



## Information Technology Department

2<sup>nd</sup> Floor, Benilde Hall, 2544 Taft Avenue Manila Philippines 1004

---

# SIS - Online Adjustment

## Frequently Asked Question “FAQ”

Version 3.01

---

**Notice:** The information in this document is subject to change without prior notice. The Information Technology Department (ITD) and De La Salle-College of Saint Benilde accept no liability for the content in this manual, or for the consequences of any actions taken on the basis of the information provided.



**Document History**

<b>Name</b>	<b>Remarks</b>	<b>Date</b>
Goldelin P. Cabiltes	Drafted Original document	13 December 2012
Jhoann O. Tandoc	Reviewed document	17 December 2012
Goldelin C. Nava	Updated document (v2)	23 July 2014
Goldelin C. Nava	Updated document (v3) for SISV2	04 August 2016
Goldelin C. Nava	Updated document (v3.01) for SISV2	09 November 2016



**USERS: Students and Academic Advisers**

**For Students and Academic Advisers**

**1. Which website do I start with?**

**For Students:** To access Online Adjustment, you have to open a web browser with this URL: <http://www.benilde.edu.ph/sis>.

**For Academic Advisers:** To access Online Adjustment, you have to open a web browser with this URL: <http://www.benilde.edu.ph/sisadmin>.

**2. Is there a required browser to access this website?**

No.

**3. What do users need to be able to access the website online?**

To access website online, users should have an activated CSBInfonet account.

**4. I forgot my password. What do I do?**

You can ask assistance from ITD Service Desk regarding your InfoNet account.

TAFT : 230-5100 loc 1401

AKIC : 230-5100 loc 2401

SDA : 230-5100 loc 3401

**5. Can I access this online system at home or outside CSB using other internet service provide (ISP)?**

Yes.

**6. When can I access online adjustment?**

Online Adjustment Period has four (4) activities: Online Adjustment Add/Drop (for students), Online Adjustment Approval (for Academic Advisers), Online Adjustment Viewing (for students), and Online Adjustment Change Schedule (for students). You may refer to Registrar's Office School Calendar for the schedules.

**7. What are 9 units of alternative courses?**

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. The 9 units of Alternative Courses will be used in case student's preferred course has no available sections or when there is conflict.

**8. What are the possible reasons why some of the courses I want to add are not displayed in the Available Course dropdown?**

- Its pre-requisites are not yet passed
- No open sections
- Its equivalent courses are already included in the Student Pre-enrollment Record



**9. Can I drop all my pre-enrolled courses?**

No. At least 1 (one) pre-enrolled course should be retained. If you wish to Total Drop, please inquire your respective Records-in-Charge (Registrar's Office).

## **For Students**

**10. Who are qualified for Online Adjustment?**

Below are qualifications for students:

- 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).

**NOTE:** If you are not qualified based on the given criteria, you may inquire the Registrar's Office for In-line Adjustment Procedures.

**11. I want to adjust online but I have due pending clearance record, what will I do?**

You have to settle your clearances first before the system allows you to adjust online. Once you settle your clearances, make sure that they (clearances) are tagged as "Cleared" in SIS. If not, go back to the department which held you and inform the personnel to tag your clearance records to "Cleared" in SIS.

**12. How many units of courses can I add during Online Adjustment Add/Drop 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.

**13. How many units of courses can I encode with section during Online Adjustment Change Schedule 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.



**14. Can I still modify the sections I encoded last Pre-enrollment Period?**

Yes, you can still modify the sections you encoded last Pre-enrollment Period as long as within the Adjustment Encoding Period.

**15. I do not have intention to add nor drop my courses, but I would like to change my schedule, is possible?**

Yes, just skip the Online Adjustment Add/Drop activity and wait for Online Adjustment Change Schedule activity to change your schedule.

**16. I checked my record during Online Adjustment Viewing activity and my Online Adjustment Record status is still “Pending Approval”, what do I do?**

You may contact your Academic Adviser and discuss your concern. Make sure that the status should be “Approved” before the activity ends. If Status is still “Pending Approval”, you will not be able to access Online Adjustment Change Schedule during Online Adjustment Change Schedule activity.

