



# AJAYI CROWTHER UNIVERSITY, OYO

PMB 1066, Oyo Town, Oyo State, Nigeria

[www.acu.edu.ng](http://www.acu.edu.ng)

MIS UNIT



## Manual for Result Processing

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## First Steps

1. Connect to the internet.
2. Open any browser, preferably Google Chrome or Brave Browser.
3. Type '<https://acuoyo.net>' (without the quotes) in the address bar and press enter.  
Note, this link can be bookmarked in your preferred browser
4. Click on the **Staff Login** link.
5. Click on the link that is appropriate for the category of students you want to process their results e.g. '**Undergraduate Result Processing**'.



6. Login with your username (Staff ID) and password.



## To Check for Students in Your Department

1. Place your cursor over the **'View'** link and select **'Departmental Students'** from the roll-out menu.

Welcome: Ibojo B.O. (DEO) [Sign Out](#)

[Change Password](#)

[Enter Result](#)

[Manual for Result Processing](#)

[Admin Processes](#)

- Departmental Students**
- [View Registered Students](#)
- [View Student Result](#)
- [View Student Profile](#)
- [Validate Student Course Form](#)

ACADEMIC SCHEDULE SCHOOL ACHIEVEMENTS

2. On the **'Select Program'** Box in the opened page, click the arrow-down symbol to see the list of programs in you Department. You can then select the desired program.

Home

Select Program  Select Session

Matric No	Name
21M05007	OGUNTOYINBO Ey
11S04/063	IYONAWAN Omole
12H02/006	OBASI Obi Wisdom
12S04/001	ADEYEMO Bunmi S
12S04/002	ADIGUN Oluwapel
12S04/003	ADOGA Martins Ol
12S04/004	GODWIN Obukowl

3. On the **'Select Session'**, click the arrow-down symbol to see the list of Sessions. You can then select the desired session you want to generate its report then click on the **'SORT'** Button.

3998 Record(s) IN Session

Matric No	Name	Current Level
21M05007	OGUNTOYINBO Eytayo Elizabeth	0
11S04/063	IYONAWAN Omolewa Theresa	100
12H02/006	OBASI Obi Wisdom	100
12S04/001	ADEYEMO Bunmi Serah	100

4. A list will be generated with the details of the students with the selected parameters.

**Business Administration ONLY** 70 Record(s) IN 2025/2026 Session

Matric No	Name	Current Level
ACU20251492	DEJI-OGUNDIMU Naomi Oyindamola	100
ACU20251548	AYINUOLA Imoleayo Oluwatobiloba	100
ACU20251765	OBIAGWU Ngozi Gift	100
ACU20251892	OSUNWARE Kehinde Humble	100
ACU20252111	ONWUNEME Queen Oluebube	100
ACU20252134	OKAFOR Cynthia Tobeckukwu	100

## To Check for Registered Students

1. Place your cursor over the 'View' link and select 'View Registered' from the roll-out menu.

Important Notice: Please click on the link for Manual for Result Processing to download it. Thank you.

Welcome: Ibojo B.O. (DEO)

Sign Out

Change Password

Enter Result

Admin Processes

Manual for Result Processing

Departmental Students

- View Registered Students
- View Student Result
- View Student Profile
- Validate Student Course Form

2. On the opened Selection page, click the arrow-down symbol to select the Session, Semester and Course to see the list of Courses that have been registered for. You can

then select the desired course by typing the Course Code or scrolling through the list. Click on the desired Course Code you want to generate its report then click on the Search Button.

Students Records Management System

« Home

**STUDENT COURSE REGISTRATION / ATTENDANCE SHEET**

Select Session ▼ Select Semester ▼ Select Course ▼ Search

S/N	Matric No	Name	Gender	Level
517 HITS:: ACU STUDENTS ACADEMIC RECORDS MANAGEMENT SYSTEM BY ACU PROGRAMMING TASK FORCE ::ESPIRIT DE CORPS:: (C) 2018 - 2019				

- Wait for the completion of the report being generated. You will see on the list, the Student Population (which shows the number of students that registered appropriately); the Matriculation Number, Name, Gender and Level of all the students that registered for the selected Course Code. This list can be copied to a spreadsheet application and used as the Mark-Sheet for result collation for that Course.

Students Records Management System

« Home

**STUDENT COURSE REGISTRATION / ATTENDANCE SHEET**

2025/2026 ▼ First ▼ BUS4101 ▼ Search BUS4101 - Business Policy (3)


**STUDENT POPULATION: 31 STUDENTS**

S/N	Matric No	Name	Gender	Level
1	22L01002	ADEBAYO, Mercy Oluwanifemi	F	400
2	22L01004	ADENIYI, Mary Busola		400
3	22L01006	AGBAJE-SISU, Yunus Akinade	M	400
4	22L01009	AJAYI, Olaoluwakitaan Oluwanifemi	F	400
5	22L01012	AKINSHOLA, Oluwatamilore Hillaria	F	400
6	22L01014	AKINTUNDE, David Jomiloju	M	400
7	22L01016	ATIKPUI, Divinegift Mawufemo.K.	F	400
8	22L01019	BALOGUN, Olatunji Lateef	M	400
9	22L01020	BAMISAYE, Boluwatife Toluwani	F	400
10	22L01026	EWUZIE, Amarachi Onyedikachi	F	400

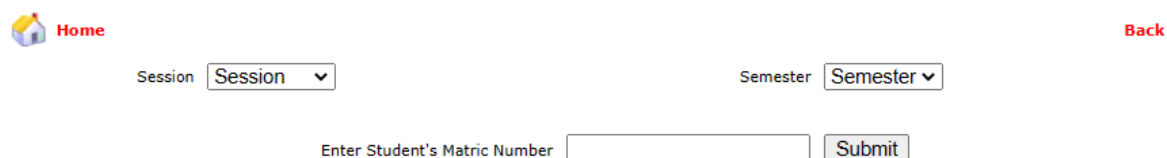
- Click the 'Home' link to go back to your homepage on the Result Processing Platform.

## To Validate a Student's Course Registration Form

1. Place your cursor on the '**View**' link and select '**Validate Student Course Form**' link from the roll-out menu.



2. From the page that loads, select the '**Session**' and '**Semester**' of the Course Form(s) you want to validate, supply the students Matriculation Number in the '**Enter Student's Matric Number**' space provided and select the '**Submit**' Button.



