



Information Technology Department

2nd Floor, Benilde Hall, 2544 Taft Ave.

User's Manual

SIS – Online Student Adjustment

Version 3.0



Table of Contents

Document Version History 3

1. How to Add/ Drop Course During
Online Adjustment Add/Drop Activity (For Students)..... 4

2. How to Approve/ Add/ Drop Courses During
Online Adjustment Approval Activity (For Academic Advisers)..... 12

3. How to View Approved Courses During
Online Adjustment Viewing Activity (For Students) 20

4. How to Encode Schedule During
Online Adjustment Change Schedule Activity (For Students)..... 24



Document Version History

Date	Version	Description	Author
12/14/2012	1.0	SIS – Online Student Adjustment User's Manual	Goldelin P. Cabiltes
07/23/2014	2.0	SIS – Online Student Adjustment User's Manual	Goldelin C. Nava
07/26/2016	3.0	SIS – Online Student Adjustment User's Manual (SIS Version 2)	John Cedrick P. Bugarin/ Goldelin C. Nava



INFORMATION TECHNOLOGY DEPARTMENT

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.

Enter your CSB Infonet username and password

Username :

Password :

[forgot password?](#)

Figure 1.1 SIS Login Page

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

Welcome, [Sign out]
Today is 7/27/2016

MENU

- Home
- Enlistment
- Flowchart
- Clearance
- Enrollment Record
- Current Enrollment Record
- Print EAF
- Adjustment Add/Drop
- Adjustment Viewing
- Adjustment Change Schedule
- Contact Info

2nd Term
Student Name
Student Number
Degree

Figure 1.2 SIS Menu



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 from 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.

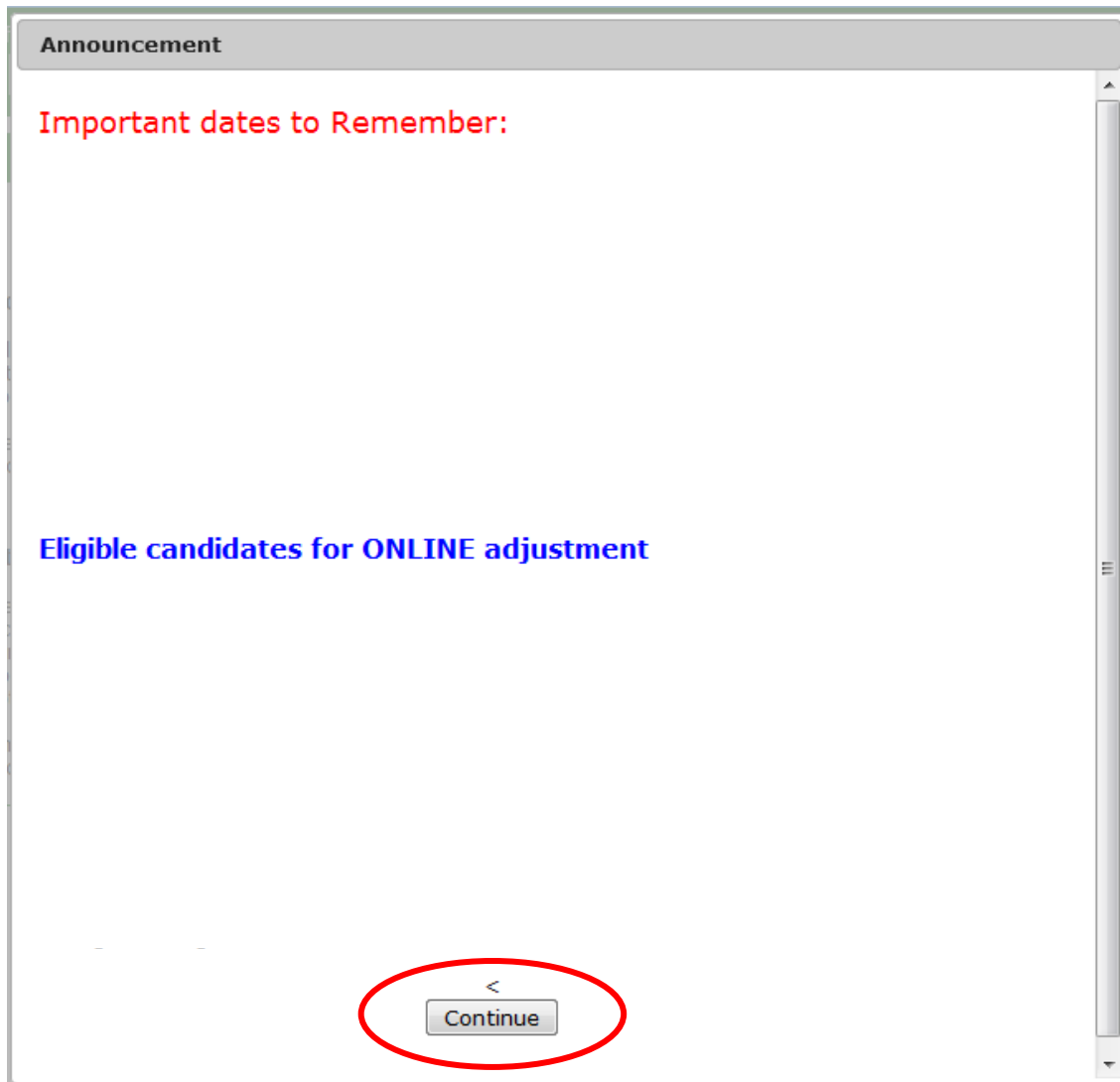


Figure 1.3 Online Adjustment Policy Screen



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.

