



Posting Date: 25/ January/2022
Valid Till: 30/January/2022



Notice for FBA Students **Add/Drop: Spring 2021–22** Faculty of Business Administration [BBA, MBA & EMBA Program]

Online Add/drop Procedure

- Students must follow the **Add/Drop** procedure through their VUES Accounts according to the schedule provided in the notice on 25 January by the Additional Registrar.
- **ONLY for exceptional cases** (e.g., can't find courses, sections are full, want to request for courses, etc..) use the Final-registration request form.

To submit Final-registration request, follow the steps below:

- Students **MUST** Login to their respective Microsoft Account (XX-XXXXX-X@student.aiub.edu).
- Fill up the following form (form link): <https://forms.office.com/r/ftLD68pf01>
- 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 Final-registration requests.
- For both **Internship Final-registration and regular coursework Final-registration/Add-drop** in Spring **2021-2022** Semester, the students are instructed to fill the form: <https://forms.office.com/r/ftLD68pf01>

Note:

- Probation students can also submit their Final-registration request. But the confirmation of their Final-registration/Add-drop may be subject to the approval of respective advisor/ head/ director.
- In case of any unsolved Final-registration issues after expiring the **forementioned 48 hours**, you can email your concern to the faculty members as per the list below with the subject "**Add-drop 21-22: XX-XXXXX-X**". Write your ID in place of XX-XXXXX-X.

Student ID	Advisors Name & Email
BBA	
All up to 20-XXXXX-1	OSCM – Dr. Md. Tamzidul Islam [tamzidul@aiub.edu] HRM – Ms. Dr. Rezbin Nahar [rezbinn@aiub.edu] Acc./ Fin - Ms. Bohi Shajahan [bohi.sh@aiub.edu] Marketing/THM - Mr. Stanley Sumon Rodrick [stanley@aiub.edu] MIS – Jubayer Suhan [jubayer.suhan@aiub.edu]
Student ID	Advisors Name & Email
BBA	
20-XXXXX-2	Mr. Hamidul Islam [hamidul.islam@aiub.edu]
20-XXXXX-3	Mr. Niaz Mohammad [mniaz@aiub.edu]

21-XXXXX-1	Ms. Shahnaz Zarin Haque [shahnaz.zarin@aiub.edu]
21-XXXXX-2	Ms. Rumana Afrin [afrinrumana@aiub.edu]
21-XXXXX-3	Ms. Sazia Afrin [sazia.afrin@aiub.edu]
Probation students- BBA	Mr. Joynal Abedin [abedin@aiub.edu]
Probation students- MBA	Dr. Mohammad Faridul Alam [mf.alam@aiub.edu]
MBA & EMBA	
All up to 21-9XXXX-1	Dr. Kh. Sazzadul Karim [kskarim@aiub.edu]
21-9XXXX-2	Dr. Mohammad Faridul Alam [mf.alam@aiub.edu]
21-9XXXX-3	Dr. Partha Prasad Chowdhury [partha.p@aiub.edu]

Issued by

Prof. Dr. Charles C. Villanueva

Dean, Faculty of Business Administration

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