STUDENT INFORMATION SYSTEM (SIS)

Online Adjustment

User: Students

August 15, 2014
Step 1: Open your browser and type http://www.benilde.edu.ph/sis. (Required browser: Mozilla Firefox)
Step 2: A log-in page will appear. Use your CSBInfonet account to log-on.

Enter your CSB Infonet username and password

Username: 
Password: 

Login  Clear
Step 3: After successful login, click **ADJUSTMENT** from the menu (right side of the screen).
Step 4: Read the Online Adjustment Policy, then click **Proceed** button.

**Dummy Information Only.**

**Important Activities to Remember:**
- Adjustment Existence
- Adjustment Approval/Viewing
- Adjustment Encoding
- Claiming of Enrollment Assessment Form (EAF)
- Deadline: Payment without surcharge

**Reminders:**
Student may be allowed to access Online Student Adjustment if:
1. Has existing pre-enrollment record for the succeeding term;
2. No pending clearance record;
3. Must satisfy at least one (1) of the conditions below:
   a. With failing grade(s) in student’s current term enrollment record
   b. Dissolution of the section of a course the student is enrolled in for the succeeding term
   c. Underload
   d. Graduating

If you have any queries, please contact Office of the Registrar.

![Proceed button](image)
Step 5: A screen will appear for you to add or drop course(s).
Step 5.1: How to add a Course/ Elective Course

(a) **Add Course**: Click Select Course button to display the available courses in the dropdown.

From the Course dropdown, select the desired course, then click Add button.

(b) **Add Elective Course**: Click Select Elective Course button to display the available courses in the dropdown.

From the Elective Course dropdown, select the desired Elective Course, then click Add button.
Step 5.2: How to delete a course

- Click the **Delete Course** button.
- 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 you added during Online Adjustment are allowed to be deleted. If you wish to remove your pre-enrolled course(s), you may do dropping.
Step 5.3: How to drop a course

- Click the **Drop Course** 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”.

![Student Adjustment Record for SY 2014-2015 1st Term](image)
Step 5.4: How to undo dropping of course

- Click the **Undo Drop Course** button.
- A System Message "Undo dropping of course successful." will be displayed.
IMPORTANT

Take note of your Student Adjustment No. that will be displayed on your screen after you made your first transaction.

Online Student Adjustment for SY 2014-2015 1st Term

Student Adjustment Date: 07/09/14 01:35:36 PM
Student Adjustment No.: A111001113178879

Status: Prenrolled unit(s): 12.0
Status: Approved unit(s): 0.0
Status: Pending unit(s): 0.0
Total Units: 12.0

Maximum Allowable Prenrolled Unit(s): 21

Note: For Student Adjustment Enlistment Period, Total Units must not exceed the sum of Maximum Allowable Prenrolled Units and 8 Units of Alternative Courses.
IMPORTANT

You may add courses as long as the **Total Units** must not exceed the **Maximum Allowable Units**. **Total Units** refers to the sum of pre-enrolled units and the added units during Student Adjustment Period.

**Maximum Allowable Units:**
- Non-CDP non-graduating = 21 units (maximum of 18 academic units) + 9 units of alternative courses
- Non-CDP graduating = 24 units + 9 units of alternative courses
- CDP non-graduating = 17 units + 9 units of alternative courses
- CDP graduating = 21 units + 9 units of alternative courses

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<tr>
<th>Status</th>
<th>Preenrolled Units</th>
<th>Approved Units</th>
<th>Pending Units</th>
<th>Total Units</th>
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<tbody>
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<td>Status</td>
<td>10.0</td>
<td>0.0</td>
<td>1.0</td>
<td>11.0</td>
</tr>
</tbody>
</table>

**Minimum Allowable Preenrolled Units:** 21

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

• You can still modify your record as long as within the Online Adjustment Period.

• 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.
Step 6: When you are finished, click Log-Out (upper right of the screen) for security purposes.