ENROLLMENT INSTRUCTIONS:

1. Manual Enrollment/Registration cannot be performed; students will enroll / register / add / drop their courses through SELF-SERVICE only on IoBM myIoBM.
2. Weekday Programs students cannot enroll in courses reserved for weekend programs.
3. All Masters after Bachelors program students can enroll/add maximum 3 courses in a regular semester.
4. Criteria for Maximum Courses:

Program	Duration	Maximum courses	Maximum Credit Hours	Credit Hours completed	Total credit hours	Program commenced (on or before)	Minimum semesters required	Minimum CGPA required
All Bachelors Program except BS (CS, SE, DS and IM)	4 Years	7	21	123	144	Spring 2022	8	2.3 and above
BS (CS, SE, DS and IM)	4 Years	7	21	117	138	Spring 2022	8	2.3 and above
All Masters after Bachelors Program of 36 credit hours	1.5 Years	4	12	24	36	Fall 2024	3	2.8 and above
All Masters after Bachelors Program of 60 credit hours	2 Years	5	15	45	60	Spring 2024	4	2.8 and above
All MBA Weekday Programs	2 Years	7	21	51	72	Spring 2024	4	2.8 and above
All MBA Weekend/Evening/Specialized Programs	2 Years	6	18	54	72	Spring 2024	4	2.8 and above

5. Students cannot enroll in advance course if he/she has not appeared or taken pre-requisite course.
6. If a student completes his/her program earlier than the required duration, HEC may not accept/attest his/her educational documents.
7. All students are advised to complete their degree program in **required duration**. Students who do not meet the **minimum years and semesters criteria**, will be required to re-register in at least one course to complete the duration. Students who do not meet the **maximum year's criteria**, will be required to take **re-admission** to meet the requirement.
8. During online registration, if you face any of the following issue, please contact on given emails:

Issues	Contact Person / Department	CC to
• For 7 courses - last semester • Change of Status from Bachelor to Master Program • Students with blocked IDs indicator (below CGPA) • For Semester freeze request	humayun.baig@iobm.edu.pk	
• Pre-Requisite • Course Schedule and Timings	academics@iobm.edu.pk	rabia.sabri@iobm.edu.pk
Fee Installment / deferment	masood.hassan@iobm.edu.pk abid.ali@iobm.edu.pk muhammad.jamal@iobm.edu.pk najam.siddiqui@iobm.edu.pk muhammad.asim@iobm.edu.pk	aslam.ali@iobm.edu.pk
Insufficient balance	masood.hassan@iobm.edu.pk abid.ali@iobm.edu.pk najam.siddiqui@iobm.edu.pk muhammad.jamal@iobm.edu.pk	aslam.ali@iobm.edu.pk
Financial Assistance / Scholarship	mhsayeed@iobm.edu.pk	
For official internship request	abdul.khaliq@iobm.edu.pk	
Any other issue regarding Registration	asim.yousfi@iobm.edu.pk	
• ID or login problem on myIoBM • Any other issue regarding myIoBM	cmshelpdesk@iobm.edu.pk	zoheb.ali@iobm.edu.pk zafar.siddique@iobm.edu.pk

NOTE:
1. Please **DO NOT** send emails regarding registration to VP, FHE & Chief Advisor IoBM, Mrs. Sabina Mohsin or to the President, IoBM, Mr. Talib S. Karim.
2. Send email ONLY to the concerned Staff or Department as mentioned above so that **your issues are resolved promptly.**