

1. Landing Page



Figure 1. Landing Page

For **New Student** use the **Account** issued by the ASSCAT OSA, from your pre-admission.

2. Enrollment for **NEW STUDENT** - Online

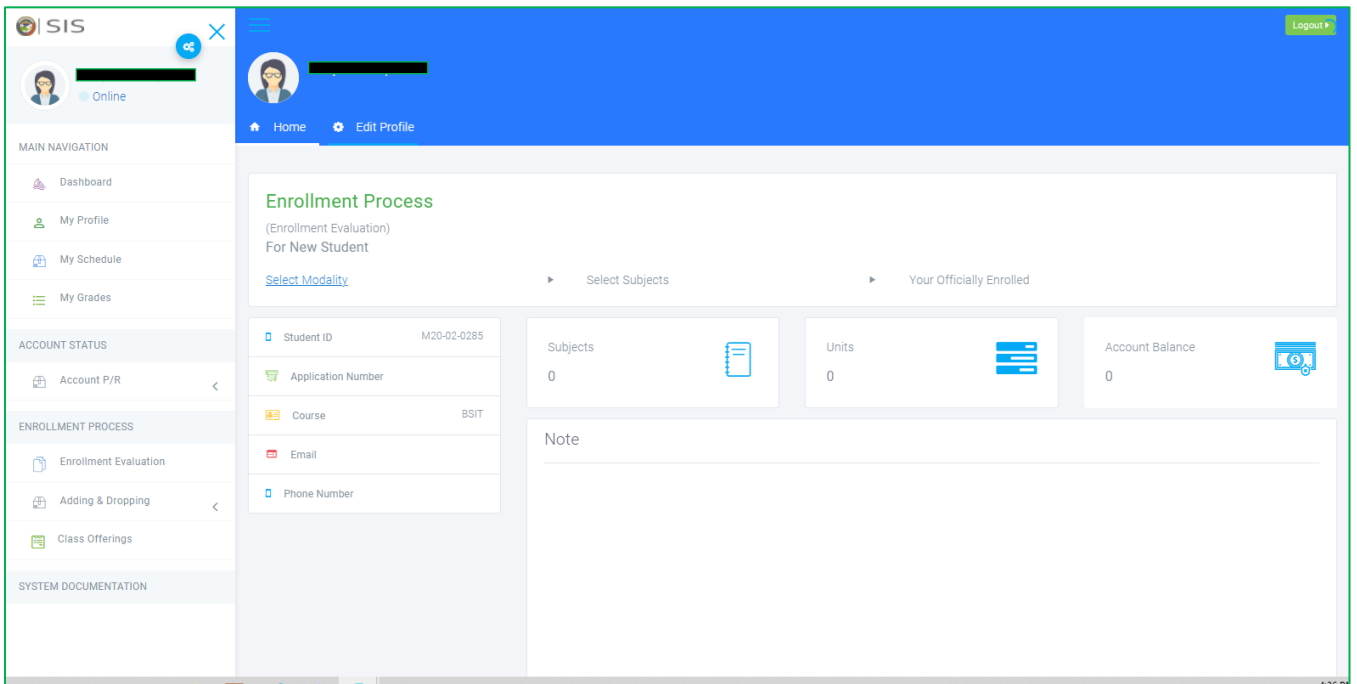



Figure 2. New Student Dashboard

To enroll click ([Select Modality](#)) or go to Side Bar Menu, under Enrollment Process choose ( Enrollment Evaluation) then you will redirect to Modality Panel.

