Registration Guidelines

- The process of online registration in this first round will take place in the following manner:

   Undergraduate programs:

   o Please note that core and elective courses will be offered on different dates and students can add/ drop their desired courses during the allotted timeline. However, there is an exception to this rule and all courses for transfer and deferred students will be offered at the same time.
   o There are two phases of course selection process:
      - 1st: Initially, only core courses will be offered for selection. After the expiry of designated time frame, ERP system will automatically lock them and any change will not be permissible.
      - 2nd: Similar process will be replicated for elective courses as well.
   o Our ERP system allows registration by assigning credit hours to each student and normally 3 credit hours are allocated per course, however some advanced/ lab courses might have 4 credit hours. These credit hours will be split and restricted between core and elective courses as per the program requirements. i.e., If a degree program requires 3 core and 2 elective courses in a particular semester then allowable limit of credit hours for core and elective courses will be 10 and 7 respectively.

   MBA & MS programs:
   o Registration dates of MBA morning, evening and MS programs will be August 5th, 6th and 7th respectively.
   o Core and electives courses for each program will be offered concurrently.
   o Students will have the option to add/ drop their required courses during the specified time period and will be locked after this date.

- A second round of online registration will be conducted before the start of semester and students having course deficiencies can only add their required courses.
- Finally, there will be a facilitation week after the start of semester to accommodate registration related issues.
- ***Please note that course dropping and swapping will NOT be allowed after the first round of online registration. Further, due to limited physical space and faculty resources, not all students will get their desired courses, teachers or locales.***
- Students are requested to settle their financial issues prior to online registration otherwise IBA reserves the right to block their ERP IDs.
- Unregistered students will not be allowed to appear in any exam.