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STUDENT PERSONNEL PROGRAM  
AND PROCEDURES AT  
THE TECHNICAL COLLEGE  
IBADAN, NIGERIA

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## INTRODUCTION

This handbook is intended for use by those responsible for discharging the student personnel functions at the Technical College, Ibadan, Nigeria. These functions include the recruitment and admission of students, the maintenance of student records, the placement of graduates, and a continuing follow-up study of graduates.

The writer expresses his appreciation to Mr. Olugbenro A. Ajayi for furnishing information and data which played an important part in the preparation of this handbook.

Cameron W. Lambe  
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This handbook is one of a series prepared by the Western Michigan University advisory team under Contract No. AID/afr-300 with the United States Agency for International Development.

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## CONTENTS

	Page
Introduction . . . . .	i
Background . . . . .	1
Visitation and Recruitment. . . . .	3
Admissions . . . . .	8
Records . . . . .	13
Placement . . . . .	17
Follow-Up . . . . .	18
Appendix A - Visitation and Recruitment Forms . . . . .	19
Appendix B - Admission Forms . . . . .	21
Appendix C - Records Forms . . . . .	37

## BACKGROUND

The United States Agency for International Development contracted with Western Michigan University in 1960 to provide guidance in engineering technology at the Technical College then being established at Ibadan, Nigeria. The first team of consultants from Western Michigan University arrived in July, 1960. In July, 1966, Western Michigan University also accepted consulting responsibility for the business education program at the Technical College which, prior to that time, had been guided by a team from Ohio University.

The United States Agency for International Development and Western Michigan University cooperatively established eight activity targets to be reached by June, 1968, the termination date of Contract No. AID/afr-300. Activity target No. 3 is as follows:

Advise and assist to initiate an on-going and articulated personnel program inclusive of pre-recruitment interviews, testing, selection, achievement evaluation, and graduate follow-up.

Although a Registrar for the Technical College has not been appointed by the Western Region Ministry of Education, formal approval was received for the appointment of the writer to the WMU team as a records specialist. He reported in February, 1967, and undertook a study of the existing personnel services program at the College. Mr. Olugbenro A. Ajayi, Acting Principal of the College, provided valuable information and data and reviewed with the writer the many procedures and forms already in existence at the College. The writer then developed an overall student personnel program to reach the goals of activity target No. 3. The program incorporates a number of

procedures and forms already in existence at the College, some of which have been modified. Certain procedures and forms have been eliminated and new ones incorporated.

A student personnel program must never become static. A continuous examination needs to be conducted and any necessary changes in procedures and forms made so that the needs of the institution and the students will continue to be met as fully as possible. It follows, therefore, that the student personnel program detailed in this handbook should be accepted merely as the program in effect at the date of this writing. Those responsible for the student personnel program at the Technical College should make whatever changes, deletions, and additions that become necessary in the future to keep the program up to date and completely functional.

## VISITATION AND RECRUITMENT

In late May and early June of each year, faculty members of the Technical College are scheduled to visit the various secondary schools in the Western Region to acquaint the students with the programs and services offered by the Technical College. It is important to make the visitation arrangements as far in advance as possible so that schools located near each other may be visited on the same day by the same team of College representatives.

The schools listed below are those currently being visited by Technical College faculty:

### Area 1 - Ibadan:

Government College, Ibadan  
African Church Grammar School, Box 729, Ibadan  
Ahmadiyya Grammar School, Eleiyele, Ibadan  
Ibadan Boys High School, Box 262, Ibadan  
Ibadan Grammar School, Box 21, Ibadan  
Igbo-Elerin Anglican Grammar School, e/o Apatere, Ibadan

### Area 2 - Ibadan:

Loyola College, P.M.B. 5210, Ibadan  
Lagelu Grammar School, P.M.B. 5066, Ibadan  
C. A. C. Grammar School, P. O. Box 530, Ibadan  
Islamic High School, P.M.B. Mapo P. O., Ibadan  
Ibadan City Academic, Ibadan

### Area 3 - Fiditi, Oyo, Ogbomosho:

Fiditi Grammar School, Fiditi, P.M.B. 5087, Ibadan  
Awe High School, Awe, P.M.B. , Oyo  
Olivet Baptist High School, Oyo  
Oranyan Grammar School, P.M.B. 18, Oyo  
Ogbomosho Grammar School, Box 29, Ogbomosho

### Area 4 - Ejigbo, Ede, Oyan, Igbajo:

Baptist High School, Box 21, Iwo  
Baptist High School, P.M.B. 1, Ejigbo, via Ede  
Seventh Day Adventist Sec. Grammar School, P.M.B. 25, Ede  
Oyan Grammar School, Box 21, Oyan via Oshogbo  
Kiriji Memorial College, Igbajo

Area 5 - Ikire, Gbongan, Ile-Ife:

Fatima College, Box 17, Ikire  
Aiyedade Grammar School, Box 29, Ikire  
Gbongan/Odeomu Grammar School, Gbongan  
Oduduwa College, P.M.B. 3, Ile-Ife  
Ife Grammar School, Box 93, Ile-Ife  
Origbo Anglican Grammar School, P.M.B. 11, Ile-Ife  
Modakeke High School, Modakeke, Box 157, Ile-Ife

Area 6 - Ijero-Ekiti, Ushi-Ekiti, Iddo-Ekitti, Ifaki-Ekiti,  
Aiyede-Ekiti, Ikole-Ekiti:

