

# Online Registration & Effective Time Management in O.A.U.

University Computer Centre

OAU Ifè

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# Presentation Outline

- 1 Online Registration
  - Critical Role Players
  - Online Registration
    - Pre-requisites
  - Compliance with all Given Instructions
  - Health Centre Registration
- 2 Effective Time Management
  - Known Facts of Time
  - Know Yourself, Know Your University
- 3 Frequently Asked Questions



# Introduction

## Critical Role Players

- 1 Registry through Directorate of Academic Affairs
  - Admission Office & Officers
  - Faculty Secretary & Officers
- 2 Bursary
- 3 Department
  - Head of Department
  - Part/Course Advisers
  - Course Lecturers
- 4 Health Centre Registration is important for subsequent Semester Course Registration
  - For Next Semester Course Registration, Health Centre Registration Would Be Required of All Students



# Online Registration

## Pre-requisites

**Correct Course Registration** is tied to

**1** Payment of Appropriate Charges,

- Filling of Biodata
- Certificate Form
- Uploading of Certificates, Picture and Signature
- Online Screening

**Note:-**Failure to be screened, failure to be matriculated (i.e. No Matric. No.)!

**2** Course Curriculum Well Set by the Department,

**3** Registration within the Stipulated Time Frame

- Late Registration Attracts a N2,000 Fine, and
- Non-Registration for 2 Consecutive Semesters Amounts to Termination of Studentship.

**4** Course Registration in Rain (2nd) Semester would be tied to Head Centre Registration in the Harmattan (1st) Semester.



# Compliance with all Given Instructions

- Compliance with all Given Instructions.
  - Specifically, printing, submission and/or production (on request for further instruction) of the following
    - 1 **Online Clearance Certificate**
    - 2 **Evidence of Registration** immediately you registered, and
    - 3 **Course Form**, after closure of registration to your part adviser.
- All these are required to prosecute your complaints at the Computer Centre as well as your Department.
- Should you have any challenge with Online Registration see your Part Adviser immediately. A stitch in time saves nine.
- Your Part Adviser is your parent in OAU.
- Health Centre Registration is required to access Health Centre facilities



# Effective Time Management

## Known Facts of Time

- 1 There is time for everything.....
  - Time for reading,
  - Time for lecture,
  - Time for tutorial,
  - Time for prayer,
  - Time for relaxation,
  - Time for recreation,
  - Time for sleeping (You can't cheat nature!),
  - Time for eating,
  - Time for medical check-up etc.
- 2 You don't have more than 24 hours in a day.
- 3 You don't have more than 7 days in a week.
- 4 You don't have more than 365 days in a year.
- 5 You don't have more than 12 months in a year.

**Time na money!**



# Effective Time Management

Know Yourself, Know Your University

- 1 Know Yourself (Strengths, Weaknesses, Opportunities and Threats)
  - Are you an Iron, a Steel or a Magnet?
  - Are you an indiscriminate Magnet or a selective one?
  - Are you a selectively productive Magnet or a selectively counter-productive one?
  - Are you a night reader, a day reader, a dual reader?
- 2 Know Your Lecturer.
  - Each lecturer is different (in areas of Strengths and Weaknesses),
  - Nonetheless, the lecturers are the ones to grade you, not vice versa
- 3 Know Your University
  - Great Ife, Learning and Culture,
  - Sport and Struggle, Aluta Against All Oppression
- 4 Know Your Course
  - Core Courses, Free/Restricted Electives, Special Electives
  - Practical/Calculational courses
  - Theoretical/Comprehensional courses
- 5 Update Your Time Management and Success Strategies Accordingly



# Frequently Asked Questions

- What are the duties of HODs with respect to portal?
- What are the duties of part advisers and course lecturers on portal?
- Is registration complete with students registering on the portal?
- Can computer delete course(s) as do claim by students?
- How come students come with strange courses on their course form?
- How come course code would appear but course title would not?
- What of students registering above 24 units?
- How come female is allocated male hostel and vice versa?
- Who resets password for students if they forget the password?

## Note:-

(a) Multiple generation of RRR would lead to a **payment pending error!**  
(on View Payment Status)

(b) **Impatience with MasterCard/ATM/Internet Banking/  
Mobile Wallet Payment** can lead to multiple deductions on your account and overpayment on your portal page.