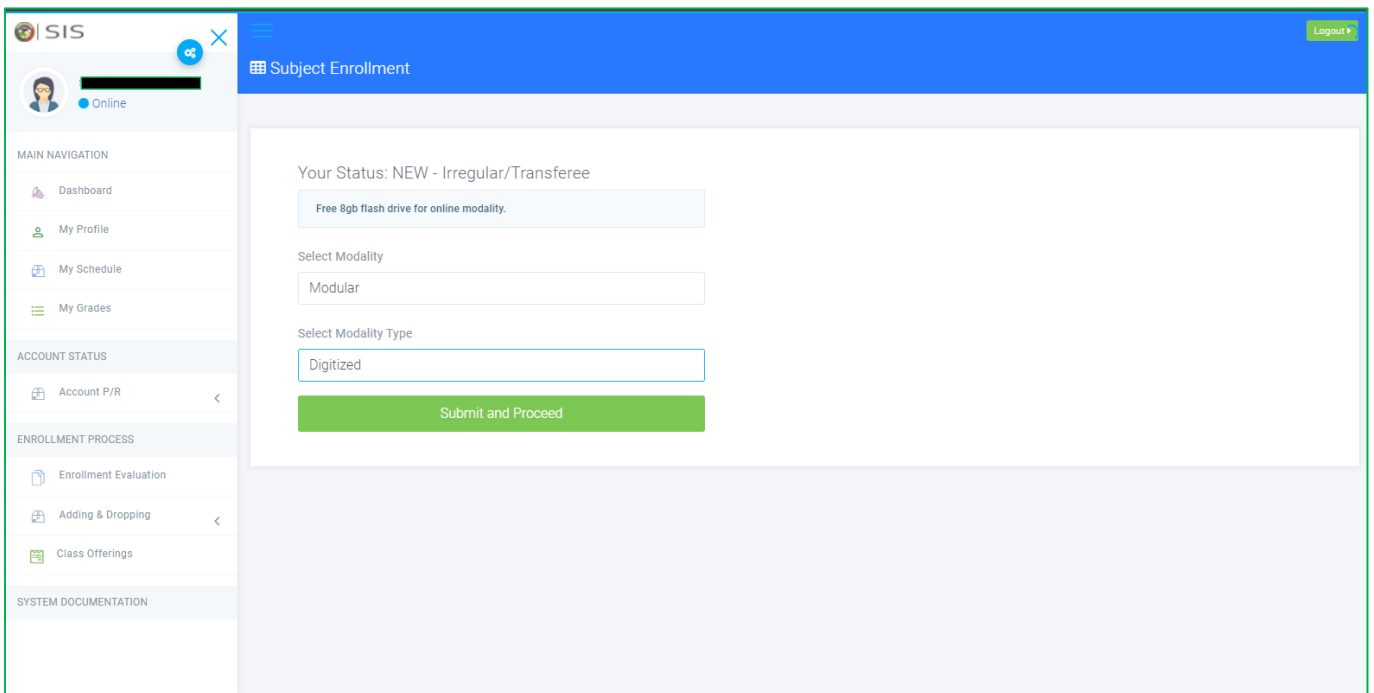


Figure 2.1. New Student Modality

Here you will be asked for your modality after you provide your choices, click (Submit and Proceed).

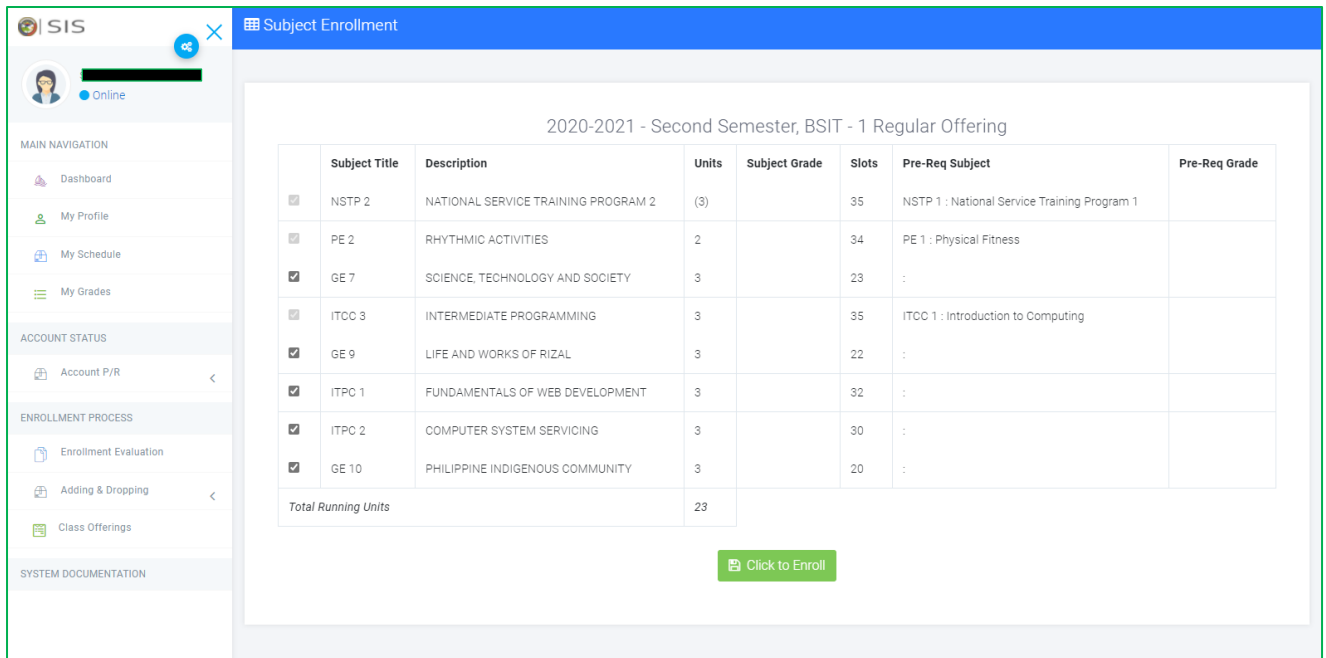



Figure 2.2. New Student Selection of Subjects

For students with **Regular** status, your subjects are already selected.

For students with **Irregular/Transferee** status, you will select your subjects manually and briefly.

Then click (), to enroll your subjects then wait to load success.

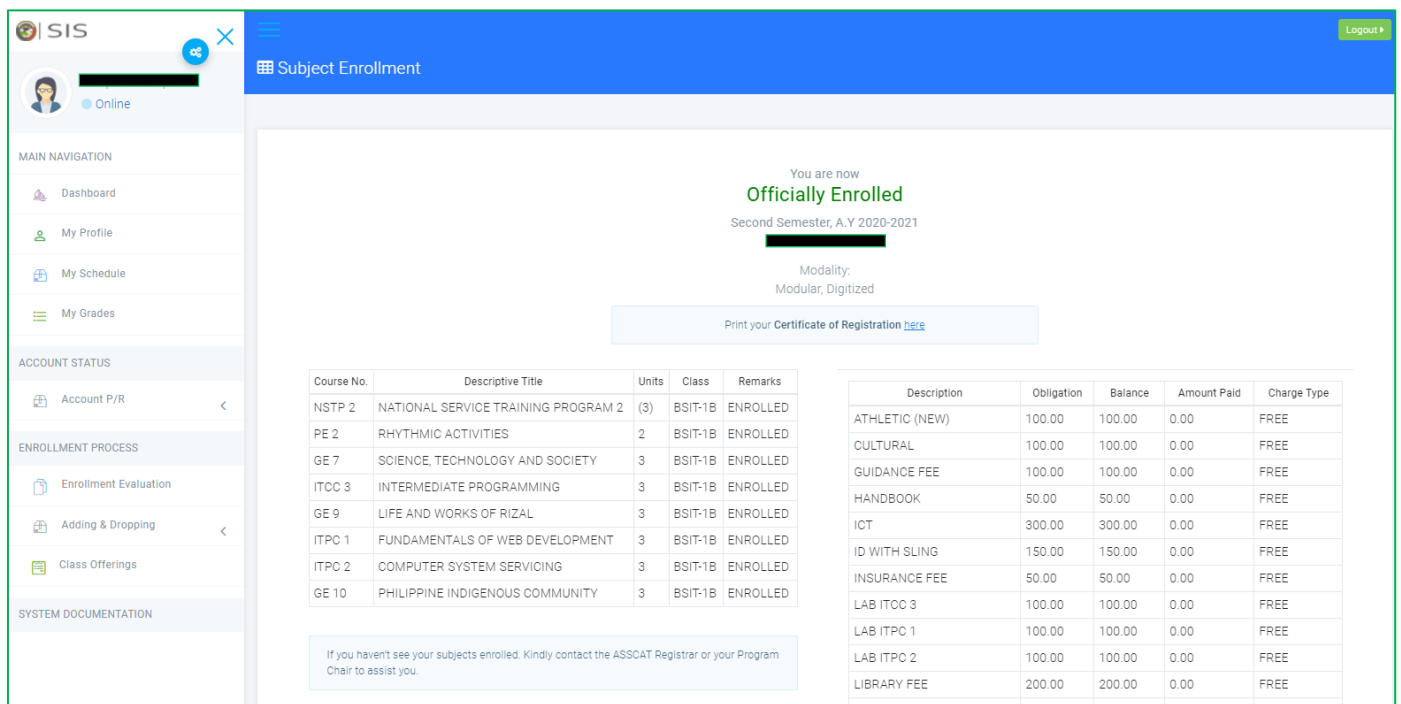


Figure 2.3. New Student Enrolled

You can print your **Certificate of Registration** by clicking () to redirect you to COR View and Print.

3. Enrollment for **OLD STUDENT** - Online

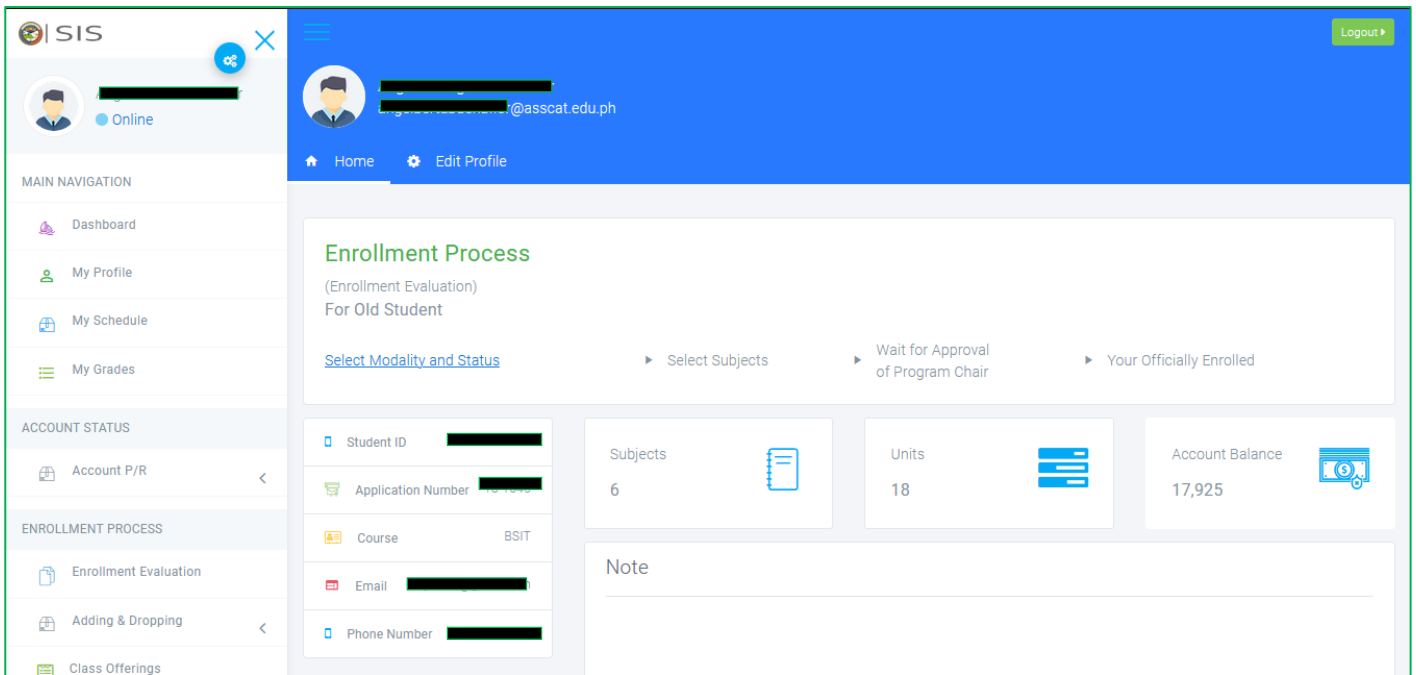



Figure 3. Old Student Dashboard

To enroll click ([Select Modality](#)) or go to Side Bar Menu, under Enrollment Process choose ( Enrollment Evaluation) then you will redirect to Modality Panel.

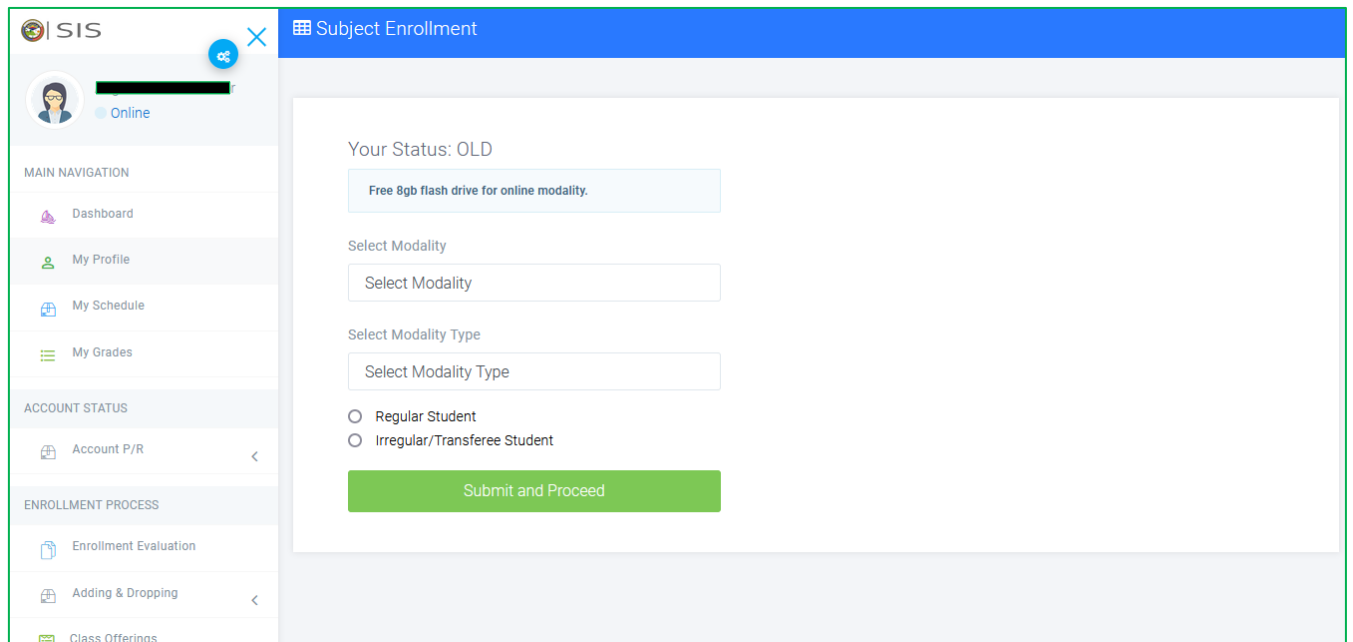


Figure 3.1. Old Student Modality

Here you will be asked for your modality and status after you provide your choices, click (Submit and Proceed).

Note: When you choose your status as **Regular Student** you can no longer select your subject to enroll, all subjects from your Program Offering will be enrolled after the

evaluation of your Program Chair. If you choose your status as **Irregular/Transferee** you can choose your subject to enroll.

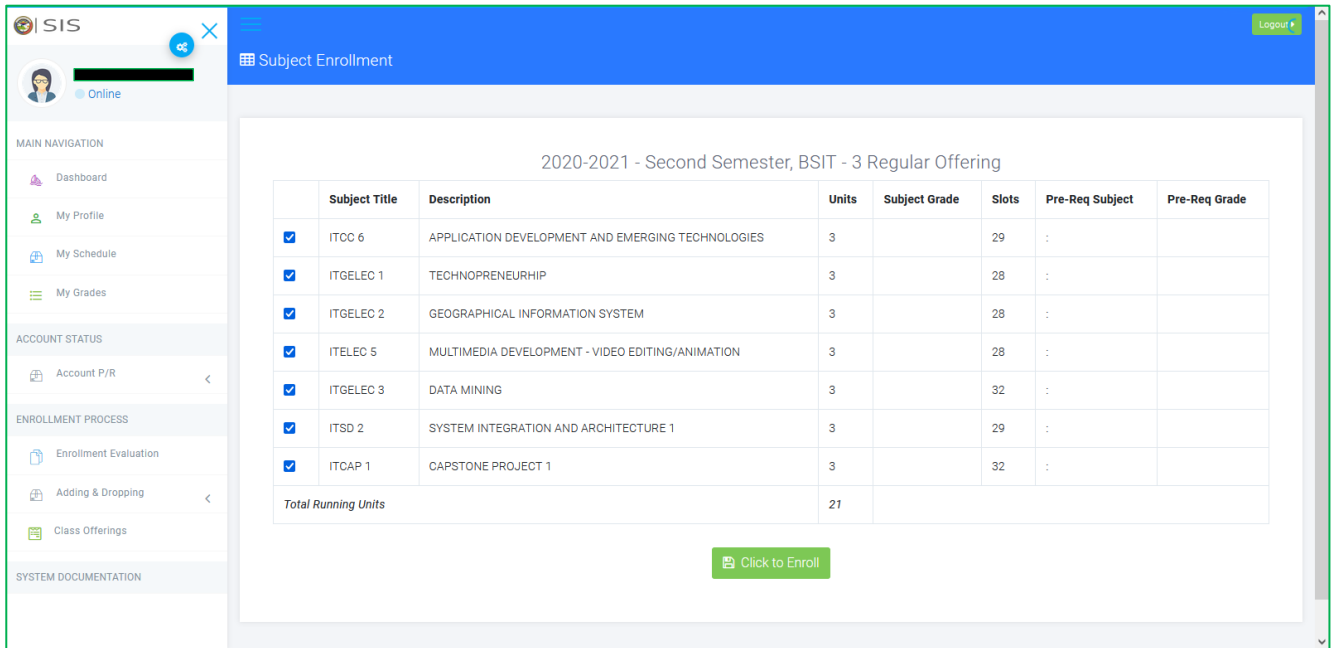
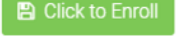


Figure 3.2. Old Student Selection of Subjects

Here you can see your subjects to enroll click (). Your subjects will be sent to your Program Chair for the Evaluation.

After the Evaluation from your Program Chair the approved subjects will be enrolled.

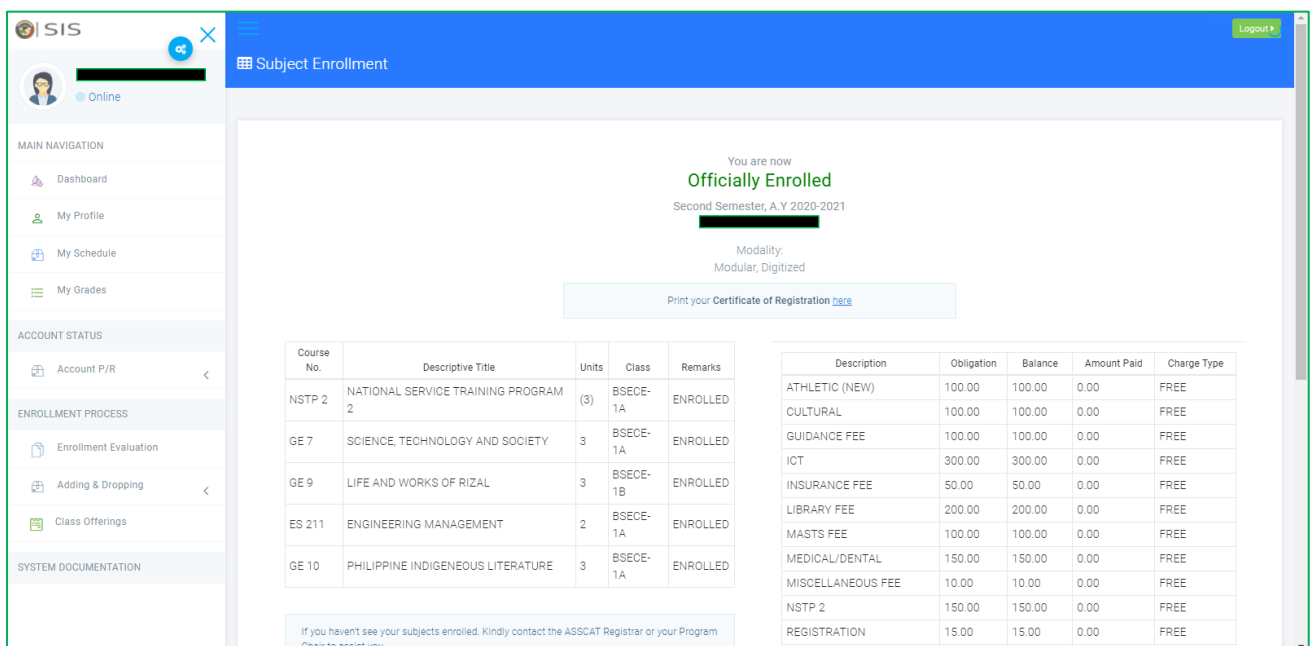


Figure 3.3. Old Student Enrolled

4. Adding of Subjects - Online

Go to Side Bar Menu, under Enrollment Process choose (Adding & Dropping) and click (Adding) to redirect you to Adding View.

Subject Code	Subject Description	Units	Class
ECE 321	ELECTRONIC 3: ELECTRONIC SYSTEM AND DESIGNS	4	BSECE-3A
ECE 322	DIGITAL ELECTRONICS 1: LOGIC CIRCUITS DESIGN AND SWITCHING THEORY	4	BSECE-3A

Subject Code	Subject Description	Slots	Units	Grade	Class	Pre-Req	Pre-Req Grade	Credit Grade
<input checked="" type="checkbox"/>	ECE 321	32	4		BSECE-3A			
<input checked="" type="checkbox"/>	ECE 322	32	4		BSECE-3A			
<input type="checkbox"/>	ECE 323	137	4		BSECE-3A			
<input type="checkbox"/>	ECE 324	251	4		BSECE-3A			

Figure 4. Adding View


Here is the Adding View supply this field base on Class Offering () then click (). List of Subjects will appear below, select the subjects that you want to add. The subjects you selected will appear at the top righth then click () to send your request to add.

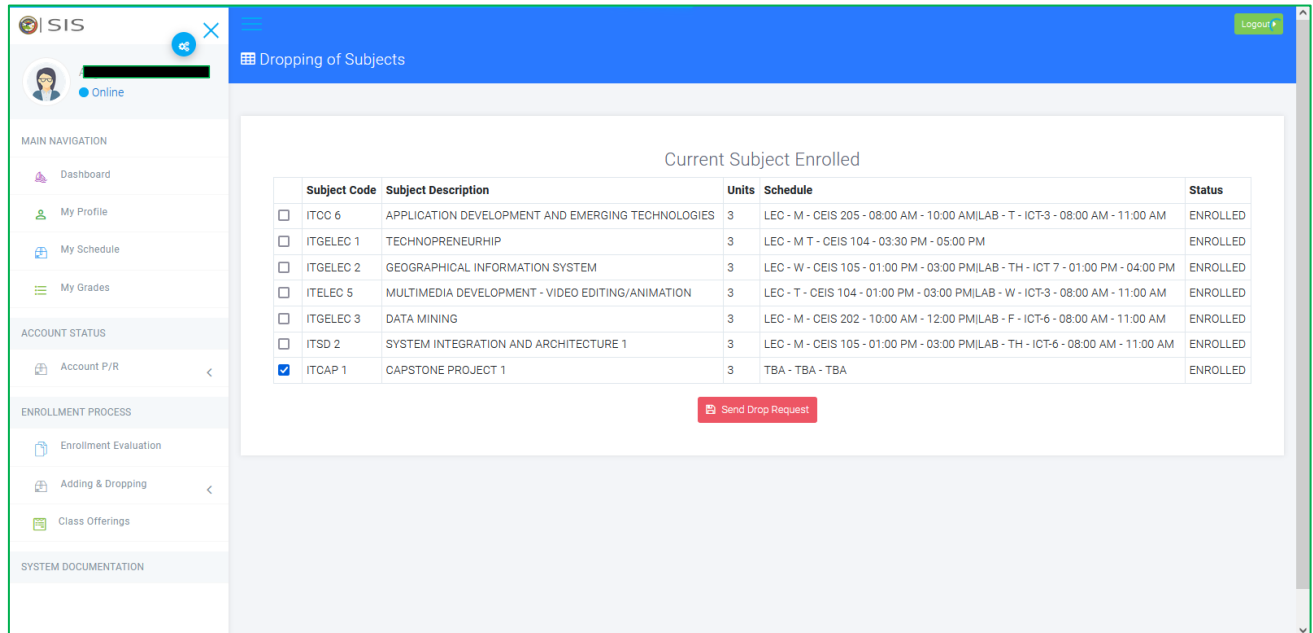
If you want to send a note click () then write your note then click Send. When you're selecting your subjects to add, your selection is limited by Allowed Units so you have to Send a Note and write your additional subjects to add and send to your Program Chair to evaluate your requested subjects to add.

After you send your Adding Request, please wait for the approval from your Program Chair.

Note: Only 2(two) notes can be send.

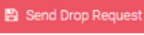
5. Dropping of Subjects – Online

Go to Side Bar Menu, under Enrollment Process choose (Adding & Dropping) and click ( Dropping) to redirect you to Dropping View.



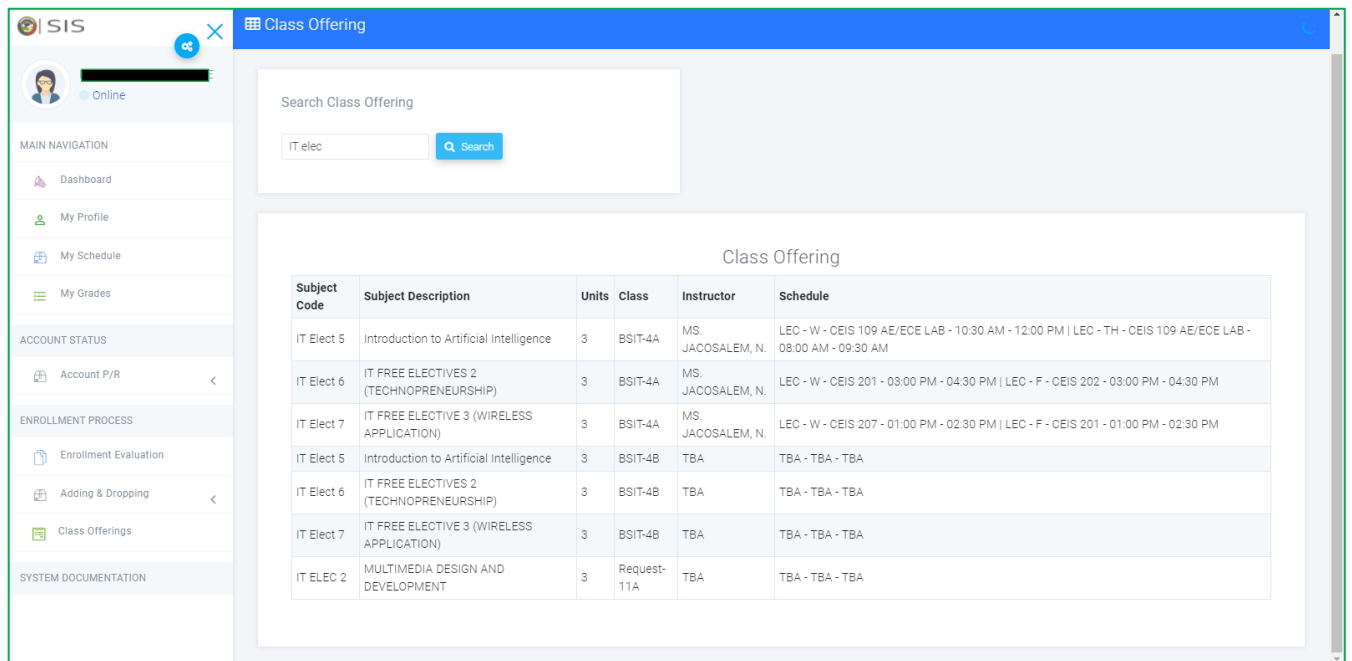
Subject Code	Subject Description	Units	Schedule	Status
<input type="checkbox"/> ITCC 6	APPLICATION DEVELOPMENT AND EMERGING TECHNOLOGIES	3	LEC - M - CEIS 205 - 08:00 AM - 10:00 AMILAB - T - ICT-3 - 08:00 AM - 11:00 AM	ENROLLED
<input type="checkbox"/> ITGELEC 1	TECHNOPRENEURHIP	3	LEC - M T - CEIS 104 - 03:30 PM - 05:00 PM	ENROLLED
<input type="checkbox"/> ITGELEC 2	GEOGRAPHICAL INFORMATION SYSTEM	3	LEC - W - CEIS 105 - 01:00 PM - 03:00 PMLAB - TH - ICT 7 - 01:00 PM - 04:00 PM	ENROLLED
<input type="checkbox"/> ITELEC 5	MULTIMEDIA DEVELOPMENT - VIDEO EDITING/ANIMATION	3	LEC - T - CEIS 104 - 01:00 PM - 03:00 PMLAB - W - ICT-3 - 08:00 AM - 11:00 AM	ENROLLED
<input type="checkbox"/> ITGELEC 3	DATA MINING	3	LEC - M - CEIS 202 - 10:00 AM - 12:00 PMLAB - F - ICT-6 - 08:00 AM - 11:00 AM	ENROLLED
<input type="checkbox"/> ITSD 2	SYSTEM INTEGRATION AND ARCHITECTURE 1	3	LEC - M - CEIS 105 - 01:00 PM - 03:00 PMLAB - TH - ICT-6 - 08:00 AM - 11:00 AM	ENROLLED
<input checked="" type="checkbox"/> ITCAP 1	CAPSTONE PROJECT 1	3	TBA - TBA - TBA	ENROLLED

Figure 5. Dropping View

Here you can see your Enrolled Subjects. Select your subject to Drop and click (). You will wait for the Approval from your Program Chair and drop your requested to drop subject.

You can see your Dropping and Adding of Subjects status below of each view.

6. Class Offering



The screenshot displays the SIS Class Offering interface. On the left is a navigation sidebar with sections: MAIN NAVIGATION (Dashboard, My Profile, My Schedule, My Grades), ACCOUNT STATUS (Account P/R), ENROLLMENT PROCESS (Enrollment Evaluation, Adding & Dropping, Class Offerings), and SYSTEM DOCUMENTATION. The main content area features a search bar labeled 'Search Class Offering' with the text 'IT elec' and a 'Search' button. Below the search bar is a table titled 'Class Offering' with the following data:

Subject Code	Subject Description	Units	Class	Instructor	Schedule
IT Elect 5	Introduction to Artificial Intelligence	3	BSIT-4A	MS. JACOSALEM, N.	LEC - W - CEIS 109 AE/ECE LAB - 10:30 AM - 12:00 PM LEC - TH - CEIS 109 AE/ECE LAB - 08:00 AM - 09:30 AM
IT Elect 6	IT FREE ELECTIVES 2 (TECHNOPRENEURSHIP)	3	BSIT-4A	MS. JACOSALEM, N.	LEC - W - CEIS 201 - 03:00 PM - 04:30 PM LEC - F - CEIS 202 - 03:00 PM - 04:30 PM
IT Elect 7	IT FREE ELECTIVE 3 (WIRELESS APPLICATION)	3	BSIT-4A	MS. JACOSALEM, N.	LEC - W - CEIS 207 - 01:00 PM - 02:30 PM LEC - F - CEIS 201 - 01:00 PM - 02:30 PM
IT Elect 5	Introduction to Artificial Intelligence	3	BSIT-4B	TBA	TBA - TBA - TBA
IT Elect 6	IT FREE ELECTIVES 2 (TECHNOPRENEURSHIP)	3	BSIT-4B	TBA	TBA - TBA - TBA
IT Elect 7	IT FREE ELECTIVE 3 (WIRELESS APPLICATION)	3	BSIT-4B	TBA	TBA - TBA - TBA
IT ELEC 2	MULTIMEDIA DESIGN AND DEVELOPMENT	3	Request-11A	TBA	TBA - TBA - TBA

Figure 6. Class Offering View

Supply the field and click () the class offers will appear below.