User's Manual
SIS – Online Student Adjustment
Version 2.0

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INFORMATION TECHNOLOGY DEPARTMENT

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

1. How to Add/ Drop Course During Online Adjustment Enlistment Period (For Students)

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.

Figure 1.1 SIS Login Page

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

Figure 1.2 SIS Menu

Prepared by:	Reviewed by:
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Date: 7/23/2014	Date:

NOTE: Below are qualifications for Online Adjustment:

- should have pre-enrolled during Pre-enrollment Period; AND
- should not have DUE pending clearance record (Finance Department); AND
- has satisfied 1 of the following:
  = with failing grade(s) in student's current enrollment record
  = with dissolved course section for the succeeding term
  = expecting to graduate (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

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

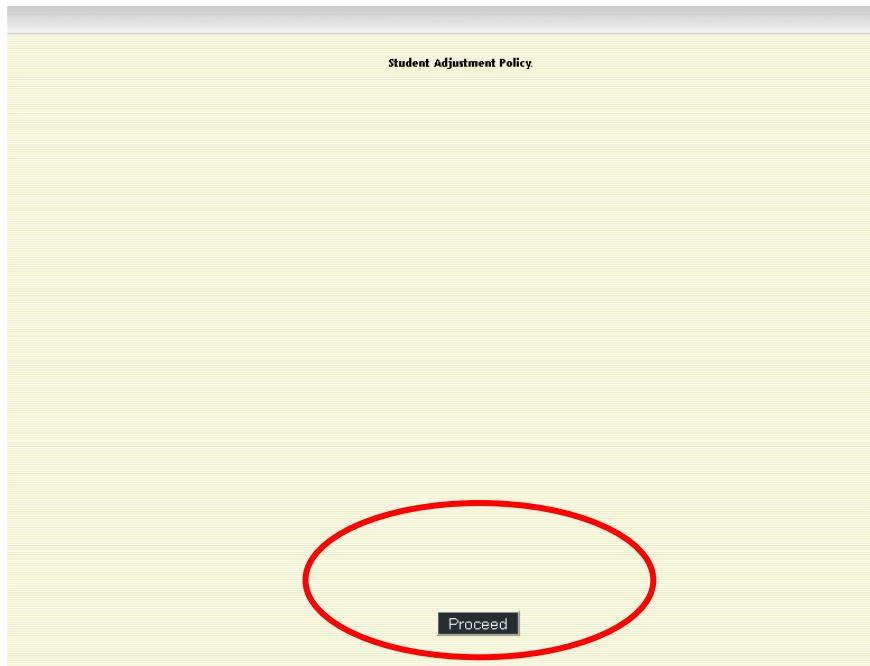1.4 Read the Online Adjustment Policy, then click "Proceed" button.

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 Enlistment Period.

Online Student Adjustment for SY 2014-2015 1st Term

Student Adjustment Date :   **Student Adjustment No. :**

Status: Preenrolled unit(s):   19.0
Status: Approved unit(s):   0.0
Status: Pending unit(s):   0.0
Total Units: 19.0

Maximum Allowable Preenrolled Unit(s):   21

Note: For Student Adjustment Enlistment Period, Total Units must not exceed the sum of Maximum Allowable Preenrolled Units and 9 Units of Alternative Courses.

Student Adjustment Record for SY 2014-2015 1st Term

Course Code	Unit(s)	Section	Day	Time	Room	Status	Adjustment Remarks	Action				Remarks
CATHWOR	3.0	HSB22	MW	14:40 - 16:10	I904	PreEnrolled		Select Section	Delete Section	Delete Course	Drop Course	
INSOCIO	3.0	HSB22	TH	11:20 - 12:50	I712	PreEnrolled		Select Section	Delete Section	Delete Course	Drop Course	
INTECOM	3.0	HSB22	TH	13:00 - 14:30	I904	PreEnrolled		Select Section	Delete Section	Delete Course	Drop Course	
PHILOMA	3.0	HSB21	MW	09:40 - 11:10	I712	PreEnrolled		Select Section	Delete Section	Delete Course	Drop Course	
PRIMLAB	2.0	HIM1A	TH	17:30 - 20:30	I708A	PreEnrolled		Select Section	Delete Section	Delete Course	Drop Course	
PRIMLEC	2.0	HIM1	W	16:20 - 18:20	I904	PreEnrolled		Select Section	Delete Section	Delete Course	Drop Course	
PTOUR-2	3.0	HSB21	MW	08:00 - 09:30	I806	PreEnrolled		Select Section	Delete Section	Delete Course	Drop Course	