**17. I have saved my record back to its original state (original Pre-enrollment Record), will I be charged with Adjustment Fee?**

Yes. Once the system has generated you with Student Adjustment Number, you will be charged with Adjustment Fee once per term. However, in case you have a dissolved course section, you will not be charged with Adjustment Fee even if you already have Student Adjustment No.

**18. What will happen to the courses I added but were not able to encode sections?**

The courses with no sections will not be included in your assessment.

**19. The Online Adjustment Add/Drop activity has finished after I learned that I failed my subject which is pre-requisite to the subject I pre-enrolled, what do I do?**

If Online Adjustment Approval is still ongoing, you may approach your Academic Adviser and discuss with him your concern. Note that your Academic Adviser has access to drop and add a course.

However, If Online Adjustment Approval has finished, you may report your concern directly to your respective Records-in-Charge (Registrar’s Office).

**20. Can I still add a subject during Online Adjustment Change Schedule?**

No.

**21. I am done adjusting my courses, what will I do next?**

Always keep your Student Adjustment Number for your reference. After Online Adjustment Period, make sure to print your updated EAF.

**22. Is my original EAF still valid once I got a Student Adjustment Number?**

Once the system has generated you with Student Adjustment Number, your original EAF will automatically be voided. You have to print your updated EAF.

**23. I failed to enlist, am I allowed undergoing Online Adjustment?**



Yes. But please make sure to settle the requirements at Registrar's Office prior start of Online Adjustment Add/Drop activity.

**24. I am a returnee effective the following term, am I allowed undergoing Online Adjustment?**

Yes. But please make sure to settle the requirements at Registrar's Office prior start of Online Adjustment Add/Drop activity.

**25. The subject has no offerings, what do I do?**

You may inquire Registrar's Office (c/o Enrollment Team) regarding Course Offerings.

### **For Academic Advisers**

**26. How many units of courses can I approve during Adjustment Approval Period?**

- 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.

**27. How will I know who are the only students who adjusted online under my assignment?**

Go to the search page by clicking "Student Adjustment" link (in the menu). Type % in the "Student Last Name" box, then click "Search" button to display all students assigned to you with Online Adjustment records only.

**28. What are the possible reasons why the system displays "No records found" when searching?**

Possible reasons are:

- Incorrect ID Number or its format. Note: Do not forget to add zeroes before the Student Number (4 zeroes for ID 100 and above – example 000011312345; 5 zeroes for ID 99 and below – example 000009912345)
- Incorrect spelling of Student Last Name
- Student did not adjust online
- Student is not assigned to you. Note: You may inquire the Registrar's Office regarding Student Assignment to Adviser.

**29. I accidentally approved the for-dropping course of the student. Is there a way to revert the approved for-dropping course?**



There is now way to revert the approved for-dropping course. However, the Academic Adviser may add the dropped course. And then, the student may encode section during Adjustment Encoding Period.

**30. Is there a way that I can drop a Pre-enrolled course of the student which he did not tag as Dropped during Online Adjustment?**

Yes. Please make sure to provide your reason for dropping student's course in the "Adviser Remarks" before clicking the Drop button.

**31. Can I drop all my advisee's pre-enrolled courses?**

No. At least 1 (one) pre-enrolled course should be retained. If the student wishes to Total Drop, please advise the student (advisee) to inquire his respective Records-in-Charge (Registrar's Office).

**32. What will happen if I leave some of the for-approval courses unapproved?**

If there is at least one for-approval course left unapproved in the student's record (or Student Approval Status is "Pending Approval"), he (the student) will not be able to encode sections during Adjustment Change Schedule activity, therefore, he will undergo In-line Adjustment to have his Enrollment Record updated.

**33. We have updated the list of advisees under our Program, how will we reflect the student assignments in SIS?**

Regarding Students Assignment to Advisers, please contact Enrollment Team of Registrar's Office.

**34. Can I still add the course for the student which I already disapproved last Course Approval Period?**

Yes.