Institute of Business Administration

Frequently Asked Questions (FAQs)

REGISTRATION AND ENROLMENT - PROGRAM OFFICES

Q. *What is registration?*
A. Registration is a process during which students enroll themselves in courses for the upcoming semester. During registration students are able to choose courses based on the course scheduling provided by the Program Offices.

Q. *How do I register for a course?*
A. Students are expected to register for courses through their ERP. A video link of how to register for courses is attached with the guidelines provided by the Program Offices.

Q. *What if the ERP is not working?*
A. It is a student's responsibility to ensure their ERP is active and functional before registration begins. Students should clear all finance and fee-related issues to prevent their ERP from being blocked. Students with a blocked ERP ID will not be allowed to register during or after the registration process.

Q. *When do I register?*
A. The cover letter provided by the Program Offices explains and outlines the registration timeline and registration date for all Programs. Students of each Program will only be allowed to register for courses on the day and time allotted to their Program.

Q. *What are the functions available to me during registration?*
A. Students are allowed to add or drop any course they want on the day their registration is scheduled. Once registration time ends, students will not be allowed to add or drop any more courses. Still, in order to facilitate any unforeseen issues experienced during registration, an online facilitation week will begin right before semester begins. Please keep in mind students will only be allowed to add a course but not drop a course during the online facilitation week.

Q. *What courses can I pick?*
A. Students must go through their Program Announcement to understand the course sequence of their Program and the type of courses they can pick each semester. Undergraduate students are only allowed to enroll in a specific number of core courses, program electives and non-specialization courses as outlined by their Program Announcement. Similarly, students are only allowed to pick a maximum number of core courses, program electives and non-specialization courses as outlined by their Program Announcement.

Q. *Can I enroll in courses that are more advanced than my current course sequence?*
A. Students are highly encouraged to follow the course sequence provided to them in their Program Announcement. However, in special circumstances, students may be allowed to pick an advance course on the approval of the Department.

Q. *What course sequence do I follow if I am a transfer student from one degree to another?*
A. Transfer students are urged to move over to the course sequence of their transferred degree as soon as possible. This is probably best done by picking courses from the introductory level onwards and fulfilling course requirements, wherever necessary. Timely completion of degree is not a guarantee for transfer students. No special privileges are given to transfer students as they must follow the same guidelines as all other students.

Q. *How many courses can I enroll in?*
A. The maximum number of courses allowed and workload is individually mentioned for each Program in the Program Announcement. Students are encouraged to consult their Program Announcement regarding maximum course allocation, and types of courses they can enroll in.

Q. *What if I have a course deficiency?*
A. Maximum workload of courses for each degree and year of study is mentioned in the Program Announcement. Furthermore, the course sequence and structure are also outlined in the Program Announcement. Students cannot exceed those limits. Students can cover up their course deficiency in Summer Semester or their final year of study when they are allowed one extra course in each semester.

Q. *What if the course I want to enroll in is full?*
A. The number of sections for each course offered by the Program Offices for each course is based on a rigorous demand analysis and the number of students enrolled in each Program. Therefore, if one section is full, a student must choose another section.

Q. *What if I have a time clash in courses I want to enroll in?*
A. The Program Offices offers sections for each course offered based on a rigorous demand analysis and number of students enrolled in each Program. Students must consult the timetable provided by the Program Offices before registration to create their own timetable without clashes. However, if a clash arises due to a genuine reason, the student must visit the Program Offices immediately. Requests after the registration process closes will not be allowed.

Q. *What if I want to enroll in a course that is not offered?*
A. The Program Offices and relevant Department must be informed immediately regarding concerns related to any course offered before registration begins. Timetables and schedules are available to all students. Students are expected to report any course they wish to be offered before registration begins. Additional courses will not be offered during registration process, unless under extreme circumstances.

Q. *Who do I contact in Program Offices regarding enrolment?*
A. The official email address for registration related queries and concerns is po@iba.edu.pk. You can also contact the following management of Program Offices regarding any concerns related to registration:
M. Akmal Khan - Senior Manager (Undergraduate Programs) – makhan@iba.edu.pk
Manoj Babulal - Senior Manager (Graduate and Postgraduate Programs) – manoj@iba.edu.pk