



Information Technology Department

2nd Floor, Benilde Hall, 2544 Taft Ave.

User's Manual

SIS – Online Student Adjustment

Version 2.0

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Table of Contents

Document Version History..... 3
1. How to Add/ Drop Course During Online Adjustment Enlistment Period (For Students)... 4
2. How to Approve/ Add Courses During Online Adjustment Approval Period (For Academic Advisers) 10
3. How to Encode Section During Online Adjustment Encoding Period (For Students) 16



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



INFORMATION TECHNOLOGY DEPARTMENT

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.

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 C. Nava	Gilbert O. Marcelo
Business Systems Analyst	Asst. Registrar for Operations
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.

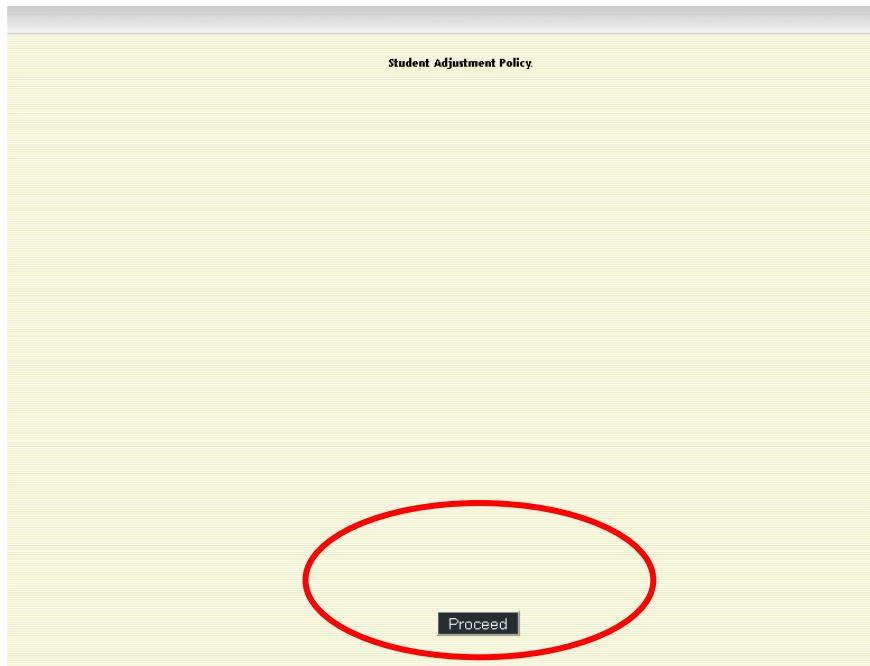


Figure 1.3 Online Adjustment Policy Screen

Prepared by:	Reviewed by:
Goldelin C. Nava	Gilbert O. Marcelo
Business Systems Analyst	Asst. Registrar for Operations
Date: 7/23/2014	Date:



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**

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:
Goldelin C. Nava	Gilbert O. Marcelo
Business Systems Analyst	Asst. Registrar for Operations
Date: 7/23/2014	Date:



INFORMATION TECHNOLOGY DEPARTMENT

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.

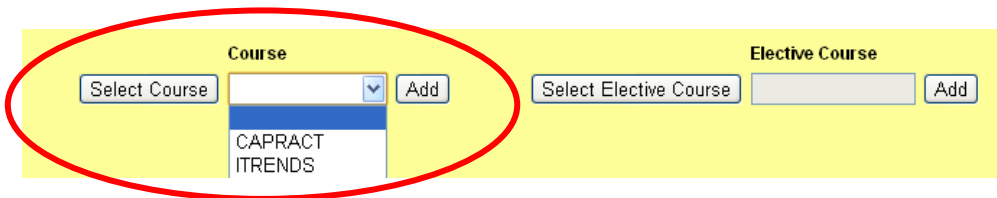


Figure 1.5 Online Adjustment Enlistment Screen – Add Course

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”.

Prepared by:	Reviewed by:
Goldelin C. Nava	Gilbert O. Marcelo
Business Systems Analyst	Asst. Registrar for Operations
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.

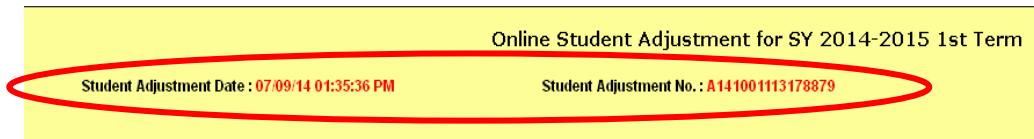


Figure 1.7 Online Adjustment Enlistment Screen – Student Adjustment No. and Date

- 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.

