

To: All students/ Chairpersons/ Faculty members & Program Officers

Greetings:

We are about to commence registration for our undergraduate Programs for Fall 2017. This letter and the accompanying documents will aid students in selecting their courses, teachers, timings and campuses of their choice.

Attached herewith are:

- A complete list of courses, with the sections, campuses and names of teachers
- Time tables for both campuses
- A copy of the SOP dealing with ADD/DROP provisions during the first week of the semester.

The early announcement of the courses to be offered and their locations along with names of faculty members gives the students an opportunity to design their academic program for the semester and make rational choices.

#### **Online Registration for All Students**

Please note that, ALL STUDENTS must register themselves for both Core & Elective courses. Please bear in mind that due to limited physical and faculty resources not all the students will get their desired teacher or locale.

#### **Prerequisite Editcheck Disabled**

Students registering for the freshmen, sophomore, junior and senior semesters should pay attention to the prerequisites for the courses that they are about to take. We have made a significant change in this year's course listing. We are no longer providing the information about the prerequisite course in a separate column and hence disabled prerequisite editcheck. There are two reasons for that:

1. As students are still taking prerequisite courses for the advanced courses that they will register in Fall 2017, a prerequisite editcheck enabled now will stop many students from taking the courses of their choice.
2. A complete list of all courses and their prerequisites is available in the Program Announcement for 2016-17. Students can peruse this information to ensure that they have met the prerequisite requirement of an advanced course.

An ERP Editcheck will run right after the end of the ADD/DROP week. Students who have not taken a prerequisite prior to registering for an advanced course will be dropped from that course. It is therefore imperative for students to ensure that they have passed the prerequisite of an advanced course prior to attending the course. In certain cases, students may be allowed to make a prerequisite a co-requisite. However, this permission should come in the written form from the chairperson of the department of the course that the students wish to take.

## Registration for All Courses

Students must have met all pre-requisites and taken all required courses towards their respective academic program. Guidance is provided in program announcements available at program offices, IBA's webpage or portal. If you need further information about the courses to be offered in Fall 2017, then please visit program offices at either of the two campuses.

You may pick and choose courses at both the campuses in the morning as well as in the evening. However, preference for evening courses will be given to those who are enrolled in the Evening programs. While choosing a course at a campus where you are not taking most of your courses you should keep the time factor in mind. If you have to travel from one

campus to the other to take a course of your choice then please ensure that you give yourself plenty of time to make the transfer and be at that campus at the start of the session. The delay in your reaching the campus on time may cause you to 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 2017

Registration of courses for undergraduate students will commence on July 18th, 2017 according to the following schedule.

Step	Prereq	Description	Responsibility	Start Date	End Date
1		<b>Notify</b> all students and Program offices for course registering in ERP	Faculty Coordinator/Program Office	14 <sup>th</sup> Jul, 2017	
2		Creation of Group & Term Activation & Setup Appointments	IS Dept.	12 <sup>th</sup> Jul, 2017	14 <sup>th</sup> Jul, 2017
3	2	<b>Verification of Student's Groups</b>	Program Offices	14 <sup>th</sup> Jul, 2017	17 <sup>th</sup> Jul, 2017
4		<b>Verification of Courses pre-requisites</b> Report of Pre-Requisites is Available in ERP Report Name : <b>IBA_CRS_PREQ</b>	Chairpersons / Program Offices	1 <sup>st</sup> Jul, 2017	17 <sup>th</sup> Jul, 2017
5		<b>Scheduling of Lecture Classes</b>	Program Offices	1 <sup>st</sup> Jul, 2017	17 <sup>th</sup> Jul, 2017
6		<b>Scheduling of Tutorial Classes</b>	Program Offices	1 <sup>st</sup> Jul, 2017	17 <sup>th</sup> Jul, 2017
			Program Offices & HR	Tutorials timings & TA allocation will be defined after Starting of semester by HR and Program Office	
7		<b>Final Courses verification along with Faculty</b>	Chairpersons	17 <sup>th</sup> Jul, 2017	17 <sup>th</sup> Jul, 2017

