



Information Technology Department

2nd Floor, Benilde Hall, 2544 Taft Ave.

User's Manual

SIS – Online Student Adjustment

Version 1.0

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Document Version History

Date	Version	Description	Author
12/14/2012	1.0	SIS – Online Student Adjustment User’s Manual	Goldelin P. Cabiltes



INFORMATION TECHNOLOGY DEPARTMENT

1. How to Add Course During Student Adjustment Enlistment Period

1.1 Open your browser and type www.benilde.edu.ph/sis. (Required browser: Mozilla Firefox).

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

Enter your CSBInfonet username and password

Username :

Password :

Login Reset

Figure 1.1 SIS Login Page

1.3 After a successful login, click “ADJUSTMENT” from the menu (right side of the screen).

[Log-Out]

Today is December 11, 2012 3:53:36 PM

HOME

- ADJUSTMENT
- CLEARANCE
- FLOWCHART
- ENROLLMENT RECORD
- CURRENT ENROLLMENT RECORD

Second Term

School Year 2012-2013

STUDENT NAME

STUDENT NUMBER

BSBA-CA DEGREE

Figure 1.2 SIS Menu

Prepared by:	Reviewed by:
Goldelin P. Cabiltes	Gilbert O. Marcelo
Business Systems Analyst	Asst. Registrar for Operations
Date:	Date:



NOTE: You will be allowed to enter the Adjustment Link if you satisfy BOTH items 1 AND 2 below:

ITEM 1: You must be qualified at least 1 of the conditions below:

- with failing grade(s) in student's current enrollment record
- dissolution of the section of a course the student is enrolled in for the succeeding term
- expecting to graduate at the end of the term (has less than or equal 24 remaining units)
- under load:
 - = NON-CDP students – has less than or equal 15 units
 - = CDP students – has less than or equal 9 units

ITEM 2: You must be qualified to ALL conditions below:

- you should be added in Student Adjustment Tagging module (to be added in Student Adjustment Tagging module, you must surrender your old EAF at the Office of the Registrar)
- you should have pre-enrolled during Pre-enrollment Period
- you should not have DUE pending clearance record
- all your current enrolled courses should have Final Grades

If you are not qualified based from the given criteria, you may inquire the Office of the Registrar for Manual Adjustment Procedures.

1.4 Read the Student Adjustment Policy, then click “Proceed” button.

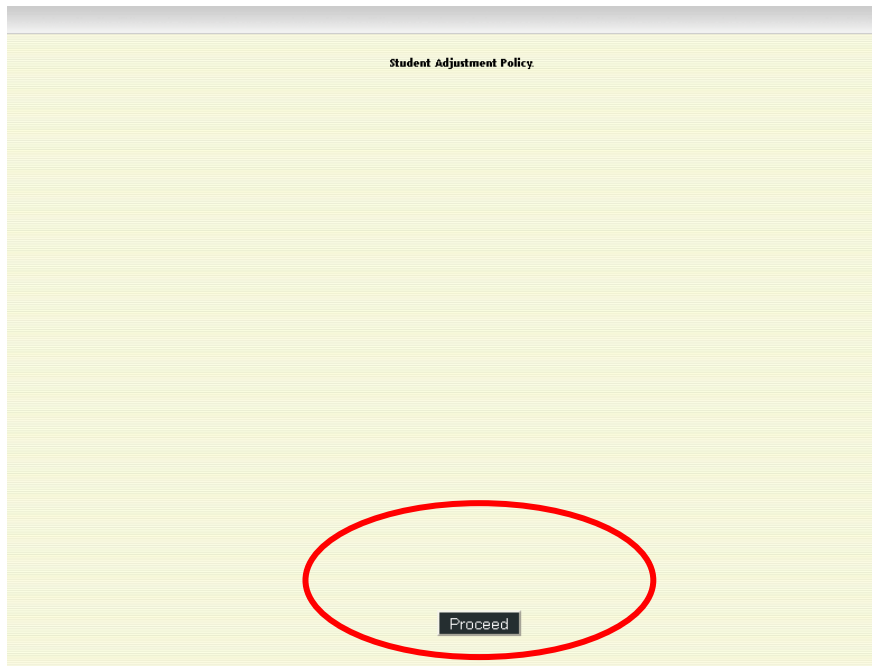


Figure 1.3 Student Adjustment Policy Screen

Prepared by:	Reviewed by:
Goldelin P. Cabiltes	Gilbert O. Marcelo
Business Systems Analyst	Asst. Registrar for Operations
Date:	Date:



INFORMATION TECHNOLOGY DEPARTMENT

1.5 A screen will appear for you to select courses that you want to add.

NOTE: You can still modify as long as within the Student Adjustment Enlistment Period.

