number"/>	<input type="button" value="Ok"/>	<input type="text" value="Student Last Name"/>	<input type="button" value="Search"/>
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Step 5: Search the student by Student Number or Student Last Name



Step 5.2: 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.

A screenshot of a web application interface for searching students. It features a green header with the text "Search Student". Below the header are two input fields: "Student Number" and "Student Last Name". The "Student Last Name" field is highlighted with a red border. To the right of the "Student Number" field is a blue "Ok" button. To the right of the "Student Last Name" field is a blue "Search" button. Below the input fields is a white "Back" button.

- 2) The system will display a screen listing all students that match the criteria, click the desired student's ID number.

Degree Code	Student Number	Student Name	Enlistment Status
BS-IND	000011557101	ABANDIA, MARIA ADORA DIOSA AMALIA CORAZON AZOR	Approved
BSBA-EM	000011257245	ANG, EUGINE CARLO DE VERA	Approved
ABAM	000011552431	BACK, KYUNG AA -	Pending Approval
ABDFILM	000011422486	BOUCHEBL, GABRIELLA CECILLE LAFUENTE	Approved

Step 6: A screen will appear for you to approve Student's Enlistment Record. You may also, add/delete a course.



Course Approval Record for SY2016-2017 1st Term

Student No.:
Degree:
Enlistment No.:
Last Updated by:
Gender:
Status: Pending Approval

Name:
Track:
Enlistment Date:
Last Updated:
Citizenship:

Maximum Allowable Units: 20.0
 -Academic Units: 20.0
 -Non Academic Units: 0.0

Note:

*Student will not be able to encode sections if Approval Status is "Pending Approval".

For Approval

Course Code	Course Title	Units	Approved	Disapproved	Remarks	Action
AMPAC1	ARTS MANAGEMENT - PRACTICAL RESEARCH 1	3.0	<input checked="" type="radio"/>	<input type="radio"/>	Added	Delete
CSBGRAD	COLLEGE OF SAINT BENILDE GRADUATING STUDENTS	1.0	<input type="radio"/>	<input type="radio"/>		Delete
FTECWRI	TECHNICAL WRITING FOR INTERNATIONAL STUDENTS	3.0	<input type="radio"/>	<input checked="" type="radio"/>		Delete
KULTURA	PHILIPPINE CULTURE	3.0	<input type="radio"/>	<input type="radio"/>		Delete
TECWRI	TECHNICAL WRITING	3.0	<input checked="" type="radio"/>	<input type="radio"/>	Added	Delete

Total: 6.0

Select Course

Save

View Flowchart

Print

Back

Approve All



Step 6.1: How to approve/ disapprove courses

a.) **Approve Courses** – Click the radio button under the Approved column. Add remarks if necessary. Then click **Save** button.

* You may also opt to click the **Approve All** button to automatically approve all records. Note that “Approve All” feature is only applicable if you have not added any course yet.

For Approval

Course Code	Course Title	Units	Approved	Disapproved	Remarks	Action
AMPRAC1	ARTS MANAGEMENT - PRACTICAL RESEARCH 1	3.0	<input checked="" type="radio"/>	<input type="radio"/>	Added	Delete
CSBGRAD	COLLEGE OF SAINT BENILDE GRADUATING STUDENTS	1.0	<input type="radio"/>	<input type="radio"/>		Delete
FTECWRI	TECHNICAL WRITING FOR INTERNATIONAL STUDENTS	3.0	<input type="radio"/>	<input checked="" type="radio"/>		Delete
KULTURA	PHILIPPINE CULTURE	3.0	<input type="radio"/>	<input type="radio"/>		Delete
TECWRT	TECHNICAL WRITING	3.0	<input checked="" type="radio"/>	<input type="radio"/>	Added	Delete

Total: 6.0

Select Course

Save

View Flowchart

Print

Back

Approve All

Step 6.1: How to approve/ disapprove courses



b.) **Disapprove Courses** – Click the radio button under the Disapproved column. Add remarks if necessary. Then, click **Save** button.

