

Role of ABS-CITS in Students' Record Keeping from Post Registration to Graduation

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*A-presentation at the 2-Day Training for Sub-Deans, Course Advisers and Faculty Officers organised by the
University at the Tayo Aderinokun Lecture Theatre on Thursday, September 7, 2023*





Contents of Presentation

- 01 Alumni's Perception of the University: The Issue
- 02 ABS-CITS: History and Mandates
- 03 Student Information Management Systems: Premier ERP
- 04 Interaction and feedback

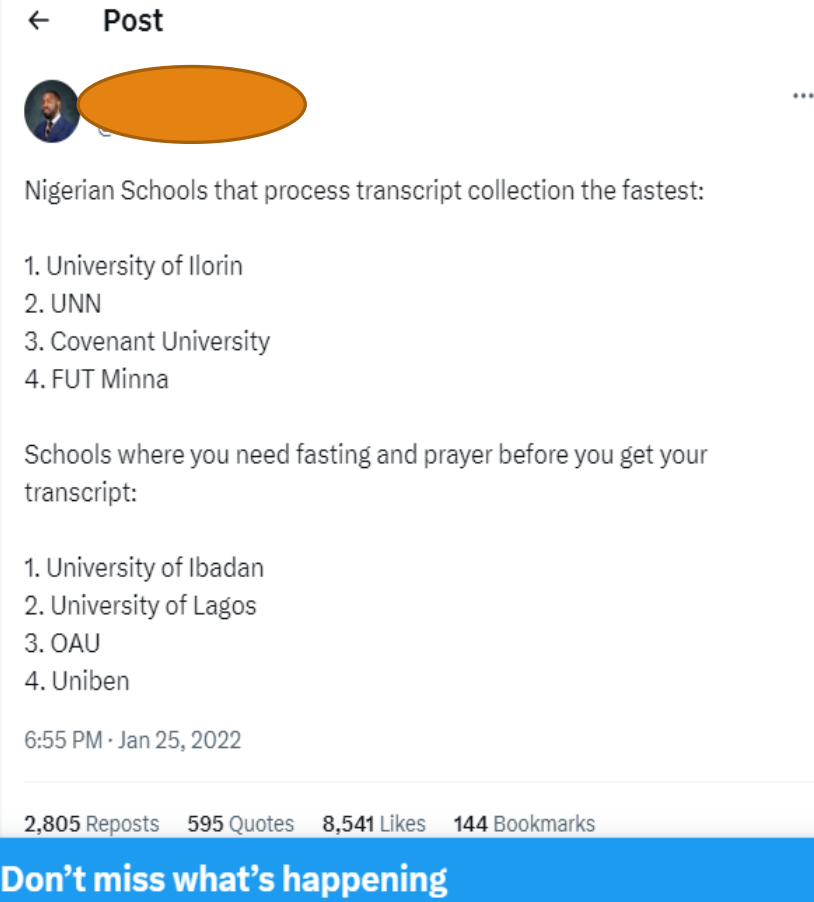


Alumni's Perception of the University: The Issue

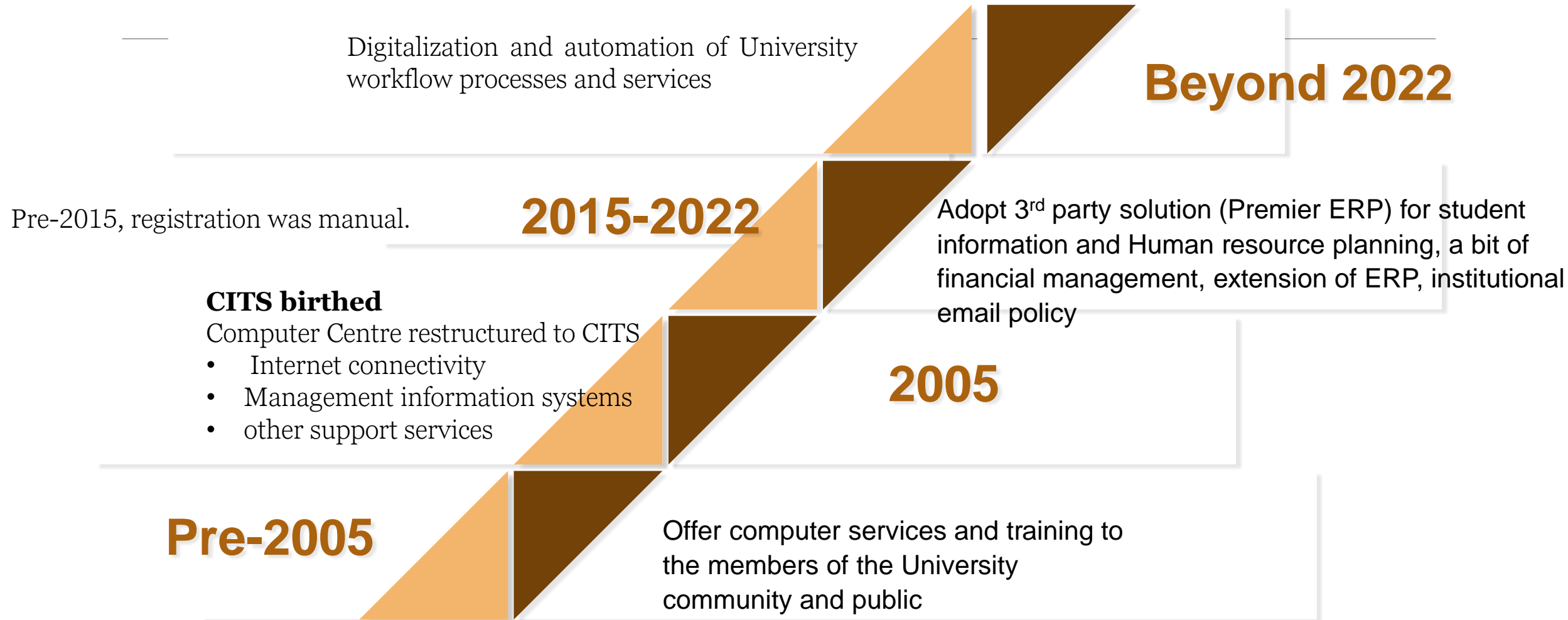
A knotty experience of our alumni is the bottleneck around processing application for official transcripts/records from the University.

- a. What institutional impediment drives this?
 - Contributions 1:
- b. How can this narrative be changed?
 - Contributions 2:

So, our reputation with our alumni is related to the robustness of our student information system (people, process and the infrastructure) in serving their needs.



Historical Trajectory of Adetokunbo Babatunde Sofoluwe Centre for Information Technology and Systems



ABS-CITS Mandates

ICT Policy & Governance

Policy formulation and Administration for ICT



Web, E-Application and Software Development

Website design & administration, LMS, CBT, e-voting application, electronic medical records,



Access Control, ID Card & Surveillance

Biometric Access Control, /Staff/Student/Community ID Card, Surveillance stem



Connectivity

Internet infrastructure , provisioning of connectivity and maintenance (3-campuses)



ERP/Media Coverage

Coordinates 3rd party application for enterprise resource planning; student information management system, virtual meetings



CITS Academy/Quantum Computing

IT skills development, and high performance computation services



Hardware & Systems Support

Diagnostic, repair and support services

ABS-CITS
(Gateway of
the University
to the World)

Our mandates do not include result processing but we facilitate it. It is the responsibility of academic units to process students' results!



What ABS-CITS is NOT!