Course   **Elective Course**
Select Course [   ] Add   Select Elective Course [   ] Add

Dropped Courses:

Course	Course Title	Section	Transaction	Retention(%)	Last Updated By	Last Updated

[View Assessment]   [Back]

Figure 1.4 Online Adjustment Enlistment Screen

Prepared by:	Reviewed by:
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Business Systems Analyst	Asst. Registrar for Operations
Date: 7/23/2014	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.
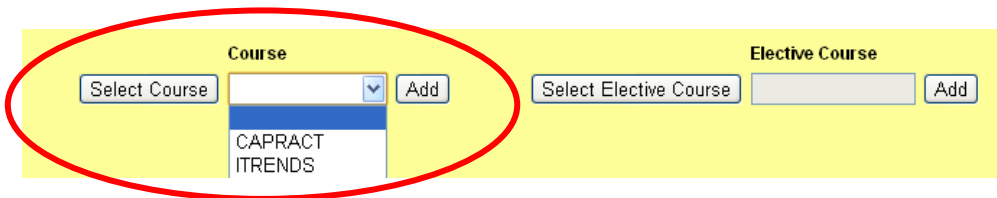

Figure 1.5 Online Adjustment Enlistment Screen – Add Course

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 Adjustment Enlistment 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: 7/23/2014	Date:

IMPORTANT:

- Take note of your **Student Adjustment No.** that will be displayed on your screen after saving the first transaction.
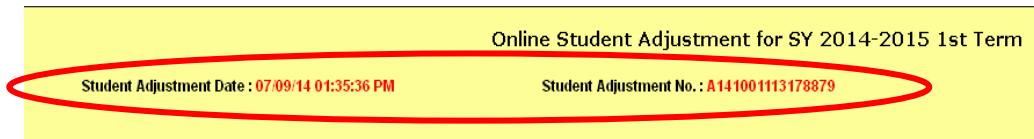
Figure 1.7 Online Adjustment Enlistment Screen – Student Adjustment No. and Date

- Once the system has generated you a Student Adjustment No., your EAF will automatically be voided. You will need to go to your respective Records-in-charge to get your new EAF during EAF Releasing Period.

- 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 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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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.

Figure 1.8 Online Adjustment Enlistment 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

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Date: 7/23/2014	Date:

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

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.

Figure 2.1 SIS Login Page

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

Figure 2.2 SIS Menu

Prepared by:	Reviewed by:
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Business Systems Analyst	Asst. Registrar for Operations
Date: 7/23/2014	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 and above, 5 zeroes for ID 99 and 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 Sort	Student ID No. Sort	Student Name Sort	Student Adjustment Approval Sort
BS-HRIM	000011363916	BUENAOBRA, MARK JOSEPH PAMATMAT	Approved
BS-HRIM	000011392940	LEE, SU YEON -	Approved
BS-HRIM	000011159154	CASAÑAS, CAMILLE JERIN ALBORIDA	Pending Approval

Figure 2.5 Search by Student Last Name Result

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Date: 7/23/2014	Date:

2.5 How to add a course/ Elective course

2.5.1 **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.

2.5.2 **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 2.6 Online Adjustment Approval Screen – Add Course/ Elective Course

Upon clicking Add button, a system message "Course has been added." will be displayed.

2.6 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.

Note: Only those courses added by Academic Adviser during Online Adjustment Approval are allowed to be deleted.

Figure 2.7 Online Adjustment Approval Screen – Delete Course

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Date: 7/23/2014	Date:

2.7 How to approve/disapprove courses

   2.7.1 **To Approve Courses:** Click the radio button under the Approved column, then click Save button.

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

Figure 2.8 Online Adjustment Approval Screen – Approve/ Disapprove

Note: You may type remarks in Remarks textbox, then click Save button. Anything you save in Remarks field will be displayed (except remarks of an approved dropped course) in student's Adjustment Screen during Online Adjustment Encoding Period.

