OPUS

Enter:

user name: Nkonda

password: ••••••

Submit

Now that we have created a user with the role of "Dean", meaning the head of a School or Faculty, this "Dean" user now him/herself can create Second level units wihtin his/her School or Faculty, such as Departments.

This is done the same way as we saw for the "Office of the Dean" in a previous instruction demo.

The difference now however is that, where "Office of the Dean" was created by the central administrator of OPUS, the Department we are going to register now, will be created by the "Dean" of the School/Faculty the Department belongs to.

So we now login as the Dean "Nkonda", who was registered in the previous step.

OPUS college

Fees | Scholarship | Accommodation | Reports |

Welcome to Opus

The Department is created in the same way as the "Office of the Dean", so we will not give much of comment here, just follow the demo on the screen.

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

cntdRegistrationBachelorCutOffPointCreditFemale: 2

cntdRegistrationBachelorCutOffPointCreditMale: 1

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

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

Application config attributes

mailEnabled: Y

numberOfSubjectsToGrade: 5

cntdRegistrationBachelorCutOffPointCreditFemale: 2

cntdRegistrationBachelorCutOffPointCreditMale: 1

cntdRegistrationMasterCutOffPointCreditFemale: 0.5

cntdRegistrationMasterCutOffPointCreditMale: 1

admissionBachelorCutOffPointCreditFemale: 1

admissionBachelorCutOffPointCreditMale: 3

cntdRegistrationBachelorCutOffPointRelativesCreditFemale: 2.5

cntdRegistrationBachelorCutOffPointRelativesCreditMale: 1.5

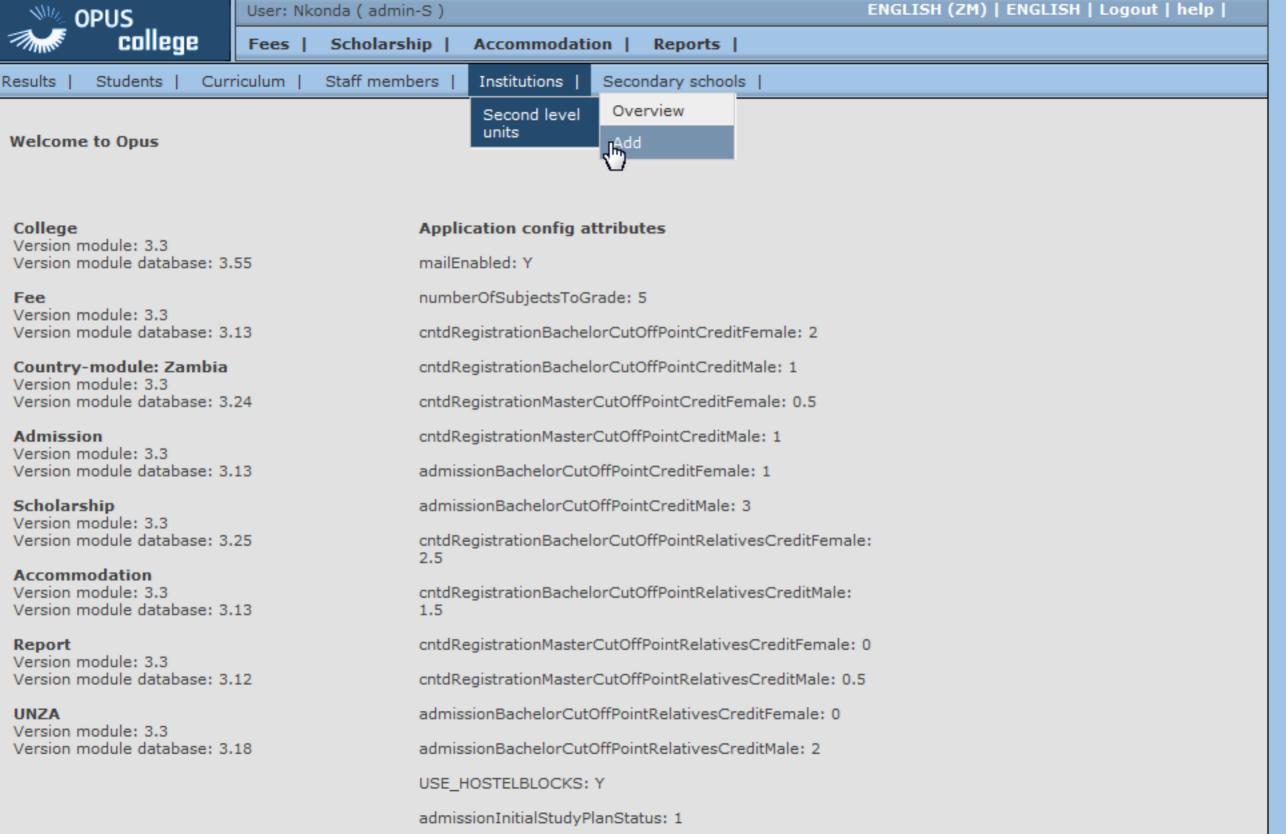cntdRegistrationMasterCutOffPointRelativesCreditFemale: 0

cntdRegistrationMasterCutOffPointRelativesCreditMale: 0.5

admissionBachelorCutOffPointRelativesCreditFemale: 0

admissionBachelorCutOffPointRelativesCreditMale: 2

USE_HOSTELBLOCKS: Y

admissionInitialStudyPlanStatus: 1

OPUS college

Fees | Scholarship | Accommodation | Reports |

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

back to overview > new

Details

General	
Second level unit Code	O12007032012140522 If empty, a code is generated (which can be overruled)
Name	Department of Computer Sciences
Parent/Child level	1
Parent unit	
Director	Nkonda, John, Patrick (Second level unit: Office of the Dea ▼
Second level unit type	Department ▼
Academic field	Computer Science ▼
Second level unit area	Academic ▼
Active	yes ▼

Submit

This time we fill in "Academic" here, since the Department is where the Programmes of study will be linked to.

OPUS college

Fees | Scholarship | Accommodation | Reports |

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

back to overview > **Department of Computer Sciences**

Details | **Registration periods** | Address(es)

General

Second level u   O12007032012140522   If empty, a code is generated (which can be overruled)

Name   Department of Computer Sciences

By means of this tab, you can indicate the periods during which a student can register for the academic year and the programmes of study offered by the department.

add

Second level unit area   Academic

Active   yes

Submit

OPUS college

Fees | Scholarship | Accommodation | Reports |

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

[back to overview](#) > **Department of Computer Sciences**

| Details | Registration periods | Address(es) |

Registration periods

add

Academic year	Start date Cntd Registration	End date Cntd Registration	Start date Initial Admission	End date Initial Admission	Start date Refund period	End date Refund period	Active

User: Nkonda (admin-S)

OPUS college

Fees | Scholarship | Accommodation | Reports |

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

back to overview > **Department of Computer Sciences**

Details | **Registration periods** | Address(es)

Registration periods

Academic year	Start date Cntd Registration	End date Cnt Registration	Initial sion	Start date Refund period	End date Refund period	Active

Click on the "add" button to add information about a registration period.

add

OPUS college

Fees | Scholarship | Accommodation | Reports |

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

back to overview > Department of Computer Sciences > add/edit Registration periods

Registration periods

Registration period

Academic year	2013 ▼

Start date Cntd Registration

day	month	year
01	11	2012

This is the period during which students can register for the next time unit (semester, trimester, ...) of a PROGRAMME OF STUDY of the Department.

End date Cntd Registration

day	month	year
30	11	2012

Start date Initial Admission

day	month	year
01	10	2012

This is the period during which students who are new to the university can register at the university.

End date Initial Admission

day	month	year
31	12	2012

Start date Refund period

day	month	year
01	04	2013

This is the period in which students who paid too much (fees for instance) will be refunded. THIS feature is NOT implemented by every institution.

End date Refund period

day	month	year
30	05	2013

Active yes

Submit

back to overview > **Department of Computer Sciences** > **add/edit Registration periods**

Registration periods

Registration period			
Academic year	2013		
Start date Cntd Registration	day 01	month 11	year 2012
End date Cntd Registration	day 30	month 11	year 2012
Start date Initial Admission	day 01	month 10	year 2012
End date Initial Admission	day 31	month 12	year 2012
Start date Refund period	day 01	month 04	year 2013
End date Refund period	day 30	month 05	year 2013
Active	yes		

Submit

!! ATTENTION PLEASE !!

The on line admission forms for students will only work ON DATES WITHIN these periods. So if a student tries to subscribe on a day that falls outside the start- and end dates given here it will not work!!!

For instance, a student who wants to register on the 15th of September 2012 will not be able to do that.

OPUS college

Fees | Scholarship | Accommodation | Reports |

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

Second level units

Overview

Add

back to overview > Department of Computer Scienc

Details | Registration periods | Address(es)

Registration periods

If we now go to the overview of existing Second level units.

add

Academic year	Start date Cntd Registration	End date Cntd Registration			Start date Refund period	End date Refund period	Active	
2013	Nov 1, 2012	Nov 30, 2012	Oct 1, 2012	Dec 31, 2012	Apr 1, 2013	May 30, 2013	Y	

Second level units overview

Id	Name	Academic field	Second level unit type	Second level unit area	Unit level	Parent unit Id	Director	Active		
138	Department of Computer Sciences	Computer Science	Academic	Department	1	-	Nkonda	Y	✎	✖
137	Office of the Dean	Computer Science	Administrative	Administration	1	-		Y	✎	✖

Total number of Second level units: 2 page 1 of 1   1

We see that we now have 2 of these units in our School:

- The "Office of the Dean" previously registered.
- And the Department we just registered.