

Adding Dropping :: Spring 2021-22

Department of Computer Science

Online Adding Dropping Procedure

1. Section change is **NOT ALLOWED**.
2. All ADD/DROP procedure can be completed online.
3. Login into the VUES account ⇒ Click ADD/DROP button ⇒ Select the courses to ADD/DROP
⇒ Click CONFIRM button.
4. As per Dropping Policy.
5. Minimum load must be maintained after adding dropping procedure.
6. Adding/Dropping is **NOT ALLOWED** for Probation Students.
7. **ONLY** for exceptional cases (e.g., can't find courses, sections are full etc.) use the **Adding Dropping Request Form** from the following link:
<https://forms.office.com/r/7pZpVAXWyk>
8. If your request is not processed by January 30, 2022 06:00PM, you can mail the faculty members as per the list below with mail subject "**Adding Dropping Request : XX-XXXXX-X**" where XX-XXXXX-X is your AIUB ID.

Student ID	Advisor Name and Email
All up to 18-XXXXX-1	Mr. Mohaimen-Bin-Noor mohaimen.niloy@aiub.edu
18-XXXXX-2 to 18-XXXXX-3	Mr. Md. Hasibul Hasan hasib.hasan@aiub.edu
19-XXXXX-1	Ms. Fahmida Alam fahmida@aiub.edu
19-XXXXX-2 to 19-XXXXX-3	Ms. Syeda Anika Tasnim anika.tasnim@aiub.edu
20-XXXXX-1	Mr. Rifath Mahmud rifath.mahmud@aiub.edu
20-XXXXXX-2 to 20-XXXXX-3	Ms. Kawser Irom Rushee rushee@aiub.edu
21-XXXXX-1 to 21-XXXXX-3	Mr. Md. Kishor Morol kishor@aiub.edu

Best Regards,
Department of Computer Science, FST
American International University-Bangladesh