Online Student Adjustment for SY 2012-2013 2nd Term

Student Adjustment Date : Student Adjustment No. :

Status: Preenrolled unit(s): 15.0
 Status: Approved unit(s): 0.0
 Status: Pending unit(s): 0.0
Total Units: 15.0

Maximum Allowable Preenrolled Unit(s): 21

Note: Total Units must not exceed the sum of Maximum Allowable Preenrolled Units and 9 Units of Alternative Courses.

Student Adjustment Record for SY 2012-2013 2nd Term

Course Code	Unit(s)	Section	Day	Time	Room	Status	Adjustment Remarks	Action		
ICTNFRA	3.0	TCA1	F	11:15 - 14:15	D403	PreEnrolled		Select Section	Delete Section	Delete Course
MANSTRA	3.0	TA0C	TH	18:00 - 19:30	D504	PreEnrolled		Select Section	Delete Section	Delete Course
PERMANA	3.0	TA0C	S	09:00 - 12:00	D404	PreEnrolled		Select Section	Delete Section	Delete Course
QUANT-T	3.0	TA0H	TH	19:45 - 21:15	DCL1	PreEnrolled		Select Section	Delete Section	Delete Course
SYS-AD1	3.0	TCA1	S	13:00 - 16:00	B404	PreEnrolled		Select Section	Delete Section	Delete Course

Dropped Courses:

Course	Course Title	Section	Transaction	Retention(%)	Last Updated By	Last Updated
[View Assessment] [Back]						

Figure 1.4 Online Student Adjustment Screen

Prepared by:	Reviewed by:
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Business Systems Analyst	Asst. Registrar for Operations
Date:	Date:



1.5.1 How to add a course

1.5.1.1 To Add a Course: Click “Select Course” button to display the available courses in Course dropdown. From the Course dropdown, select the desired course to be added, then click “Add” button.

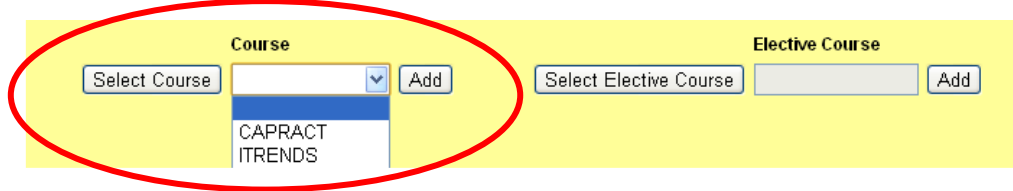


Figure 1.5 Online Student Adjustment Screen – Add Course

1.5.1.2 To Add an Elective Course: Click “Select Elective Course” button to display the available elective courses in Elective Course dropdown. From the Elective Course Dropdown, select the desired elective course to be added, then click “Add” button.

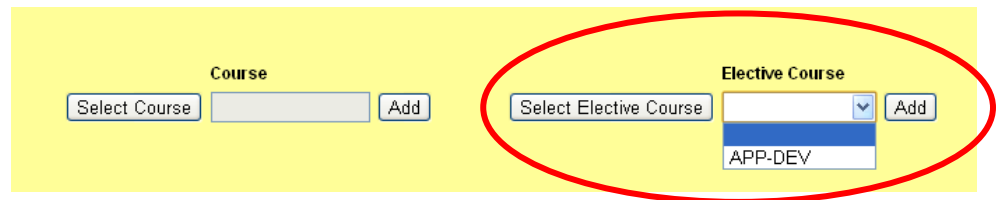


Figure 1.6 Online Student Adjustment Screen – Add Elective Course

Upon clicking Add button, a system message “Course has been added.” will be displayed. Notice that the status of the added course is “Pending”, the Adjustment Remarks is “Add for approval”, and the available Action is “Delete Course”.

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Date:	Date:



IMPORTANT:

- Take note of your **Student Adjustment No.** that will be displayed on your screen after adding.

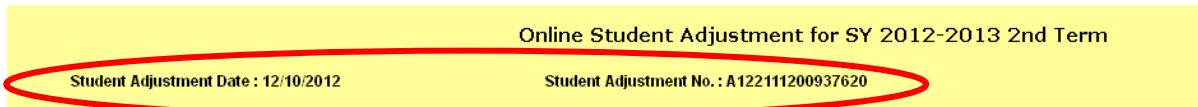


Figure 1.7 Online Student Adjustment Screen – Student Adjustment No. and Date

- 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 Student Adjustment Enlistment Period.

Maximum Allowable Units:

- For Non-CDP who are Non-graduating students:

Maximum Allowable Units = 21 units (maximum of 18 academic units) + 9 units of alternative courses.

- For Non-CDP who are Graduating students:

Maximum Allowable Units = 24 units + 9 units of alternative courses.

- For CDP who are Non-graduating students:

Maximum Allowable Units = 17 units + 9 units of alternative courses.

- For CDP who are Graduating students:

Maximum Allowable Units = 21 units + 9 units of alternative courses.

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Date:	Date:



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1.5.2 How to delete a course

Click the “Delete Course” button of the added course you would like to delete. 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.

Student Adjustment Record for SY 2012-2013 2nd Term

Course Code	Unit(s)	Section	Day	Time	Room	Status	Adjustment Remarks	Action
ICTNFRA	3.0	TCA1	F	11:15 - 14:15	D403	PreEnrolled		Select Section Delete Section Delete Course
ITRENDS	3.0					Pending	Add for approval	Select Section Delete Section Delete Course
MANSTRA	3.0	TA0C	TH	18:00 - 19:30	D504	PreEnrolled		Select Section Delete Section Delete Course
ORGACOM	3.0					Pending	Add for approval	Select Section Delete Section Delete Course
PERMANA	3.0	TA0C	S	09:00 - 12:00	D404	PreEnrolled		Select Section Delete Section Delete Course
PRINAC3	3.0					Pending	Add for approval	Select Section Delete Section Delete Course
QUANT-T	3.0	TA0H	TH	19:45 - 21:15	DCL1	PreEnrolled		Select Section Delete Section Delete Course
SYS-AD1	3.0	TCA1	S	13:00 - 16:00	B404	PreEnrolled		Select Section Delete Section Delete Course

Figure 1.8 Online Student Adjustment Screen – Delete Course

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

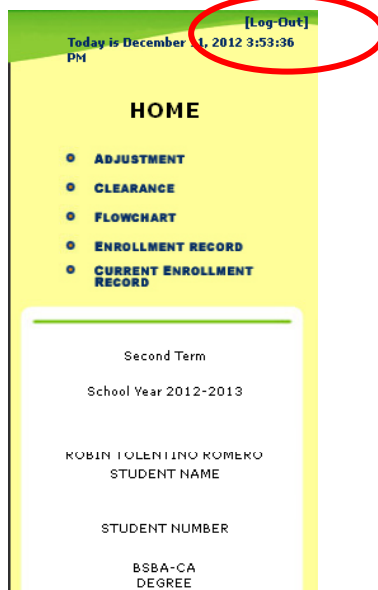


Figure 1.9 Log-Out

Prepared by:	Reviewed by:
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Business Systems Analyst	Asst. Registrar for Operations
Date:	Date:



INFORMATION TECHNOLOGY DEPARTMENT

2. How to Approve Courses During Student Adjustment Approval Period

2.1 Open your browser and type www.benilde.edu.ph/sis. (Required browser: Mozilla Firefox).

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

Enter your CSBInfonet username and password

Username :

Password :

Login Reset

Figure 2.1 SIS Login Page

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

Student Adjustment Approval

Search

- STUDENT INFORMATION
- COURSE APPROVAL
 - Update Enlisted Courses
 - View / Generate CAF Tally
 - Student Adjustment Approval
- ADJUSTMENT
 - View Flowchart

Figure 2.2 SIS Menu

Prepared by:	Reviewed by:
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Business Systems Analyst	Asst. Registrar for Operations
Date:	Date:



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. Please do not forget to add zeroes before the Student Number (4 zeroes for ID 100 above, 5 zeroes for ID 99 below).