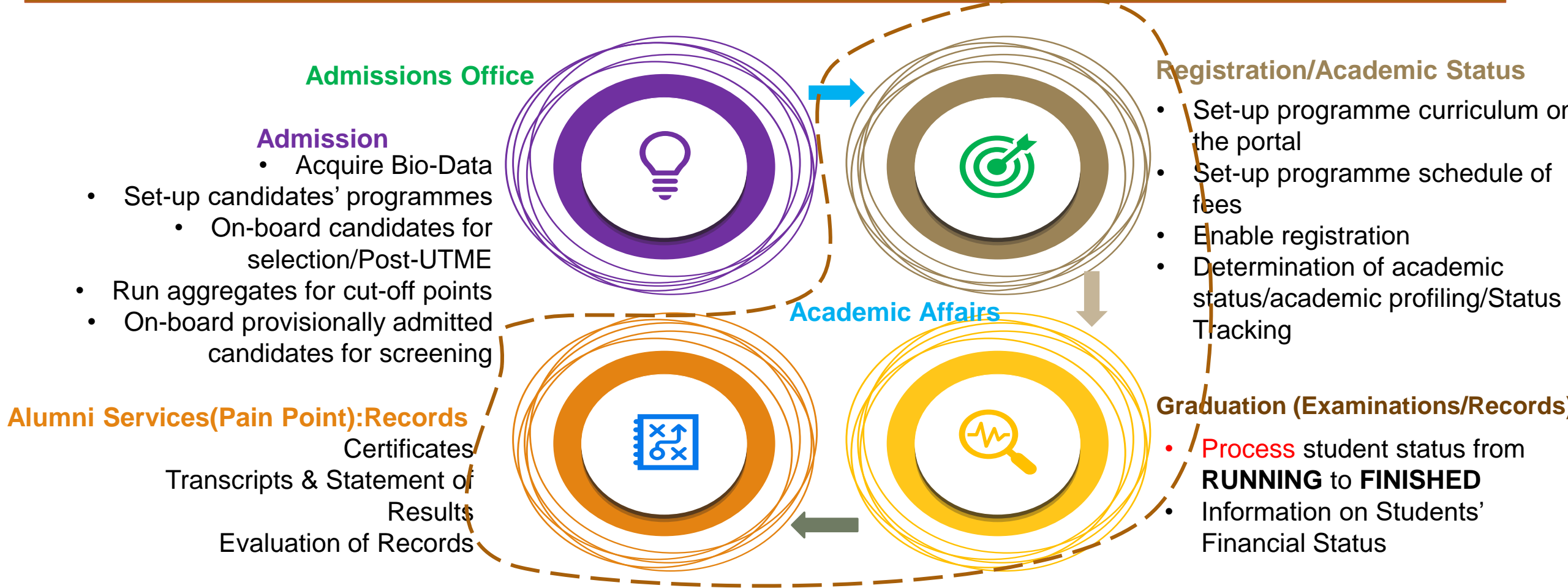
ABS-CITS is not examiner in any course

Lacks privilege to return score or grade in any course

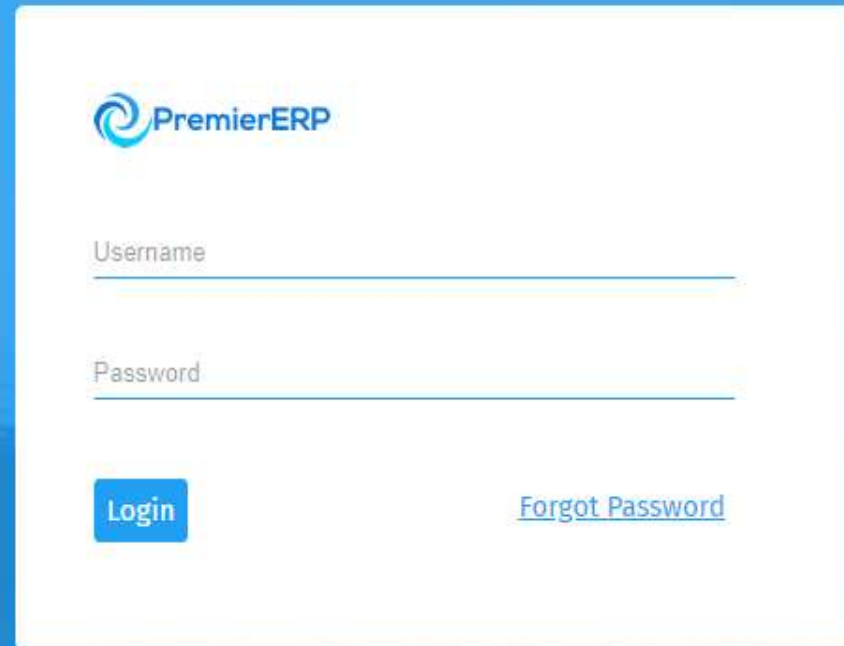


ABS-CITS Touchpoints in Students' Lifecycle

Provides Baton for Handshake between Admissions Office (Candidates' Records) & Directorate of Academic Affairs (Students' Records)