Prepared by:	Reviewed by:
Goldelin C. Nava	Gilbert O. Marcelo
Business Systems Analyst	Asst. Registrar for Operations
Date: 7/23/2014	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 2014-2015 1st Term

Course Code	Unit(s)	Section	Day	Time	Room	Status	Adjustment Remarks	Action				Remarks
CSBGRAD	1.0					Pending	Add for approval	Select Section	Delete Section	Delete Course	Drop Course	
ENFRAMA	3.0	HH2	S	08:00 - 11:00	I909	PreEnrolled		Select Section	Delete Section	Delete Course	Drop Course	
FRONOP1	2.0	HTB32	F	11:20 - 13:20	I907	PreEnrolled		Select Section	Delete Section	Delete Course	Drop Course	
FRONOP2	1.0	HTB32B	F	08:00 - 11:00	I905	PreEnrolled		Select Section	Delete Section	Delete Course	Drop Course	
PRACT01	4.0	HH3		TBA		PreEnrolled		Select Section	Delete Section	Delete Course	Drop Course	

Course: Elective Course:

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

Prepared by:	Reviewed by:
Goldelin C. Nava	Gilbert O. Marcelo
Business Systems Analyst	Asst. Registrar for Operations
Date: 7/23/2014	Date:



INFORMATION TECHNOLOGY DEPARTMENT

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.

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: 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	

Back

Figure 2.5 Search by Student Last Name Result

Prepared by:	Reviewed by:
Goldelin C. Nava	Gilbert O. Marcelo
Business Systems Analyst	Asst. Registrar for Operations
Date: 7/23/2014	Date:



INFORMATION TECHNOLOGY DEPARTMENT

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.

The screenshot shows two main sections: 'Course' and 'Elective Course'. Each section has a 'Select Course' button followed by a dropdown menu and an 'Add' button. Below these sections is a 'Save' 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.

For Approval

Course	Sort	Unit(s)	Section	Day	Time	Room	Status	Sort	Adjustment Remarks	Sort	Approved	Disapproved	Remarks	Action
ASIANC1		2.0		---	---	---	Pending		Add for approval		<input type="radio"/>	<input type="radio"/>		Delete
ASIANC2		2.0		---	---	---	Pending		Add for approval		<input type="radio"/>	<input type="radio"/>		Delete
CSBGRAD		1.0		---	---	---	Pending		Add for approval		<input type="radio"/>	<input type="radio"/>		Delete
ENFRAMA		3.0	HH2	S	08:00 - 11:00	I909	PreEnrolled		Drop for approval		<input type="radio"/>	<input type="radio"/>		Delete
FRONOP1		2.0	HTB32	F	11:20 - 13:20	I907	PreEnrolled							Delete
FRONOP2		1.0	HTB32B	F	08:00 - 11:00	I905	PreEnrolled							Delete
INTECU1		2.0		---	---	---	Approved		Added by Acad. Adviser				Added	Delete
NUTRLEC		2.0		---	---	---	Pending		Add for approval		<input type="radio"/>	<input type="radio"/>		Delete
PRACT01		4.0	HH3	---	---	---	PreEnrolled							Delete

The 'Delete' button for the 'INTECU1' row is circled in red.

Below the table are buttons for 'Course' (Select Course, Add) and 'Elective Course' (Select Elective Course, Add), and a 'Save' button.

Figure 2.7 Online Adjustment Approval Screen – Delete Course

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



INFORMATION TECHNOLOGY DEPARTMENT

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.

For Approval

Course	Unit(s)	Section	Day	Time	Room	Status	Adjustment	Remarks	Approved	Disapproved	Remarks	Action
ASIANC1	2.0		---	---	---	Approved	Add approved		<input checked="" type="radio"/>	<input type="radio"/>		Delete
ASIANC2	2.0		---	---	---	Approved	Add approved		<input checked="" type="radio"/>	<input type="radio"/>		Delete
CSBGRAD	1.0		---	---	---	Disapproved	Add disapproved		<input type="radio"/>	<input checked="" type="radio"/>		Delete
FRONOP1	2.0	HTB32	F	11:20 - 13:20	I907	PreEnrolled	Drop disapproved		<input type="radio"/>	<input checked="" type="radio"/>		Delete
FRONOP2	1.0	HTB32B	F	08:00 - 11:00	I905	PreEnrolled						Delete
NUTRLEC	2.0		---	---	---	Approved	Add approved		<input checked="" type="radio"/>	<input type="radio"/>		Delete
PRACT01	4.0	HH3	---	---	---	PreEnrolled						Delete

Course: Elective Course:

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:



INFORMATION TECHNOLOGY DEPARTMENT

- 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).