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.

Degree Code	Student ID No.	Student Name	Student Adjustment Approval
BSBA-CA	000010976302	ROMERO, ROBIN TOLENTINO	Pending Approval

Back

Figure 2.5 Search by Student Last Name Result

Prepared by:	Reviewed by:
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Business Systems Analyst	Asst. Registrar for Operations
Date:	Date:



INFORMATION TECHNOLOGY DEPARTMENT

2.5 How to approve/disapprove courses

2.5.1 To Approve Courses: Click the radio button under the Approved column.

2.5.2 Disapprove Courses: Click the radio button under the Disapproved column.

For Approval

Course	Unit(s)	Section	Day	Time	Room	Status	Adjustment Remarks	Approved	Disapproved
ICTNFRA	3.0	TCA1	F	11:15 - 14:15	D403	PreEnrolled		<input type="radio"/>	<input type="radio"/>
ITRENDS	3.0		---	---	---	Pending	Add for approval	<input checked="" type="radio"/>	<input type="radio"/>
MANSTRA	3.0	TA0C	TH	18:00 - 19:30	D504	PreEnrolled		<input type="radio"/>	<input checked="" type="radio"/>
ORGACOM	3.0		---	---	---	Pending	Add for approval	<input type="radio"/>	<input checked="" type="radio"/>
PERMANA	3.0	TA0C	S	09:00 - 12:00	D404	PreEnrolled		<input type="radio"/>	<input type="radio"/>
PRINAC3	3.0		---	---	---	Pending	Add for approval	<input checked="" type="radio"/>	<input type="radio"/>
QUANT-T	3.0	TA0H	TH	19:45 - 21:15	DCL1	PreEnrolled		<input type="radio"/>	<input type="radio"/>
SYS-AD1	3.0	TCA1	S	13:00 - 16:00	B404	PreEnrolled		<input type="radio"/>	<input type="radio"/>

Save

Figure 2.6 Online Student Adjustment Approval

Important:

- Only courses added during Student Adjustment Enlistment can be approved/disapproved by the Academic Adviser.
- 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 Student Adjustment Approval Period.

Maximum Allowable Units:

- For Non-CDP who are Non-graduating students:

Maximum Allowable Units = 21 units (maximum of 18 academic units) + 9 units of alternative courses.

- For Non-CDP who are Graduating students:

Maximum Allowable Units = 24 units + 9 units of alternative courses.

- For CDP who are Non-graduating students:

Maximum Allowable Units = 17 units + 9 units of alternative courses.

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Date:	Date:



- For CDP who are Graduating students:

Maximum Allowable Units = 21 units + 9 units of alternative courses.

NOTE: You can still modify as long as within the Student 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 ID No.	Student Name	Student Adjustment Approval
BSBA-CA	000010976302	ROMERO, ROBIN TOLENTINO	Pending Approval
<input type="button" value="Back"/>			
Degree Code	Student ID No.	Student Name	Student Adjustment Approval
BSBA-CA	000010976302	ROMERO, ROBIN TOLENTINO	Approved
<input type="button" value="Back"/>			

Figure 2.7 Search By Last Name – Student Adjustment Approval

2.6 When you are finished, click “Log-Out” (upper right of the screen) for security purposes.



Figure 2.8 Logout

Prepared by:	Reviewed by:
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Business Systems Analyst	Asst. Registrar for Operations
Date:	Date:



INFORMATION TECHNOLOGY DEPARTMENT

3. How to Encode Section During Student Adjustment Encoding Period

3.1 Open your browser and type www.benilde.edu.ph/sis. (Required browser: Mozilla Firefox).

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

Enter your CSBInfonet username and password

Username :

Password :

Login Reset

Figure 3.1 SIS Login Page

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

[Log-Out]