Adjustment Add/Drop

Online Adjustment Add/Drop for SY 2015-2016 2nd Term

Student Adjustment Date: 07/26/2016 10:43:42 AM **Student Adjustment No.:** A152028111749286

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

Maximum Allowable Preenrolled 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.

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

Course	Unit(s)	Section	Day	Time	Room	Adjustment Remarks	Student Remarks	Action
LABSTAN	3.0	TH002	TH	11:20 - 12:50	M505	Drop disapproved	Dropped	<input type="button" value="Undo Drop"/>
ORGABEH	3.0	TH001	MW	18:00 - 19:30	M502			<input type="button" value="Drop"/>
PRINAC3	3.0	TH001	TH	13:00 - 14:30	M505			<input type="button" value="Drop"/>
PRINMAR	3.0	TCD04	MW	16:20 - 17:50	M506			<input type="button" value="Drop"/>
RECSELE	3.0	TH003	TH	18:00 - 19:30	M401			<input type="button" value="Drop"/>

Online Adjustment Added Courses:

Course	Unit(s)	Adjustment Remarks	Student Remarks	Action
BUSLAW2	3.0	Add approved	Test	
CATHWOR	3.0	Added by Acad. Adviser		

Dropped Courses:

Course	Course Title	Section	Transaction	Retention (%)	Adviser Remarks	Last Updated By	Last Updated
BUSECON	BUSINESS ECONOMICS	TC001	D	0	You should not take it yet.	CABILTESG	07/26/2016

Dissolved Courses:

Course	Course Title	Section
You have no dissolved courses.		

[\[View Enrollment Record\]](#) [\[Back\]](#)

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.