Doherty Memorial Grammar School, Box 1, Ijero-Ekiti  
Notre Dame College, P.M.B. 86, Ushi-Ekiti  
Ekiti Parapo College, Iddo-Ekiti  
Ifaki Grammar School, Box 13, Ifaki-Ekiti  
Aiyede Grammar School, Aiyede-Ekiti  
Egbeoba High School, P.M.B. 1, Ikole-Ekiti

Area 7 - Ikerri-Ekiti, Ado-Ekiti, Effon-Alaye:

Amoye Grammar School, Box 35, Ikerri-Ekiti  
Annunciation College, Box 25, Ikerri-Ekiti  
Ado Grammar School, Ado-Ekiti  
Christ's School, Ado-Ekiti  
C. A. C. Grammar School, Effon-Alaye

Area 8 - Ilesha, Imesi-Ile, Ijebu-Ijesha:

Ilesha High School, P. O. Box 16, Ilesha  
Methodist High School, P.M.B. 9, Ilesha  
Imesi-Ile High School, Imesi-Ile  
Ijebu-Ijesha Grammar School, Ijebu-Ijesha

Area 9 - Oshogbo, Ipetu-Jesha, Igbara-Oke:

Oshogbo Grammar School, Box 98, Oshogbo  
St. Charles Grammar School, Box 125, Oshogbo  
Ipetu-Jesha Grammar School, Box 15, Ipetu-Jesha  
Anglican Grammar School, Igbara-Oke

Area 10 - Okure, Owo, Ikare:

Oyemekun Grammar School, Box 31, Akure  
St. Thomas Aquinas College, Box 59, Akure  
Imade College, Box 82, Owo  
Victory College, Box 4, Ikare

Area 11 - Okeigbo, Ondo:

Okeigbo/Ifetedo Anglican Grammar School, Okeigbo  
Ondo Boy's High School, Box 31, Ondo  
Ondo Grammar School, Box 95, Ondo  
St. Joseph's Secondary School, Box 59, Ondo

Area 12 - Ago-Iwoye, Ijebu-Igbo, Isonyin, Epe:

Ago-Iwoye Grammar School, Ago-Iwoye  
Molusi College, Box 6, Ijebu-Igbo  
Isonyin Grammar School, Isonyin  
Epe Divisional Grammar School, Box 23, Epe

Area 13 - Ijebu-Ode, Shagamu:

Ijebu-Ode Grammar School, Box 37, Ijebu-Ode  
Muslim College, P.M.B. 2030, Ijebu-Ode  
Adeola Odutola College, Ijebu-Ode  
St. Anthony's Grammar School, Esure, Box 112, Ijebu-Ode  
Odogbolu Grammar School, Odogbolu, P.M.B. , Shagamu

Area 14 - Ikenne, Shagamu, Ikorodu:

Mayflower Secondary School, Ikenne  
Remo Secondary School, Box 12, Shagamu  
Muslim High School, Box 174, Shagamu  
Oriwu College, Ikorodu  
C. A. C. Grammar School, Iperu, Box 185, Shagamu

Area 15 - Abeokuta:

Abeokuta Grammar School, P.M.B. 86, Abeokuta  
St. Peter's College, Aro, Box 225, Abeokuta  
African Church Grammar School, Box 218, Abeokuta  
Baptist Boys High School, Box 32, Abeokuta

Area 16 - Agege, Mushin, Lagos:

Ahmadiyya College, P.M.B. 1001, Agege  
Ansar-Ud-Deen College, Isolo, Mushin  
Eko Boys' High School, P.M.B. 1012, Mushin  
Igbobi College, Yaba, Lagos

Area 17 - Ilaro, Badagry:

Egbado College, Box 44, Ilaro  
Egbado High School, Igbogila via Ilaro, P.M.B. 15, Ilaro  
Badagry Division Grammar School, Box 3, Badagry



An orientation session should be planned for all faculty members scheduled to participate in the school visitation program. The following matters, around which the school presentations should revolve, should be discussed thoroughly at the orientation session:

1. The need for technicians and for clerical, stenographic, general business, sales, and marketing personnel in Nigeria, and why students should consider entering programs at the Technical College to prepare for such occupations.
2. Information about the College, including:
  - A. Location and size.
  - B. Courses of study available and examples of subjects included.
  - C. Physical layout, including buildings, classrooms, laboratories, workshops, machines, and equipment.
  - D. Faculty
3. Types of positions and salary range for graduates.
4. Information about admission to the College, including:
  - A. Qualifications for admission.
  - B. Admission application forms and final date for submission.
  - C. Date of entrance examination.
  - D. Fees and sponsorships.

Faculty members should be given every opportunity to ask questions at the orientation session, and the students should be given a similar opportunity when College representatives visit the schools.

Representatives of the College should take a supply of information sheets, admission applications, College prospectuses, and any other meaningful materials to the schools and leave them with the Principals for distribution to students who are seriously interested in applying to the College. Posters and other illustrative materials should be prepared in advance and either mailed or delivered to the Principal with a request that they be displayed on school bulletin boards. In addition, advertisements should be placed in newspapers circulated in the areas served by the College in order that as many prospective students as possible may become aware of the programs offered by the College.

Upon completion of a visit to a school, each faculty member should file a report (Appendix A, Form V-1), recording desired information and evaluating the visitation.

