MEMORANDUM

To   **:**   **All Students**

From   **:**   **HoD Academics**

Subject   **:**   **Course Registration and Tuition Fee (Summer Session 2025)**

Date   **:**   **Monday, May 5, 2025**

Registration Guidelines for Summer Session 2025:

Undergraduate Programs:
1) Students are allowed to repeat courses, but they should not exceed a maximum of 6 credit hours (2 courses).
2) If a course is offered for remedial purposes, new students can opt for that course.
3) Students should enroll in the courses as per the catalog and in consultation with their program coordinators.
4) Students who dropped a course with a penalty and received a **"W" grade** can register for the same course in the Summer session of 2025.

Graduate Programs:
1) Students can only take remedial courses with a maximum of 6 credit hours (2 courses).
2) Students are not allowed to take new courses.
3) Students should enroll in the courses as per the catalog and in consultation with their program coordinators.
4) Students who dropped a course with a penalty and received a **"W" grade** can register for the remedial course in the Summer session of 2025.

Summer Session 2025 is commencing on Saturday, June 14, 2025. Students are requested to register (Add/ Drop) their courses through **SELF SERVICE** system available at new CMS System i.e. "**myIoBM**". Students are required to follow the schedule mentioned below for registration:

Day 1
Online Registration and Add / Drop
Monday, May 19, 2025 (from 11:30 AM onwards)
- **All Bachelors Programs who left with 12 or less courses (36 or less credit hours)**

Day 2
Online Registration and Add / Drop
Tuesday, May 20, 2025 (from 11:30 AM onwards)
- **All Bachelors Programs who left with 13 to 24 courses (37 to 72 credit hours)**

Day 3
Online Registration and Add / Drop
Wednesday, May 21, 2025 (from 11:30 AM onwards)
- **All Bachelors Programs who left with 25 to 36 courses (73 to 108 credit hours)**

Day 4
Online Registration and Add / Drop
Thursday, May 22, 2025 (from 11:30 AM onwards)
- **All Bachelors Programs who left with 37 or more courses (109 or more credit hours)**
- **All Masters with only 'F' and 'W' grade (6 credit hours)**

Registration will remain open till Saturday, June 21, 2025 11:45 PM

Fee Structure
- Tuesday, May 6, 2025 to Thursday, June 12, 2025

	Registration Fee	Tuition Fee (per Credit Hour)	Tuition Fee (Per Course)	Tuition Fee Full Load	Total Fee (Full Load)
All Bachelor's Programs	3,500.00*	8,100.00	24,300.00	48,600.00	52,100.00*
All Master's (Regular) Programs	3,500.00*	8,725.00	26,175.00	52,350.00	55,850.00*
All Master's (Weekend / Evening) Programs	3,500.00*	8,725.00	26,175.00	52,350.00	55,850.00*
*For two courses					

Commencement of Classes: **Saturday, June 14, 2025**

**LAST DATE TO DROP COURSES WITHOUT PENALTY THROUGH STUDENT SELF SERVICE ONLY
MONDAY, JULY 7, 2025**

**LAST DATE TO DROP COURSES WITH PENALTY THROUGH STUDENT SELF SERVICE ONLY
MONDAY, JULY 21, 2025***

* 'W' grade will appear in your transcript for Summer session

Enrollment Instructions:

1. **Manual Enrollment/Registration cannot be performed; students will enroll / register / add / drop their courses through SELF-SERVICE only on myIoBM.**

2. Students cannot enroll in advance course if he/she has not appeared or taken pre-requisite course.
3. If a student completes his/her program earlier than the required duration, HEC may not accept/attest his/her educational documents.
4. 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.

5. During online registration, if you face any of the following issue, please contact on given emails:

Issues	Contact Person / Department	CC to
• Students with blocked IDs indicator (below CGPA)	humayun.baig@iobm.edu.pk	
• Pre-Requisite • Course Schedule and Timings	academics@iobm.edu.pk	rabia.sabri@iobm.edu.pk
Fee Installment	masood.hassan@iobm.edu.pk abid.ali@iobm.edu.pk najam.siddiqui@iobm.edu.pk muhammad.jamal@iobm.edu.pk muhammad.asim@iobm.edu.pk	aslam.ali@iomb.edu.pk
Insufficient balance	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@iomb.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 IoBM 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 Vice President, 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.**

3. Fee payment related details will be sent in a separate email.