

Course Registration Guidelines Fall- 2017

The Registration week for Fall 2017 semester is **September 18-22, 2017 (Monday-Friday)**. The classes will commence from **26th September 2017**. All regular (degree program) students are required to register their courses otherwise the admission will be cancelled as per policy.

Please note the following guidelines for Course Registration.

1. Visit CASE website www.case.edu.pk, login your web account through student portal and select your course(s) during registration week i.e. **18 to 22 September, 2017**. Get the print of Registration form and challan form.

2. Usually fee is deposited in the Askari Bank 85-East F-Block Kamran Centr Blue Area Islamabad. But for convenience of the students the fee *shall* be deposited at **CASE Accounts office during last 3 days of registration week i.e. 20, 21 & 22 September 2017 from 10:00 to 03:30 pm**. Beside this schedule the student can deposit fee in the Askari Bank during banking hours i.e. 09:00 -05:00 (Mon-Friday). Fee can also be deposited through bank draft / pay order favoring CASE or through credit card at CASE Accounts office. If paying through credit card additional fee of 2.5% will be charged.

3. After depositing fee the students are required to get the registration form verified from CASE Accounts deptt before submitting it to Student Affairs Deptt. Without submission of hard copy the registration will not be confirmed.

4. The registration form along with the proof of fee can also be sent through courier service. The students can send the print of online registration form along with the bank draft, favoring CASE-Islamabad according to the challan to Student Affairs CASE. It is mandatory to prepare the draft according to the challan. **The Registration form will not be accepted and be returned if the amount on the bank draft is less then the amount of the challan.**

5. If you have forgotten your web Accounts password you can reset it by using the button "Forgot Password" on student portal. System will send you the password on your e-mail address which you have provided to CASE. If still there is any problem please send your e-mail on the following addresses.

uraib@case.edu.pk, dl@case.edu.pk, farzana.sharif@case.edu.pk

6. Following is the fee structure:

Graduate/ Post-graduate:

Programs affiliated with UET:

Rs. 25500/- (per course)

Programs affiliated with QAU:

Rs. 23500/- (per course)+ Rs.4400/-
registration fee once in a semester
payable to QAU.

Undergraduate:

1: BS EE

Rs. 90,000/- per semester

3. BSCS

Rs. 84,000/- per semester

2: BBA

Rs. 72,400/- per semester

7. For important deadlines please check the Academic calendar on the CASE website
8. For any other query please contact our Student Affairs Department at 051-8432273. Ext. 307,
308,326.
9. Those undergraduate students whose academic standing is warning or probation are required to get their form signed from their respective academic counselor.