Students' Information Management System

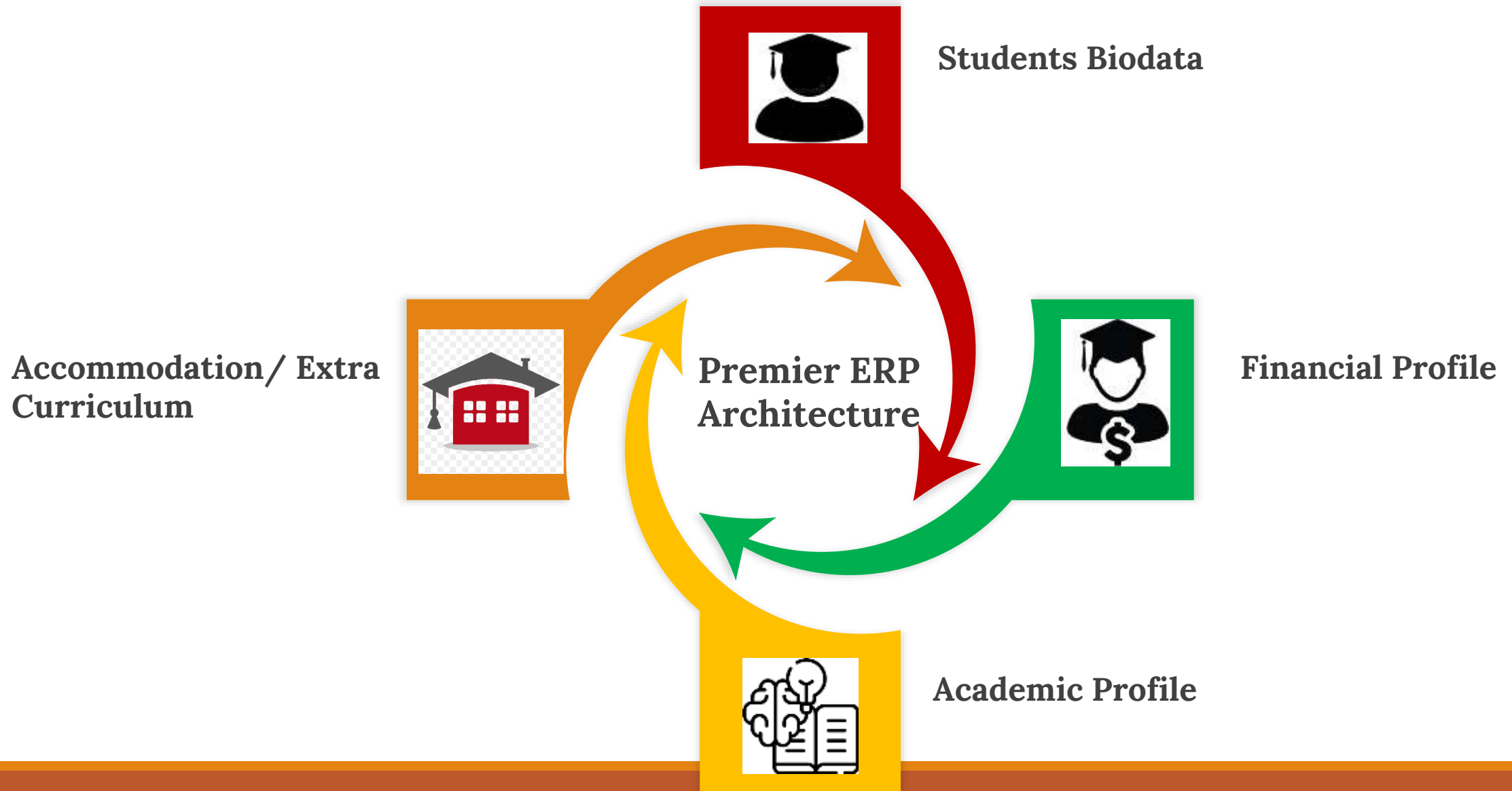


The image shows a login interface for the PremierERP system. It features a white rectangular box centered on a blue background. Inside the box, at the top left, is the PremierERP logo, which consists of a blue circular icon with a white swirl and the text 'PremierERP' in blue. Below the logo are two input fields: the first is labeled 'Username' and the second is labeled 'Password'. Both fields have a light blue border and a small blue underline. At the bottom left of the box is a blue button with the word 'Login' in white. At the bottom right is a blue hyperlink that says 'Forgot Password'.