For Approval

Course Code	Course Title	Units	Approved	Disapproved	Remarks	Action
AMPRAC1	ARTS MANAGEMENT - PRACTICAL RESEARCH 1	3.0	<input checked="" type="radio"/>	<input type="radio"/>	Added	Delete
CSBGRAD	COLLEGE OF SAINT BENILDE GRADUATING STUDENTS	1.0	<input type="radio"/>	<input type="radio"/>		Delete
FTECWRI	TECHNICAL WRITING FOR INTERNATIONAL STUDENTS	3.0	<input type="radio"/>	<input checked="" type="radio"/>		Delete
KULTURA	PHILIPPINE CULTURE	3.0	<input type="radio"/>	<input type="radio"/>		Delete
TECWRI	TECHNICAL WRITING	3.0	<input checked="" type="radio"/>	<input type="radio"/>	Added	Delete

Total: 6.0

Select Course Save View Flowchart Print Back

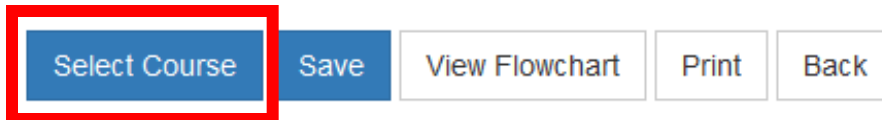
Approve All

Step 6.2: How to add a course

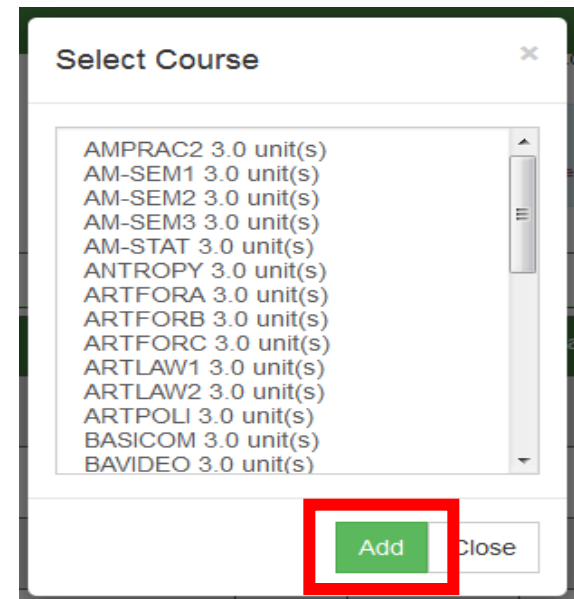


Add Course - Click **Select Course** button to display the available courses (from Approval Screen). From the Select Course modal screen, select the desired course, then click **Add** button.

From Approval Screen:



Select Course Modal Screen:



Step 6.3: How to delete a course



Delete Course - Click the **Delete** button at the right side of the grid. 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.

* Please note that you can only delete a course which you have added. Courses that were enlisted by the student are not allowed to be deleted, however, they can be disapproved.

For Approval

Course Code	Course Title	Units	Approved	Disapproved	Remarks	Action
AMPAC1	ARTS MANAGEMENT - PRACTICAL RESEARCH 1	3.0	<input checked="" type="radio"/>	<input type="radio"/>	Added	Delete
CSBGRAD	COLLEGE OF SAINT BENILDE GRADUATING STUDENTS	1.0	<input type="radio"/>	<input type="radio"/>		Delete
FTECWRI	TECHNICAL WRITING FOR INTERNATIONAL STUDENTS	3.0	<input type="radio"/>	<input checked="" type="radio"/>		Delete
KULTURA	PHILIPPINE CULTURE	3.0	<input type="radio"/>	<input type="radio"/>		Delete
TECWRI	TECHNICAL WRITING	3.0	<input checked="" type="radio"/>	<input type="radio"/>	Added	Delete

Total: 6.0

Select Course Save View Flowchart Print Back Approve All

IMPORTANT



- Note that the system will not allow you to add/approve a course once maximum allowable units have been reached.