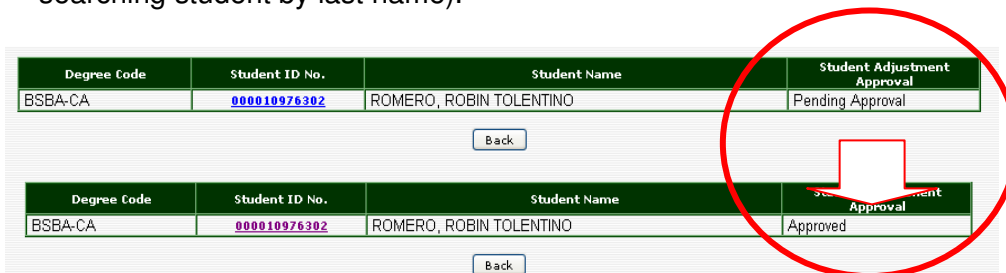


Figure 2.9 Search By Last Name Screen – Online Adjustment Approval

- 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.

For Approval

Course	Sort	Unit(s)	Section	Day	Time	Room	Status	Sort	Adjustment Remarks	Sort	Approved	Disapproved	Remarks	Action
ASIANC1		2.0		---	---	---	Approved		Add approved		<input checked="" type="radio"/>	<input type="radio"/>		Delete
ASIANC2		2.0		---	---	---	Approved		Add approved		<input checked="" type="radio"/>	<input type="radio"/>		Delete
CSBGRAD		1.0		---	---	---	Disapproved		Add disapproved		<input type="radio"/>	<input checked="" type="radio"/>		Delete
FRONOP1		2.0	HTB32	F	11:20 - 13:20	I907	PreEnrolled		Drop disapproved		<input type="radio"/>	<input checked="" type="radio"/>		Delete
FRONOP2		1.0	HTB32B	F	08:00 - 11:00	I905	PreEnrolled				<input type="radio"/>	<input type="radio"/>		Delete
NUTRLEC		2.0		---	---	---	Approved		Add approved		<input checked="" type="radio"/>	<input type="radio"/>		Delete
PRACT01		4.0	HH3	---	---	---	PreEnrolled				<input type="radio"/>	<input type="radio"/>		Delete

Course: Elective Course:

Dropped Courses:

Course	Course Title	Section	Retention(%)	Last Updated By	Last Updated
ENFRAMA	ENTREP FRANCHISING AND SMALL BUS MGT	HH2	0	GONZALESJF	07/22/2014 04:21:19 PM

Student Enrollment Record for SY 2014-2015 First Term:

Course	Unit(s)	Section	Day	Time	Room
FRONOP1	2.0	HTB32	F	11:20 - 13:20	I907
FRONOP2	1.0	HTB32B	F	08:00 - 11:00	I905
PRACT01	4.0	HH3	---	---	---

Total Enrolled Units: 7.0

Figure 2.10 Online Adjustment Approval Screen – View Flowchart

Prepared by:	Reviewed by:
Goldelin C. Nava	Gilbert O. Marcelo
Business Systems Analyst	Asst. Registrar for Operations
Date: 7/23/2014	Date:



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

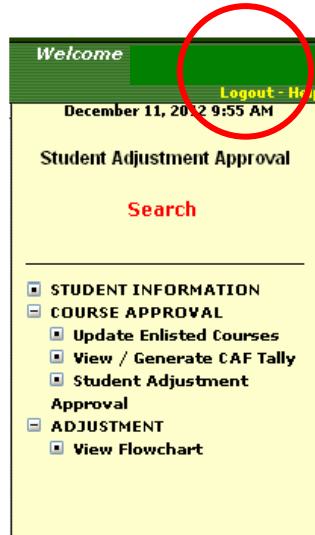


Figure 2.11 Logout

Prepared by:	Reviewed by:
Goldelin C. Nava	Gilbert O. Marcelo
Business Systems Analyst	Asst. Registrar for Operations
Date: 7/23/2014	Date:



INFORMATION TECHNOLOGY DEPARTMENT

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.

