

## 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 neither guarantee 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](mailto: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

Step2: Check Your Account Information (Student Ledger)

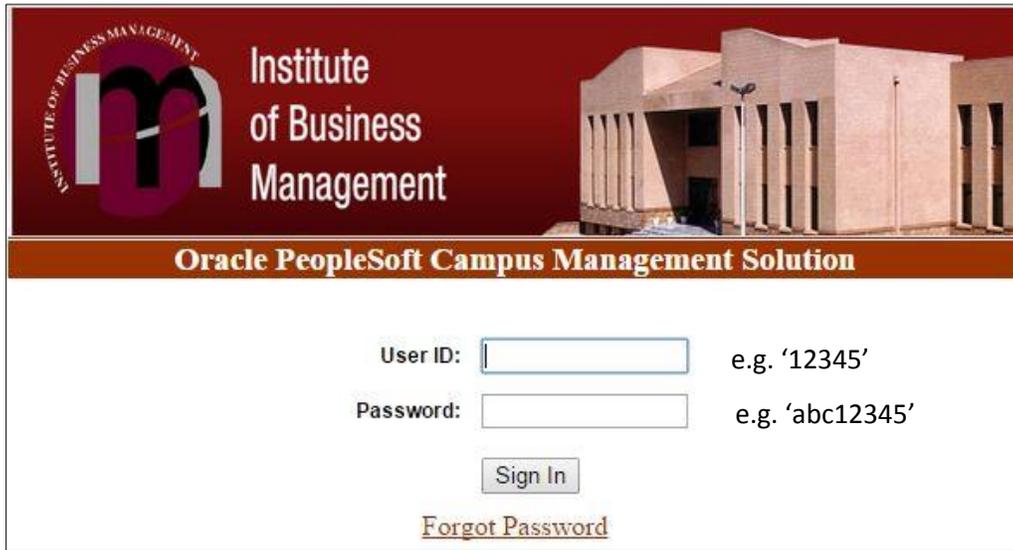
Step3: Class Search

Step4: Class Validation

Step5: Class Enrollment

## Step1: Logging into PeopleSoft

- Click on 'myloBM' on the menu bar to access the portal. The following screen will appear:



The screenshot shows the login interface for the Oracle PeopleSoft Campus Management Solution. At the top left is the Institute of Business Management logo, which consists of a stylized 'm' inside a circle with the text 'INSTITUTE OF BUSINESS MANAGEMENT' around it. To the right of the logo is the text 'Institute of Business Management'. Further right is a photograph of a modern building. Below the header is a dark red banner with the text 'Oracle PeopleSoft Campus Management Solution' in white. The main content area is white and contains the following elements:

- User ID:  e.g. '12345'
- Password:  e.g. 'abc12345'
- 
- [Forgot Password](#)

## Step2: Check Your Account Information (Student Ledger)

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

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [E-Services](#) > [Student Ledger](#)
[New Window](#) | [Personalize Page](#)

**Student Ledger**

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**Account Information**

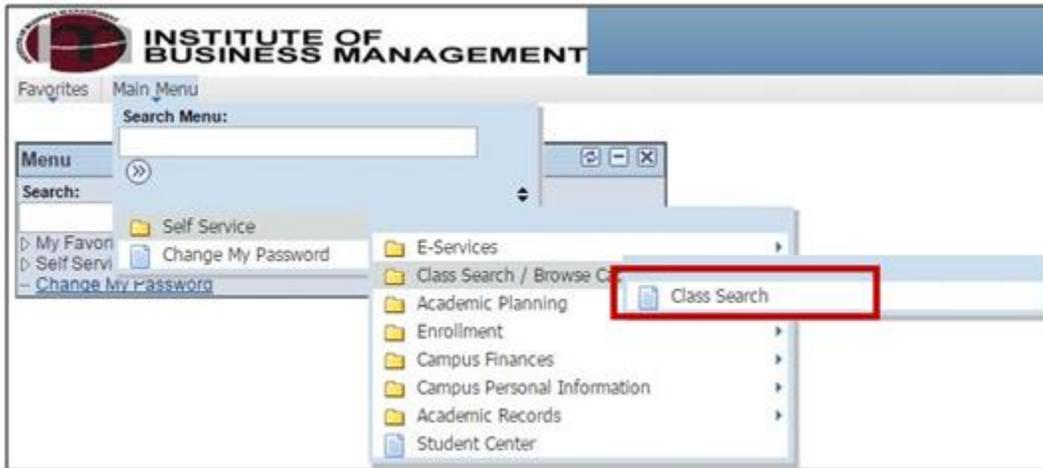
**IOBM Student**      **Academic Institution** Institute of Business Mgmt      **Academic Career** Undergraduate

20121 - 12345      **Academic Program** BBA Honors 4Y      **Admit Term** Fall - 2013

