



Posting Date: 15/ September/2021  
Valid Till: 19/September/2021



## Notice for FBA Students Adding & Dropping: Fall 2021–22 Faculty of Business Administration [BBA, MBA & EMBA Program]

### ADDING & DROPPING PROCEDURE

1. Students must follow the online adding & dropping procedure through their VUES Accounts according to the schedule [provided in the notice on 14 September 2021 by the Additional Registrar.](#)
2. For both **internship registration and regular coursework registration** in **Fall 2021-2022** Semester, the students are instructed to go to the following link and fill up the registration form:
3. **ONLY for exceptional cases** (e.g., can't find courses, sections are full, want to request for courses, etc..) use the adding & dropping request form.

To submit adding & dropping request, follow the steps bellow:

- Students MUST Login to their respective Microsoft Account ([XX-XXXXX-X@student.aiub.edu](mailto:XX-XXXXX-X@student.aiub.edu)).
- Fill up the following form (form link): <https://rebrand.ly/regfba21>
- After submitting the form, **students MUST wait for at least 24 hours** as it takes time for the advisors to process and execute all the adding & dropping requests.

#### Note:

- In case of any unsolved Add-drop issues after expiring the **aforementioned 48 hours**, you can email your concern to the faculty members as per the list below with the subject **"Adding & dropping Fall 20-21: XX-XXXXX-X"**. Write your ID in place of XX-XXXXX-X.

Student ID	Registration Advisors Name & Email
BBA	
All up to 19-XXXXX-3	Acc./ Fin - Dr. Mohammad Faridul Alam [mf.alam@aiub.edu] Marketing/THM - Mr. Stanley Sumon Rodrick [stanley@aiub.edu] HRM - Ms. Samia Shabnaz [samia_s@aiub.edu] OSCM – Dr. Md. Tamzidul Islam [tamzidul@aiub.edu] MIS – Mr. Jubayer Suhan [jubayer.suhan@aiub.edu]
Student ID	Registration Advisors Name & Email
BBA	
19-XXXXX-3	Mr. Hamidul Islam [hamidul.islam@aiub.edu]

20-XXXXX-1	Mr. Niaz Mohammad [mniaz@aiub.edu]
20-XXXXX-2	Ms. Shahnaz Zarin Haque [shahnaz.zarin@aiub.edu]
20-XXXXX-3	Ms. Rumana Afrin [afrinrumana@aiub.edu]
21-XXXXX-1	Ms. Tamanna Nazneen Rahman [tamanna@aiub.edu]
21-XXXXX-2	Ms. Bohi Shajahan [bohi.sh@aiub.edu]
<b>MBA &amp; EMBA</b>	
All up to 20-9XXXX-3	Dr. Kh. Sazzadul Karim [kskarim@aiub.edu]
21-9XXXX-1	Dr. Rezbin Nahar [rezbinn@aiub.edu]
21-9XXXX-2	Dr. Partha Prasad Chowdhury [partha.p@aiub.edu]

Issued by

**Prof. Dr. Charles C. Villanueva**

Dean, Faculty of Business Administration

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