- User Must be Set-up by the Admin or Super Admin
- ✓ Account created with default password.
 - ✓ User can self-recover password or make request



Information Logged onto Premier ERP



<https://premier.unilag.edu.ng>



This Landing Page Separates ABS-CITS from all Users of Premier ERP

The screenshot displays the PremierERP interface. The top navigation bar is blue and contains the PremierERP logo, the text 'UNILAG', a notification bell, and the user name 'Dr Muhammed AMUDA'. The left sidebar is grey and lists various modules: Recently Used, Appointments, Bursary Manager, Election, Human Resources, Item Module, Memo, Procurement, Records Office, School Administration (highlighted with a red circle), Setup, System, and Tickets/Complaints. The main content area is titled 'Recently Used' and features a grid of 20 circular icons, each representing a different module. The icons are arranged in four rows and five columns. The first row contains 'User', 'Registration', 'Courses', and 'Students'. The second row contains 'Programmes', 'Programme Fields Of Study', 'Programme Types', and 'Upload Result Marksheet'. The third row contains 'Generate Result Marksheet', 'Election Result', 'Student Election Application', and 'Elections'. The fourth row contains 'Admit Applicants', 'Admission Categories', 'Results', and 'Result Transcript'. The fifth row contains 'Transfer Students', 'Biometric Attendance', 'APER Periods', and 'Permission'. The sixth row contains 'Setup School Fees Payments', 'Generate Course Adviser Permission Groups', 'Foundation Exam Docket', and 'Student Programmes'.

PremierERP®

UNILAG

Dr Muhammed AMUDA

Recently Used

User

Registration

Courses

Students

Programmes

Programme Fields Of Study

Programme Types

Upload Result Marksheet

Generate Result Marksheet

Election Result

Student Election Application

Elections

Admit Applicants

Admission Categories

Results

Result Transcript

Transfer Students

Biometric Attendance

APER Periods

Permission

Setup School Fees Payments

Generate Course Adviser Permission Groups

Foundation Exam Docket

Student Programmes

Access level is responsibility or schedule defined





- Recently Used
- Appointments
- Bursary Manager
- Election
- Human Resources
- Item Module
- Memo
- Procurement
- Records Office
- School Administration
- Setup
- System
- Tickets/Complaints

School Administration

Search...



Alumni

Alumni

School

- Applications
- Matric No. Changes
- Medical Details
- Registration
- Reopen Students' Entry Info
- Result Broadsheets Table
- Results
- Student Programmes
- Student Result Complaints
- Students
- Submitted Result Broadsheets

CBT

- Examination Schedule
- Examinations
 - Setup Applicant Exam On WEBTEST
 - Setup Student Exam On WEBTEST

Course Evaluation

Course And Lecturer Evaluation Questions

- Setup School Fees Payments
- Setup Student Referrals
- Student Accommodation Reservation
- Transfer Students
- Update Student Level
- Upload Post UTME List
- Upload Student Siwes Supervisors
- Verify Fingerprint Using Image
- Waive Late Registration

Results

- Bulk Generate And Submit Result Broadsheets
- Clear Incomplete Results
- Force Approve Legacy Results
- Generate Application Result Marksheet
- Generate Result Marksheet
- Recalculate Result Broadsheet Summaries
- Upload Application Result Marksheet
- Upload Result Marksheet

SIWES

- Enable/Disable Siwes Master List

Self Service

- Applicant Biometric Attendance
- Biometric Attendance
- Capture Fingerprint

Setup

- Admission Categories
- Admission Quota
- Application Type Entry Examination Settings
- Application Types
- Course And Lecturer Evaluation Questions
- Course Evaluation Question Categories
- Courses
- Degrees
- Departments
- Disabilities
- Entry Examinations
- Entry Qualifications
- Entry Subject Groups
- Entry Subjects
- Faculties
- Foundation Exam Docket
- JAMB Entry Subjects