When all visits have been completed, an evaluation meeting should be scheduled for all faculty members who participated in the program. Suggestions should be exchanged and any changes planned for the next year's visitation program while this year's experiences are still fresh in the minds of those who were involved.

## ADMISSIONS

Detailed in this chapter are the admission procedures in effect at the Technical College. In the absence of a College registrar, the functions of the Registrar's Office are being handled by the WMU records specialist and his secretary. All forms referred to in this chapter are included in Appendix B.

### Inquiries

When an inquiry concerning admission is received by the College, an admission application (Form A-1) is mailed to the inquirer by the Registrar's Office.

### Applications

When a completed admission application is received by the College, it is referred, first of all, to the Bursar for processing of the required ten-shilling application-entrance fee. It is then forwarded to the Registrar's Office, and the procedure detailed below is followed:

1. On the "Summary of Admission Statistics" (Form A-2) and the "List of Admission Applications Received" (Form A-3), the Registrar's Office records the date received, the applicant's name, his date of birth, and the course of study requested. The application is then forwarded to the appropriate lecturer-in-charge.
2. The lecturer-in-charge considers the qualifications of the applicant according to the policies of the College and determines whether the applicant is acceptable for admission. In the absence of the lecturer-in-charge, this screening procedure is handled by the principal. If the applicant is admissible, the lecturer-in-charge records the date of his decision and his initials in the "Accepted" portion of the application form. If he is not acceptable, the lecturer-in-charge records the date of his decision and his initials in the "Rejected" portion of the application form. He then returns the application to the Registrar's Office.

3. The Registrar's Office processes the application as follows:

- A. Each "Rejected" application is forwarded to the Principal for a review of the decision. If the decision is confirmed by him, the Registrar's Office records the appropriate entries on Forms A-2 and A-3 and mails a letter of rejection (Form A-4). The application is filed alphabetically in the "Rejected" drawer.
- B. In the case of each "Accepted" application, the Registrar's Office records the applicant's name on the "List of Applicants Invited to Take Entrance Examination" (Form A-5), a separate list being maintained for each course of study. The applicant is assigned an entrance examination number, and the number is recorded in the space provided on the application form. A letter (Form A-6) is sent to the applicant, inviting him to take the entrance examination. The date of the letter and the initials of the sender are recorded in the "Invited" portion of the application form, and the appropriate statistics are recorded on Forms A-2 and A-3. The application is then filed in the "Invited" drawer in alphabetical order by course of study.

#### Testing

The Registrar's Office sends a copy of the completed Form A-5 for each course of study to the Nigerian Aptitude Testing Unit, which administers the entrance examination. The examination consists of a series of aptitude tests that attempt to predict the degree of success each applicant might be expected to achieve in his chosen course of study if admitted to the College. Later, when entrance examination results are received, the Registrar's Office records them promptly on the admission forms. If any student invited to take the entrance examination failed to do so, the Registrar's Office writes "Not Examined", followed by the initials of the recorder, in the examination scores section of the application form. All examination statistics are then recorded on Forms A-2 and A-3. The applications of applicants not examined are transferred to the "Rejected" drawer.

### Admission Decisions

The Principal of the College and the lecturers in charge of the various departments determine the number of first-year students to be admitted to each course of study based upon the available facilities and teaching faculty, the number of second-year students to be served by the College, and the percent of students admitted to each course of study in previous years who actually entered the College.

When the entrance examination results have been recorded on the admission applications, the Registrar's Office turns over to each lecturer-in-charge the applications for his course of study. The eligibility of each applicant is considered in light of his entrance examination scores and the total number to be admitted to the course of study. The applications are then submitted to the Principal in two groups: (1) Those recommended for admission, and (2) those recommended for rejection. The Principal reviews the admission decisions and discusses any differences of opinion with the lecturer-in-charge. He then records the date and his initials on each application to indicate whether the applicant is admitted or rejected. Any admitted student who has not yet qualified on the West African School Certificate or General Certificate of Education Examination is given a provisional admission. The applications are then returned to the Registrar's Office for the following processing:

1. For each applicant admitted, the Registrar's Office mails a letter (Form A-7) and records the date of the letter and the initials of the sender on the application. A list of all applicants admitted provisionally is prepared for each course of study and filed in a "Provisional Admission" folder.

2. For each rejected applicant, the Registrar's Office mails a letter (Form A-8) and records the date of the letter and the initials of the sender on the application.
3. All statistics are recorded on Forms A-2 and A-3. The applications of all rejectees are filed alphabetically in the "Rejected" drawer. The applications of all admittees are maintained in alphabetical order by course of study.

Every admitted student must write to say that he accepts the place offered to him by December 1. The Registrar's Office at that time prepares, for each course of study, three copies of: (1) a list (Form A-9) of all first-year students who have accepted places, including the scores achieved on the entrance examination, and (2) a list (Form A-10) of all second-year students. One copy of each list is given to the appropriate lecturer-in-charge. The other two copies are given to the Bursar. As each student pays his fees, the Bursar records this fact on both copies of the lists. At the final date established for the payment of fees, the Bursar returns to the Registrar's Office one copy of each list, showing which students have paid.