**Current Balance** -39900.00

Term	Registered Courses	Drop With Adjustment	Drop Without Adjustment	Registration Fee	Tuition Fee	Security Fee	Total Charge	Fee Received	Scholarship/Financial Assistance	Adjustments	Total Payment	Balance
Fall 13	6.00	0.00	0.00	10000.00	63000.00	15000.00	88000.00	-88000.00	0.00	0.00	-88000.00	0.00
Spring-14	2.00	2.00	3.00	10000.00	52500.00	0.00	62500.00	-62500.00	0.00	0.00	-62500.00	0.00
Summer-14	3.00	4.00	0.00	7000.00	31500.00	0.00	38500.00	-28000.00	0.00	0.00	-28000.00	10500.00
Fall -2014	6.00	3.00	0.00	10000.00	72600.00	0.00	82600.00	-83000.00	0.00	0.00	-83000.00	-400.00
Spring-15	5.00	9.00	1.00	10000.00	72600.00	0.00	82600.00	-82600.00	0.00	0.00	-82600.00	0.00
Fall - 15	0.00	6.00	0.00	10000.00	0.00	0.00	10000.00	-60000.00	0.00	0.00	-60000.00	-50000.00
<b>Total</b>	<b>22.00</b>	<b>24.00</b>	<b>4.00</b>	<b>57000.00</b>	<b>292200.00</b>	<b>15000.00</b>	<b>364200.00</b>	<b>-404100.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-404100.00</b>	<b>-39900.00</b>

## Step3: Class Search



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

Favorites Main Menu > Self Service > Class Search / Browse Catalog > Class Search

### Search for Classes

#### Enter Search Criteria

Institution

Term

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

**Class Search Criteria**

Course Subject

Course Number

Course Career

Show Open Classes Only  
 Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

Select the term for which classes need to be searched, e.g. Fall 2015. Click on 'Additional Search Criteria'.



Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

Meeting Start Time: greater than or equal to [ ] (example: 1:00PM)

Meeting End Time: less than or equal to [ ]

Day of Week: include only these days [ ]

Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Instructor Last Name: is exactly [ ]

Class Nbr: [ ] (example: 1136)

Course Title Keyword: [ ] (example: statistics)

Minimum Units: greater than or equal to [ ]

Maximum Units: less than or equal to [ ]

Course Component: [ ]

Session: [ ]

Mode of Instruction: [ ]

Campus: [ ]

Location: [ ]

CLEAR CRITERIA

SEARCH

Type in the course name to search, e.g. 'Statistics'.

Click on 'SEARCH' button to proceed.

**INSTITUTE OF BUSINESS MANAGEMENT**

Favorites | Class Search / Browse Catalog > Class Search

### Screen 4: Search Results

When available, click View All Sections to see all sections of the course.

Institute of Business Mgmt | Fall - 2015

[My Class Schedule](#) show all

LAW 201    Sa 9:00AM - 12:00PM  
Room: TBA

[Shopping Cart](#)

Your shopping cart is empty.

The following classes match your search criteria Show Open Classes Only: **Yes**, Course Title Keyword: 'academic english'

[START A NEW SEARCH](#)

Open   
  Closed   
  Wait List

▼ **COM 107 - ACADEMIC ENGLISH**

[View All Sections](#)   
 First 1 of 1 1 Last

Section [B-LEC\(1184\)](#)    Status ●    select class

Session Regular

Days & Times	Room	Instructor	Meeting Dates
Sa 9:00AM - 12:00PM	TBA	RANA NAEEM AKHTAR .	04/25/2015 - 12/31/2015

When you find your desired class, click on 'select class'.

**INSTITUTE OF BUSINESS MANAGEMENT**

Favorites | Main Menu > Self Service > Class Search / Browse Catalog > Class Search

go to ...

Search
Enroll
My Academics

### Search for Classes

### Search Results

When available, click View All Sections to see all sections of the course.

Institute of Business Mgmt | Fall - 2015

[My Class Schedule](#) show all

LAW 201    Sa 9:00AM - 12:00PM  
Room: TBA

[Shopping Cart](#) show all

COM 107    Sa 9:00AM - 12:00PM  
Room: TBA

The following classes match your search criteria Show Open Classes Only: **Yes**, Course Title Keyword: 'academic english'

✔ **COM 107 has been added to your Shopping Cart.**

[START A NEW SEARCH](#)

Open   
  Closed   
  Wait List

## Step4: Class Validation

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

Fall - 2015 | Undergraduate | Institute of Business Mgmt

Check Mark on Class (es) and Click 'Validate' Open Closed Wait List

**Add to Cart:**  
Enter Class Nbr  
   
**Find Classes**  
 Class Search  
 My Requirements  
 My Planner

**Fall - 2015 Shopping Cart**

Select	Class	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	<a href="#">ACC 301-B (1003)</a>	MoWe 10:45AM - 12:15PM	TBA	T. .	3.00	<span>●</span>
<input type="checkbox"/>	<a href="#">ECO 101-C (1058)</a>	MoWe 12:30PM - 2:00PM	TBA	C. .	3.00	<span>●</span>
<input type="checkbox"/>	<a href="#">LAN 102-D (1101)</a>	MoWe 2:15PM - 3:45PM	TBA	A. .	3.00	<span>●</span>
<input type="checkbox"/>	<a href="#">MAN 302-C (1301)</a>	TuTh 10:45AM - 12:15PM	TBA	S. .	3.00	<span>●</span>

for selected:

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.