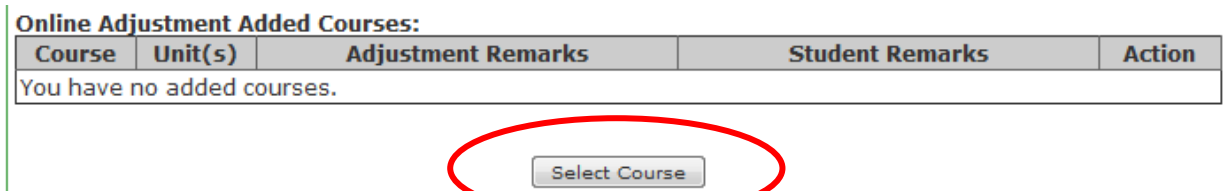


Figure 1.5 Online Adjustment Add/Drop Screen – Select Course

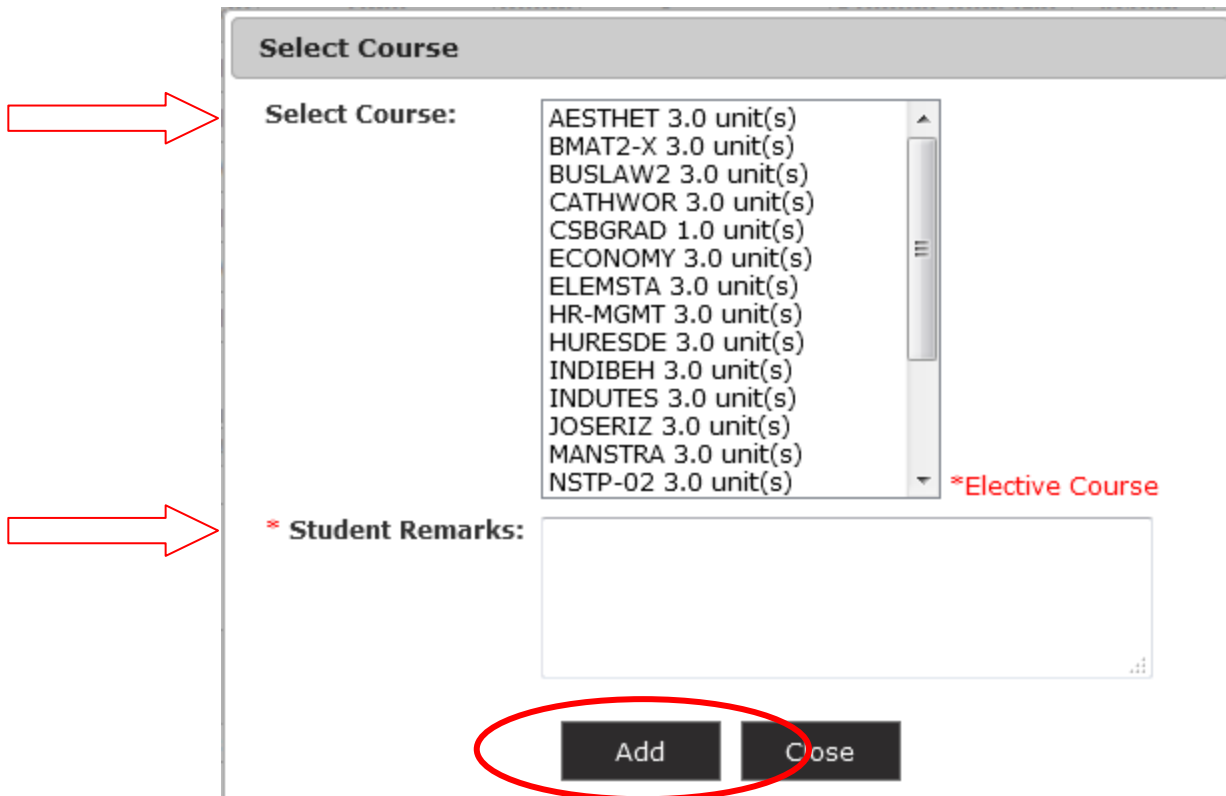


Figure 1.6 Select Course Screen



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).

Online Adjustment Added Courses:

Course	Unit(s)	Adjustment Remarks	Student Remarks	Action
AESTHET	3.0	Add for approval	Test	<input type="button" value="Delete"/>

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.

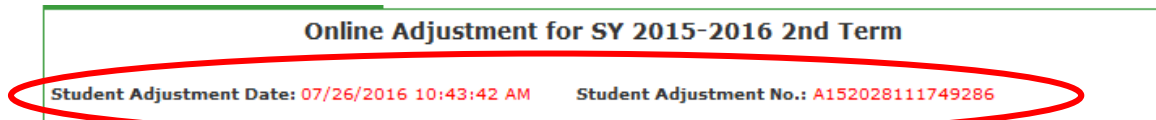


Figure 1.8 Online Adjustment Add/Drop Screen – Student Adjustment No. and Date

- 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.

Online Adjustment Added Courses:

Course	Unit(s)	Adjustment Remarks	Student Remarks	ACTION
AESTHET	3.0	Add for approval	Test	Delete

Figure 1.9 Online Adjustment Add/Drop Screen – Delete Course



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”.

Pre-enrollment Record for SY 2016-2017 1st Term:

Course	Unit(s)	Section	Day	Time	Room	Adjustment Remarks	Student Remarks	Action
BINTAXA	3.0	TH004	TH	13:00 - 14:30	D504	Drop for approval	reason	Undo Drop
BUSLAW2	3.0	TH001	TH	18:00 - 19:30	M310			Drop
M-RESME	3.0	TH002	TH	16:20 - 17:50	M301			Drop
NSTP-02	3.0	TGE01	S	09:00 - 12:00	M506			Drop
PLANDEO	3.0	TH001	MW	19:45 - 21:15	M508			Drop
PRINMAR	3.0	TH002	MW	18:00 - 19:30	M406			Drop
QUANT-T	3.0	TH001	MW	16:20 - 17:50	DCL2			Drop

Figure 1.10 Online Adjustment Add/Drop Screen – Drop Course

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.

Pre-enrollment Record for SY 2016-2017 1st Term:

Course	Unit(s)	Section	Day	Time	Room	Adjustment Remarks	Student Remarks	Action
BINTAXA	3.0	TH004	TH	13:00 - 14:30	D504	Drop for approval	reason	Undo Drop
BUSLAW2	3.0	TH001	TH	18:00 - 19:30	M310			Drop
M-RESME	3.0	TH002	TH	16:20 - 17:50	M301			Drop
NSTP-02	3.0	TGE01	S	09:00 - 12:00	M506			Drop
PLANDEO	3.0	TH001	MW	19:45 - 21:15	M508			Drop
PRINMAR	3.0	TH002	MW	18:00 - 19:30	M406			Drop
QUANT-T	3.0	TH001	MW	16:20 - 17:50	DCL2			Drop

Figure 1.11 Online Adjustment Add/Drop Screen – Undo Drop Course



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

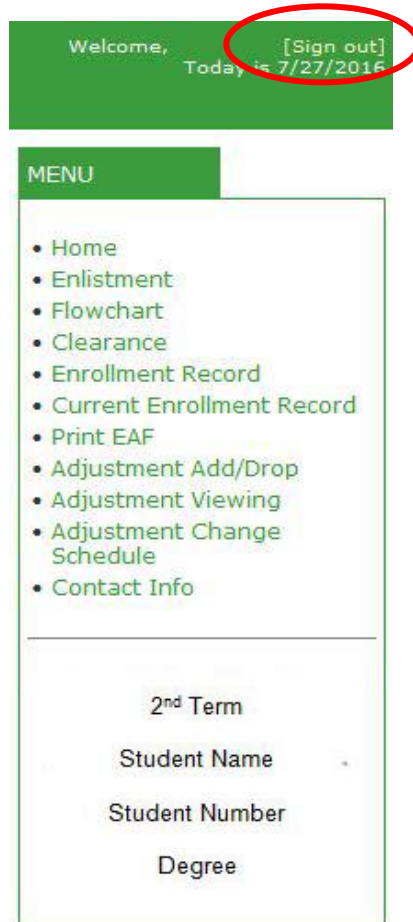


Figure 1.12 Sign out Screen



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.