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-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: 7/23/2014	Date:

- 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).
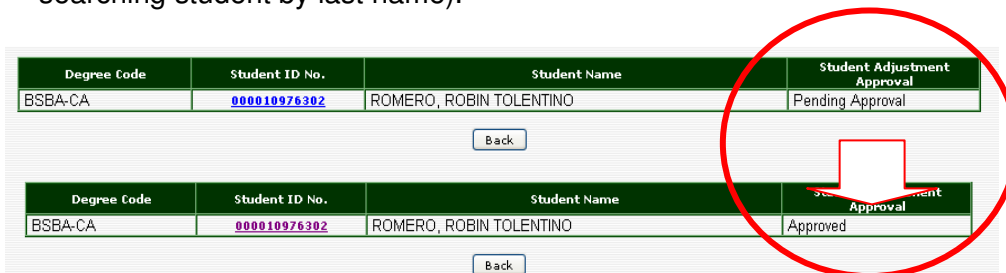
Figure 2.9 Search By Last Name Screen – Online Adjustment Approval

- 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.

2.8 You may click View Flowchart button to view student's flowchart.

Figure 2.10 Online Adjustment Approval Screen – View Flowchart

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Date: 7/23/2014	Date:

2.9 When you are finished, click "Log-Out" (upper right of the screen) for security
purposes.
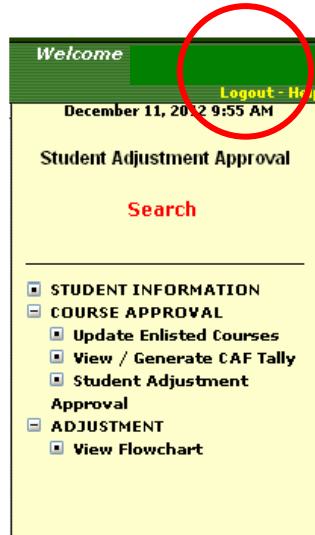
Figure 2.11 Logout

Prepared by:	Reviewed by:
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Date: 7/23/2014	Date:

3. How to Encode Section During Online Adjustment Encoding Period (For Students)

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.

Figure 3.1 SIS Login Page

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

Figure 3.2 SIS Menu

Prepared by:	Reviewed by:
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Date: 7/23/2014	Date:

NOTE: Below are qualifications for Online Adjustment:

- should have pre-enrolled during Pre-enrollment Period; AND
- should not have DUE pending clearance record (Finance Department); AND
- has satisfied 1 of the following:
= with failing grade(s) in student's current enrollment record
= with dissolved course section for the succeeding term
= expecting to graduate (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

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

3.4 Read the Online Adjustment Policy, then click "Proceed" button.
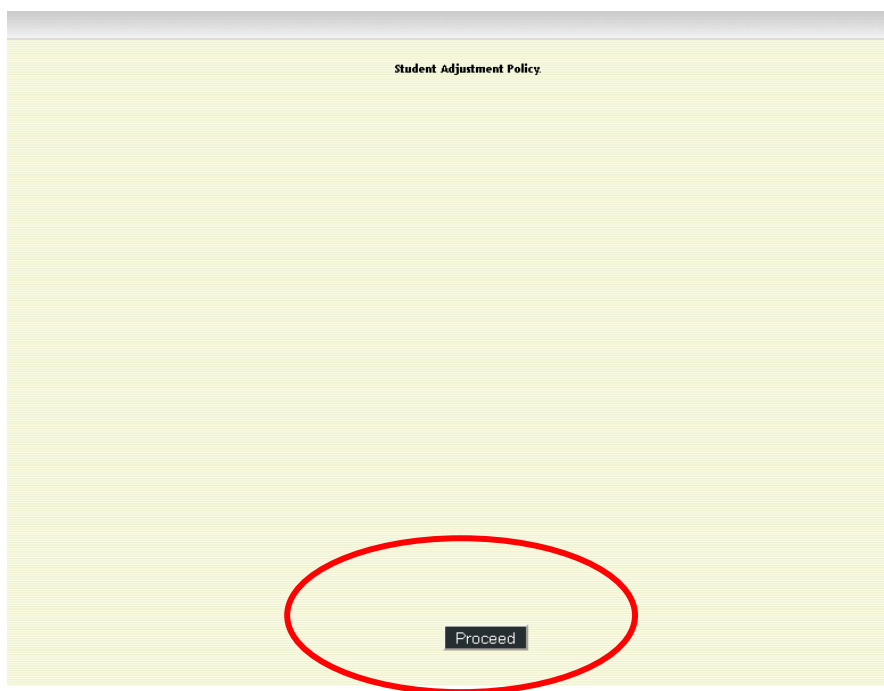
Figure 3.3 Online Adjustment Policy Screen