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

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



INFORMATION TECHNOLOGY DEPARTMENT

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.

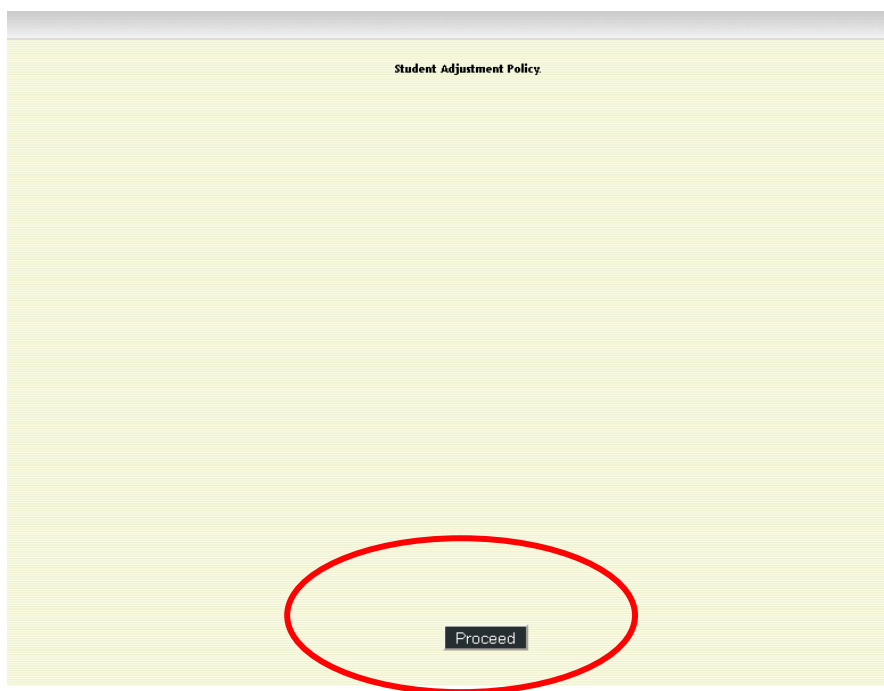


Figure 3.3 Online Adjustment Policy Screen

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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

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

Prepared by:	Reviewed by:
Goldelin C. Nava	Gilbert O. Marcelo
Business Systems Analyst	Asst. Registrar for Operations
Date: 7/23/2014	Date:



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 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	Add disapproved	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	Add disapproved	Select Section	Delete Section	Delete Course	Drop Course	
SEAC001	2.0					Approved	Added by Acad Adviser	Select Section	Delete Section	Delete Course	Drop Course	Added

Figure 3.5 Online Adjustment Encoding Screen – Select Section

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

x close

Course Code: ASIANC1

<input checked="" type="radio"/>	HC1	W	08:00 - 10:00	I904
<input type="radio"/>	HC2	W	18:00 - 20:00	I1008

Figure 3.6 Online Adjustment Encoding Screen – Select Schedule

Prepared by:	Reviewed by:
Goldelin C. Nava	Gilbert O. Marcelo
Business Systems Analyst	Asst. Registrar for Operations
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.

"Section has been saved."

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	HC1	W	08:00 - 10:00	I904	PreEnrolled	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	
SEAC001	2.0					Approved	Added by Acad. Adviser	Select Section	Delete Section	Delete Course	Drop Course	Added

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.

Prepared by:	Reviewed by:
Goldelin C. Nava	Gilbert O. Marcelo
Business Systems Analyst	Asst. Registrar for Operations
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.

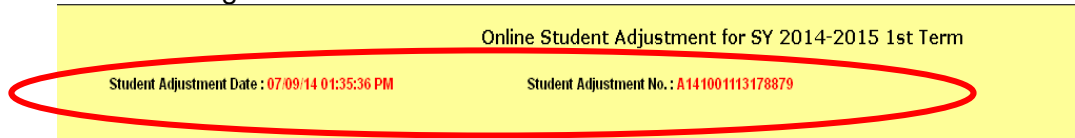


Figure 3.8 Online Adjustment Encoding Screen – Student Adjustment No.