Today is December 11, 2012 3:53:36 PM

HOME

- ADJUSTMENT
- CLEARANCE
- FLOWCHART
- ENROLLMENT RECORD
- CURRENT ENROLLMENT RECORD

Second Term

School Year 2012-2013

STUDENT NAME

STUDENT NUMBER

BSBA-CA DEGREE

Figure 3.2 SIS Menu

Prepared by:	Reviewed by:
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Business Systems Analyst	Asst. Registrar for Operations
Date:	Date:



3.4 Read the Student Adjustment Policy, then click “Proceed” button.

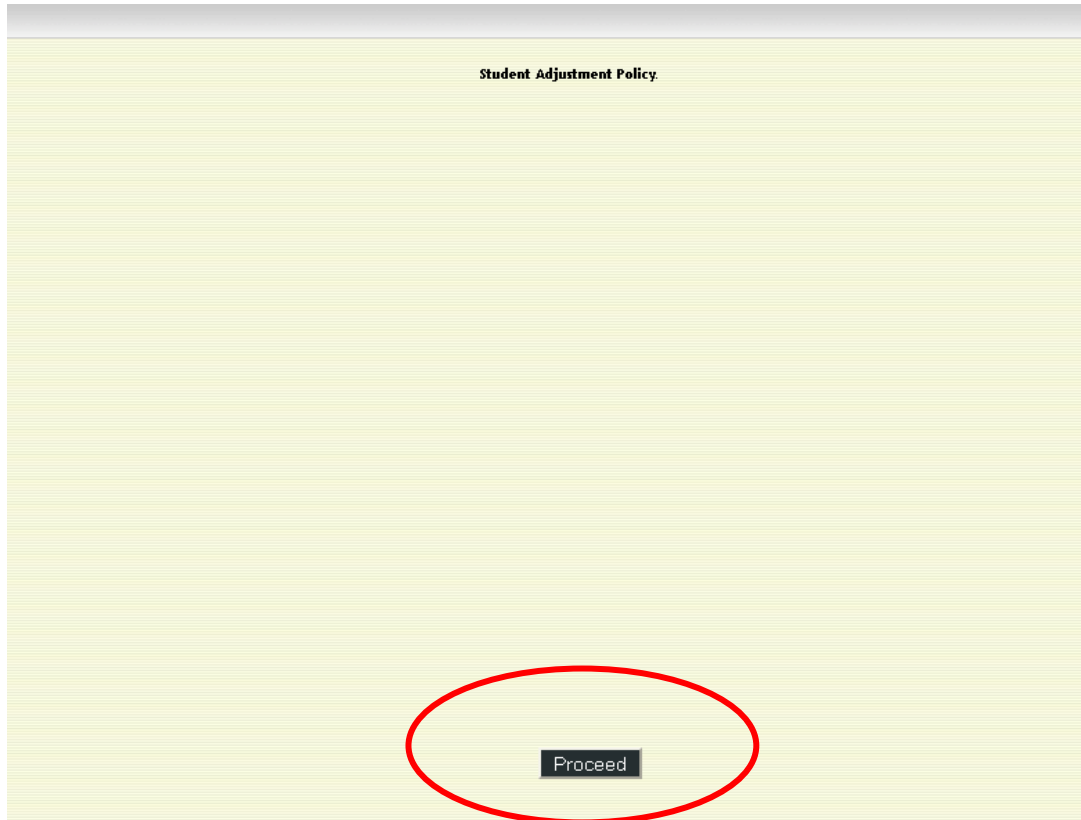


Figure 3.3 Student Adjustment Policy Screen

Prepared by:	Reviewed by:
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Business Systems Analyst	Asst. Registrar for Operations
Date:	Date:



3.5 The system will display the approved courses from which you will choose the sections and schedules you desire.

Student Adjustment Record for SY 2012-2013 2nd Term

Course Code	Unit(s)	Section	Day	Time	Room	Status	Adjustment Remarks	Action		
ICTNFRA	3.0	TCA1	F	11:15 - 14:15	D403	PreEnrolled		Select Section	Delete Section	Delete Course
ITRENDS	3.0					Approved	Add approved	Select Section	Delete Section	Delete Course
MANSTRA	3.0	TA0C	TH	18:00 - 19:30	D504	PreEnrolled		Select Section	Delete Section	Delete Course
ORGACOM	3.0					Disapproved	Add disapproved	Select Section	Delete Section	Delete Course
PERMANA	3.0	TA0C	S	09:00 - 12:00	D404	PreEnrolled		Select Section	Delete Section	Delete Course
PRINAC3	3.0					Approved	Add approved	Select Section	Delete Section	Delete Course
QUANT-T	3.0	TA0H	TH	19:45 - 21:15	DCL1	PreEnrolled		Select Section	Delete Section	Delete Course
SYS-AD1	3.0	TCA1	S	13:00 - 16:00	B404	PreEnrolled		Select Section	Delete Section	Delete Course