Enter your CSB Infonet username and password

Username :

Password :

[forgot password?](#)

Figure 2.1 SIS Login Page

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

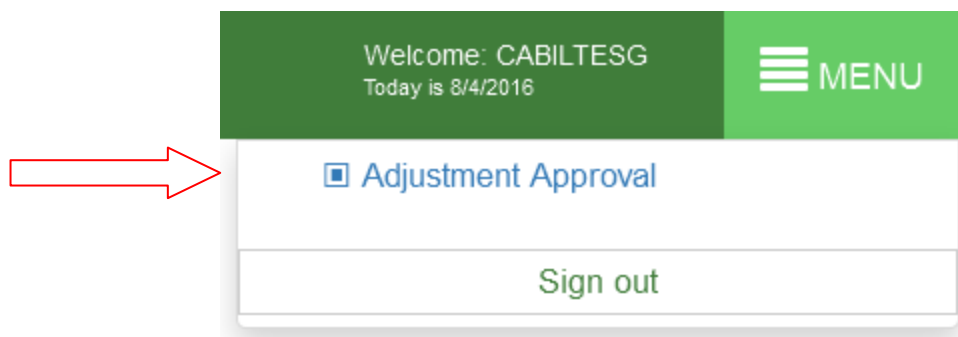


Figure 2.2 SIS Menu



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

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

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

Total Number of Record/s: 159

Degree Code	Student Number	Student Name	Student Adjustment Approval Status
BS-HRIM	000011436242	ABAD, CARLOS BIEN GALANG	Approved
BAPDST	000011411313	ABRASALDO, INAH LOUISE BANZON	Approved
BAPDST	000011382023	ABRENICA, GESS MICHAEL JR. ANDAYA	Approved
BSBA-BM	000011552543	ADUCA, NEZEL COTO	Approved
ABMMA	000011191120	AGUDA, CHRISTIAN PATRICK MORADA	Pending Approval
ABMMA	000011430118	ALCANTARA, IAN CARLO CRUZ	Pending Approval
AB-CDA	000011414724	ALDECOA, LIEZEL ANN LEGARZE	Approved
BS-ARCH	000011261919	ALMAZON, TIMOTY JOHN CARINGAL	Approved
ABMMA	000011191465	ALTEZ, ALECK ROYCE CALUMPANG	Pending Approval

Figure 2.5 Search by Student Last Name Result



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.

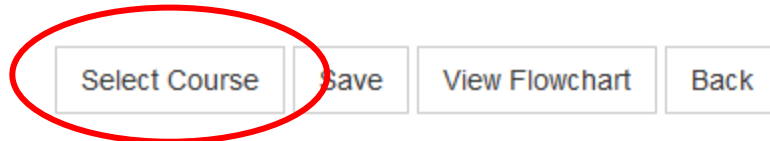


Figure 2.6 Online Adjustment Approval Screen – Select Course

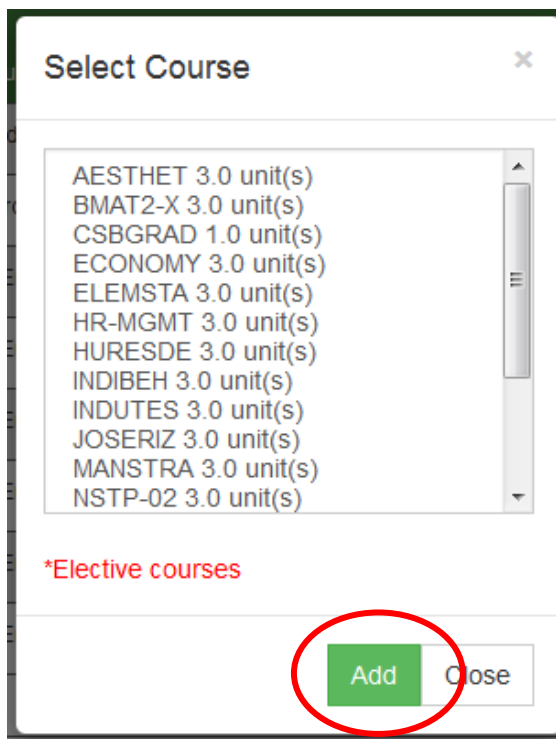


Figure 2.7 Select Course Screen

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												
Course	Unit(s)	Section	Day	Time	Room	Status	Adjustment Remarks	Approved	Disapproved	Student Remarks	Adviser Remarks	Action
BUSLAW2	3.0					Pending	Add for approval	<input type="radio"/>	<input type="radio"/>	Test		Delete
CATHWOR	3.0					Approved	Added by Acad. Adviser	<input checked="" type="radio"/>	<input type="radio"/>		Added	Delete

Figure 2.6 Online Adjustment Approval Screen – For Approval



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.