Prepared by:	Reviewed by:
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Business Systems Analyst	Asst. Registrar for Operations
Date: 7/23/2014	Date:

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

Online Student Adjustment for SY 2014-2015 1st Term

Student Adjustment Date : 07/22/14 12:27:19 PM   Student Adjustment No. : A141021415115972

Status: Preenrolled unit(s):   7.0
Status: Approved unit(s):   8.0
Status: Pending unit(s):   0.0
Total Units: 15.0

Maximum Allowable Preenrolled Unit(s):   21

Note: For Student Adjustment Enlistment Period, Total Units must not exceed the sum of Maximum Allowable Preenrolled Units and 9 Units of Alternative Courses.

Student Adjustment Record for SY 2014-2015 1st Term

Course Code	Unit(s)	Section	Day	Time	Room	Status	Adjustment Remarks	Action				Remarks
ASIANC1	2.0					Approved	Add approved	Select Section	Delete Section	Delete Course	Drop Course	
ASIANC2	2.0					Approved	Add approved	Select Section	Delete Section	Delete Course	Drop Course	
CSBGRAD	1.0					Disapproved	Add disapproved	Select Section	Delete Section	Delete Course	Drop Course	
FRONOP1	2.0	HTB32	F	11:20 - 13:20	I907	PreEnrolled	Drop disapproved	Select Section	Delete Section	Delete Course	Drop Course	you have to take this
FRONOP2	1.0	HTB32B	F	08:00 - 11:00	I905	PreEnrolled		Select Section	Delete Section	Delete Course	Drop Course	
NUTRLEC	2.0					Approved	Add approved	Select Section	Delete Section	Delete Course	Drop Course	
PRACT01	4.0	HH3		TBA		PreEnrolled		Select Section	Delete Section	Delete Course	Drop Course	
SEACOO1	2.0					Approved	Added by Acad. Adviser	Select Section	Delete Section	Delete Course	Drop Course	Added

Course   Elective Course
Select Course [____] Add   Select Elective Course [____] Add

Dropped Courses:

Course	Course Title	Section	Transaction	Retention(%)	Last Updated By	Last Updated
ENFRAMA	ENTREP FRANCHISING AND SMALL BUS MGT	HH2	D	0	GONZALESJF	07/22/2014

[View Assessment] [Back]

Figure 3.4 Online Adjustment Encoding Screen

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Date: 7/23/2014	Date:

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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:

Figure 3.5 Online Adjustment Encoding Screen – Select Section

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

Figure 3.6 Online Adjustment Encoding Screen – Select Schedule

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Date: 7/23/2014	Date:

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.

Figure 3.7 Online Adjustment Encoding 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 Preenrolled Units.

  Total Units refers to the sum of pre-enrolled units and units of encoded sections during Online Adjustment Encoding Period.

  Maximum Allowable Preenrolled 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

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

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Date: 7/23/2014	Date:

- For those students who did not undergo Online Adjustment Enlistment, take note of your Student Adjustment No. that will be displayed on your screen after you made your first transaction during Online Adjustment Encoding.
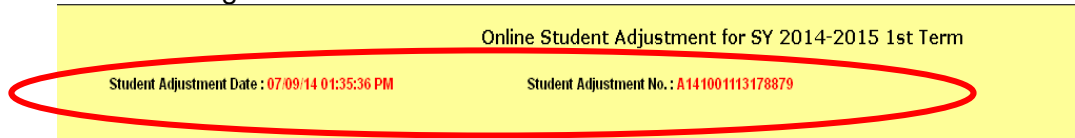
Figure 3.8 Online Adjustment Encoding Screen – Student Adjustment No.

