

July 25<sup>th</sup>, 2019

To: All Students / Faculty members & Program Officers

Greetings:

We are about to commence registration of undergraduate & graduate programs for Fall 2019. 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

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

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

Please note that all 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 course, teacher or locale.

#### **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 2019, 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 semester. So those students who have not taken a prerequisite prior to 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 prior to 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 Chairperson.

For further information about the courses to be offered in Fall 2019 please visit the 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, 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 2019

Registration of courses will commence on **July 29<sup>th</sup>, 2019** as per 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	15 <sup>th</sup> July, 2019	
2		Creation of Group & Term Activation & Setup Appointments	IS Dept.	10 <sup>th</sup> July, 2019	13 <sup>th</sup> July, 2019
3	2	<b>Verification of Student's Groups</b>	Program Offices / Students	14 <sup>th</sup> July, 2019	19 <sup>th</sup> July, 2019
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	10 <sup>th</sup> July, 2019	20 <sup>th</sup> July, 2019
5		<b>Scheduling of Lecture Classes</b>	Program Offices	10 <sup>th</sup> July, 2019	17 <sup>th</sup> July, 2019
6		<b>Scheduling of Tutorial Classes</b>	Program Offices	10 <sup>th</sup> July, 2019	17 <sup>th</sup> July, 2019
			Program Offices & HR	Tutorials timings & TA allocation will be define after Starting of semester by HR and Program Office	
7		<b>Final Courses verification along with Faculty</b>	Chairpersons	17 <sup>th</sup> July, 2019	20 <sup>th</sup> July, 2019



**Online Courses Registration of BSCS, BSSS ,BSEM & BS Eco (Core Courses)**

8		Verify Courses (Main & City Campus)	Main & City Program Office	26 <sup>th</sup> July, 2019
9		Open enrolment of Sections of Courses offered for Sophomore Students	Main & City Program Office	26 <sup>th</sup> July, 2019
10	9	Online Course registration Sophomore Students	BSCS, BSSS, BSEM & BS Eco Sophomore Students	29 <sup>th</sup> Jul, 2019 09:00 AM - 12:00 noon
11		Stop enrolment of Sections of Courses offered for Sophomore Students (add Drop Consent in System)	Main & City Program Office	29 <sup>th</sup> Jul, 2019 12:00 PM -1:00 PM
12		Open enrolment of Sections of Courses offered for Junior Students	Main & City Program Office	29 <sup>th</sup> Jul, 2019 1:00 PM -2:00 PM
13	12	Online Course registration Junior Students	BSCS, BSSS , BSEM & BS Eco Junior Students	29 <sup>th</sup> Jul, 2019 2:00 PM -5:00 PM
14		Stop enrolment of Sections of Courses offered for Junior Students (add Drop Consent in System)	Main & City Program Office	29 <sup>th</sup> Jul, 2019 5:00 PM - 6:00 PM
15		Open enrolment of Sections of Courses offered for Senior Students	Main & City Program Office	29 <sup>th</sup> Jul, 2019 6:00 PM -7:00 PM
16	15	Online Course registration Senior Students	BSCS, BSSS, BSEM & BS Eco Senior Students	30 <sup>th</sup> Jul, 2019 09:00 AM - 12:00 noon
17		Stop enrolment of Sections of Courses offered for Senior Students (add Drop Consent in System)	Main & City Program Office	30 <sup>th</sup> Jul, 2019 12:00 PM -1:00 PM

<b>Online Courses Registration of BBA &amp; BSAF (Core Courses)</b>				
18		Verify Courses (Main & City Campus)	Main & City Program Office	30 <sup>th</sup> Jul, 2019 12:00 PM -1:00 PM
19		Open enrolment of Sections of Courses offered for Sophomore Students	Main & City Program Office	30 <sup>th</sup> Jul, 2019 12:00 PM -1:00 PM
20	19	Online Course registration Sophomore Students	BBA & BSAF Sophomore Students	30 <sup>th</sup> Jul, 2019 2:00 PM - 5:00 PM
21		Stop enrolment of Sections of Courses offered for Sophomore Students (add Drop Consent in System)	Main & City Program Office	30 <sup>th</sup> Jul, 2019 6:00 PM -7:00 PM
22		Open enrolment of Sections of Courses offered for Junior Students	Main & City Program Office	30 <sup>th</sup> Jul, 2019 7:00 PM -8:00 PM
23	22	Online Course registration Junior Students	BBA & BSAF Junior Students	31 <sup>st</sup> Jul, 2019 9:00 AM -12:00 noon
24		Stop enrolment of Sections of Courses offered for Junior Students (add Drop Consent in System)	Main & City Program Office	31 <sup>st</sup> Jul, 2019 12:00 PM -1:00 PM
25		Open enrolment of Sections of Courses offered for Senior Students	Main & City Program Office	31 <sup>st</sup> Jul, 2019 1:00 PM -2:00 PM
26	25	Online Course registration Senior Students	BBA & BSAF Senior Students	31 <sup>st</sup> Jul, 2019 2:00 PM -5:00 PM
27		Stop enrolment of Sections of Courses offered for Senior Students (add Drop Consent in System)	Main & City Program Office	31 <sup>st</sup> Jul, 2019 5:00 PM -6:00 PM

<b>Online Courses Registration (Elective Courses)</b>				
28		Setup Appointments	IS Dept	31 <sup>st</sup> Jul, 2019 6:00 PM -7:00 PM
29		Open enrolment of Sections of Courses offered for BSCS, BSSS & BSEM Students	Main & City Program Office	31 <sup>st</sup> Jul, 2019 7:00 PM -8:00 PM
30	29	Online Course registration BSCS, BSSS, BSEM and BS Eco Students	BSCS, BSSS, BSEM & BS Eco Students	1 <sup>st</sup> Aug, 2019 9:00 AM -12:00 noon
31		Stop enrolment of Sections of Courses offered for BSCS, BSSS & BSEM Students (add Drop Consent in System)	Main & City Program Office	1 <sup>st</sup> Aug, 2019 12:00 PM -1:00 M
32		Open enrolment of Sections of Courses offered for BBA & BSAF Students	Main & City Program Office	1 <sup>st</sup> Aug, 2019 1:00 PM -2:00 M
33	32	Online Course registration BBA & BSAF Students	BBA & BSAF Students	1 <sup>st</sup> Aug, 2019 2:00 PM -5:00 PM
34		Stop enrolment of Sections if needed (add Drop Consent in System)	Main & City Program Office	1 <sup>st</sup> Aug, 2019 5:00 PM -6:00 PM



### Online Courses Registration of Transfer & Deferred Students

35		Open enrolment of Sections of Courses offered for Transfer Students	Main & City Program Office	1 <sup>st</sup> Aug, 2019 6:00 PM -7:00 PM
36	35	Online Course registration Transfer & deferred Students	Transfer & deferred Students	2 <sup>nd</sup> Aug, 2019 9:00 AM -12:00 noon

### Online Courses Registration of Graduate Programs

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	15 <sup>th</sup> July, 2019	
2		Creation of Group & Term Activation & Setup Appointments	IS Dept.	13 <sup>th</sup> July, 2019	20 <sup>th</sup> July, 2019
3	2	<b>Verification of Student's Groups</b>	Program Offices / Students	20 <sup>th</sup> July, 2019	26 <sup>th</sup> July, 2019
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	20 <sup>th</sup> July, 2019	26 <sup>th</sup> July, 2019
5		<b>Scheduling of Lecture Classes</b>	Program Offices	13 <sup>th</sup> July, 2019	24 <sup>th</sup> July, 2019
6		<b>Scheduling of Tutorial Classes</b>	Program Offices	13 <sup>th</sup> July, 2019	24 <sup>th</sup> July, 2019
			Program Offices & HR	Tutorials timings & TA allocation will be define after Starting of semester by HR and Program Office	
7		<b>Final Courses verification along with Faculty</b>	Chairpersons	24 <sup>th</sup> July, 2019	26 <sup>th</sup> July, 2019
8		Verify Courses (Main & City Campus)	Main & City Program Office	24 <sup>th</sup> July, 2019	
9		<b>Online Course registration MBA-M Students</b>	<b>MBA-M Students</b>	<b>5<sup>th</sup> Aug, 2019</b> <b>9:00 AM -1:00 PM</b>	
10		<b>Online Course registration MBA-E Students</b>	<b>MBA-E Students</b>	<b>6<sup>th</sup> Aug, 2019</b> <b>9:00 AM -1:00 PM</b>	
11		<b>Online Course registration MS Programs Students</b>	<b>MS Programs Students</b>	<b>7<sup>th</sup> Aug, 2019</b> <b>9:00 AM -1:00 PM</b>	

## NOTE

- Registration will be done by students themselves except for first semester students who will be manually enrolled by the program office.
- Please remember that all sections will be closed at a specific class strength. After closure of a section or course, the remaining students are advised to choose another course or teacher.
- Students having blocked IDs due to non-payment should contact Finance dept. beforehand, otherwise they will NOT be allowed to enroll in any course.

### Second round of online registration & Add/drop week

- A second round of online registration will be conducted before the start of semester and students having course deficiencies can only add the required courses.
- Add/drop week has already been abolished since Fall 2018. However, there will be a facilitation week after the start of semester to settle registration related issues. Please bear in mind that course dropping and swapping will NOT be allowed after the first round of online registration.
- A registration deadline would be announced beforehand and students will not be able to register themselves after this date.

### General Guidelines

I would urge everyone to continuously visit IBA's portal to keep yourself informed of the latest developments. You should apply for an IBA's e-mail account, if you do not have one so that we can remain in touch with you and update about any changes or developments in the academic or extracurricular activities. Please ensure that your mobile number is registered at IBA's database, so that you can also be reached through SMS alert, which we extensively use to inform the students of any important event.

Our faculty and staff have worked hard to facilitate and streamline the registration process and our online system allows you to register yourself from anywhere. We expect you to avail this facility and make this process a success by acting with patience and discipline. We also have worked hard to provide knowledge and skill sets to students to face the challenges of a changing world. We are optimistic that students will accept these changes wholeheartedly, absorb the knowledge and make the most of this opportunity.

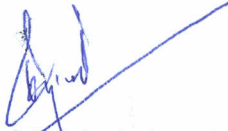
If you have any further questions, queries or clarification then please do not hesitate to contact Program directors / coordinators and Chairpersons listed below:

Accounting	Mr. Haroon Tabraze ( <a href="mailto:htabraze@iba.edu.pk">htabraze@iba.edu.pk</a> )
Computer Sciences	Dr. Faisal Iradat ( <a href="mailto:firadat@iba.edu.pk">firadat@iba.edu.pk</a> )
Economics	Dr. Heman Das Lohano ( <a href="mailto:hlohano@iba.edu.pk">hlohano@iba.edu.pk</a> )
Finance	Dr. Ahmed Junaid ( <a href="mailto:ajunaid@iba.edu.pk">ajunaid@iba.edu.pk</a> )
Mathematics	Dr. Hisham Bin Zubair ( <a href="mailto:hbinzubair@iba.edu.pk">hbinzubair@iba.edu.pk</a> )
Social Sciences	Dr. Faiza Mushtaq ( <a href="mailto:fmushtaq@iba.edu.pk">fmushtaq@iba.edu.pk</a> )
Business Administration	Dr. Muhammad Ayaz ( <a href="mailto:muhammadayaz@iba.edu.pk">muhammadayaz@iba.edu.pk</a> )
Program offices	Sharjeel Hasnie ( <a href="mailto:shasnie@iba.edu.pk">shasnie@iba.edu.pk</a> )



They are always available to answer your specific questions. For all registration queries and issues, please contact program offices at city and main campuses.

Good Luck

A handwritten signature in blue ink, appearing to read 'Syed Sharjeel', followed by a long, sweeping horizontal line.

Syed Sharjeel Ahmad Hasnie

Asst. Professor and Director Program Offices