The Registrar's Office determines from each lecturer-in-charge the subjects which each student will take and the faculty members to whom the classes have been assigned. A list (Form A-11) is then prepared for each faculty member, in alphabetical order, of all students enrolled in each class. The students who have paid their fees are designated on the list. Those who have not paid must either present a receipt to the instructor or be sent back to the Bursar.

In the case of admitted students who fail to pay their fees, their applications are marked "Not Registered" in the "Remarks" section, followed by the initials of the recorder and the date.

### Provisional Admissions

When WASC/GCE examination results become available for students admitted provisionally, the Registrar's Office should prepare for each lecturer-in-charge an alphabetical list (Form A-12) of all first-year students in the course of study, designating those admitted provisionally. The lecturer-in-charge should confer with the Principal to determine which students, if any, should be requested to withdraw from the College. Each list should then be returned to the Registrar's Office marked to show the students to be requested to withdraw. The Registrar's Office mails to each of these students a letter (Form A-13) requesting withdrawal from the College.

## RECORDS

When a student is admitted to the first year of instruction at the College and enrolls in classes, the Registrar's Office arranges with each lecturer-in-charge to have the students complete a records envelope, the format of which is shown in Appendix C (Form R-1). These envelopes are maintained in alphabetical order by course of study and by year.

For each envelope, the Registrar's Office prepares a student record (Form R-2, R-3). During each term, the Registrar's Office types on each active student's record the subjects for which he is currently enrolled.

### Grades

At the close of each term, every instructor is furnished by the Registrar's Office with a letter (Form R-4) explaining the procedure for reporting and processing final grades. He also receives a student's terminal report sheet (Form R-5) for each class, listing the names of all students enrolled.

The instructor computes and records the performance of all students with respect to attendance, homework, laboratory work, and class tests. He determines each student's final letter grade and the number of weighted points assigned, depending upon the nature of the course and the number of periods in class each week. The completed terminal report sheets are turned over to the Registrar's Office by each instructor on or before the final date established by the Principal.

The Registrar's Office prepares a covering letter (Form R-6) and three copies of the examination result form (Form R-7) for each department, listing separately: (1) all first-year student; (2) all second-year



students, and (3) all third-year students, if any. On the form is included each student's letter grade and weighted points in each subject, his total weighted points, his overall numerical grade, and his position in class. The word "Probation" is recorded in the "Remarks" column opposite the name of each student currently on probation. Two copies of Form R-7 are given to the lecturer-in-charge, and one copy is retained by the Registrar's Office.

Each lecturer-in-charge determines the overall letter grades of all students in his department and records the grades on both copies of Form R-7. He also writes appropriate comments in the "Remarks" column for all students. For each student currently on probation, he instructs the Registrar's Office as to whether the student should be removed from probation or requested to withdraw from the College. In addition, he indicates those students who should be placed on probation because of the current terms grades. He retains one copy for the departmental files and returns the other to the Registrar's Office.

The Registrar's Office transcribes each student's overall letter grade and all "Probation" instructions to the appropriate columns of the copy of Form R-7 which it originally retained. Four copies of the student's report form (Form R-8) are then prepared for each student, listing his name, course of study, subjects, grades, overall grade, and the comments of the lecturer-in-charge. The Registrar's Office also prepares for the students concerned copies of: (1) letters (Form R-9) placing students on probation; (2) letters (Form R-10) removing students from probation, or (3) letters (Form R-11) requesting students to withdraw from the College. All letters and all copies of the report forms are delivered to the lecturer-in-charge, and then

to the Principal, for their respective signatures. One copy of each form and probation letter is given to the lecturer-in-charge for delivery to the student. A second copy is sent to the parent, guardian, or sponsor, who is requested to acknowledge receipt of the report form and to send his signed acknowledgment back to the College. The third copy is retained by the Registrar's Office, and the fourth copy is for the files of the lecturer-in-charge.

The Registrar's Office then prepares a list (Form R-12) for each course of study, reporting to the Principal, with a copy to the appropriate lecturer-in-charge, the names of all students placed on scholastic probation, removed from probation, or requested to withdraw from the College.

The Registrar's Office next types on each student's record his grades, overall grade, the number in his class, and his position in the class. At the close of each year, each student's annual overall grade is also recorded.

In the case of any student who was issued one of the three types of probation letters, the Registrar's Office records an appropriate entry ("Probation", "Probation Removed", or "Requested to Withdraw"), followed by the initials of the recorder and the date in the space provided on the student's envelope.

For any student who withdraws from the College before completion of a course of study, the word "Withdrew", followed by the month and year, should be entered on his record. The envelope should then be transferred to the alphabetical inactive file.

An audit of all final grades transcribed from the terminal report sheets to the examination result forms should be conducted. Similarly, an audit of the transcription of final grades, overall grades, and

positions in class from examination result forms to student report forms and student records should be made. If an instructor reports an error he has made in assigning a grade to a student, he should be requested to correct the grade on the terminal report sheet and to initial the correction. A letter reporting the correction (Form R-13) should be prepared with the same number of copies and the same distribution as the student report form.

If the audit reveals an error made in transcribing a grade to the student report, a letter of correction (Form R-14) should be prepared with the same number of copies and the same distribution as the student report form.

When a student completes a course of study and is granted a diploma, the following entry should be typed on his record: "Awarded Technical College Diploma in \_\_\_\_\_, December \_\_\_\_\_, 19\_\_\_\_". The envelope should then be transferred to the alphabetical inactive file.