Academic Units – This is the maximum allowable number of Academic units you may approve
Non Academic Units – This is the maximum allowable number of Non Academic units you may approve
Maximum Allowable Units – This is the total maximum allowable number of (Academic + Non Academic) units you may approve

Course Approval Record for SY2016-2017 1st Term

Student No.:	Name:
Degree:	Track:
Enlistment No:	Enlistment Date:
Last Updated by:	Last Updated:
Gender: F	Citizenship: South Korean
Status: Pending Approval	
Maximum Allowable Units: 20.0	Note:
-Academic Units: 20.0	*Student will not be able to encode sections if Approval Status is "Pending Approval".
-Non Academic Units: 0.0	

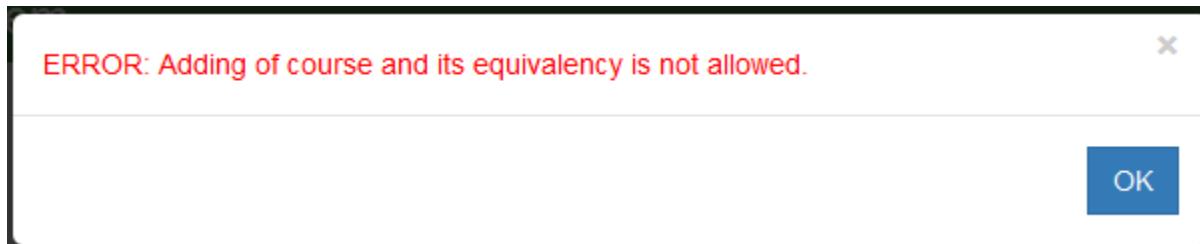
For Approval

Course Code	Course Title	Units	Approved	Disapproved	Remarks	Action
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IMPORTANT



- You should specify the right adding of courses and its equivalency, if not, there will be an error message that will appear on the screen.



IMPORTANT



- Click the **Save** button after approving/disapproving/adding. Status will be changed from “Pending Approval” to “Approved” when all for-approval courses have been approved.

NOTE:

- Please make sure that the Status is **Approved**. Note that students will not be able to encode sections during Pre-enrollment Period if the Status is “Pending Approval”.
- Don't forget to click **Save** button if you have any changes made.

Course Approval Record for SY2016-2017 1st Term

Student No.:	Name
Degree:	Track
Enlistment No.:	Enlistment Date
Last Updated By:	Last Updated
Gender:	Citizenship
Status: Approved	

Maximum Allowable Units: 20.0
-Academic Units: 20.0
-Non Academic Units: 0.0

Note:
*Student will not be able to encode sections if Approval Status is "Pending Approval".

For Approval

Course Code	Course Title	Units	Approved	Disapproved	Remarks	Action
AMPRAC1	ARTS MANAGEMENT - PRACTICAL RESEARCH 1	3.0	<input type="radio"/>	<input type="radio"/>	Added <input type="text"/>	Delete
CSBGRAD	COLLEGE OF SAINT BENILDE GRADUATING STUDENTS	1.0	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	Delete
FTECWRI	TECHNICAL WRITING FOR INTERNATIONAL STUDENTS	3.0	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>	Delete
KULTURA	PHILIPPINE CULTURE	3.0	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	Delete
TECWRI	TECHNICAL WRITING	3.0	<input type="radio"/>	<input type="radio"/>	Added <input type="text"/>	Delete

Total: 6.0

Select Course **Save** View Flowchart Print Back

Approve All

Step 7: You may click **View Flowchart** button to view student's flowchart



Course Approval Record for SY2016-2017 1st Term

Student No.:
Degree:
Enlistment No.:
Last Updated by:
Gender:
Status: **Pending Approval**

Name:
Track:
Enlistment Date:
Last Updated:
Citizenship:

Maximum Allowable Units: 20.0
-Academic Units: 20.0
-Non Academic Units: 0.0

Note:

*Student will not be able to encode sections if Approval Status is "Pending Approval".