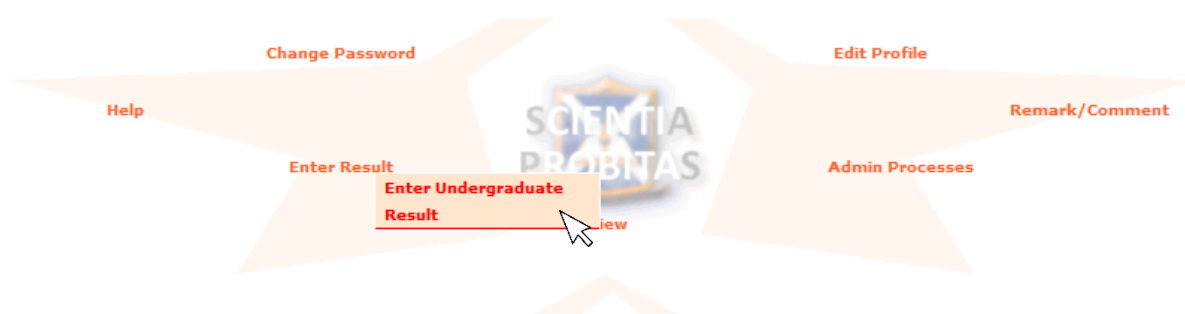
3. The Course Form for which the selection was made will then be displayed, provided the student had registered online for the Semester and Session that was selected.  
**PLEASE NOTE:** If there are no courses listed on the displayed Course Form it means that the student did not register online for the session and semester for which the selection was made. Please advise the student to follow the **PROCEDURE FOR LATE REGISTRATION** to get the course form done.

## Result Processing

1. Prepare the students' results for every Course you want to upload in a Spreadsheet with the Matriculation Number, Continuous Assessment (CA) and Exam Score for the Students that took the Course listed. Ensure that the Matriculation Numbers are correct (this can be confirmed from the process for checking Registered Students above).

**Please Note:** To ensure accurate Reporting:

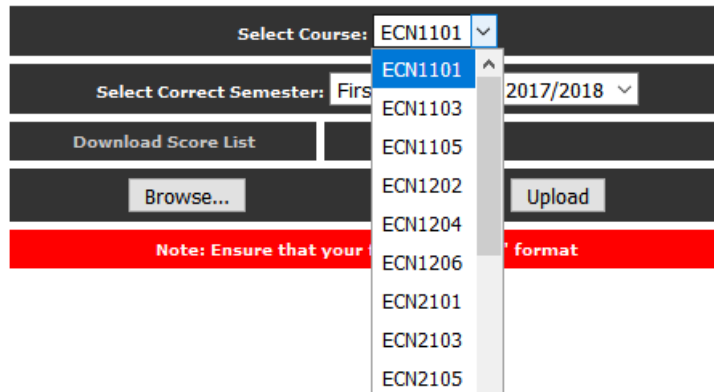
- i. For Students that have a Total Score less than Nine (9), you will be expected to round-up so that their CA and Exam Score will be Ten (10).
  - ii. For a Student that was absent with permission from the Examination of the Course, CA will be Zero (0) while Exam Score will be 9.9.
  - iii. For a Student that was absent without permission from the Examination of the Course, CA will be Zero (0) while Exam Score will be 9.7.
2. Your spreadsheet should not have a Header row (there is no need for it).
  3. Save the Spreadsheet as a **Comma Separated Variable (CSV)** file with the Filename the same as the Course Number e.g. **GES1105.csv**.
  4. On your homepage; after you have logged in, put your mouse cursor over the '**Enter Results**' link and click on the '**Enter Undergraduate Results**' link from the roll-out menu.



5. You should now be at the '**RESULT UPLOAD INTERFACE**'.

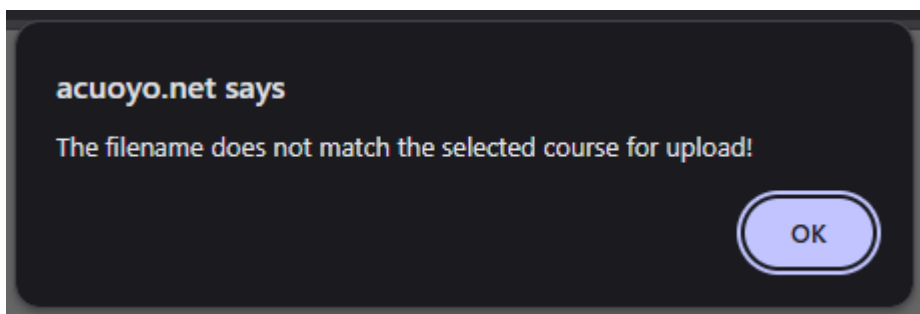
- At the '**RESULT UPLOAD INTERFACE**', select the Course Code for the result you want to upload from the dropdown list.

#### **UNDERGRADUATE RESULT UPLOAD INTERFACE**



The screenshot shows the 'UNDERGRADUATE RESULT UPLOAD INTERFACE'. It features a 'Select Course:' dropdown menu currently displaying 'ECN1101'. A list of course codes is open, including ECN1101, ECN1103, ECN1105, ECN1202, ECN1204, ECN1206, ECN2101, ECN2103, and ECN2105. Other visible elements include a 'Select Correct Semester:' dropdown set to 'First', a '2017/2018' dropdown, a 'Download Score List' button, a 'Browse...' button, an 'Upload' button, and a red banner with the text 'Note: Ensure that your file format'.

- Click on the '*Browse*' Button. **Please Note** that you may also need to select the appropriate Semester when available and applicable.
- Find the your prepared Spreadsheet that matches the Course Code you selected above from the opened Dialog Box, select it and click '*Open*'. Click on the '*Upload*' Button and wait till you see a confirmation box stating that your results have been uploaded. If the Course Code you selected does not match the filename of the file you want to upload, you will get this message:



A report will be generated in case there is any duplication of Matriculation Number in the file you want to upload stating the duplicated Matriculation Number(s). Also, a report will also be generated if there are students in your file that did not register online in the session and semester for the Course you uploaded as in the example below:

**:: RESULT UPLOAD INTERFACE ::**

Select Course:

Select Semester:  Session:

[Download Score List](#)

**Note: Ensure that your file is in "\*.csv" format**

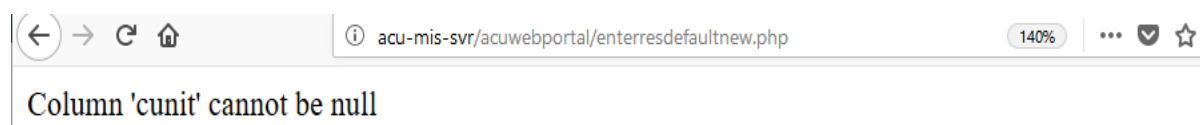
Warning: Duplicate Matric Number(s) detected in CSV: ACU20251500, ACU20251517, ACU20251628

**Unregistered Students Detected: 68**

[Print / Export](#)  
[← Back](#)

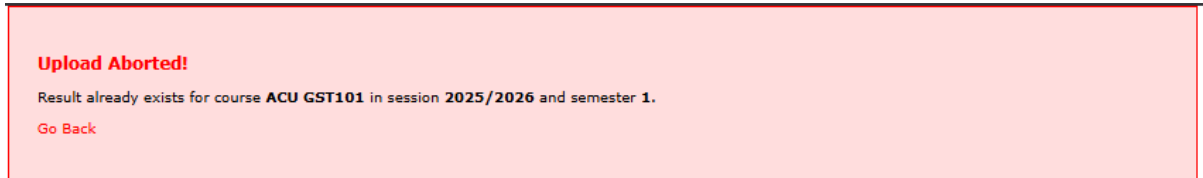
SN	Original Matric	X-Flag Matric	Course	Unit	Semester	Session	Lecturer	Upload DateTime
1	ACU20251491	ACU20251491x	ACU GST101	2	1	2025/2026	ACU/SSE/PF/667	2026-01-16 11:32:57
2	ACU20251492	ACU20251492x	ACU GST101	2	1	2025/2026	ACU/SSE/PF/667	2026-01-16 11:32:57
3	ACU20251511	ACU20251511x	ACU GST101	2	1	2025/2026	ACU/SSE/PF/667	2026-01-16 11:32:57

**Please Note:** If you get a **'Column 'cunit' cannot be null'** message, it means that the Course Code you want to upload has not been properly assigned to you. Please get to the MIS and you will be able to upload once the issue has been resolved.



**Please Note also:** If you get a **'Column level cannot be null'** message, then the first matric number in the file you want to upload does not exist for the current session for which you are uploading results.

Also, if you try to upload a result that there are records already available for the Course, Semester and Session you want to upload you will get this message as in the figure below, it means that the result you are about to upload already exists:

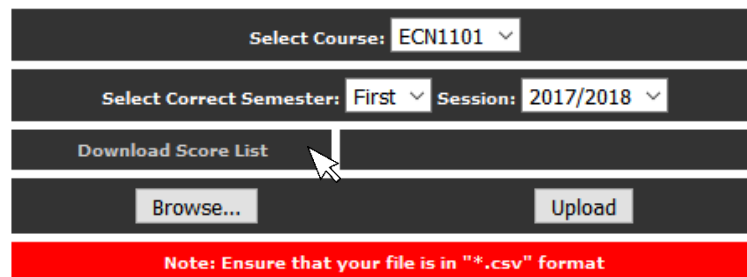


In this case, please click the Go Back link. You can follow the instruction in '9' below to verify this.

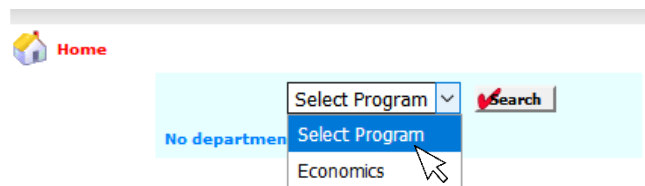
9. To check the result you have uploaded:

- i. Click on the '**Download Score List**' link

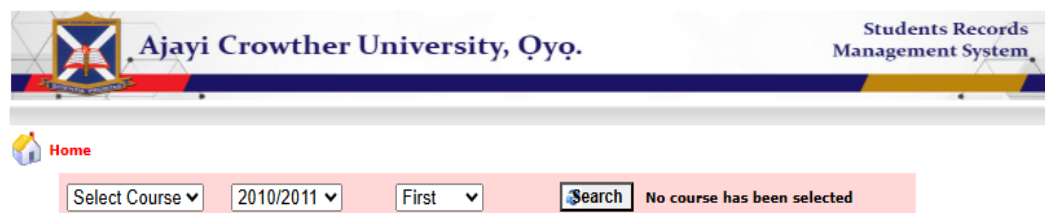
#### UNDERGRADUATE RESULT UPLOAD INTERFACE



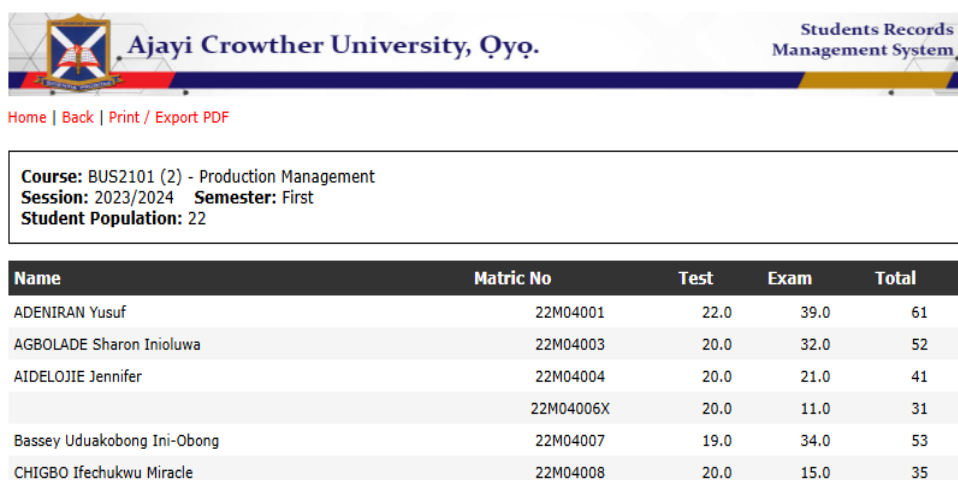
- ii. Select your program from the '*Select Program*' drop-down list.



- iii. On the page that opens, select the **Course Code**, **Session** and **Semester** from the Drop-Down lists then click the '**Search**' Button.



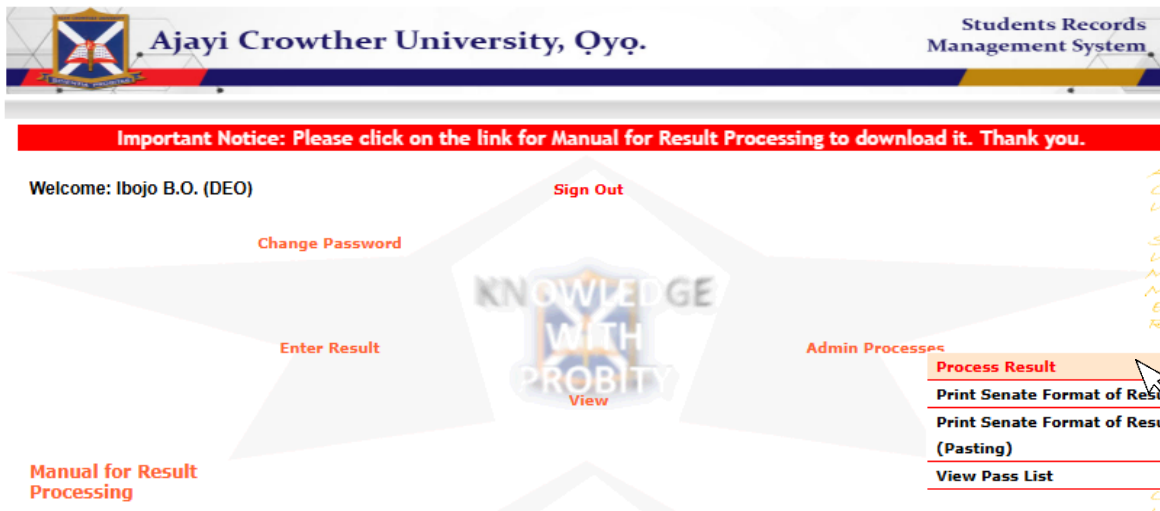
- iv. A list would be generated with the details of the course, the Population of Uploaded results for the course. Also shown are Names, Matriculation Numbers, CA (Test Mark), Exam Mark and Total Mark for each student that results were uploaded for with regards to that course.



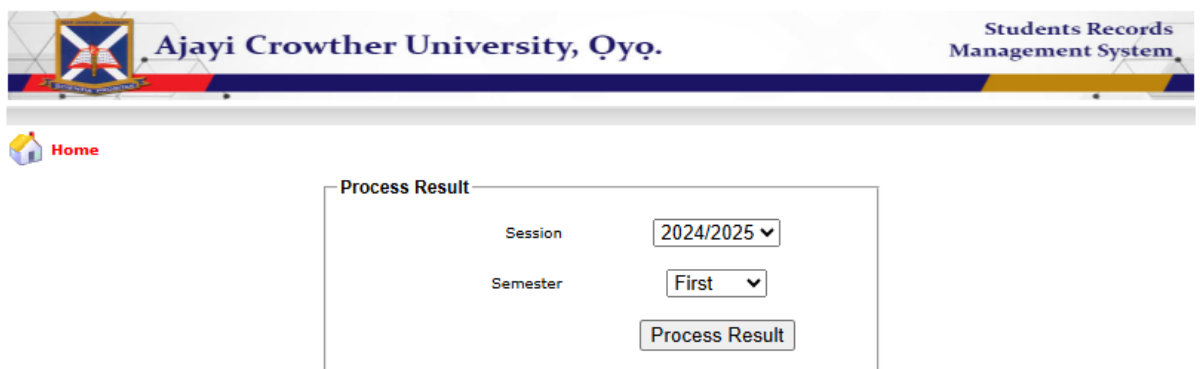
Name	Matric No	Test	Exam	Total
ADENIRAN Yusuf	22M04001	22.0	39.0	61
AGBOLADE Sharon Inioluwa	22M04003	20.0	32.0	52
AIDELOJIE Jennifer	22M04004	20.0	21.0	41
	22M04006X	20.0	11.0	31
Bassey Uduakobong Ini-Obong	22M04007	19.0	34.0	53
CHIGBO Ifechukwu Miracle	22M04008	20.0	15.0	35

**Please Note:** that for students with a suffix 'x' attached to the matric number and for which no name is displayed, it means that such student(s) did not complete their online Course Registration for that Course. Such students will not be able to access their results online until they rectify their online registration and make a copy of the printed online Course Form available to the MIS. Please advise such student(s) to follow the **PROCEDURE FOR LATE REGISTRATION** to get the course form done.

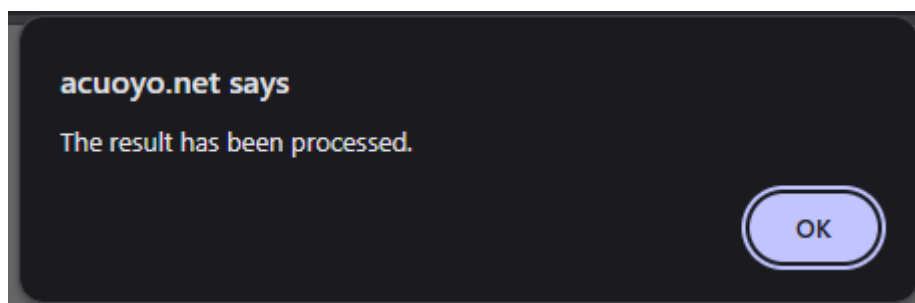
10. Once result upload is complete, you are expected to process these results. Place your mouse cursor over the '**Admin Processes**' link and click on the '**Process Result**' link from the roll-out menu.



11. On the **'Process Result'** page, select the relevant session and semester from the Drop-Down lists then click the *'Process Result'* Button.



Wait till you see a Dialog Box stating that *'The result has been processed.'*, then click the *'OK'* Button.



You will be returned to the **'Process Result'** page. Click the **'Home'** link to get back to your homepage.

## Generate Senate Format



1. Place your mouse cursor over the '**Admin Processes**' link and click on the '**Print Senate Format of Result**' link from the roll-out menu.

Welcome: Ibojo B.O. (DEO) [Sign Out](#)

[Change Password](#)

[Enter Result](#)

[Manual for Result Processing](#)

**Adm Process Result**


- [Print Senate Format of Result](#)
- [Print Senate Format of Result \(Pasting\)](#)
- [View Pass List](#)

2. The '**Senate Format for Undergraduate Students**' page will be opened. From here, you can select the appropriate Program (for Departments with more than one Program of Study), Level, Semester and Session; for which the Senate Report is required, then click the '*Compute*' Button.

### Senate Format for Undergraduate Students

Report Type	Senate Format
Faculty	Social Sciences
Department	Economics
Program	Economics
Level	100
Semester	First
Session	Select Session
<input type="button" value="Reset"/>	<input type="button" value="Compute"/>

3. The platform will then begin to generate the report. Note that this may take some time so wait till all activity has stopped on the browser being used to generate this report.

 <b>Ajayi Crowther University, Oyo.</b>													
<b>FACULTY:</b> Management Sciences	<b>SESSION:</b> 2023/2024	<b>KEY TO GRADE</b>	<b>DEGREE CLASSIFICATION</b>										
<b>DEPARTMENT:</b> Business Administration	<b>SEMESTER:</b> First	A: 70% - 100% (5)	First Class: 4.50-5.00										
<b>PROGRAMME:</b> Business Administration	<b>LEVEL:</b> 100	B: 60% -- 69% (4)	Second Class (Upper): 3.50-4.49										
<b>Processed by:</b> ACU/SSE/PF/011	<b>Date and time of printing:</b> 16/Jan/2026, 10:51:23 am.	C: 50% -- 59% (3)	Second Class (Lower): 2.40-3.49										
		D: 45% -- 49% (2)	Third Class: 1.50-2.39										
		E: 40% -- 44% (1)	Pass: 1.00 - 1.49										
		F: 0% ----39% (0)	<a href="#">Portal Home Page</a>										
MASTER MARK SHEET													
SN	Matric Number	Student Name	Semester Courses	Prv TC	Prv TWGP	Prv GPA	PTC	PWGP	PGPA	CTC	CWGP	CGPA	REMARK
1	23M04001	ADEBIYI John Oluwafemi	ACU GST101 (2) 23F, GST111 (2) 34F, ACU ENT101 (3) 70A, ACC101 (3) 42E, AMS101 (2) 45D, AMS103 (2) 23F, BUA101 (2) 47D, ECO101 (2) 41E	0	0	0.00	18	28	1.56	18	28	1.56	Pass
2	23M04002	ADEBOLU Boluwatife Olumide	ACU GST101 (2) 60B, GST111 (2) 31F, ACU ENT101 (3) 64B, ACC101 (3) 42E, AMS101 (2) 32F, AMS103 (2) 40E, BUA101 (2) 53C, ECO101 (2) 47D, ACU BUA101 (2) 38F	0	0	0.00	20	35	1.75	20	35	1.75	Pass
3	23M04003	ADEYANJU Adeola Joshua	ACU GST101 (2) 66B, GST111 (2) 57C, ACU ENT101 (3) 72A, ACC101 (3) 52C, AMS101 (2) 60B, AMS103 (2) 70A, BUA101 (2) 72A, ECO101 (2) 65B, ACU BUA101 (2) 60B	0	0	0.00	20	82	4.10	20	82	4.10	Pass
4	23M04004	AKINBOLA Folafoluwa Deborah	ACU GST101 (2) 66B, GST111 (2) 60B, ACU ENT101 (3) 85A, AMS103 (2) 47D, ECO101 (2) 75A, AMS101 (2) 57C, BUA101 (2) 79A, ACU BUA101 (2) 77A, ACC101 (3) 65B	0	0	0.00	20	83	4.15	20	83	4.15	Pass
5	23M04006	ISIAKA Mariam	ACU GST101 (2) 47D, GST111 (2)	0	0	0.00	20	59	2.95	20	59	2.95	Pass

#### Downloaded Results for 12 student(s)

#### STUDENTS OUTSTANDING COURSE(S) REPORT

SN	Matric Number	Student Name	Outstanding Courses	TOC
1	23M04001	ADEBIYI John Oluwafemi	ACU BUA101 (3) F, ACU GST101 (2) F, AMS103 (2) F, GST111 (2) F	9
2	23M04002	ADEBOLU Boluwatife Olumide	ACU BUA101 (3) F, AMS101 (2) F, GST111 (2) F	7
3	23M04004	AKINBOLA Folafoluwa Deborah	ACUENT101 (3) F	3
4	23M04006	ISIAKA Mariam Oluwafunmilayo	ACUENT101 (3) F	3
5	23M04007	JOSHUA Moyosoreoluwa Daniella	ACUENT101 (3) F	3
6	23M04009	OGBUCHUKWU Stephen Somtochukwu	ACC101 (3) F, ACU ENT101 (3) F, ACU BUA101 (3) F, AMS101 (2) F, AMS103 (2) F, BUA101 (3) F, ECO101 (2) F, ACUENT101 (3) F	21
7	23M04010	OLABISI Ayinoluwa Tobiloba	ACC101 (3) F	3
8	23M04012	OLADUNJOYE Temitope Victoria	ACU BUA101 (3) F, GST111 (2) F	5
9	23M04013	OYEYIOLA Oladunsi Alice	GST111 (2) F	2

STUDENTS RNA COURSE(S) REPORT

SN	Matric Number	Student Name	RNA Courses	TOC
1	23M04001	ADEBIYI John Oluwafemi	ACU BUA101 (3)	3
2	23M04004	AKINBOLA Folafoluwa Deborah	ACUENT101 (3)	3
3	23M04006	ISIAKA Mariam Oluwafunmilayo	ACUENT101 (3)	3
4	23M04007	JOSHUA Moyosoreoluwa Daniella	ACUENT101 (3)	3
5	23M04009	OGBUCHUKWU Stephen Somtochukwu	ACC101 (3) , ACU ENT101 (3) , ACU BUA101 (3) , AMS101 (2) , AMS103 (2) , BUA101 (3) , ECO101 (2) , ACUENT101 (3)	21
6	23M04010	OLABISI Ayinoluwa Tobiloba	ACC101 (3)	3

HEAD OF DEPARTMENT NAME: _____ SIGN/DATE : _____
DEAN OF FACULTY NAME: _____ SIGN/DATE : _____

KEY:

PrvTC:- PREVIOUS TOTAL CREDIT	CTC :- CUMULATIVE TOTAL CREDIT
PrvTWGP:- PREVIOUS TOTAL WEIGHTED GRADE POINT	CTWGP:- CUMULATIVE TOTAL WEIGHED GRADE POINT
PrvGPA:- PREVIOUS GRADE POINT AVERAGE	CGPA:- CUMULATIVE GRADE POINT AVERAGE
PTC:- PRESENT TOTAL CREDIT	TOC:- TOTAL OUTSTANDING CREDIT
PTWGP:- PRESENT TOTAL WEIGHTED GRADE POINT	RNA:- RESULT(S) NOT AVAILABLE
PGPA:- PRESENT GRADE POINT AVERAGE	

## Generate Senate Format for Pasting on Notice Board(s)

- Place your mouse cursor over the '**Admin Processes**' link and click on the '**Print Senate Format of Result (Pasting)**' link from the roll-out menu.



View

Admin ▾

- Process Result
- Print Senate Format of Result**
- Print Senate Format of Result (Pasting)**
- View Pass List

Manual for Result Processing

- The 'Student Results for Pasting' page will be opened. From here, you can select the appropriate Program (for Departments with more than one Program of Study), Level, Semester and Session; for which the Senate Report is required, then click the 'Compute' Button.

**Student Results for Pasting**

Report Type:

Faculty:

Department:


Program:

Level:

Semester:

Session:

- The platform will then begin to generate the report. Note that this may take some time so wait till all activity has stopped on the browser being used to generate this report.



## Ajayi Crowther University, Oyo.

<b>FACULTY:</b> Management Sciences	<b>SESSION:</b> 2023/2024	<b>KEY TO GRADE</b>	<b>DEGREE CLASSIFICATION</b>
<b>DEPARTMENT:</b> Business Administration	<b>SEMESTER:</b> First	A: 70% - 100% (5)	First Class: 4.50-5.00
<b>PROGRAMME:</b> Business Administration	<b>LEVEL:</b> 100	B: 60% -- 69% (4)	Second Class (Upper): 3.50-4.49
<b>Processed by:</b> ACU/SSE/PF/011	<b>Date and time of printing:</b> 16/Jan/2026, 11:05:22 pm.	C: 50% -- 59% (3)	Second Class (Lower): 2.40-3.49
		D: 45% -- 49% (2)	Third Class: 1.50-2.39
		E: 40% -- 44% (1)	Pass: 1.00 - 1.49
		F: 0% ----39% (0)	<a href="#">Portal Home Page</a>
<b>MASTER MARK SHEET</b>			

SN	Matric Number	Semester Courses	Prv TC	Prv TWGP	Prv GPA	PTC	PWGP	PGPA	CTC	CWGP	CGPA	REMARK
1	23M04001	ACU GST101 (2) 23F, GST111 (2) 34F, ACU ENT101 (3) 70A, ACC101 (3) 42E, AMS101 (2) 45D, AMS103 (2) 23F, BUA101 (2) 47D, ECO101 (2) 41E	0	0	0.00	18	28	1.56	18	28	1.56	Pass
2	23M04002	ACU GST101 (2) 60B, GST111 (2) 31F, ACU ENT101 (3) 64B, ACC101 (3) 42E, AMS101 (2) 32F, AMS103 (2) 40E, BUA101 (2) 53C, ECO101 (2) 47D, ACU BUA101 (2) 38F	0	0	0.00	20	35	1.75	20	35	1.75	Pass
3	23M04003	ACU GST101 (2) 66B, GST111 (2) 57C, ACU ENT101 (3) 72A, ACC101 (3) 52C, AMS101 (2) 60B, AMS103 (2) 70A, BUA101 (2) 72A, ECO101 (2) 65B, ACU BUA101 (2) 60B	0	0	0.00	20	82	4.10	20	82	4.10	Pass
4	23M04004	ACU GST101 (2) 66B, GST111 (2) 60B, ACU ENT101 (3) 85A, AMS103 (2) 47D, ECO101 (2) 75A, AMS101 (2) 57C, BUA101 (2) 79A, ACU BUA101 (2) 77A, ACC101 (3) 65B	0	0	0.00	20	83	4.15	20	83	4.15	Pass
5	23M04006	ACU GST101 (2) 47D, GST111 (2) 47D, ACU ENT101 (3)	0	0	0.00	20	59	2.95	20	59	2.95	Pass

**Downloaded Results for 12 student(s)**

**STUDENTS OUTSTANDING COURSE(S) REPORT**

SN	Matric Number	Outstanding Courses	TOC
1	23M04001	ACU BUA101 (3) F, ACU GST101 (2) F, AMS103 (2) F, GST111 (2) F	9
2	23M04002	ACU BUA101 (3) F, AMS101 (2) F, GST111 (2) F	7
3	23M04004	ACUENT101 (3) F	3
4	23M04006	ACUENT101 (3) F	3
5	23M04007	ACUENT101 (3) F	3

**STUDENTS RNA COURSE(S) REPORT**

SN	Matric Number	RNA Courses	TOC
1	23M04001	ACU BUA101 (3)	3
2	23M04004	ACUENT101 (3)	3
3	23M04006	ACUENT101 (3)	3
4	23M04007	ACUENT101 (3)	3
5	23M04009	ACC101 (3) , ACU ENT101 (3) , ACU BUA101 (3) , AMS101 (2) , AMS103 (2) , BUA101 (3) , ECO101 (2) , ACUENT101 (3)	21
6	23M04010	ACC101 (3)	3

HEAD OF DEPARTMENT NAME: _____ SIGN/DATE : _____
DEAN OF FACULTY NAME: _____ SIGN/DATE : _____

**KEY:**

PrvTC:- PREVIOUS TOTAL CREDIT	CTC :- CUMULATIVE TOTAL CREDIT
PrvTWGP:- PREVIOUS TOTAL WEIGHTED GRADE POINT	CTWGP:- CUMULATIVE TOTAL WEIGHED GRADE POINT
PrvGPA:- PREVIOUS GRADE POINT AVERAGE	CGPA:- CUMULATIVE GRADE POINT AVERAGE
PTC:- PRESENT TOTAL CREDIT	TOC:- TOTAL OUTSTANDING CREDIT
PTWGP:- PRESENT TOTAL WEIGHTED GRADE POINT	RNA:- RESULT(S) NOT AVAILABLE
PGPA:- PRESENT GRADE POINT AVERAGE	

## Generate Passlist

1. Place your mouse cursor over the '**Admin Processes**' link and click on the '**Print Senate Format of Result (Pasting)**' link from the roll-out menu.



2. The '**Pass List of Students**' page will be opened. From here, you can select the appropriate Program (for Departments with more than one Program of Study), Level, Semester and Session; for which the Senate Report is required, then click the '**Compute**' Button.

**Student Results for Pasting**

Report Type	Senate Format ▼
Faculty	Management Sciences ▼
Department	Business Administration ▼
Program	Business Administration ▼
Level	100 ▼
Semester	First ▼
Session	Select Session ▼
Reset	Compute

3. The platform will then begin to generate the report. Note that this may take some time so wait till all activity has stopped on the browser being used to generate this report.



<b>FACULTY:</b> Management Sciences	<b>SESSION:</b> 2023/2024	<b>KEY TO GRADE</b>	<b>DEGREE CLASSIFICATION</b>
<b>DEPARTMENT:</b> Business Administration	<b>SEMESTER:</b> First	A: 70% - 100% (5)	First Class: 4.50-5.00
<b>PROGRAMME:</b> Business Administration	<b>LEVEL:</b> 400	B: 60% -- 69% (4)	Second Class (Upper): 3.50-4.49
<b>Processed by:</b> ACU/SSE/PF/011	<b>Date and time of printing:</b> 16/Jan/2026, 11:14:14 pm.	C: 50% -- 59% (3)	Second Class (Lower): 2.40-3.49
		D: 45% -- 49% (2)	Third Class: 1.50-2.39
		E: 40% -- 44% (1)	Pass: 1.00 - 1.49
		F: 0% ----39% (0)	<a href="#">Portal Home Page</a>
<b>PASS LIST</b>			

Total number of graduating student(s): 15

SN	Matric Number	Student Name	CTC	CWGP	CGPA	REMARK
1	20M04004	ADENEKAN Yewande Florence	161	593	3.68	Second Class (Upper)
2	20M04005	ADERELE Molade Eunice	161	701	4.35	Second Class (Upper)
3	20M04006	ADESANYA Oluwadamilola Esther	164	607	3.70	Second Class (Upper)
4	20M04007	AZEEZ Nurat Olabisi	161	518	3.22	Second Class (Lower)
5	20M04009	ERNEST Nancy Utibeabasi	161	676	4.20	Second Class (Upper)
6	20M04010	IROHA Rex Chukwuma	167	510	3.05	Second Class (Lower)
7	20M04011	JAMES Laura Ifeoma	161	612	3.80	Second Class (Upper)
8	20M04012	ODEYEMI Boluwatife Adekunle	164	480	2.93	Second Class (Lower)
9	20M04013	OLAYINKA Ayomide Stephen	161	576	3.58	Second Class (Upper)

### Summary

Downloaded Results for 15 student(s)

First Class: 0 student(s)

Second Class (Upper):9 student(s)

Second Class (Lower):5 student(s)

Third Class:1 student(s)

Pass Class:.0 student(s)

Less than 1.0 Senate Decision: 0 student(s)

**STUDENTS WITH MATTERS ARISING REPORT**



SN	Matric Number	Student Name	Outstanding Courses	TOC
15	20M04010	IROHA Rex Chukwuma	BUS3220 (3) F, BFN4102 (3) F	6
16	20M04012	ODEYEMI Boluwatife Adekunle	BFN4102 (3) F, BUS4105 (3) F, BUS4110 (2) F	8
17	20M04013	OLAYINKA Ayomide Stephen	BUS4105 (3) F, BUS4108 (3) F	6
18	20M04017	UDENENWU Chisom Francis	BFN4102 (3) F	3
19	21M04021	RAUFU Ismail Ishola	ACC2203 (3) F, ECN2201 (3) F, ACC3103 (3) F, BUS3103 (3) F, BUS3107 (3) F, ACC3206 (3) F, BUS3204 (3) F, BUS3206 (3) F, BUS3219 (3) F, BUS3220 (3) F, BUS3226 (3) F, BFN4102 (3) F, BUS4103 (3) F, BUS4105 (3) F, BUS4107 (3) F, BUS4110 (2) F	47
20	20M04018	UMEH Bright Onyeka	FMS1101 (2) F, SMS1202 (3) F, BUS3107 (3) F, BUS3204 (3) F, BUS3206 (3) F, BUS3219 (3) F, BUS3220 (3) F, BFN4102 (3) F, BUS4110 (2) F, BUS4105 (3) F	28

**STUDENTS RNA COURSE(S) REPORT**

SN	Matric Number	Student Name	RNA Courses	TOC
1	21M04021	RAUFU Ismail Ishola	ACC2203 (3) , ECN2201 (3) , BUS3103 (3) , BFN4102 (3) , BUS4103 (3)	15
2	20M04018	UMEH Bright Onyeka	BFN4102 (3) , BUS4110 (2) , BUS4105 (3)	8

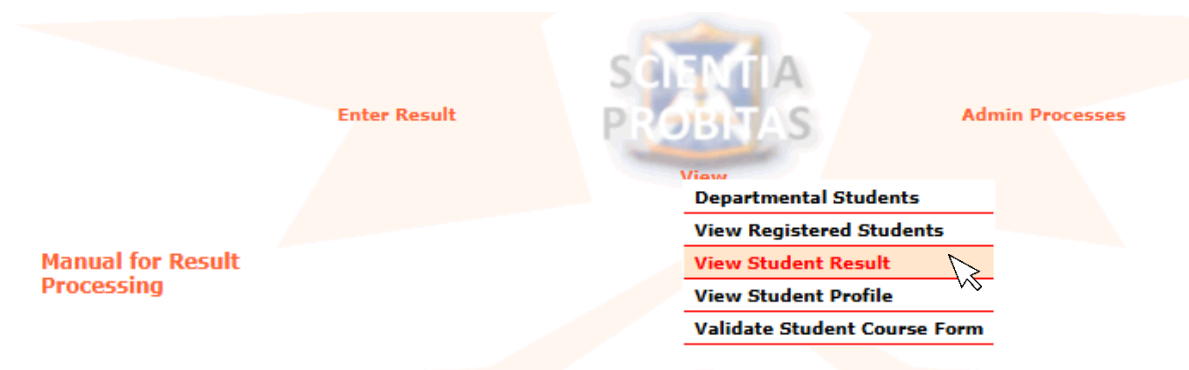
HEAD OF DEPARTMENT NAME: _____ SIGN/DATE : _____
DEAN OF FACULTY NAME: _____ SIGN/DATE : _____

**KEY:**

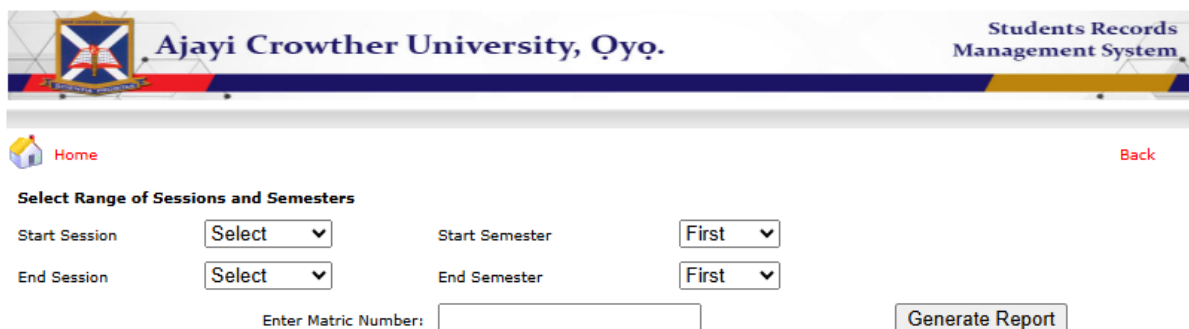
PvTC:- PREVIOUS TOTAL CREDIT	CTC :- CUMULATIVE TOTAL CREDIT
PvTWGP:- PREVIOUS TOTAL WEIGHTED GRADE POINT	CTWGP:- CUMULATIVE TOTAL WEIGHED GRADE POINT
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PTC:- PRESENT TOTAL CREDIT	TOC:- TOTAL OUTSTANDING CREDIT
PTWGP:- PRESENT TOTAL WEIGHTED GRADE POINT	RNA:- RESULT NOT AVAILABLE
PGPA:- PRESENT GRADE POINT AVERAGE	

## View Student Result

1. In the event that you want to view a particular student's result(s), place your mouse cursor over the **'View'** link and click on the **'View Student Result'** link from the roll-out menu.



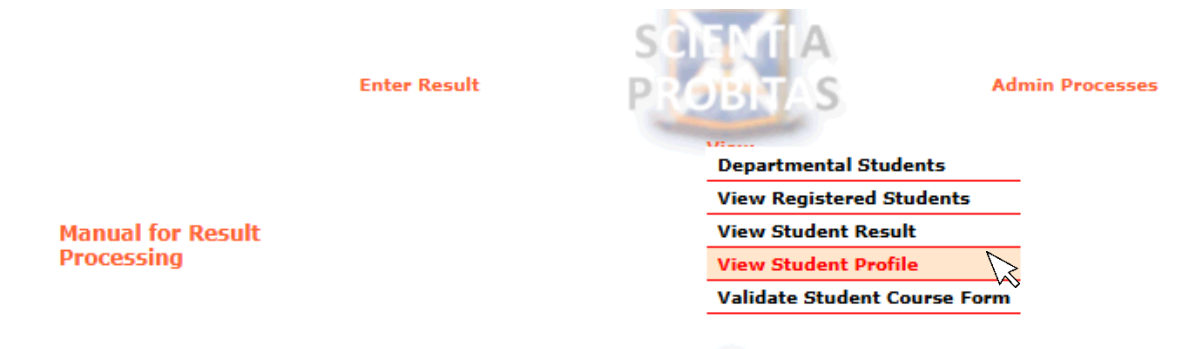
2. From the resulting page, select the *'Sessions'* and *'Semesters'* and type the *Matriculation Number* of the student in the entry box and click the *'Generate Report'* Button.



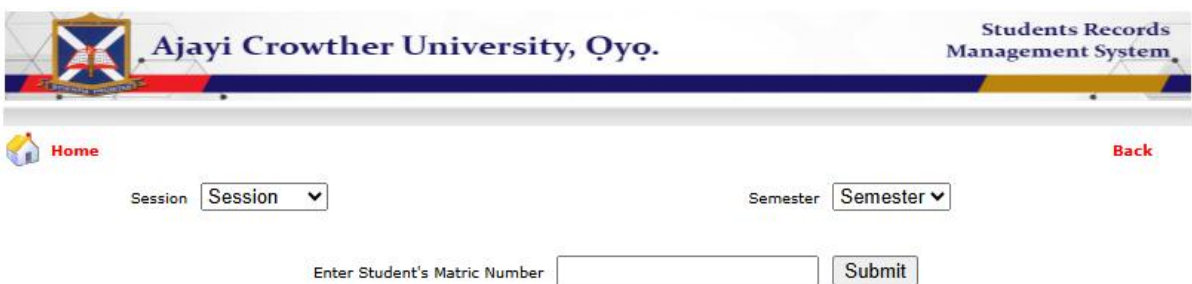
3. The Platform will generate the **'Student's Academic Record'** for the selected 'period' for that particular student.

## View Student Profile

1. In the event that you want to view a particular student's profile, place your mouse cursor over the **'View'** link and click on the **'View Student Profile'** link from the roll-out menu.



4. From the resulting page, select the 'Session' and 'Semester' and type the *Matriculation Number* of the student in the entry box and click the 'Submit' Button.



2. The Platform will generate the '**Student Profile:: SIF**' for that particular student.

## Procedure for Late Registration

For Late Registration of Courses Online Students should:

1. Pay ₦10,000 (Ten Thousand Naira Only) for every Semester for which late Course Registration Form is needed. Please obtain the Account Details from the Bursary Unit of the University. Make photocopies of the front and back of the University Receipt(s)
2. Obtain and fill out Manual Course Registration Form from your Department/Faculty. This manual Course Registration Form does not need to be signed.
3. Take the manual Course Registration Form to the Bursary Unit to confirm FULL PAYMENT of Tuition Fee(s) for each session for which late registration is sought.
4. Check that your picture displays on your online Student Profile, if not, make a digital copy of your Passport Picture available to the ICT Unit.
5. Attach each receipt's photocopy to the relevant Bursary verified manual Course Registration Form and submit at the University ICT Unit.