OPUS

college

Enter:

user name: registry

password: ••••••••

Submit

University System for Academic Registry

This video will show you how to register "First level" organizational units (Schools, Faculties, etc...)

This function is only available for users authorized at the central level of the institution (Registry, Central Administrator of OPUS).

So only a central administrator can register First level units. In our example the user "registry" has the central administrator rights, so we login as this user. Of course in your situation, the user name could be different.

Welcome to Opus

College
Version module
Version module

Fee
Version module
Version module

Country-mod
Version module
Version module

Admission
Version module
Version module

Scholarship
Version module
Version module

Accommodat
Version module
Version module

Report
Version module
Version module

UNZA
Version module
Version module

Before showing you how to register First level units, a short introductory word on levels of units in OPUS-College.

From version 3.2. on, there are 2 levels of organizational units in OPUS-College:
- First level units,
- Second level units.

First level units are the main organizational structures in the institution, like: Schools or Faculties.

Second level units are organizational structures WITHIN or under the First level units. Examples of Second level units are:
- Office of the Dean of a School or Faculty
- Departments within a School or Faculty.

We will now show you how to enter a First level unit, which actually is very simple.

So click on the arrow to continue.

→

useOfSubsidies: N

numberOfSubjectsToCountForStudyPlanMark: 0

useOfStudentBalancesGeneration: Y

useOfScholarshipPercentages: Y

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Fees | Scholarship | Accommodation | Reports | UNZA |

Results | Students | Curriculum | Staff members | Institutions | Secondary schools | Finance | Admin |

Institutions
First level units
Second level units

Overview
Add

Welcome to Opus

College
Version module: 3.3
Version module database: 3.55

Fee
Version module: 3.3
Version module database: 3.13

Country-module: Zambia
Version module: 3.3
Version module database: 3.24

Admission
Version module: 3.3
Version module database: 3.13

Scholarship
Version module: 3.3
Version module database: 3.25

Accommodation
Version module: 3.3
Version module database: 3.13

Report
Version module: 3.3
Version module database: 3.12

UNZA
Version module: 3.3
Version module database: 3.18

To register "First level units", go to "Institutions - First level units - Add"

Application setting attributes

mailEnabled: Y

numberOfSubjec

cntdRegistrationE

cntdRegistrationE

cntdRegistrationMasterCutOffPointCreditFemale: 0.5

cntdRegistrationMasterCutOffPointCreditMale: 1

admissionBachelorCutOffPointCreditFemale: 1

admissionBachelorCutOffPointCreditMale: 3

cntdRegistrationBachelorCutOffPointRelativesCreditFemale: 2.5

cntdRegistrationBachelorCutOffPointRelativesCreditMale: 1.5

cntdRegistrationMasterCutOffPointRelativesCreditFemale: 0

cntdRegistrationMasterCutOffPointRelativesCreditMale: 0.5

admissionBachelorCutOffPointRelativesCreditFemale: 0

admissionBachelorCutOffPointRelativesCreditMale: 2

USE_HOSTELBLOCKS: Y

admissionInitialStudyPlanStatus: 1

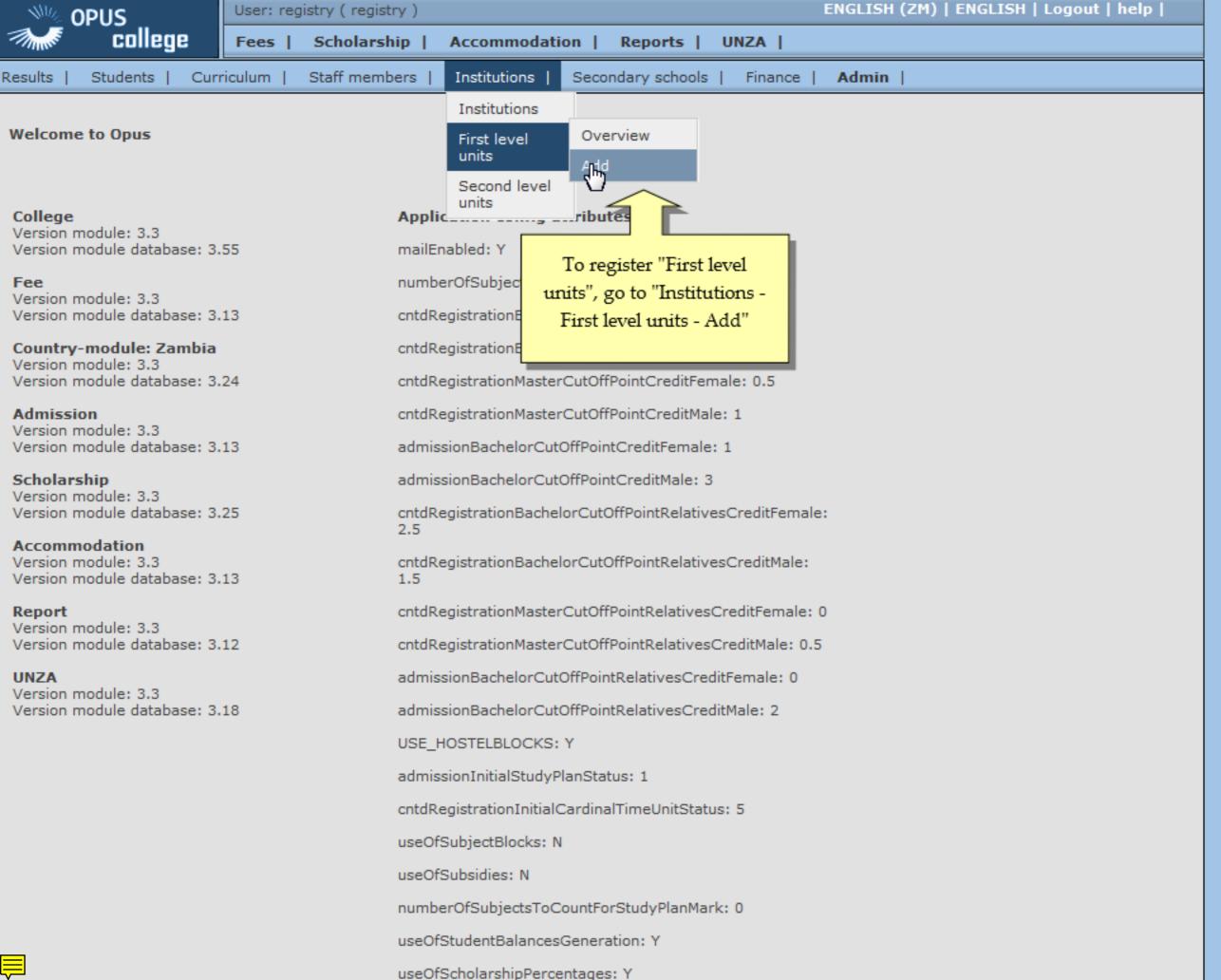cntdRegistrationInitialCardinalTimeUnitStatus: 5

useOfSubjectBlocks: N

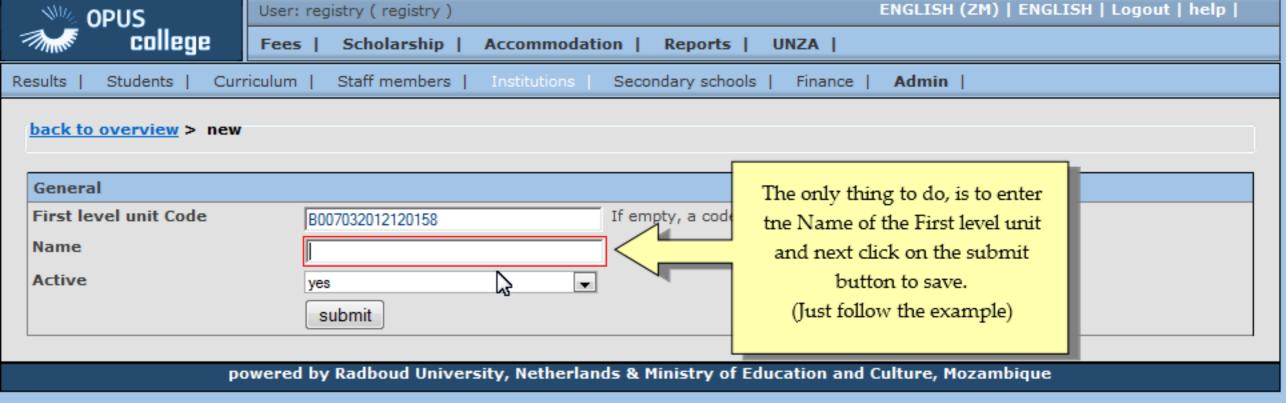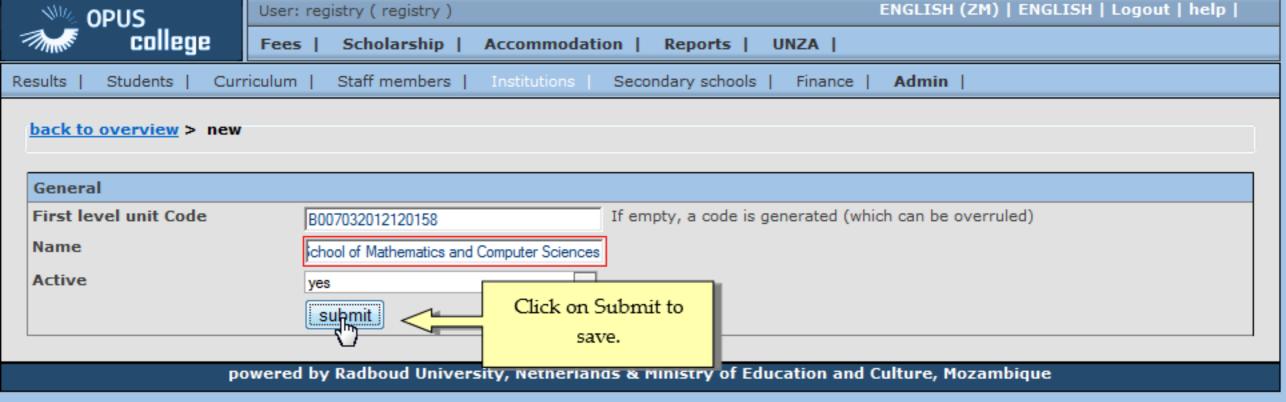useOfSubsidies: N

numberOfSubjectsToCountForStudyPlanMark: 0

useOfStudentBalancesGeneration: Y

useOfScholarshipPercentages: Y

OPUS college

User: registry (registry)

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back to overview > **new**

General	
First level unit Code	B007032012120158
Name	
Active	yes
submit	

If empty, a cod

The only thing to do, is to enter tne Name of the First level unit and next click on the submit button to save.
(Just follow the example)

back to overview > new

General	
First level unit Code	B0070320121120158 If empty, a code is generated (which can be overruled)
Name	School of Mathematics and Computer Sciences
Active	yes

submit

Click on Submit to save.

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First level units overview

Higher education   UNZA Lusaka

Id	Name	Active		
120	Central Registry	Y		
142	School of Business	Y		
143	School of Education	Y		
145	School of Mathematics and Computer Sciences	Y		
144	School of Natural Sciences	Y		

The newly registered School is now in the list of First level units .

Total number of First level units: 5 page 1 of 1   1