For Approval

Course	Unit(s)	Section	Day	Time	Room	Status	Adjustment Remarks	Approved	Disapproved	Student Remarks	Adviser Remarks	Action
BUSLAW2	3.0					Pending	Add for approval	<input type="radio"/>	<input type="radio"/>	Test		Delete
CATHWOR	3.0					Approved	Added by Acad. Adviser	<input checked="" type="radio"/>	<input type="radio"/>		Added	Delete
BUSECON	3.0	TC001	TH	16:20-17:50	B404	PreEnrolled						Drop
LABSTAN	3.0	TH002	TH	11:20-12:50	M505	PreEnrolled						Drop
ORGABEH	3.0	TH001	MW	18:00-19:30	M502	PreEnrolled						Drop
PRINAC3	3.0	TH001	TH	13:00-14:30	M505	PreEnrolled						Drop
PRINMAR	3.0	TCD04	MW	16:20-17:50	M506	PreEnrolled						Drop
RECSELE	3.0	TH003	TH	18:00-19:30	M401	PreEnrolled						Drop
Total: 21.0												

Select Course Save View Flowchart Back

Figure 2.8 Online Adjustment Approval Screen – Delete Course



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.

For Approval												
Course	Unit(s)	Section	Day	Time	Room	Status	Adjustment Remarks	Approved	Disapproved	Student Remarks	Adviser Remarks	Action
BUSLAW2	3.0					Pending	Add for approval	<input type="radio"/>	<input type="radio"/>	Test	<input type="text"/>	Delete
CATHWOR	3.0					Approved	Added by Acad. Adviser	<input checked="" type="radio"/>	<input type="radio"/>		Added <input type="text"/>	Delete
BUSECON	3.0	TC001	TH	16:20-17:50	B404	PreEnrolled					<input type="text"/>	Drop
LABSTAN	3.0	TH002	TH	11:20-12:50	M505	PreEnrolled					<input type="text"/>	Drop
ORGABEH	3.0	TH001	MW	18:00-19:30	M502	PreEnrolled					<input type="text"/>	Drop
PRINAC3	3.0	TH001	TH	13:00-14:30	M505	PreEnrolled					<input type="text"/>	Drop
PRINMAR	3.0	TCD04	MW	16:20-17:50	M506	PreEnrolled					<input type="text"/>	Drop
RECSELE	3.0	TH003	TH	18:00-19:30	M401	PreEnrolled					<input type="text"/>	Drop
Total: 21.0												

Figure 2.9 Online Adjustment Approval Screen – Drop Course

Dropped Courses								
Course	Course Title	Unit(s)	Section	Transaction	Retention(%)	Adviser Remarks	Last Updated By	Last Updated
BUSECON	BUSINESS ECONOMICS	3.0	TC001	D	0	You should not take it yet.	CABILTESG	07/26/2016 02:32 PM

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.

For Approval

Course	Unit(s)	Section	Day	Time	Room	Status	Adjustment Remarks	Approved	Disapproved	Student Remarks	Adviser Remarks	Action
BUSLAW2	3.0					Pending	Add for approval	<input checked="" type="radio"/>	<input type="radio"/>	Test		Delete
CATHWOR	3.0					Approved	Added by Acad. Adviser	<input checked="" type="radio"/>	<input type="radio"/>		Added	Delete
BUSECON	3.0	TC001	TH	16:20-17:50	B404	PreEnrolled						Drop
LABSTAN	3.0	TH002	TH	11:20-12:50	M505	PreEnrolled						Drop
ORGABEH	3.0	TH001	MW	18:00-19:30	M502	PreEnrolled						Drop
PRINAC3	3.0	TH001	TH	13:00-14:30	M505	PreEnrolled						Drop
PRINMAR	3.0	TCD04	MW	16:20-17:50	M506	PreEnrolled						Drop
RECSELE	3.0	TH003	TH	18:00-19:30	M401	PreEnrolled						Drop
Total: 21.0												

Select Course Save View Flowchart Back

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).

Degree Code	Student Number	Student Name	Student Adjustment Approval Status
AB-CDA	000011099999	BUGARIN, JOHN CEDRICK	Pending Approval
AB-CDA	000011099999	BUGARIN, JOHN CEDRICK	Approved

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.

For Approval												
Course	Unit(s)	Section	Day	Time	Room	Status	Adjustment Remarks	Approved	Disapproved	Student Remarks	Adviser Remarks	Action
BUSLAW2	3.0					Pending	Add for approval	<input type="radio"/>	<input type="radio"/>	Test		Delete
CATHWOR	3.0					Approved	Added by Acad. Adviser	<input checked="" type="radio"/>	<input type="radio"/>		Added	Delete
BUSECON	3.0	TC001	TH	16:20-17:50	B404	PreEnrolled						Drop
LABSTAN	3.0	TH002	TH	11:20-12:50	M505	PreEnrolled						Drop
ORGABEH	3.0	TH001	MW	18:00-19:30	M502	PreEnrolled						Drop
PRINAC3	3.0	TH001	TH	13:00-14:30	M505	PreEnrolled						Drop
PRINMAR	3.0	TCD04	MW	16:20-17:50	M506	PreEnrolled						Drop
RECSELE	3.0	TH003	TH	18:00-19:30	M401	PreEnrolled						Drop
Total: 21.0												

Select Course Save **View Flowchart** Back

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.

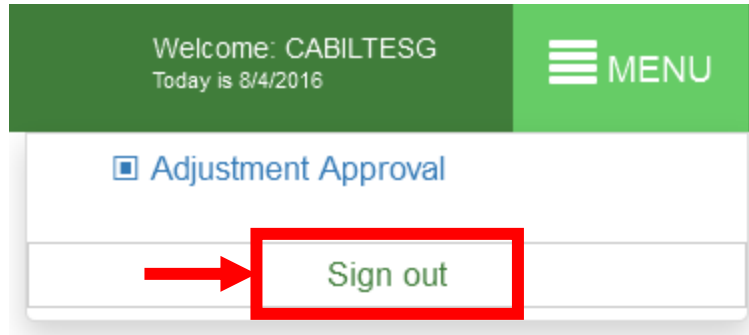


Figure 2.14 Sign out Screen



INFORMATION TECHNOLOGY DEPARTMENT

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.

Enter your CSB Infonet username and password

Username :

Password :

[forgot password?](#)

Figure 3.1 SIS Login Page

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

Welcome, [Sign out]
Today is 7/27/2016

MENU

- Home
- Enlistment
- Flowchart
- Clearance
- Enrollment Record
- Current Enrollment Record
- Print EAF
- Adjustment Add/Drop
- Adjustment Viewing
- Adjustment Change Schedule
- Contact Info

2nd Term
Student Name
Student Number
Degree

Figure 3.2 SIS Menu



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



Figure 3.3 Online Adjustment Policy Screen



INFORMATION TECHNOLOGY DEPARTMENT

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.:** A152028111749286

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:

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

Online Adjustment Added Courses:

Course	Unit(s)	Adjustment Remarks	Adviser Remarks
BUSLAW2	3.0	Add approved	
CATHWOR	3.0	Added by Acad. Adviser	Added

Academic Adviser: **NAVA, GOLDELIN CABILTES**

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

Dropped Courses:

Course	Course Title	Section	Transaction	Retention (%)	Adviser Remarks	Last Updated By	Last Updated
BUSECON	BUSINESS ECONOMICS	TC001	D	0	You should not take it yet.	CABILTESG	07/26/2016

Dissolved Courses:

Course	Course Title	Section
You have no dissolved courses.		

[\[View Enrollment Record\]](#) [\[Back\]](#)

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.

Dissolved Courses:

Course	Course Title	Section
You have no dissolved courses.		

[\[View Enrollment Record\]](#)
[\[Back\]](#)

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.

Welcome, Today is 7/27/2016
[Sign out]

MENU

- Home
- Enlistment
- Flowchart
- Clearance
- Enrollment Record
- Current Enrollment Record
- Print EAF
- Adjustment Add/Drop
- Adjustment Viewing
- Adjustment Change Schedule
- Contact Info

