

TO: **THE PROGRAM CHAIRS & TEACHING FACULTY MEMBERS**

THRU: The Deans

FROM: Office of the Registrar *July 15/19*

SUBJECT: **FINAL EXAMS – 3T, 2018-2019**

DATE: July 16, 2019

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This is to inform you that:

- **Final exams and grade consultations** are scheduled on **August 3 (S) to August 9, 2019 (F)**;
- Faculty access to online encoding of grades starts at **8:00 AM on August 3 (S)** and ends at **7:00 PM on August 12, 2019 (M)**;
- Final grades will be available to students for viewing from **August 3 (S) to September 7, 2019 (S)** at [www.benilde.edu.ph/sis](http://www.benilde.edu.ph/sis) (Current Enrollment Record link), please be reminded that the students are able to view their grades once encoded by the teacher;
- Deadline of submission to the Registrar's Office of the printed grading sheets and class records is at **7:00 PM on August 13, 2019 (T)**.

*Important Reminders:*

1. Faculty members with NO Active DLS-CSBinfonet account are advised to get their account at the ITD service desk.
2. Encoding of grades is available at <http://grades.benilde.edu.ph> using mozilla firefox or internet explorer; records may only be accessed inside the Benilde campuses. However, you have the option to access this using Virtual Private Network or VPN at <https://vpn.benilde.edu.ph> outside Benilde campus.
3. For technical difficulties during encoding of grades, call ITD Help Desk at local 1401 (Tel. No. 230-5100).

For further questions, please do not hesitate to contact us at 230-5100 local 1324.

Thank you for your attention.