Course Registration & Result Processing Management

University Computer Centre

OAU Ife

March 16, 2014
Students Falling Victim of Dereliction of Duty

1. No Registration Information (Responsible:- Student)

2. Students came to the knowledge that he has been withdrawn from ISIS after a year, two years, some after three years! (Responsible:- Part Advisers)

3. Fresh students complaint of no matric no. (Responsible:- Faculty Secretaries)

4. Students not able to register a particular course because the Curriculum on the portal does not contain such. (Responsible:- Part Advisers)

5. Inability to load scores for Course for which HOD is yet to allocate to such lecturer on the portal. (Responsible:- HOD)
Critical Role Players

1. **Students**: Payment, Bio-Data, Certificate, Registration, Printing and Submission of Evidence of Payment & Registration, Check Results

2. **Part Advisers**: Collect Course Form from Students, Process the Results and Advise Students, Student Status Update, Student Password Reset.

3. **Course Lecturers**: Mgt Student Exams with Tutorial List & Scores Uploading

4. **Heads of Department**: Approval of Uploaded Results, Staff Definition and other Oversight Functions.

5. **Computer Centre**: Technical Support, Disaster Recovery and Business Continuity, Users Training and Incidence Handling etc.

6. **INTECU**: Network Provision, Technical Support & Maintenance
Problem Students

1. **Fresh Students**: Innocence
   - Use contractor/mercenary for course registration.

2. **Transferred Students**: Want to eat their cake and have it.
   - Want to carry over their A’s and B’s but not their E’s and F’s.

3. **Extra-Year Students**: NFA/Executive Student Attitude
   - HOD needs to approve less than 15 unit
   - Part Adviser needs to define as appropriate on the eportal.
     - One Semester Extra
     - Two Semesters Extra.
Matriculation Number & ID Card

1. **Fresh Students**: Fill Necessary Forms

2. **Faculty Secretaries**: Screen and Clear Students.
Course Registration: WYSIWYG

1. Heads of Department:
   - Review Available Courses and Course Curriculum.
   - Allocate Courses and Part to Lecturers and Part Advisers respectively.
   - **Advisable:** - Let the Part Advisers move with their Students.

2. Part Advisers:
   - Review and Update Curriculum.
   - Collect Course Form from Students.

3. Course Lecturers: Mgt Student Exams with Tutorial List & Scores Uploading

4. Students: Register for Courses & Print Evidence of Registration in lieu of Course Form.

**Note:**- WYSIWYG: What You See Is What You Get
# Results Processing: WYSIWYG

1. **Course Lecturers:**
   - Mgt Student Tests & Exams with Tutorial List
   - Inform Students that they are wasting their time writing Tests & Exams for Courses they did not register for.
   - Load Results and inform the HOD for Approval.

2. **Heads of Department:** Approve Results.

3. **Part Advisers:**
   - Download Approved Scores and Process Results.
   - **Advisable:**- Keep a file on each student containing the Course Form and Result on Semester-basis to fish out probable problem students.

- **Advisable:**- Since Wireless Network frustratingly fluctuates and ISIS is data intensive, cable network is recommended for stress-free results processing.
Frequently Asked Questions

- What are the duties of HODs with respect to portal?
- Who will define the HODs?
- What are the duties of part advisers and course lecturers on portal?
- How can part advisers have access to all the programmes in the dept?
- Is registration complete with students registering on the portal?
- Can computer delete course(s) as do claim by students?
- How do I, as a part adviser, know when to request for submission of course registration forms from students?
- When should and how can we download the tutorial list?
- How come students come with strange courses on their course form?
- How come course code would appear but course title would not?
Frequently Asked Questions

- What is the role of exam officer in all this?
- What of students registering above 24 units?
- What of students registering for courses but the prerequisite course has not been passed?
- How can a new staff member be defined?
- Who resets password for students if they forget the password?
- Who defines students for one or two semesters?
- Who is charged with setting the student status?
- Who reactivates students with undefined status?
Thanks for the audience