2nd Term

Student Name

Student Number

Degree

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

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

Figure 4.2 SIS Menu



4.4 Read the Online Adjustment Policy, then click “Proceed” button.

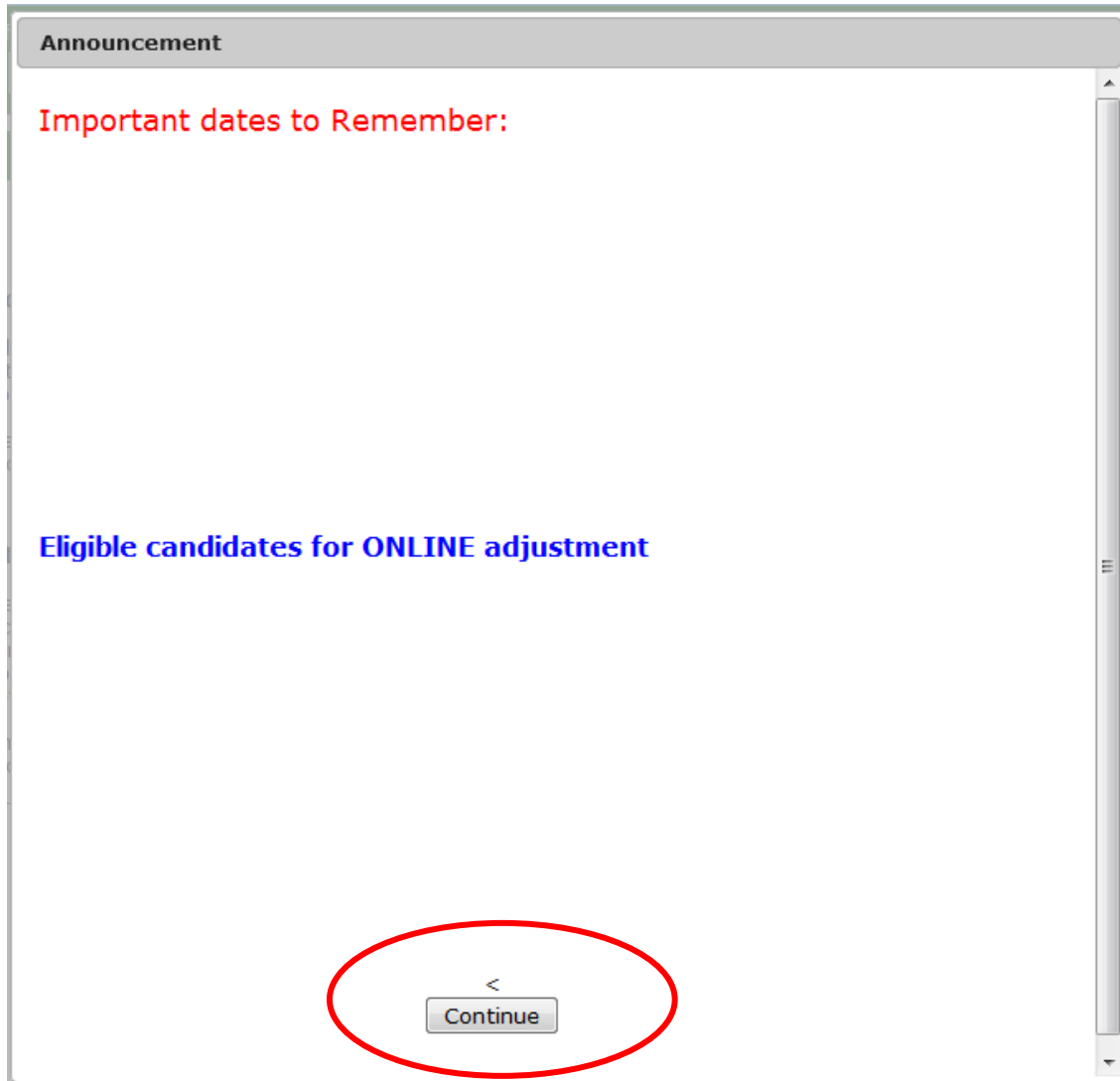


Figure 4.3 Online Adjustment Policy Screen

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)



Adjustment Change Schedule

Online Adjustment Change Schedule for SY 2015-2016 2nd Term

Student Adjustment Date: 07/26/2016 10:43:42 AM Student Adjustment No.: A152028111749286

Maximum Allowable Preenrolled 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:

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

Total Pre-enrolled Unit(s): 15.0

Dropped Courses:

Course	Course Title	Section	Transaction	Retention (%)	Adviser Remarks	Last Updated By	Last Updated
BUSECON	BUSINESS ECONOMICS	TC001	D	0	You should not take it yet.	CABILTESG	07/26/2016

Dissolved Courses:

Course	Course Title	Section
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:

Online Adjustment Record for SY 2015-2016 2nd Term:

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

Total Pre-enrolled Unit(s): 15.0

Figure 4.5 Online Adjustment Change Schedule Screen – Select Section

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

Available Sections

COURSE CODE: **BUSLAW2** Close

SECTION: -

	Section	Day	Time	Room
<input type="radio"/>	TCDP1	MW	18:00 - 19:30	M410
<input type="radio"/>	TCDP2	TH	19:45 - 21:15	M410
<input type="radio"/>	TE001	S	08:00 - 11:00	M403
<input type="radio"/>	TE002	TH	19:45 - 21:15	M409
<input type="radio"/>	TH003	S	08:00 - 11:00	M404
<input type="radio"/>	TH004	TH	18:00 - 19:30	M410
<input type="radio"/>	TH201	TH	19:45 - 21:15	M502
<input type="radio"/>	TH202	TH	18:00 - 19:30	M503

Save
Cancel

Figure 4.6 Online Adjustment Change Schedule Screen – 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:

Course	Unit(s)	Section	Day	Time	Room	Adjustment Remarks	Adviser Remarks	Action
BUSLAW2	3.0	TE001	S	08:00 - 11:00	M403	Add approved		<input type="button" value="Select Section"/> <input type="button" value="Delete Section"/>
CATHWOR	3.0					Added by Acad. Adviser	Added	<input type="button" value="Select Section"/>
LABSTAN	3.0	TH002	TH	11:20 - 12:50	M505	Drop disapproved		<input type="button" value="Select Section"/>
ORGABEH	3.0	TH001	MW	18:00 - 19:30	M502			<input type="button" value="Select Section"/>
PRINAC3	3.0	TH001	TH	13:00 - 14:30	M505			<input type="button" value="Select Section"/>
PRINMAR	3.0	TCD04	MW	16:20 - 17:50	M506			<input type="button" value="Select Section"/>
RECSELE	3.0	TH003	TH	18:00 - 19:30	M401			<input type="button" value="Select Section"/>

Total Pre-enrolled Unit(s): 18.0

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.