- 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.

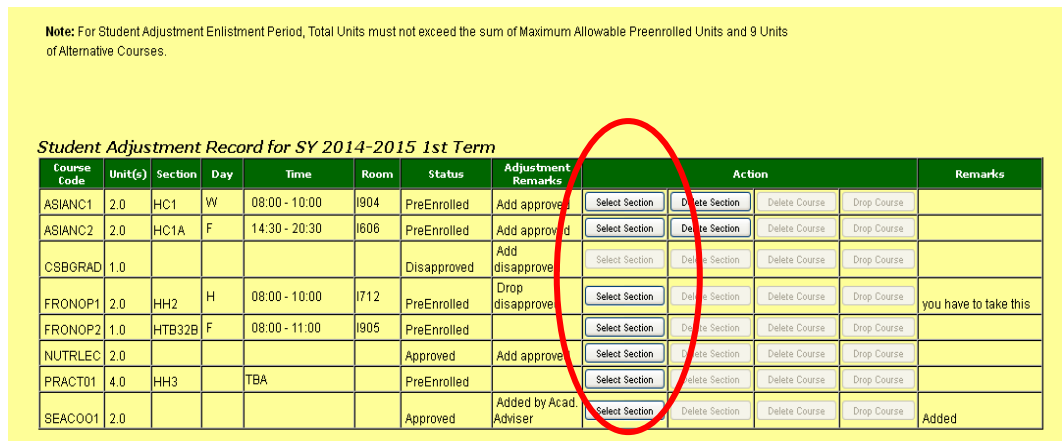


Figure 3.9 Online Adjustment Encoding Screen – Delete Section

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

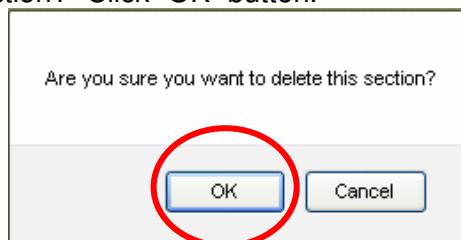


Figure 3.10 Online Adjustment Encoding Screen – Confirmation Box

Prepared by:	Reviewed by:
Goldelin C. Nava	Gilbert O. Marcelo
Business Systems Analyst	Asst. Registrar for Operations
Date: 7/23/2014	Date:



INFORMATION TECHNOLOGY DEPARTMENT

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.

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	
SEAC001	2.0					Approved	Added by Acad. Adviser	Select Section	Delete Section	Delete Course	Drop Course	Added

Figure 3.11 Online Adjustment Encoding Screen – Remarks

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

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	
SEAC001	2.0					Approved	Added by Acad. Adviser	Select Section	Delete Section	Delete Course	Drop Course	Added

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

Figure 3.12 Online Adjustment Encoding Screen – Dropped courses

Prepared by:	Reviewed by:
Goldelin C. Nava	Gilbert O. Marcelo
Business Systems Analyst	Asst. Registrar for Operations
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.

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

Dropped Courses:

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

Figure 3.13 Online 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
CM REFUND (Created)	
REFUND (Unassigned)	0.00

[\[Back\]](#)

Figure 3.14 View Assessment Screen

Prepared by:	Reviewed by:
Goldelin C. Nava	Gilbert O. Marcelo
Business Systems Analyst	Asst. Registrar for Operations
Date: 7/23/2014	Date:



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

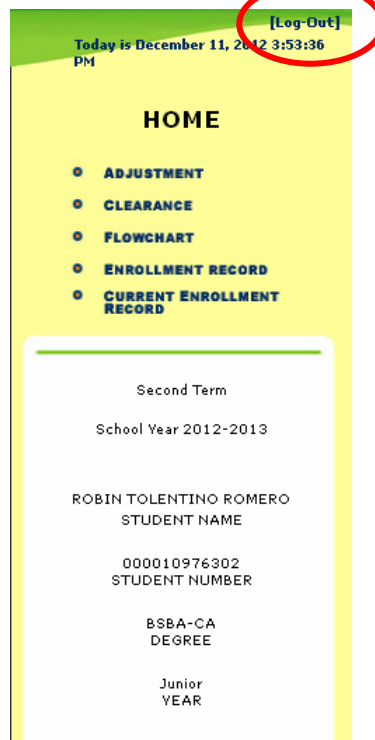


Figure 3.15 Logout Screen

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: