

Aug 4th, 2021

To: All students / faculty members & Program Offices

Greetings:

We are about to commence registration for Undergraduate, Graduate and Postgraduate Programs for Fall Semester 2021. This letter and accompanying documents will aid students in selecting the courses, instructors, and class timings of their choice.

Attached herewith are:

- Registration guidelines
- Frequently asked questions (FAQs)
- Video link of the registration process
https://www.youtube.com/watch?v=wOYkO_wTNkU&t=195s

Online Registration for All Students

Please note that all students must register through the ERP system for core courses, program elective courses and non-specialization courses, wherever applicable. However, due to each class being capped at a specified maximum enrolment, students may have to choose a course section, instructor or class timing other than their desired option.

Pre-requisite Edit Check Disabled

All students must pay attention to, and be informed of, the pre-requisites for the courses they are enrolling in. The Program Offices do not provide information regarding prerequisites for courses and has disabled the Edit check on ERP. There are two reasons for this:

- It is possible that a student is currently enrolled in a course that is a prerequisite to an advanced course they wish to enroll for in Fall Semester 2021. An enabled prerequisite Edit check will restrict the student from enrolling in the advanced course whose prerequisite the student is currently enrolled in.
- A complete list of all courses, and their prerequisites, is available in the relevant degree section of the Program Announcement. Students can access this information on their own and make informed choices as per their requirement.

However, an ERP Edit check will be run before the start of the semester. A Student who has not successfully fulfilled the criteria of passing a prerequisite prior to registering for an advanced course will be automatically dropped from the advanced course. Only in rare cases a prerequisite may be treated as a corequisite subject to the approval of the relevant Chairperson of the Department.

Course Allocation

Classes for all first-year undergraduate and MBA courses are scheduled at City Campus. First year students of these Program should enroll in courses scheduled at City Campus only. Classes for students of all other year of study, and all MS students, may have classes scheduled at City Campus or Main Campus. Those travelling between Campuses must give themselves sufficient time to make the transfer between Campuses. Traffic congestion and transportation concerns must be resolved on the student's accord. This is especially important while taking the mid-term and final examinations.

Students may choose courses offered in the morning schedule as well as in the evening schedule, wherever applicable and allowed. However, preference for courses scheduled in the evening be given to students who are enrolled in the evening Programs.

Online Registration Schedule - Fall Semester 2021

Registration will commence on **August 9th, 2021** as per the following schedule:

Online Course Registration of Undergraduate Programs (Core & Elective Courses)					
Step	Prereq	Description	Responsibility	Start Date	End Date
1		Notify all students and Program offices for course registering in ERP	Faculty Coordinator/Program Offices	4 th Aug, 2021	
2		Creation of Group & Term Activation & Setup Appointments	IS Department	3 rd Aug, 2021	4 th Aug, 2021
3	2	Verification of Student's Groups	Program Offices / Students	3 rd Aug, 2021	4 th Aug, 2021
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	1 st Aug, 2021	3 rd Aug, 2021
5		Scheduling of Lecture Classes	Program Offices	1 st Jul, 2021	3 rd Aug, 2021
6		Scheduling of Tutorial Classes	Program Offices	1 st Jul, 2021	3 rd Aug, 2021
			Program Offices & HR	23 rd Aug, 2021	-
7		Final Courses Verification along with Faculty	Chairpersons	4 th Aug, 2021	8 th Aug, 2021
8		Allocation of Core & Electives to Students	Program Offices	3 rd Aug, 2021	4 th Aug, 2021
9		Verify Courses (Main & City Campus)	Program Offices	8 th Aug, 2021	8 th Aug, 2021
10		Open Enrolment of Sections of Courses Offered for Freshman Students	Main & City Program Offices	8 th Aug, 2021	8 th Aug, 2021

11	8,9	Online Course Registration Sophomore Students	BBA & BSACF Students	9 th Aug, 2021 9:00 AM - 12:30 PM
			BSCS, BSSS, BSEM & BSECO Students	9 th Aug, 2021 1:30 PM - 5:00 PM
12	8,9	Online Course Registration Junior Students	BBA & BSACF Students	10 th Aug, 2021 9:00 AM - 12:30 PM
			BSCS, BSSS, BSEM & BSECO Students	10 th Aug, 2021 1:30 PM - 5:00 PM
13	8,9	Online Course Registration Senior Students	BBA & BSACF Students	11 th Aug, 2021 9:00 AM - 12:30 PM
			BSCS, BSSS, BSEM & BSECO Students	11 th Aug, 2021 1:30 PM - 5:00 PM
13	8,9	Online Course Registration Freshmen Students	All Undergraduate Programs	(Enrolled by Program Offices)
Online Courses Registration of Transfer & Deferred Students (Core & Elective Courses)				
14	8,9	Online Course Registration Transfer & Deferred Students	All Undergraduate Programs	12 th Aug, 2021 10:00 AM - 12:30 PM
Online Courses Registration of All Students (Non-Specialization Courses)				
15	8,9	Online Course Registration Non Specialization Courses	All Undergraduate Programs	13 th Aug, 2021 10:00 AM - 12:30 PM

Online Course Registration of Graduate Programs					
Step	Prereq	Description	Responsibility	Start Date	End Date
1		Notify all students and Program offices for course registering in ERP	Faculty Coordinator/Program Offices	4 th Aug, 2021	
2		Creation of Group & Term Activation & Setup Appointments	IS Department	3 rd Aug, 2021	4 th Aug, 2021
3	2	Verification of Student's Groups	Program Offices / Students	3 rd Aug, 2021	4 th Aug, 2021
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	1 st Aug, 2021	3 rd Aug, 2021
5		Scheduling of Lecture Classes	Program Offices	1 st Jul, 2021	3 rd Aug, 2021
6		Scheduling of Tutorial Classes	Program Offices	1 st Jul, 2021	3 rd Aug, 2021
			Program Offices & HR	23 rd Aug, 2021	-
7		Final Courses Verification along with Faculty	Chairpersons	4 th Aug, 2021	8 th Aug, 2021
8		Allocation of Core & Electives to Students	Program Offices	3 rd Aug, 2021	4 th Aug, 2021

9	8,9	Online Course Registration All Students	MBA-Morning	9 th Aug, 2021 9:00 AM - 12:30 PM
10	8,9	Online Course Registration All Students	MBA-Evening	10 th Aug, 2021 9:00 AM - 12:30 PM
11	8,9	Online Course Registration All Students	MS Programs	11 th Aug, 2021 9:00 AM - 12:30 PM

NOTE

- Registration will be done by the students themselves on the day assigned to their Program.
- A class section will be marked as 'closed' once the maximum enrolment cap is reached. Students will not be allowed to enroll into a closed section.
- Students with blocked IDs will NOT be allowed to register for the courses. Students must ensure their ID is active, functional, and not blocked.
- All finance and fee-related issues must be resolved by a student to ensure their ID is not blocked.
- If any student, especially transfer student, can view the course list of multiple Programs, they are requested to report to the Program Offices immediately.

Online facilitation week

- Online facilitation week will begin on 23 August, 2021 and end on 28 August, 2021.
- During this week Program Offices will try to address any unresolved issues experienced by the students during the time of registration.
- Students will not be allowed to enroll into a course after the end of the online facilitation week.
- More details related to the online facilitation week will be provided closer to the start of the semester.

General Guidelines

The Program Offices urge all students to routinely visit IBA's portal for information updates related to registration and enrolment. Students should register their mobile number onto the IBA's database, and make sure their IBA email address is active and functional. Faculty and staff members have worked extensively to facilitate and streamline the registration process. IBA's online system allows access to registration from any other location off-campus. Therefore, we expect all students to make this process a successful one by acting with responsibility and discipline.

As always, for any query or concern related to registration or enrollment, feel free to visit the Program Offices at either of the Campuses.

Good Luck!

Dr. Abbas A. Gillani
Assistant Professor and Director, Program Offices