Online Adjustment Encoding for SY 2015-2016 2nd Term

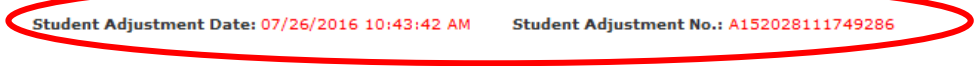


Figure 4.8 Online Adjustment Change Schedule Screen – Student Adjustment No.

- 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.

Online Adjustment Record for SY 2015-2016 2nd Term:

Course	Unit(s)	Section	Day	Time	Room	Adjustment Remarks	Adviser Remarks	Action
BUSLAW2	3.0	TE001	S	08:00 - 11:00	M403	Add approved		<input type="button" value="Select Section"/> <input type="button" value="Delete Section"/>
CATHWOR	3.0					Added by Acad. Adviser	Added	<input type="button" value="Select Section"/>
LABSTAN	3.0	TH002	TH	11:20 - 12:50	M505	Drop disapproved		<input type="button" value="Select Section"/>
ORGABEH	3.0	TH001	MW	18:00 - 19:30	M502			<input type="button" value="Select Section"/>
PRINAC3	3.0	TH001	TH	13:00 - 14:30	M505			<input type="button" value="Select Section"/>
PRINMAR	3.0	TCD04	MW	16:20 - 17:50	M506			<input type="button" value="Select Section"/>
RECSELE	3.0	TH003	TH	18:00 - 19:30	M401			<input type="button" value="Select Section"/>

Total Pre-enrolled Unit(s): 18.0

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.

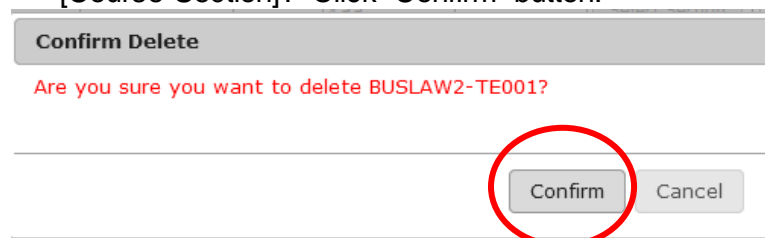


Figure 4.10 Online Adjustment Change Schedule Screen – Confirmation Box



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.

Dissolved Courses:

Course	Course Title	Section
You have no dissolved courses.		

[\[View Enrollment Record\]](#) [\[Back\]](#)

Figure 4.11 Online Adjustment Change Schedule Screen – View Enrollment Record

The figure below is a sample temporary assessment page.

ENROLLMENT RECORD

Academic Unit(s) : 15.0
 Non Academic Unit(s) : 0
 Total Unit(s) : 15.0

Student Enrollment Record for SY 2015-2016 2nd Term

Course	Unit(s)	Section	Day	Time	Room	Faculty
LABSTAN	3.0	TH002	TH	11:20-12:50	M505	
ORCABEH	3.0	TH001	MW	18:00-19:30	M502	
PRINAC3	3.0	TH001	TH	13:00-14:30	M505	
PRINMAR	3.0	TCD04	MW	16:20-17:50	M506	
RECSELE	3.0	TH003	TH	18:00-19:30	M401	

UNOFFICIAL ASSESSMENT

ASSESSMENT SUMMARY

Assessment	Amount
TUITION FEE	37,155.00
MISCELLANEOUS FEES	7,026.00
SPECIAL FEES	128.00
ASSESSED AMOUNT	44,309.00
OTHER DUES	0.00
TOTAL AMOUNT DUE	44,309.00

Figure 4.12 View Assessment Screen



INFORMATION TECHNOLOGY DEPARTMENT

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



Figure 4.13 Sign out Screen

Prepared by:		Reviewed by:		Approved by:		Noted by:	
John Cedrick P. Bugarin Business Systems Analyst	Goldelin C. Nava Bus. Sys Analyst	Gilbert O. Marcelo Asst. Registrar for Operations	Ma. Socorro C. Bacay Registrar	Randy G. Tandoc ISC Director	Jonathan L. Broqueza ITDO Head	Jhoann O. Tandoc PITSO Head	
Date:	Date:	Date:	Date:	Date:	Date:	Date:	