



Posting Date: 11/July/2021
Valid Till: 29/July/2021



Notice for FBA Students Pre-Registration: Fall 2021-22 Faculty of Business Administration [BBA, MBA & EMBA Program]

Online Pre-Registration Procedure

1. Students must follow the online Pre-Registration procedure through their VUES Accounts according to the schedule provided in the [notice on 10 July, 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 registration request form.

To submit Pre-registration request, follow the steps bellow:

- Students MUST Login to their respective Microsoft Account (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 48 hours** as it takes time for the advisors to process and execute all the registration requests.

Note:

- Probation students can also submit their registration request. But, the confirmation of their final registration may be subject to the approval of respective advisor/ head/ director.
- In case of any unsolved registration issues after expiring the **mentioned 48 hours**, you can email your concern to the faculty members as per the list below with the subject **"Pre-Registration 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 - Dr. Kh. Sazzadul Karim [kskarim@aiub.edu] HRM - Ms. Samia Shabnaz [samia_s@aiub.edu] OSCM – Ms. Shahnaz Zarin Haque [shahnaz.zarin@aiub.edu] MIS – Ms. Nazia Farhana [farhana_nazia@aiub.edu]

Student ID	Registration Advisors Name & Email
BBA	
20-XXXXXX-1	Mr. Niaz Mohammad [mniaz@aiub.edu]
20-XXXXXX-2	Mr. Hamidul Islam [hamidul.islam@aiub.edu]
20-XXXXXX-3	Ms. Sadia Rahman [sadia.rahm@aiub.edu]
21-XXXXXX-1	Ms. Bohi Shajahan [bohi.sh@aiub.edu]
21-XXXXXX-2	Mr. Stanley Sumon Rodrick [stanley@aiub.edu]
Probation students	Mr. Joynal Abedin [abedin@aiub.edu] Dr. Mohammad Faridul Alam [mf.alam@aiub.edu]
MBA & EMBA	
All up to 20-9XXXXX-3	Dr. Kh. Sazzadul Karim [kskarim@aiub.edu]
21-9XXXXX-1	Dr. Syed Mahbubur Rahman [syed.mahbub.edu]
21-9XXXXX-2	Dr. Partha Prasad Chowdhury [partha.p@aiub.edu]

Issued by

Prof. Dr. Charles C. Villanueva

Dean, Faculty of Business Administration

American International University-Bangladesh