School Administration

- Recently Used
- Appointments
- Bursary Manager
- Election
- Human Resources
- Item Module
- Memo
- Procurement
- Records Office
- School Administration
- Setup
- System
- Tickets/Complaints

Course Evaluation

- Course And Lecturer Evaluation Questions
- Course Evaluation Question Categories
- Evaluation Questionnaire Result

Reports

- Evaluation Questionnaire Result

Jupeb Enrollment

- Jupeb Registrations

Periodic

- Admit Applicants
- Applicants Result Import
- Assign MatricNo And Register Jupeb Subjects
- Bulk Screen Applicants
- Change Students' Status/Programme
- Confirm Applicant WASSCE And NECO Results
- Expire/Warn Accommodation Reservations
- Export Applicant Passports
- Export Student Passports
- Export Student Signatures
- Extension Of Programme

SIWES

- Enable/Disable Siwes Master List

Reports

- Accommodation Quota
- Accommodation Reservations
- Accommodation Rooms
- Admissions Screening Report
- Applications Result
- Applications Summary
- Attestation Letter
- Bulk Result Broadsheet View
- Check Applicants Eligible Programmes
- Discretionary Admission Requests
- Exam Attendance
- Generate Admission Letter(S)
- Generate Statement Of Result (NYSC)
- Graduation List
- Graduation Statistics
- JUPEB Statement Of Result
- Medical Form
- Print Uploaded Result
- Programme Details
- Registered Student Summary

- Faculties
- Foundation Exam Docket
- JAMB Entry Subjects
- Modes Of Entry
- News
- Parameters
- Professional Qualifications
- Programme Categories
- Programme Coordinators
- Programme Fields Of Study
- Programme Level Student Promotion
- Programme Types
- Programmes
- ProgrammeType Entry Qualification ModeOfEntry Mapping
- Resit Periods
- Result Remarks
- School Settings
- Semester
- Sessions
- Special Statuses
- Student Staff Types
- Student Type => Customer Type Mappings
- CBT Setup
 - Examination Subjects





- Recently Used
- Appointments
- Bursary Manager
- Election
- Human Resources
- Item Module
- Memo
- Procurement
- Records Office
- School Administration
- Setup
- System
- Tickets/Complaints

School Administration

- Bulk Screen Applicants
- Change Students' Status/Programme
- Confirm Applicant WASSCE And NECO Results
- Expire/Warn Accommodation Reservations
- Export Applicant Passports
- Export Student Passports
- Export Student Signatures
- Extension Of Programme
- Force Student Customer Type Update
- Generate Course Adviser Permission Groups
- Lock/Unlock Registration
- Mail ToWhom It May Concern
- Promote Students
- Re-Generate School Fees Payments
- Reset Student Programme Session Levels
- Reverse Admissions
- Send Messages To Applicants
- Send Messages To Students
- Setup Default Student Programme Session Levels
- Setup Missing Student Programme Session Levels
- Generate Admission Letter(S)
- Generate Statement Of Result (NYSC)
- Graduation List
- Graduation Statistics
- JUPEB Statement Of Result
- Medical Form
- Print Uploaded Result
- Programme Details
- Registered Student Summary
- Result Broadsheet
- Result Transcript
- Screened Applicants List
- Siwes Placement List
- Siwes Student Log Report
- Student List
- Student Result Complaints
- Students' Registration
- ToWhom It May Concern
- Charts
 - Graduation Chart
 - Result Chart
 - Student Distribution
 - Student Gender Distribution
 - Student Population Growth
- Result Remarks
- School Settings
- Semester
- Sessions
- Special Statuses
- Student Staff Types
- Student Type => Customer Type Mappings
- CBT Setup
 - Examination Subjects
 - Examination Venues
- Siwes
 - Companies
 - Durations
 - Master List
 - Placements
 - Student Siwes Supervisor
 - Supervisor Log Form
- Student Accommodation
 - Halls
 - Reservation Requests
 - Reservations

Setting-up Students Registration: Academic Calendar

UNIVERSITY OF LAGOS ACADEMIC CALENDAR FOR FIRST SEMESTER, 2023/2024 SESSION

Monday, June 26, 2023*

Online Registration Commences for all Returning Students

Monday, August 14 – Friday, September 8, 2023

Screening & Registration of First Batch of Fresh Students

Tuesday, October 3– Saturday, October 28, 2023

Screening & Registration of Second Batch of Fresh Students

Tuesday, October 3, 2023

Resumption/Commencement of Lectures

Sunday, November 12, 2023

End of Registration of Courses for all Students

(6 weeks)

All students move into residence

To be determined by DSA

To be determined by DSA

Orientation Programme for Fresh Students

Friday,

Matriculation Ceremony

Monday, November 27- Sunday, December 10, 2023

Editing of Registered Courses

(2 weeks)

Christmas/New year Break

Friday, December 22, 2023 - Sunday, January 7, 2024

(2 weeks)

Resumption from Christmas/New Year Break

Monday, January 8, 2024

Convocation Lecture

Monday, January 15, 2024

Convocation Ceremony

Tuesday, January 16, 2024

Convocation Ceremony

Wednesday, January 17, 2024

Convocation Ceremony

Thursday, January 18, 2024

Lectures End

Friday, January 26, 2024

(15 weeks)



Sample Student Portal



UNIVERSITY OF LAGOS

Dashboard

Student Data

Payments

Course Registration

Results

Appointment

Election

Accommodation

Student Applications



Bachelor of Science in Sociology
SOCIOLOGY

4
Year

First
Semester

0
Courses

0
Units



Courses

128/128 Completed



Refresh
Payment Status



Payments



Applications



Student Data



Complete your course registration

70 Days left

Complete your payment

0 Days left

Edit your course registration

90 Days left

There is no new info.

Privileges of Course Advisers, Sub-Deans, Faculty Officer on the Premier ERP

Read-only access to student information profile in terms of academic status, course registration and financial status.

Determine Class size or capacity (Course Lecturer or Admin): Unlimited class capacity is achieved under setting by inserting 0
Generate Result Marksheet and Upload


Any Staff with User profile and access on Premier ERP can generate Marksheet but only assigned lead lecturer can upload Marksheet


Departmental Examinations Officer or Level Adviser or Sub-Dean (Result Broadsheet)



Profiling of Hostel Accommodation Status





Setting Class Capacity


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 Recently Used


 Appointments


 Bursary Manager


 Election


 Human Resources


 Item Module


 Memo


 Procurement







 Records Office







 School Administration


 Setup


 System


 Tickets/Complaints

Programme Type Course Settings: Undergraduate, MME312 (Courses: MME312, Physical Metallurg...      







     

Others  View All Fields

 Document Handling

 Database Log

Reload Selected Refresh First Next Previous Last Query Clear Query Multi-Select Select All De-Select All Export (1 record found)

	Programm... 	Course Co... 	Capacity 	Max C/A S... 	Max Exam ... 	Course Failed If Practical Failed 
	Search...	Search...	Search...	Search...	Search...	Search...
1 <input checked="" type="radio"/>	<u>Undergraduate</u>	<u>MME312</u>	0	40	60	<input type="checkbox"/>



Responsibilities for Students Records Update

2-types

- Bio-Data Update

- Responsibility: Academic Affairs (student apply with proof through Course Adviser, Head of Department, to Director, Academic Affairs) **NOT TO ABS-CITS.**

- Result update (for whatever reason)

- Responsibility: Course Lecturer to Chief Examiner (HoD) to BCOS. Once approved, Course Adviser or Departmental Exam Officer liaises with ABS-CITS for implementation.



Addressing Complaint of Students on Registration and Results

- Premier ERP has logs or digital footprints to interrogate engagement(staff, students or proprietary vendor) with the platform (staff, students & service provider), e.g., false claim of registration or unauthorized alteration of grade. Caution: **Do not be careless with your access credentials!**
- Students make a formal complaint through the Course Adviser/Level Adviser, HoD to the Lecturer, to Academic Affairs .
- Course advisers and Head of Departments must make declarative comments on the complaint not just signing off.
- A review of the students registration profiles is mandatory in this instance!



-
- When truly established, ABS-CITS is given permission to implement (VC, Senate, DVC (A&R), Academic Affairs, Director, Head of Department).
 - Department regenerates Broadsheet and present to Senate for approval or CITS for approval on behalf of BCOS.
 - Note if Broadsheet is not regenerated, the affected course or courses would remain as outstanding (many departments default in this).
 - Broadsheet must be regenerated from the reference semester to the current!



Deregistration of Courses & Registration Above Maximum Units

ABS-CITS implements on the instruction of VC or Academic Affairs

On medical condition supported with approved medical report or any other proven socio-psychological condition. Under such condition, the semester or session is either deferred for the students (Paid appropriate fees) or SICK status enabled.

The minimum is 12 units and maximum is 24 units but some faculties have less than 24 units as maximum, e.g., Faculty of Science. But a student with less than 12 units to graduate only need to register for the outstanding units.

Students may be permitted to register above the maximum when such students would still have one or two courses outstanding after registering the maximum allowable units. At this time, then a special concession approved by the Faculty Board of Studies/Dean on behalf of the Faculty Board of Studies may be given.



Curriculum Review and Old Courses

When a programme curriculum is reviewed and implemented. Most times, old cohorts are left in limbo!

Not accommodated in course set-up for the session of implementation

Not Accommodated in Scheme of Examiners

Results can not be uploaded

Best Practices: Department must continue to make the old curriculum available for the affected students until they graduate and also make provision for the upload of their results to Premier ERP.



Graduation Status RUNNING to FINISHED

PremierERP® UNILAG Dr. Muhammed AMUDA

Graduation List Parameters

Operations Batch

- Run
- Cancel
- Save Report
- Query


Programme Type	<input type="text"/>	Q
Programme	<input type="text"/>	Q
Faculty	<input type="text"/>	Q
Graduation Session	<input type="text"/>	Q
Entry Session	<input type="text"/>	Q
Convocation Book Layout	<input type="checkbox"/>	
Approval Start Date	<input type="text" value="dd/mm/yyyy"/>	
Approval End Date	<input type="text" value="dd/mm/yyyy"/>	
Print Destination	Interactive Display	
File Format	PDF	
Paper Size	A4	
Report Width	29.70	





Virtually eliminated cases of incomplete compilation of graduands' list









Alumni Services


 PremierERP®


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Dr Muhammed
AMUDA 





 Recently Used


 Appointments


 Bursary Manager


 Election


 Human Resources


 Item Module


 Memo


 Procurement

 Records Office

 School Administration


 Setup


 System


 Tickets/Complaints


Records Office


Search...


 **Records Office**


 Records Document Application


 Records Document Order Statuses


 Records Document Verification Setup


 Records Parameters


 Records Portal Feedback


 Result Broadsheet Name Change Log


 Setup Dispatch Methods


 Setup Documents Dispatch Destinations & Methods


 Setup Field Validations


 Setup Records Document & Dispatch Methods


 Setup Records Documents & Collection Type


 Student Copy Transcript Applications


 **Certificate**


 Certificate Applications


 Certificate CollectionType Setup


 **Legacy Result Management**


 **Legacy Broadsheet**


 Broadsheets


 Search Student Results


 **Legacy Setup**


 Class Of Degree


 Courses


 Department


 Email Templates


 Faculties


 Grades


 Mode Of Entry


 Nationality


 Programme Types


 Programmes


 Records Setup


 Semester


 Session


 Transcript Unit

 **Legacy Transcript**

 Legacy Student Records

 Student Copy Transcript Applications

 **Periodic**

 Result Broadsheet Name Change



Alumni Services

Records Application

Transcript, student copy, records verification, collection types, destinations



Legacy Result Management

Legacy broadsheet, records, etc



Records Office

Certificate

Application for certificate (online)



Feedbacks

Portal feedbacks, dispatch methods



In a Nutshell

The role of ABS-CITS is limited to providing the platform and support system for the acquisition, processing, preservation and retrieval of students information (bio-data, academic profile, financial profile, etc) from admission to post graduation.

Thus, better alumni transcript processing experience strongly depends on every individual involve in students information processing (academic profiling), e.g., examiners, course advisers and schedule officers, being up and doing in their various aspects of the chain. In essence, it is more of people than process and infrastructure even when these are equally important.

Achieving this will remove UNILAG from the group of institutions whose alumni must offer fasting and prayer before they can access their transcripts.



Most Obligated!



Interaction

