

Course Registration & Result Processing Management

University Computer Centre

OAU Ifè

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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- 2 Students came to the knowledge that he has been withdrawn from ISIS after a year, two years, some after three years!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

Thanks for
the audience