Dropped Courses:

Course	Course Title	Section	Transaction	Retention(%)	Last Updated By	Last Updated
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Figure 3.4 Student Adjustment Encoding Screen

3.5.1 How to select a section and schedule:

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

Student Adjustment Record for SY 2012-2013 2nd Term

Course Code	Unit(s)	Section	Day	Time	Room	Status	Adjustment Remarks	Action		
ICTNFRA	3.0	TCA1	F	11:15 - 14:15	D403	PreEnrolled		Select Section	Delete Section	Delete Course
ITRENDS	3.0					Approved	Add approved	Select Section	Delete Section	Delete Course
MANSTRA	3.0	TA0C	TH	18:00 - 19:30	D504	PreEnrolled		Select Section	Delete Section	Delete Course
ORGACOM	3.0					Disapproved	Add disapproved	Select Section	Delete Section	Delete Course
PERMANA	3.0	TA0C	S	09:00 - 12:00	D404	PreEnrolled		Select Section	Delete Section	Delete Course
PRINAC3	3.0					Approved	Add approved	Select Section	Delete Section	Delete Course
QUANT-T	3.0	TA0H	TH	19:45 - 21:15	DCL1	PreEnrolled		Select Section	Delete Section	Delete Course
SYS-AD1	3.0	TCA1	S	13:00 - 16:00	B404	PreEnrolled		Select Section	Delete Section	Delete Course

Figure 3.5 Student Adjustment Encoding Screen – Select Section

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Business Systems Analyst	Asst. Registrar for Operations
Date:	Date:



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

Figure 3.6 Student Adjustment Encoding Screen – Select Schedule

3.5.1.3 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.

Maximum Allowable Preenrolled Unit(s): 21 "Section has been saved."

Note: Total Units must not exceed the sum of Maximum Allowable Preenrolled Units and 9 Units of Alternative Courses.

Student Adjustment Record for SY 2012-2013 2nd Term

Course Code	Unit(s)	Section	Day	Time	Room	Status	Adjustment Remarks	Action		
ICTNFRA	3.0	TCA1	F	11:15 - 14:15	D403	PreEnrolled		Select Section	Delete Section	Delete Course
ITRENDS	3.0					Approved	Add approved	Select Section	Delete Section	Delete Course
MANSTRA	3.0	TA0C	TH	18:00 - 19:30	D504	PreEnrolled		Select Section	Delete Section	Delete Course
ORGACOM	3.0					Disapproved	Add disapproved	Select Section	Delete Section	Delete Course
PERMANA	3.0	TA0C	S	09:00 - 12:00	D404	PreEnrolled		Select Section	Delete Section	Delete Course
PRINAC3	3.0	TA0C	MW	14:40 - 16:10	D403	PreEnrolled	Add approved	Select Section	Delete Section	Delete Course
QUANT-T	3.0	TA0H	TH	19:45 - 21:15	DCL1	PreEnrolled		Select Section	Delete Section	Delete Course
SYS-AD1	3.0	TCA1	S	13:00 - 16:00	B404	PreEnrolled		Select Section	Delete Section	Delete Course

Figure 3.7 Student Adjustment Encoding Screen – Schedule Selected

Prepared by:	Reviewed by:
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Business Systems Analyst	Asst. Registrar for Operations
Date:	Date:



Important:

- You are allowed to encode sections for your 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 units of encoded sections during Student Adjustment Encoding Period.

Maximum Allowable Units:

- For Non-CDP who are Non-graduating students:

Maximum Allowable Units = 21 units (maximum of 18 academic units)

- For Non-CDP who are Graduating students:

Maximum Allowable Units = 24 units

- For CDP who are Non-graduating students:

Maximum Allowable Units = 17 units

- For CDP who are Graduating students:

Maximum Allowable Units = 21 units

NOTE: You can still modify as long as within the Student Adjustment Encoding Period.

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Date:	Date:



INFORMATION TECHNOLOGY DEPARTMENT

3.5.2 How to delete a section and schedule:

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

Student Adjustment Record for SY 2012-2013 2nd Term

Course Code	Unit(s)	Section	Day	Time	Room	Status	Adjustment Remarks	Action		
ICTNFRA	3.0	TCA1	F	11:15 - 14:15	D403	PreEnrolled		Select Section	Delete Section	Delete Course
ITRENDS	3.0					Approved	Add approved	Select Section	Delete Section	Delete Course
MANSTRA	3.0	TA0C	TH	18:00 - 19:30	D504	PreEnrolled		Select Section	Delete Section	Delete Course
ORGACOM	3.0					Disapproved	Add disapproved	Select Section	Delete Section	Delete Course
PERMANA	3.0	TA0C	S	09:00 - 12:00	D404	PreEnrolled		Select Section	Delete Section	Delete Course
PRINAC3	3.0	TA0C	MW	14:40 - 16:10	D403	PreEnrolled	Add approved	Select Section	Delete Section	Delete Course
QUANT-T	3.0	TA0H	TH	19:45 - 21:15	DCL1	PreEnrolled		Select Section	Delete Section	Delete Course
SYS-AD1	3.0	TCA1	S	13:00 - 16:00	B404	PreEnrolled		Select Section	Delete Section	Delete Course

Figure 3.8 Student Adjustment Encoding Screen – Delete Section

3.5.2.2 A confirmation box will appear stating “Are you sure you want to delete this section?” Click “OK” button.

Are you sure you want to delete this section?

Figure 3.9 Student Adjustment Encoding Screen – Confirmation Box

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Business Systems Analyst	Asst. Registrar for Operations
Date:	Date:



3.5.2.3 After clicking “OK” button, the system removes the schedule you deleted beside the Course Code and displays message “Section has been deleted”.

"Section has been deleted."

Maximum Allowable Preenrolled Unit(s): 21

Note: Total Units must not exceed the sum of Maximum Allowable Preenrolled Units and 9 Units of Alternative Courses.

Student Adjustment Record for SY 2012-2013 2nd Term

Course Code	Unit(s)	Section	Day	Time	Room	Status	Adjustment Remarks	Action		
ICTNFRA	3.0	TCA1	F	11:15 - 14:15	D403	PreEnrolled		Select Section	Delete Section	Delete Course
ITRENDS	3.0					Approved	Add approved	Select Section	Delete Section	Delete Course
MANSTRA	3.0	TA0C	TH	18:00 - 19:30	D504	PreEnrolled		Select Section	Delete Section	Delete Course
ORGACOM	3.0					Disapproved	Add disapproved	Select Section	Delete Section	Delete Course
PERMANA	3.0	TA0C	S	09:00 - 12:00	D404	PreEnrolled		Select Section	Delete Section	Delete Course
PRINAC3	3.0					Approved	Add approved	Select Section	Delete Section	Delete Course
QUANT-T	3.0	TA0H	TH	19:45 - 21:15	DCL1	PreEnrolled		Select Section	Delete Section	Delete Course
SYS-AD1	3.0	TCA1	S	13:00 - 16:00	B404	PreEnrolled		Select Section	Delete Section	Delete Course

Figure 3.10 Student Adjustment Encoding Screen – Section Deleted

Prepared by:	Reviewed by:
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Business Systems Analyst	Asst. Registrar for Operations
Date:	Date:



3.6 You can view your temporary assessment by clicking [View Assessment] link at the bottom of Student Adjustment Encoding Page.