**Shopping Cart**

**Add Classes to Shopping Cart**

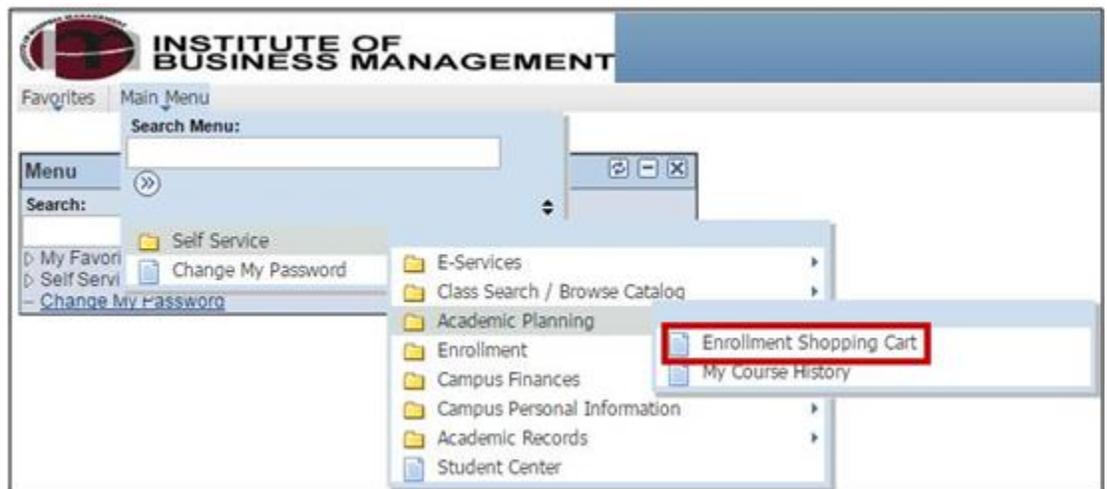
View the following status report for enrollment confirmations and errors:

Description	Message	Status
ECO 102	OK to Add.	<span>✓</span>
MAN 302	There is a time conflict for class number 1285 and class number 1301. There is currently a meeting time conflict for two of your shopping cart classes or a shopping cart class and one of your enrolled classes for this term. Use the class numbers to check the meeting times.	<span>✗</span>

Validate results for 'Pre-requisites' completed and 'Time Conflicts'

## Step5: Class Enrollment

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



Favorites Main Menu > Self Service > Academic Planning > Enrollment Shopping Cart

go to ...

### Shopping Cart

#### Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Click Validate to have the system check for possible conflicts prior to enrolling.

Fall - 2015 | Undergraduate | Institute of Business Mgmt

Open  Closed  Wait List

**Add to Cart:**  
Enter Class Nbr

**Find Classes**  
 Class Search

Fall - 2015 Shopping Cart						
Select	Class	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	<a href="#">COM 107-B (1184)</a>	Sa 9:00AM - 12:00PM	TBA	R. .	3.00	<input type="radio"/>

for selected:

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

Favorites Main Menu > Self Service > Academic Planning > Enrollment Shopping Cart

go to ...

## Shopping Cart

1 2

### 2. Confirm classes

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

Fall - 2015 | Undergraduate | Institute of Business Mgmt

Open
  Closed
  Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
COM 107-B (1184)	ACADEMIC ENGLISH (Lecture)	Sa 9:00AM - 12:00PM	TBA	R. .	3.00	<input checked="" type="radio"/>

To add the class in your schedule, click on 'FINISH ENROLLING'.

The screenshot shows a web interface for managing a class schedule. At the top, there are tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. Below these are buttons for 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term inform'. The main heading is 'Add Classes', followed by a pagination control showing '1', '2', and '3'. The section is titled '3. View results' and contains the text: 'View the following status report for enrollment confirmations and errors:'. Below this, it specifies 'Fall Semester 2013 | Undergraduate | Institute of Business Mgmt'. There are two status indicators: a green checkmark for 'Success: enrolled' and a red cross for 'Error: unable to add class'. A table below shows the enrollment details:

Class	Message	Status
MIS 102	Success: This class has been added to your schedule.	✓

At the bottom of the table, there are two buttons: 'MY CLASS SCHEDULE' and 'ADD ANOTHER CLASS'.

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:

- You 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.