For Approval

Course Code	Course Title	Units	Approved	Disapproved	Remarks	Action
AMPAC1	ARTS MANAGEMENT - PRACTICAL RESEARCH 1	3.0	<input type="radio"/>	<input type="radio"/>	Added	Delete
CSBGRAD	COLLEGE OF SAINT BENILDE GRADUATING STUDENTS	1.0	<input type="radio"/>	<input type="radio"/>		Delete
FTECWRI	TECHNICAL WRITING FOR INTERNATIONAL STUDENTS	3.0	<input type="radio"/>	<input checked="" type="radio"/>		Delete
KULTURA	PHILIPPINE CULTURE	3.0	<input type="radio"/>	<input type="radio"/>		Delete
TECWRI	TECHNICAL WRITING	3.0	<input type="radio"/>	<input type="radio"/>	Added	Delete

Total: 6.0

Select Course

Save

View Flowchart

Print

Back

Approve All

Step 8: You may click **Print** button to print student's Approved Courses report.



Course Approval Record for SY2016-2017 1st Term

Student No.:
Degree:
Enlistment No.:
Last Updated by:
Gender:
Status: **Pending Approval**

Name:
Track:
Enlistment Date:
Last Updated:
Citizenship:

Maximum Allowable Units: 20.0
-Academic Units: 20.0
-Non Academic Units: 0.0

Note:
*Student will not be able to encode sections if Approval Status is "Pending Approval".

For Approval

Course Code	Course Title	Units	Approved	Disapproved	Remarks	Action
AMPAC1	ARTS MANAGEMENT - PRACTICAL RESEARCH 1	3.0	<input type="radio"/>	<input type="radio"/>	Added	Delete
CSBGRAD	COLLEGE OF SAINT BENILDE GRADUATING STUDENTS	1.0	<input type="radio"/>	<input type="radio"/>		Delete
FTECWRI	TECHNICAL WRITING FOR INTERNATIONAL STUDENTS	3.0	<input type="radio"/>	<input checked="" type="radio"/>		Delete
KULTURA	PHILIPPINE CULTURE	3.0	<input type="radio"/>	<input type="radio"/>		Delete
TECWRI	TECHNICAL WRITING	3.0	<input type="radio"/>	<input type="radio"/>	Added	Delete

Total: 6.0

Select Course

Save

View Flowchart

Print

Back

Approve All

Sample Approved Courses Report



De La Salle-College of Saint Benilde
Approved Courses
1st, SY 2016-2017

APPROVEDCOURSES.PDF

Date Printed: September 27, 2016 10:29 AM

Printed by: CABILTESG

Student No.

Enlistment No. : E161121131452506

Name

Enlistment Date : September 26, 2016

Degree

Updated by : CABILTESG

Track

Last Updated : September 26, 2016

Status : Approved

Course Code	Course Title	Unit(s)	Status
AMPAC1	ARTS MANAGEMENT - PRACTICAL RESEARCH 1	3.0	Approved
CSBGRAD	COLLEGE OF SAINT BENILDE GRADUATING STUDENTS	1.0	Approved
FTECWRI	TECHNICAL WRITING FOR INTERNATIONAL STUDENTS	3.0	Approved
KULTURA	PHILIPPINE CULTURE	3.0	Approved
TECWRI	TECHNICAL WRITING	3.0	Disapproved
		Total:	10.0

Step 9: When you are finished, click **Sign out** (upper right of the screen) for security purposes.



Welcome: BUGARINJ
Today is 10/5/2016

☰ MENU

- APPROVAL

- ☐ Course Approval
- ☐ Course Approval Tally
- ☐ Adjustment Approval

→ **Sign out**