#### Transcripts

When a request is received to have a transcript of a student's record prepared, a thermofax copy of the record will be prepared, signed and dated by the Principal, and impressed with the College Seal. A list of transcripts prepared and the number of sheets of thermofax paper used will be maintained by the Registrar's Office.

## PLACEMENT

Although the Technical College does not have a Placement Office, the Principal and faculty members of the College throughout the year communicate with government offices, businesses, and industries in an effort to acquaint them with the nature and location of the Technical College, its various courses of study, and the qualifications of its graduates. Efforts are made to assist students in obtaining summer employment as well as positions after graduation.

Faculty members have arranged numerous field trips of students to potential places of employment. These experiences have not only acquainted the students with the types of work and services performed in the various places visited, but have also given them clearer concepts of the specific positions to which they can logically aspire. Important contacts have been made with key government, business, and industrial personnel in connection with these field trips, and these have often proved helpful later in assisting graduates to obtain employment.

Some employers, such as the Electrical Corporation of Nigeria, have taken a strong interest in Technical College graduates and have sponsored a number of students in attendance at the College. Such students normally take positions with the sponsor after graduation.

Presently, a card file of graduates is being maintained by the Registrar's Office, and an effort is being made to keep up-to-date information regarding graduates' addresses, employers, positions, and salaries.

In the immediate future, the present system of assisting graduates to obtain employment, and of maintaining a card file on graduates, can undoubtedly be continued. As the Technical College grows and the number of graduates increases, however, it will probably become necessary either to expand greatly the placement responsibilities of the Registrar's Office or to establish a separate placement office.

#### FOLLOW-UP

In order for any educational institution to determine how appropriately and effectively it is preparing students for employment, it must secure "feedback" from the graduates and their employers. With this goal in mind, a follow-up study of graduates has been undertaken by the writer and will be released as a separate publication of WMU/USAID. It is sufficient here to say that employment information sheets and questionnaires are being mailed to all graduates. When these forms are returned, interviews will be arranged by the writer and faculty members with employers and, possibly, students. It is hoped that the follow-up study will furnish an accurate gauge to measure the effectiveness of the Technical College's programs and possibly pinpoint areas in which changes should be considered.

Further follow-up studies will need to be planned in the future by the College if it is to maintain its effectiveness. Continuing "feedback" to the Principal and faculty members through such studies is the best insurance that quality programs will be offered that prepare students for a smooth transition from college to employment.

**Appendix A**  
**Visitation and Recruitment Forms**

V-1

Evaluation of Recruitment Visit to School

<u>Name of Faculty Member</u>	<u>Date of Visit</u>
<u>Name and Address of School Visited</u>	
<u>Name of School Official Contacted</u>	<u>No. of Students</u>

Evaluation of Visit:

**Appendix B**  
**Admission Forms**



THE TECHNICAL COLLEGE, IBADAN

FORM OF APPLICATION TO THE COLLEGE COURSES FOR

YEAR BEGINNING JANUARY, 19\_\_

APPLICANT: Please type or print in block capitals your responses to all items within the BOLD lines.

\_\_\_\_\_

Surname First Name Other

Date of Birth \_\_\_\_\_ Mr/Miss/Mrs  
Delete as necessary

Permanent Address for Correspondence \_\_\_\_\_

I apply for entry to THE TECHNICAL COLLEGE IBADAN and wish to become a student in the \_\_\_\_\_ Course  
(See Information Sheet for correct designation of course)

Home Town Division Province

Name of Parent/Guardian/Sponsor \_\_\_\_\_

Address of Parent/Guardian/Sponsor \_\_\_\_\_

Secondary and other schools attended:

Name of School Town Dates (from/to)

\_\_\_\_\_

Name of Head of Last Education Institution Attended \_\_\_\_\_

Address of Head \_\_\_\_\_

PASTE YOUR

2" X 2"

PHOTOGRAPH

HERE

(Do not use pins)  
For Office Use Only

Date Rejected Initials

Date Accepted Initials

Date Invited Initials

Exam No. \_\_\_\_\_

Date Admitted Initials

Date Prov. Adm. Initials

Date Rejected Initials

A-1

Record of Employment (if any):

Employer	Post	Dates	Salary

Examinations intended or taken:

WEST AFRICAN SCHOOL CERTIFICATE

DATE: \_\_\_\_\_ Grade of certificate obtained: \_\_\_\_\_

Subject	Grade	Subject	Grade
---------	-------	---------	-------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

GENERAL CERTIFICATE OF EDUCATION

DATE: \_\_\_\_\_

Subject	Grade	Subject	Grade
---------	-------	---------	-------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Others (Specify): \_\_\_\_\_ Date: \_\_\_\_\_

Subject	Grade	Subject	Grade
---------	-------	---------	-------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

A-1

Certificates and References, Etc., must NOT accompany this Form

The completion of this form in no way implies acceptance of any course at the College. The data will be used in the selection of candidates for examination. Only candidates selected for the Entrance Examination will be notified.

The decision of the principal on all matters appertaining to this application will be final. No other correspondence will be entered into regarding this application.

Candidates unable to pay the following fees per session should not apply:

	<u>1st Term</u>			<u>2nd Term</u>			<u>3rd Term</u>			<u>Total</u>		
	<u>£</u>	<u>s.</u>	<u>d.</u>	<u>£</u>	<u>s.</u>	<u>d.</u>	<u>£</u>	<u>s.</u>	<u>d.</u>	<u>£</u>	<u>s.</u>	<u>d.</u>
Tuition . . . . .	6	13	04	6	13	04	6	13	04	20	-	-
One meal per day . . . . .	5	-	-	5	-	-	5	-	-	15	-	-
Amenities . . . . .	2	-	-	-	-	-	-	-	-	2	-	-
Deposit . . . . .	1	-	-	-	-	-	-	-	-	1	-	-
	<u>14</u>	<u>13</u>	<u>04</u>	<u>11</u>	<u>13</u>	<u>04</u>	<u>11</u>	<u>13</u>	<u>04</u>	<u>38</u>	<u>-</u>	<u>-</u>

This application form must be completed and posted to the Principal, Technical College, Private Mail Bag 5063, Ibadan, not later than 31st May with a non-refundable application/entrance fee of ten shillings (10s).

I have read and understand the above information.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
FOR OFFICE USE ONLY

Remarks:

A-2

THE TECHNICAL COLLEGE, IBADAN  
Summary of Admission Statistics  
for Year Beginning Jan., 19\_\_

Course of Study: \_\_\_\_\_

<u>Total Applications Received</u>	<u>Rejected</u>	<u>Accepted</u>
<u>Total Invited to take Entrance Examination</u>	<u>Examined</u>	<u>Not Examined</u>
<u>Total Admission Decisions On Applicants taking Entrance Examination</u>	<u>Admitted</u>	<u>Admitted Provisionally</u> <u>Rejected</u>
<u>Total Students Admitted</u>	<u>Registered</u>	<u>Not Registered</u>
<u>Total Students Admitted Provisionally</u>	<u>Changed to Regular Admission Status</u>	<u>Requested To Withdraw</u>

THE TECHNICAL COLLEGE, IBADAN  
 LIST OF ADMISSION APPLICATIONS RECEIVED  
 FOR YEAR BEGINNING JAN., 19\_\_  
 COURSE OF STUDY: \_\_\_\_\_

Name	D.O.B.	Date Rec'd	L-I-C		Rej.	Acc.	Inv.	Exam No	Exam Res.	Adm.	Prov. Adm.	Rej.
			To	From								

The Technical College  
Private Mail Bag 5063  
Ibadan

Dear

We have received this year applications from many more persons than we can physically accommodate for the entrance examinations. It has therefore been necessary to establish the following criteria for inviting candidates to the entrance examinations:

COMMERCE:

Male Candidates:

- (1) West African School Certificate and/or General Certificate of Education including English and Elementary Mathematics.
- (2) Grade II Teacher's Certificate  
General Certificate of Education including English and Elementary Mathematics.

Female Candidates:

- (1) West African School Certificate and/or General Certificate of Education including English.
- (2) Grade II Teacher's Certificate.
- (3) West African School Certificate and/or General Certificate of Education (to be taken Nov./Dec., 1967 and/or Jan., 1968) including at least one Commercial subject.

Thank you for your interest in the Technical College. If by next year you should meet the above criteria and maintain your interest in entering the College, we suggest that you apply again at that time. In any case, we wish you the best of luck.

Cordially,

Principal

THE TECHNICAL COLLEGE, IBADAN  
LIST OF APPLICANTS INVITED TO TAKE ENTRANCE EXAMINATION  
FOR YEAR BEGINNING JAN., 19\_\_  
COURSE OF STUDY: \_\_\_\_\_

Exam No.	Name

The Technical College  
Private Mail Bag 5063  
Ibadan

Dear

We have your application for admission to the Technical College and are pleased to inform you that you meet the criteria established for inviting candidates to the entrance examination.

The examination will consist of a series of aptitude tests designed to predict the degree of success you might be expected to achieve in your chosen field of study if you were admitted to the Technical College.

The examination will be held at \_\_\_\_\_  
\_\_\_\_\_ on \_\_\_\_\_  
beginning at \_\_\_\_\_ o'clock, and will last approximately \_\_\_\_\_ hours.

Cordially,

Principal



The Technical College  
Private Mail Bag 5063  
Ibadan

Dear

We are pleased to inform you that as a result of the Entrance Examinations held in September, 1967, you have qualified for a place in the Diploma Course in \_\_\_\_\_ beginning January 2, 1968.

If the results of any examinations being submitted for entrance qualifications are pending, this admission is only provisional. You are required to inform the Principal in writing as soon as the results are released.

You are reminded that fees per session are made up as follows:

	<u>T E R M S</u>									<u>Total Per Year</u>
	<u>1st.</u>			<u>2nd.</u>			<u>3rd.</u>			<u>£</u>
	<u>£</u>	<u>s.</u>	<u>d.</u>	<u>£</u>	<u>s.</u>	<u>d.</u>	<u>£</u>	<u>s.</u>	<u>d.</u>	
Tuition . . . . .	6	13	4	6	13	4	6	13	4	20
One meal per day	5	-	-	5	-	-	5	-	-	15
Amenities . . . . .	2	-	-	-	-	-	-	-	-	2
Deposit . . . . .	1	-	-	-	-	-	-	-	-	1
	<u>14</u>	<u>13</u>	<u>4</u>	<u>11</u>	<u>13</u>	<u>4</u>	<u>11</u>	<u>13</u>	<u>4</u>	<u>38</u>

Tuition and Amenities Fees are not returnable in full or part.

In addition, please note that books, paper, and other equipment required for a course are the responsibility of each student. Students must make their own arrangements for lodging as well as morning and evening meals.

The competition for places in the College is quite keen, as you are well aware. You are to write a letter accepting the place offered you in good time to reach the College by December 1, 1967. You are also required to pay the first term's fees on or before December 15, 1967. All cheques, Postal Orders, or Money Orders should be crossed and made payable to the Principal, The Technical College, Ibadan. Failure to comply with any of these requirements may lead to forfeiting the place offered you to some other student.

Cordially,

Principal

The Technical College  
Private Mail Bag 5063  
Ibadan

Dear

We regret to inform you that, as a result of the entrance examinations held in September, 19\_\_, you have not qualified for a place in The Technical College for the year beginning January \_\_, \_\_\_\_\_. As you are well aware, the competition for places in the College has been very keen. Applications were reviewed from many times the number of students that can be accommodated.

Thank you for your interest in The Technical College. If by next year you should still be interested in entering the College, we suggest that you apply again at that time. In any case, we wish you the best of luck.

Cordially,

Principal

THE TECHNICAL COLLEGE, IBADAN  
LIST OF ADMITTED STUDENTS' ENTRANCE  
EXAMINATION RESULTS  
COURSE OF STUDY: \_\_\_\_\_

Name	Entrance Examination Results								Paid

A-10

THE TECHNICAL COLLEGE, IBADAN  
LIST OF SECOND-YEAR STUDENTS  
FOR YEAR BEGINNING JAN., 19\_\_  
COURSE OF STUDY: \_\_\_\_\_

NAME	PAID	NAME	PAID

THE TECHNICAL COLLEGE, IBADAN  
LIST OF STUDENTS ENROLLED

COURSE OF STUDY: \_\_\_\_\_

LECTURER: \_\_\_\_\_

CLASS: \_\_\_\_\_

TERM: \_\_\_\_\_

Name	Name

x - Designates students who have paid fees. All others must either present a receipt to the lecturer or be sent back to the Bursar,

List of First-Year Students

West Afr. School Cert.    Gen. Cert. of Educ.    First Term  
T.C.I.

NAME	Eng.	Elem. Maths	Phys.	Chem.	Add. Maths.	Eng.	Maths.	Phys.	Chem.	Over-All	Pos.	Prob.	COMMENTS

The Technical College  
Private Mail Bag 5063  
Ibadan

Dear

As you are aware, you were granted provisional admission pending the result of the West African School Certificate or General Certificate of Education Ordinary Level examinations. (See the second paragraph of your letter of admission.)

Your result in either or both examinations shows that:

1. You have failed to obtain a certificate, or
2. Although you obtained a certificate, you failed in English and/or in any one of the special subject requirements for entry to the College courses.

In view of the foregoing, you have failed to satisfy the conditions of admission and are therefore requested to withdraw from the College.

Please return all College properties in your possession.

Cordially,

Principal

**Appendix C**  
**Records Forms**



R-1

(Envelope Format)

Name \_\_\_\_\_

Course \_\_\_\_\_ Date Entered \_\_\_\_\_

Home Address (1) \_\_\_\_\_ D.O.B. \_\_\_\_\_

\_\_\_\_\_ Age \_\_\_\_\_

(2) \_\_\_\_\_

Parent/Guardian/Sponsor (Name and Address):

\_\_\_\_\_

\_\_\_\_\_

Personal Data:

Home Town \_\_\_\_\_ Province \_\_\_\_\_

Religion \_\_\_\_\_ Tribe \_\_\_\_\_

Education:

Secondary Schools Attended (dates): Examinations taken (dates):

(1) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(2) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subjects and Grade:

(1) \_\_\_\_\_

Previous Employment (dates):

(2) \_\_\_\_\_

(1) \_\_\_\_\_

(3) \_\_\_\_\_

\_\_\_\_\_

(4) \_\_\_\_\_

(2) \_\_\_\_\_

(5) \_\_\_\_\_

\_\_\_\_\_

(6) \_\_\_\_\_

Comments:

Name

THE TECHNICAL COLLEGE, IBADANSTUDENT RECORD

<u>Surname</u>	<u>First Name</u>	<u>Other</u>
<u>Date of Birth</u>	<u>Date Entered College</u>	<u>Course</u>
<u>Subjects</u>	<u>Grades</u>	<u>Subjects</u>
		<u>Grades</u>

A copy of this student record is an official transcript only when it bears the official seal of the College.

Key to Grading: A - Excellent; B - Good; C - Average; D - Poor  
F - Failing.

<u>Surname</u>	<u>First Name</u>	<u>Other</u>
<u>Subjects</u>	<u>Grades</u>	<u>Subjects</u>
		<u>Grades</u>

A copy of this student record is an official transcript only when it bears the official seal of the College.

Key to Grading: A - Excellent; B - Good; C - Average; D - Poor; F - Failing.

I certify that the foregoing is a true and accurate record of the scholastic achievement of the student who name appears thereon.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

R-4

TO: All Instructors

FROM: Registrar's Office

Date:

Attached are students terminal report sheets listing the names of all students enrolled in each class assigned to you in the present term. We trust that the instructions at the bottom of the report sheets are self-explanatory. If you have any questions, however, please feel free to call upon us for any necessary clarification.