- Once the system has generated you a Student Adjustment No., your EAF will automatically be voided. You will need to go to your respective Records-in-Charge to get your new EAF during EAF Releasing Period.

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.
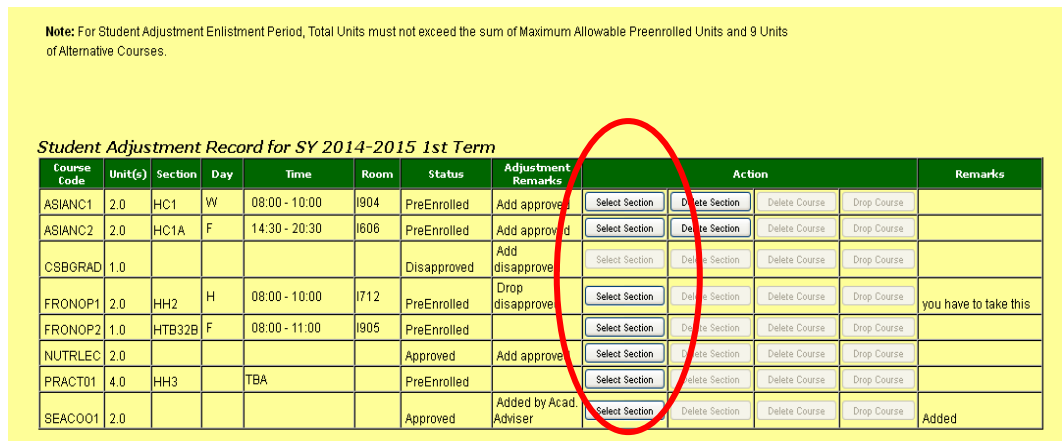
Figure 3.9 Online Adjustment Encoding Screen – Delete Section

3.5.2.2 A confirmation box will appear stating "Are you sure you want to delete this section?" Click "OK" button.
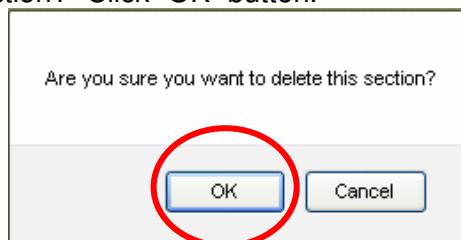
Figure 3.10 Online Adjustment Encoding Screen – Confirmation Box

Prepared by:	Reviewed by:
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Date: 7/23/2014	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".

3.6 Please read the remarks of your Academic Adviser.

Figure 3.11 Online Adjustment Encoding Screen – Remarks

3.7 You may view your approved for-dropping course(s).

Figure 3.12 Online Adjustment Encoding Screen – Dropped courses

Prepared by:	Reviewed by:
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Date: 7/23/2014	Date:

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

Figure 3.13 Online Adjustment Encoding Screen – View Assessment

The figure below is a sample temporary assessment page.

Figure 3.14 View Assessment Screen

Prepared by:	Reviewed by:
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Date: 7/23/2014	Date:

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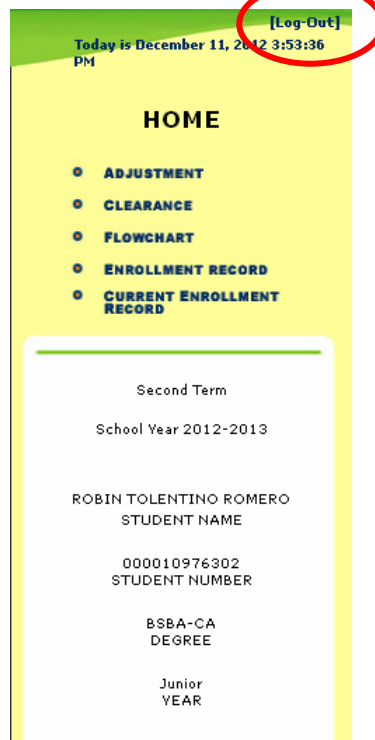

Figure 3.15 Logout Screen

Prepared by:	Reviewed by:	Approved by:			Noted by:
Goldelin C. Nava 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: 7/23/2014	Date:	Date:	Date:	Date:	Date: