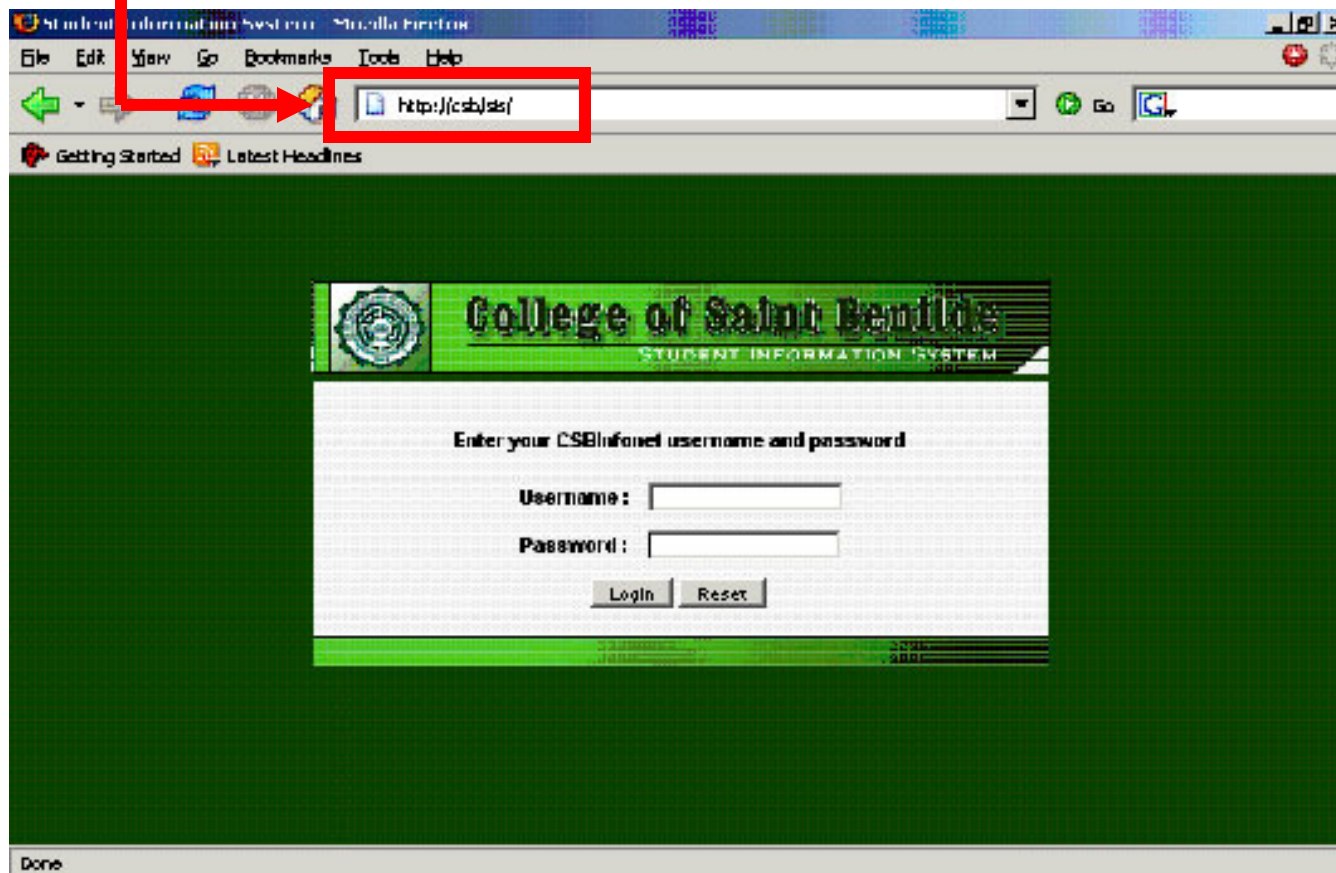


STUDENT INFORMATION SYSTEM (SIS)

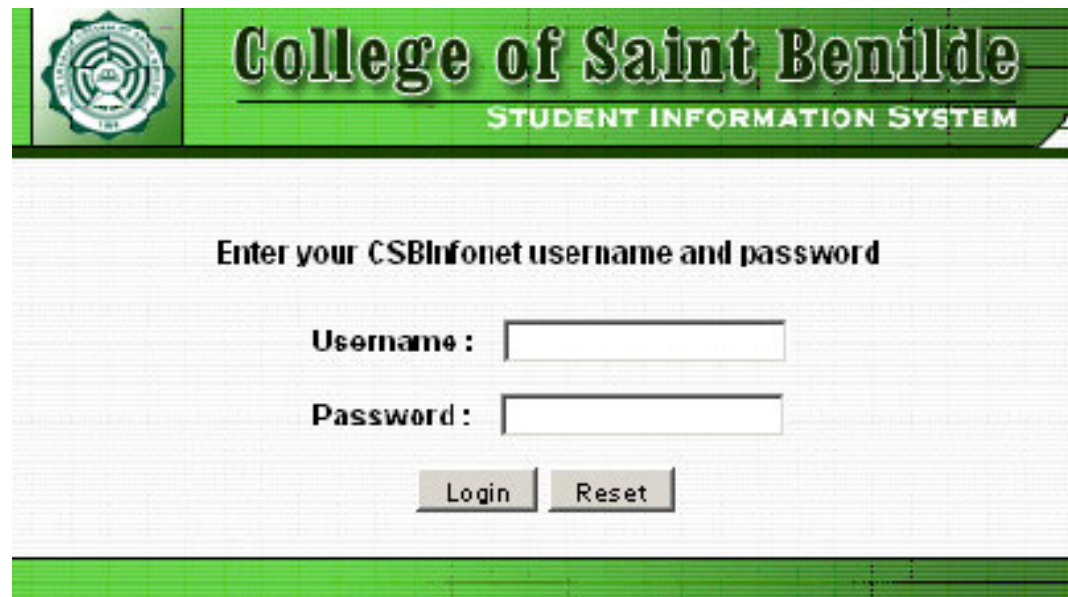
Pre-enrollment



Step 1: Open your browser and type <http://csb/sis/>. (Required browser: Mozilla Firefox)

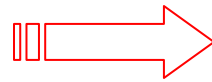


Step 2: A log-in page will appear. Use your CSBInfonet account to log-on.



The screenshot shows the login interface for the College of Saint Benilde Student Information System. At the top left is the college's seal. To its right, the text "College of Saint Benilde" is displayed in a large, stylized font, with "STUDENT INFORMATION SYSTEM" in a smaller font below it. The main content area has a light gray background with a grid pattern. It contains the instruction "Enter your CSBInfonet username and password" centered above two input fields. The first field is labeled "Username :" and the second is labeled "Password :". Below these fields are two buttons: "Login" and "Reset".

Step 3: After a successful login, Click **Pre-enrollment** from the menu (right side of the screen).



HOME

- **STUDENT INFORMATION**
- **PRE-ENROLLMENT**
- **CLEARANCE**
- **FLOWCHART**
- **CURRENT ENROLLMENT RECORD**
- **VIEW APPROVED COURSES**

Third Term
School Year 2010-2011

STUDENT NAME

STUDENT NUMBER

DEGREE

YEAR

Step 4: The system will display the enlisted and approved courses from which you will choose the sections and schedules you desire.

Pre-Enrollment for SY 2011-2012 1st Term

Pre-enrollment Date: _____ Pre-enrollment No. : _____

Course Code	Enrolled Section	Day	Time	Room		
ALGEB-X					Select Section	Delete Section
BALLET4					Select Section	Delete Section
BALLPED					Select Section	Delete Section
CATHWOR					Select Section	Delete Section
COMSK2X					Select Section	Delete Section
MODERN4					Select Section	Delete Section
ORDEV-B					Select Section	Delete Section

Total Unit(s) : 20.0 [\[View Assessment\]](#) [\[Back\]](#)

Step 4.1: How to select a section and schedule:

a.) For each Course there is a corresponding Select Section button. Click the Select Section button to display course's available schedules

Pre-Enrollment for SY 2011-2012 1st Term

Pre-enrollment Date: _____ Pre-enrollment No. : _____

Course Code	Enrolled Section	Day	Time	Room		
ALGEB-X					Select Section	Delete Section
BALLET4					Select Section	Delete Section
BALLPED					Select Section	Delete Section
CATHWOR					Select Section	Delete Section
COMSK2X					Select Section	Delete Section
MODERN4					Select Section	Delete Section
ORDEV-B					Select Section	Delete Section

Total Unit(s) : 20.0 [\[View Assessment\]](#) [\[Back\]](#)

b.) Select your desired section and schedule, then click Save button.

Course Code: ALGEB-X

<input type="radio"/>	DGE1	MTW	08:00 - 09:30	A901
<input type="radio"/>	DGE2	MW	09:40 - 11:10	A901
		H	08:00 - 09:30	A901
<input type="radio"/>	DGE3	MW	11:20 - 12:50	A901
		T	13:00 - 14:30	A901
<input checked="" type="radio"/>	G0A	MW	18:00 - 19:30	D505
		S	08:00 - 09:30	D401
<input type="radio"/>	G0B	MW	19:45 - 21:15	M303
		S	09:40 - 11:10	D401

Save

c.) 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.

The screenshot shows a web interface for pre-enrollment. At the top, a dark grey bar contains the message "Section has been saved" in red text, which is circled in blue. Below this, the page title is "Pre-Enrollment for SY 2011-2012 1st Term". The "Pre-enrollment Date" is 2011-03-24 and the "Pre-enrollment No." is P111027171407934. A table lists course sections with columns for Course Code, Enrolled Section, Day, Time, and Room. The first row, ALGEB-X, is circled in blue and shows two sections: G0A (MW 18:00-19:30, D505) and S (S 08:00-09:30, D401). Below the table, several other course codes are listed with their respective "Select Section" and "Delete Section" buttons. At the bottom, the total units are 20.0, and there are links for "View Assessment" and "Back".

Course Code	Enrolled Section	Day	Time	Room	
ALGEB-X	G0A	MW	18:00 - 19:30	D505	Select Section Delete Section
	S	S	08:00 - 09:30	D401	
BALLET4					Select Section Delete Section
BALLPED					Select Section Delete Section
CATHWOR					Select Section Delete Section
COMSK2X					Select Section Delete Section
MODERN4					Select Section Delete Section
ORDEV-B					Select Section Delete Section

Total Unit(s) : 20.0 [View Assessment] [Back]

NOTE:

You can still modify pre-enrolled courses as long as within the Pre-enrollment period.

Step 4.2: How to delete a section and schedule:

a.) For each Course there is a corresponding Delete Section button. Click the Delete Section button of the course you wish to delete

"Section has been saved."

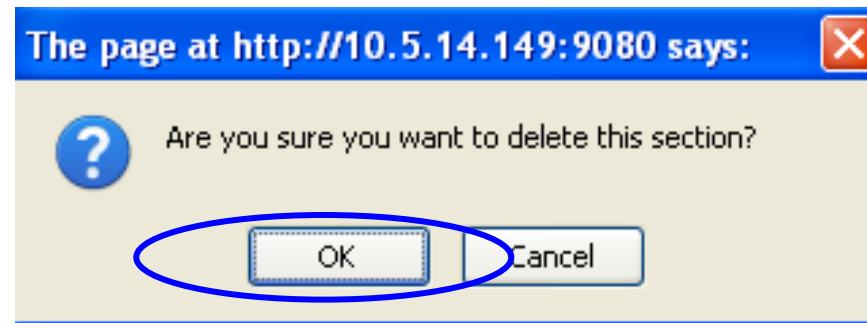
Pre-Enrollment for SY 2011-2012 1st Term

Pre-enrollment Date : 2011-03-24 Pre-enrollment No. : P111027171407934

Course Code	Enrolled Section	Day	Time	Room	
ALGEB-X	G0A	MW	18:00 - 19:30	D505	<input type="button" value="Select Section"/> <input type="button" value="Delete Section"/>
		S	08:00 - 09:30	D401	
BALLET4					<input type="button" value="Select Section"/> <input type="button" value="Delete Section"/>
BALLPED					<input type="button" value="Select Section"/> <input type="button" value="Delete Section"/>
CATHWOR					<input type="button" value="Select Section"/> <input type="button" value="Delete Section"/>
COMSK2X					<input type="button" value="Select Section"/> <input type="button" value="Delete Section"/>
MODERN4					<input type="button" value="Select Section"/> <input type="button" value="Delete Section"/>
ORDEV-B					<input type="button" value="Select Section"/> <input type="button" value="Delete Section"/>

Total Unit(s) : 20.0 [\[View Assessment\]](#) [\[Back\]](#)

b.) Once Delete Section button has been clicked, a confirmation box will appear stating “Are you sure want to delete this section?”. Click OK button.



c.) After clicking the OK button, the system removes the schedule you deleted beside the Course Code and displays message "Section has been deleted."

The screenshot shows a web interface for pre-enrollment. At the top, a dark grey bar contains the message "Section has been deleted" in red text, which is circled in blue. Below this, the page title is "Pre-Enrollment for SY 2011-2012 1st Term". The interface includes two fields: "Pre-enrollment Date : 2011-03-24" and "Pre-enrollment No. : P111027171407934". A table lists courses with columns for "Course Code", "Enrolled Section", "Day", "Time", and "Room". The "ALGEB-X" row is circled in blue. Each row has "Select Section" and "Delete Section" buttons. At the bottom, a dark grey bar shows "Total Unit(s) : 20,0" and links for "[View Assessment]" and "[Back]".

Course Code	Enrolled Section	Day	Time	Room		
ALGEB-X					Select Section	Delete Section
BALLET4					Select Section	Delete Section
BALLPED					Select Section	Delete Section
CATHWOR					Select Section	Delete Section
COMSK2X					Select Section	Delete Section
MODERN4					Select Section	Delete Section
ORDEV-B					Select Section	Delete Section

NOTE:

You can still modify pre-enrolled courses as long as within the Pre-enrollment period.

Step 5: You can view your temporary assessment by clicking **[View Assessment]** link at the bottom of pre-enrollment page. The figure below is a sample temporary assessment page

Academic Unit(s) : 12.0 Non Academic Unit(s) : 1.5 Total Unit(s) : 13.5							TEMPORARY ASSESSMENT ASSESSMENT SUMMARY	
STUDENT PRE-ENROLLMENT RECORD								
Course	Unit(s)	Section	Status	Day	Time	Room	Assessment	Amount
PHILIEN	3.0	DD1	Open	TH	14:40 - 16:10	M308	TUITION FEE	29,617.50
ORDEV-1	1.5	DD1	Open	M	12:50 - 14:20	M309	MISCELLANEOUS FEES	6,640.00
MANALOG	3.0	A0C	Open	MW	18:00 - 19:30	I913	SPECIAL FEES	408.50
GEPSYCH	3.0	A0B	Open	TH	13:00 - 14:30	D502	ASSESSED AMOUNT	36,666.00
DYNAREL	3.0	A0A	Open	MWF	14:30 - 15:30	B410	TOTAL AMOUNT DUE	36,666.00
							LESS	
							BALANCE	36,666.00
[Back]								

Step 6: The system will display the enlisted and approved courses from which you will choose the sections and schedules you desire.

Pre-Enrollment for SY 2011-2012 1st Term

Pre-enrollment Date : 2011-03-24 Pre-enrollment No. : P111027171407934

Course Code	Enrolled Section	Day	Time	Room		
ALGEB-X	DGE2	MW	09:40 - 11:10	A901	Select Section	Delete Section
		H	08:00 - 09:30	A901		
<hr/>						
BALLET4					Select Section	Delete Section
<hr/>						
BALLPED					Select Section	Delete Section
<hr/>						
CATHWOR					Select Section	Delete Section
<hr/>						
COMSK2X					Select Section	Delete Section
<hr/>						
MODERN4					Select Section	Delete Section
<hr/>						
ORDEV-B					Select Section	Delete Section
<hr/>						

Total Unit(s) : 20.0 [\[View Assessment\]](#) [\[Back\]](#)

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

