



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

August 27th,2020

To: All Students / Faculty members & Program Officers

Greetings:

We are about to commence registration of undergraduate & graduate programs for Fall 2020. This letter and accompanying documents will aid students in selecting courses, teachers, timings, and campuses of their choice.

Attached herewith are:

- Time tables for both campuses
- Registration guidelines
- Video link of the registration process

<https://youtu.be/mcPJM86I7s4>

This document will enable students to plan their academic programs for the upcoming semester and facilitate rational choices.

Online Registration for All Students

Please note that except for freshmen and PhDs all other students must register online for both core and elective courses. Further, please bear in mind that due to limited physical space and faculty resources, not all students will get their desired courses, teachers, or locales.

Prerequisite Edit Check Disabled

All students should pay attention to the prerequisites for the courses that they are about to take. We are no longer providing information about prerequisites for courses and hence have disabled the Edit check. There are two reasons for this:

- As some students are still taking prerequisite courses of advanced subjects to be offered in the upcoming semester of Fall 2020, a prerequisite Edit check if enabled now will stop many students from taking courses of their choice.
- A complete list of all courses and their prerequisites is available in your relevant Program announcement. So, students can peruse this information to ensure that they have met the prerequisite requirements of all advanced courses.

An ERP Edit check will run right before the start of the semester. So those students who have not taken a prerequisite before registering for an advanced course will be automatically dropped from that course. It is therefore imperative for students to ensure that they have passed the prerequisite of an advanced course

before registering for that particular course. In rare cases, a prerequisite may be treated as a co-requisite. However, this written permission should only be granted from the respective Chairpersons.

For further information about the courses to be offered in Fall 2020 please contact program offices at either of the two campuses.

Course Registration

You may pick and choose courses at both campuses in the morning as well as in the evening. However, the preference for evening courses would be given to those who are enrolled in evening programs. *Please bear in mind that if you have to travel from one campus to another for taking a course, then you must give yourself plenty of time to make that transfer and be at that campus on time, otherwise you will be marked absent. Traffic congestion and transportation problems will not be accepted as valid excuses. This delay has a more profound effect while taking the mid-term and final examinations.*

Online Registration Schedule- Fall 2020

Registration will commence on **September 3rd, 2020** as per the following schedule:

Online Courses Registration of Undergraduate programs					
Step	Prereq	Description	Responsibility	Start Date	End Date
1		Notify all students and Program offices for course registering in ERP	Faculty Coordinator/Program Office	28 th Aug, 2020	
2		Creation of Group & Term Activation & Setup Appointments	IS Dept.	20 th Aug, 2020	26 th Aug, 2020
3	2	Verification of Student's Groups	Program Offices / Students	22 nd Aug, 2020	27 th Aug, 2020
4		Verification of Courses pre-requisites, Core & Elective list Report of Pre-Requisites is Available in ERP Report Name : IBA_CRS_PREQ IBA_ENR_CRSL	Chairpersons / Program Offices	20 th Aug, 2020	27 th Aug, 2020
5		Scheduling of Lecture Classes	Program Offices	1 st Aug, 2020	26 th Aug, 2020
6		Scheduling of Tutorial Classes	Program Offices	1 st Aug, 2020	26 th Aug, 2020
			Program Offices & HR	Tutorials timings & TA allocation will be define after Starting of semester by HR and Program Office	
7		Final Courses verification along with Faculty	Chairpersons	26 th Aug, 2020	31 st Aug, 2020
8		Allocation of Core & Electives to Students	Program Offices	22 nd Aug, 2020	27 th Aug, 2020