After you return the completed terminal report sheets to us, we shall prepare and distribute the usual student report forms to students, parents, and lecturers-in-charge. In order for us to meet the schedule to which we are committed, it will be appreciated if you will turn in all completed terminal report sheets to the Registrar's Office, Room A16, by 3:00 p.m. on \_\_\_\_\_.



R-6

TO: \_\_\_\_\_

FROM: Registrar's Office

DATE: \_\_\_\_\_

Attached are two copies of examination result forms listing the names of all students in your department, their subject grades, total weighted points, overall numerical grades, and positions in class. Please determine the overall letter grade for each student and record it in the "Overall Grade" column.

The word "Probation" appearing in the "Remarks" column after a student's name means that he is currently on probation. In all such cases, please write either "Removed from Probation" or "Request Withdrawal from College" in the "Remarks" column. If there are additional students who should be placed on probation, write "Place on Probation" in the "Remarks" column after their names. Also write in the "Remarks" column whatever other comments you would like to have typed on each student's report form. Use additional sheets of paper if necessary.

One copy of the attached form is for your files. As soon as you return the other copy to the Registrar's Office, Room A16, we shall prepare a student's report form for each student in your department. We shall also prepare all necessary probation letters. All report forms and letters will be submitted to you and the Principal for your signatures, and the student copies will then either be mailed or given to you for distribution. A second copy of each report form and letter will be mailed to the parent, guardian, or sponsor. The other two copies are for your files and our files.



R-8

THE TECHNICAL COLLEGE  
P. M. B. 5063, IBADAN

STUDENT'S REPORT FORM

COMMERCE DEPARTMENT: 1st, 2nd, 3rd term ending \_\_\_\_\_  
(Secretarial)

Student's Surname \_\_\_\_\_ Initials: \_\_\_\_\_

SUBJECT	GRADE	KEY TO GRADING
181 Typewriting I		A - Very Good
121 Functional English		B - Good
131 Bookkeeping and Accounts		C - Average
141 Business Psychology		D - Poor
151 Commerce & Economics		F - Failure
191 Shorthand I		
171 Office Practice I		
Overall Grade (Terminal)		No. in Class _____
Overall Grade (Annual)		Position in Class _____

COMMENTS

\_\_\_\_\_  
Senior Lecturer/Lecturer-  
in-Charge of Department

\_\_\_\_\_  
Principal  
Date: \_\_\_\_\_

Please Sign and Return to the Principal

I acknowledge receipt of report for 1st, 2nd, 3rd term ending \_\_\_\_\_

\_\_\_\_\_ in respect of \_\_\_\_\_.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Sponsor/Parent/Guardian



R-9

The Technical College  
Private Mail Bag 5063  
Ibadan

Mr. \_\_\_\_\_

Technical College  
P.M.B. 5063  
Ibadan

Having failed in one or more subjects and/or as your grade average is below a C, you are now on scholastic probation in accordance with the academic standards of the College.

This means that you are required to pass all subjects of your course and attain an overall grade average of C or higher in the \_\_\_\_\_ term; failing which you will be required to withdraw from the College.

.....  
Senior Lecturer/Lecturer-  
in-Charge of Department

.....  
Principal

The Technical College  
Private Mail Bag 5063  
Ibadan

Dear

At the end of last term, you were placed on scholastic probation because you failed in one or more subjects and/or your grade average was below C.

We are pleased to note that in the term just ended you passed all subjects of your course and attained an overall grade of C or higher. We are, therefore, removing you from scholastic probation and restoring you to regular status in the Technical College. We wish you continued success in the next term.

Cordially,

Principal

R-11

The Technical College  
Private Mail Bag 5063  
Ibadan

Dear

You were placed on probation last term and this term's report shows that you have failed another subject and/or failed to attain an overall grade of C or higher. Therefore, you have not met the established academic standards of the College and you must now withdraw from the College.

It is your duty to return all College property in your possession before leaving.

Cordially,

Principal

R-12

TO: Principal, Technical College

FROM: Registrar's Office

DATE:

The following first-year students in the \_\_\_\_\_  
course of study have been placed on scholastic probation because of  
failing one or more subjects and/or failing to achieve an overall grade  
of C or higher last term:

Name

Name

Copy to Lecturer-in-Charge

The Technical College  
Private Mail Bag 5063  
Ibadan

Dear

\_\_\_\_\_ has reported to us that he was in error when he submitted a final grade of \_\_\_\_\_ for you in \_\_\_\_\_ . He has now corrected your grade to \_\_\_\_\_, and we have also changed your official record in the Registrar's Office to show the corrected grade. If you will bring in or mail your copy of the student report form to us, we shall be glad to correct it also.

Cordially,

Registrar's Office

By: \_\_\_\_\_

The Technical College  
Private Mail Bag 5063  
Ibadan

Dear

In auditing the student reports for the \_\_\_\_\_ term of the 19\_\_\_\_ school year, we have discovered an error in one of the grades reported to you. The correct grade submitted for you by the instructor in \_\_\_\_\_ was \_\_\_\_\_ rather than \_\_\_\_\_ as erroneously reported. We have changed your official record in the Registrar's Office to show the correct grade. If you will bring in or mail your copy of the student report form to us, we shall be glad to correct it also.

We regret this error in our processing of grades and any inconvenience you may have been caused.

Cordially,

Registrar's Office

By: \_\_\_\_\_