How to register in a new class:

Before we start the registration steps, it’s important to understand the term shopping cart and enrollment as well as the difference between these two.

**Shopping Cart:**

In order to register in classes, you’ll need to first add classes to your shopping cart. The shopping cart opens at the same time for all students, usually about 8-10 days before enrollment appointments begin.

You can add as many classes to your shopping cart as you want, so fill it with few backups in case the classes you want are full when you go to enroll. While the shopping cart neither guarantees you any seats in a class, filling it ahead of time will make enrollment just a few easy clicks. Also validating shopping cart provides you an added benefit that will help check for potential problems you may face later during the enrollment, for items like:

- Time conflicts
- Pre-requisites and co-requisites
- Department or instructor permission

Note: Adding classes in shopping cart and its validation does not detect any amount from your financial account. Steps 1 to 4 in the below guide are part of Shopping Cart and its validation.

**Enrollment:**

Enrollment is the process where the classes are actually saved and the amount gets deducted from your account. Enrollments are being done according to appointments. The enrollment appointment is the day and time when a student can begin enrolling. Once a student’s enrollment appointment begins, adding, dropping, or editing classes can be done until the end of the add/drop period. You will be notified about your enrollment appointment date and time at your student email address (e.g. std_12345@iobm.edu.pk) well ahead of time. You cannot enroll in classes prior to the date and time of your assigned enrollment appointment.

Note: Step 5 in the below guide is part of Enrollment.
Steps to register in a new class:
Step 1: Logging into PeopleSoft
Step 2: Check Your Account Information (Student Ledger)
Step 3: Class Search
Step 4: Class Validation
Step 5: Class Enrollment

Step 1: Logging into PeopleSoft

- Click on ‘myloBM’ on the menu bar to access the portal. The following screen will appear:
## Step 2: Check Your Account Information (Student Ledger)

Main Menu -> Self Service -> E-Services -> Student Ledger

### Account Information

**IOBM Student**

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<th>Term</th>
<th>Registered</th>
<th>Drop With Adjustment</th>
<th>Drop Without Adjustment</th>
<th>Total Charge</th>
<th>Fee Received</th>
<th>Scholarship/Financial Assistance</th>
<th>Total Payment</th>
<th>Adjustments</th>
<th>Balance</th>
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</table>
Step 3: Class Search

On the home screen, follow the path and select ‘Class Search’.

Enter Search Criteria

Select at least 2 search criteria. Click Search to view your search results.

Select the term for which classes need to be searched, e.g. Fall 2015. Click on ‘Additional Search Criteria’.
Type in the course name to search, e.g. ‘Statistics’.

Click on ‘SEARCH’ button to proceed.
When you find your desired class, click on 'select class'.
Step 4: **Class Validation**

Navigation: Main Menu -> Self Service -> Academic Planning -> Enrollment Shopping Cart

**Check Mark on Class(es) and Click ‘Validate’**

Click on Search button to add more Class(es)

Before enrollment appointment, you can only validate shopping cart. Notice the available buttons are delete and validate only.

Validate results for ‘Pre-requisites’ completed and ‘Time Conflicts’
Step 5: Class Enrollment

First view your shopping cart, follow the path and go to Enrollment Shopping Cart from the menu tab.

Notice the enroll button which appears according to your enrollment appointment only. Click this button.
2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

To add the class in your schedule, click on ‘FINISH ENROLLING’.
1. If you are eligible to take the desired course, above screen will appear which means that you have successfully enrolled in your classes and the amount has been deducted from your account. You may confirm the same by checking student ledger again.

**Errors in enrollment**

If you are unable to enroll in a class and the red-cross mark appears in the status rather than the green tick mark, it might be due to one or few of the following reasons:

- Your are trying to take an advance course, without completing its pre-requisite first
- Weekday students cannot take any core course on weekends except Saturday from 9:00 a.m. to 12:00 noon.
- Weekend students cannot take any core course during weekdays.
- Please complete “F” grade courses before taking advanced courses.
- Section “U and T” are only for MBA (Evening) students.
- Weekday students cannot take elective courses on weekends if being offered during weekdays.
- In case of any error, students transferred from one program to another program may contact the Transcripts & Grades Department.