



# **ADDING & DROPPING** **FOR UNDERGRADUATE PROGRAM**

**[NO SECTION CHANGING]**

**Spring' 2019-2020**

**January 23 & 27, 2020.**

1. All ADD/DROP procedure can be completed online.
2. Login into the VUES account → Click ADD/DROP button → Select the courses to ADD/DROP → Click CONFIRM button.
3. Full Course Fee should be paid for the Added Courses within 24 hours. The printout for the payment must be collected from the concerned department.
4. 10% Penalty will be charged for dropped course.
5. Minimum load should be maintained even after dropping (as per following table):

Program	Minimum Number of credits	
	<i>Regular Load</i>	<i>Load for Discount/Scholarship</i>
Undergraduate	12	14-15

6. Time: 10:00 am - 3:00 pm.
7. Adding / Dropping is not allowed for PROBATION STUDENTS.
8. For difficulties:

DEPARTMENT	BUILDING	LEVEL
Engineering	"D"	CL # 22
Science		
BBA	Annex 6	(Level # 2, Room # 6214)
Architecture	Annex 3	2
FASS	Annex 4	1

**MD. KHURSHED ALAM**  
**ADDITIONAL REGISTRAR**  
**AIUB**



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Program	Minimum Number of credits	
	<i>Regular Load</i>	<i>Load for Discount/Scholarship</i>
Graduate	12	14-15
EMBA	3 Courses	4 Courses

6. Time: 7:00 pm - 9:00 pm.
7. Adding / Dropping is not allowed for PROBATION STUDENTS.
8. For difficulties:  
Concerned Department Head Room.

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