Student Adjustment Record for SY 2012-2013 2nd Term

Course Code	Unit(s)	Section	Day	Time	Room	Status	Adjustment Remarks	Action		
ICTNFRA	3.0	TCA1	F	11:15 - 14:15	D403	PreEnrolled		Select Section	Delete Section	Delete Course
ITRENDS	3.0					Approved	Add approved	Select Section	Delete Section	Delete Course
MANSTRA	3.0	TA0C	TH	18:00 - 19:30	D504	PreEnrolled		Select Section	Delete Section	Delete Course
ORGACOM	3.0					Disapproved	Add disapproved	Select Section	Delete Section	Delete Course
PERMANA	3.0	TA0C	S	09:00 - 12:00	D404	PreEnrolled		Select Section	Delete Section	Delete Course
PRINAC3	3.0	TA0C	MW	14:40 - 16:10	D403	PreEnrolled	Add approved	Select Section	Delete Section	Delete Course
QUANT-T	3.0	TA0H	TH	19:45 - 21:15	DCL1	PreEnrolled		Select Section	Delete Section	Delete Course
SYS-AD1	3.0	TCA1	S	13:00 - 16:00	B404	PreEnrolled		Select Section	Delete Section	Delete Course

Course: Elective Course:

Dropped Courses:

Course	Course Title	Section	Transaction	Retention(%)	Last Updated By	Last Updated
[View Assessment] [Back]						

Figure 3.11 Student Adjustment Encoding Screen – View Assessment

The figure below is a sample temporary assessment page.

Academic Unit(s) : 15.0
 Non Academic Unit(s) : 0.0
 Total Unit(s) : 15.0

Student Pre-Enrollment Record for SY 2012-2013 Second Term

Course	Unit(s)	Section	Day	Time	Room	Faculty
ICTNFRA	3.0	TCA1	F	11:15 - 14:15	D403	CLAUDIO, NORBERTO JR.
MANSTRA	3.0	TA0C	TH	18:00 - 19:30	D504	SINENSE, ROLANDO
PERMANA	3.0	TA0C	S	09:00 - 12:00	D404	NUNEZ, JELLA
QUANT-T	3.0	TA0H	TH	19:45 - 21:15	DCL1	ROCHA, PHILIP JAMES
SYS-AD1	3.0	TCA1	S	13:00 - 16:00	B404	SORIANO, GARY

ASSESSMENT SUMMARY

Assessment	Amount
TUITION FEE	32,490.00
LABORATORY FEES	1,987.00
MISCELLANEOUS FEES	6,724.00
SPECIAL FEES	128.00
ASSESSED AMOUNT	41,329.00
TOTAL AMOUNT DUE	41,329.00
LESS	
BALANCE	41,329.00
CMREFUND (Created)	
REFUND (Unassigned)	0.00

[\[Back\]](#)

Figure 3.12 View Assessment Screen

Prepared by:	Reviewed by:
Goldelin P. Cabiltes	Gilbert O. Marcelo
Business Systems Analyst	Asst. Registrar for Operations
Date:	Date:



3.7 When you are finished, click Log-Out (upper right of the screen) for security purposes.

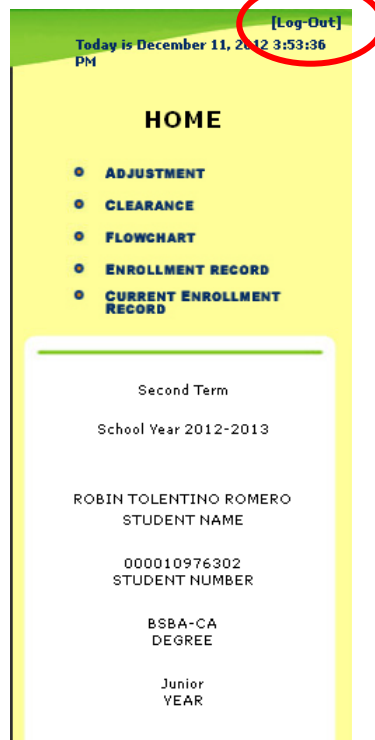


Figure 3.13 Logout Screen

Prepared by:	Reviewed by:	Approved by:			Noted by:
Goldelin P. Cabiltes Business Systems Analyst	Gilbert O. Marcelo Asst. Registrar for Operations	Ma. Socorro C. Bacay Registrar	Jhoann O. Tandoc PISSO Head	Jonathan L. Broqueza ITDO Head	Randy G. Tandoc ISPC Director
Date:	Date:	Date:	Date:	Date:	Date: