



Posting Date: 18/ November/2021  
Valid Till: 25/November/2021



## Notice for FBA Students Pre-Pre-registration: Spring 2021–22 Faculty of Business Administration [BBA, MBA & EMBA Program]

### Online Pre-registration Procedure

1. Students must follow the online Final-Registration procedure through their VUES Accounts according to the schedule provided in the notice on 17 November 2021 by the Additional Registrar.
2. For both **internship Pre-registration and regular coursework Pre-registration** in Spring 2021-2022 Semester, the students are instructed to go to the following link and fill up the Pre-registration form:
3. **ONLY for exceptional cases** (e.g., can't find courses, sections are full, want to request for courses, etc..) use the Pre-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](mailto: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 Pre-registration requests.

#### Note:

- Probation students can also submit their Pre-registration request. But the confirmation of their Pre-registration may be subject to the approval of respective advisor/ head/ director.
- In case of any unsolved Pre-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 Spring 21-22: XX-XXXXX-X"**. Write your ID in place of XX-XXXXX-X.

Student ID	Pre-registration Advisors Name & Email
	<b>BBA</b>
All up to 20-XXXXX-1	OSCM – Dr. Md. Tamzidul Islam [tamzidul@aiub.edu] HRM - 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 – Ms. Nazia Farhana [farhana_nazia@aiub.edu]

Student ID	Pre-registration Advisors Name & Email
<b>BBA</b>	
20-XXXXXX-2	Mr. Hamidul Islam [hamidul.islam@aiub.edu]
20-XXXXXX-3	Mr. Niaz Mohammad [mniaz@aiub.edu]
21-XXXXXX-1	Ms. Shahnaz Zarin Haque [shahnaz.zarin@aiub.edu]
21-XXXXXX-2	Ms. Samia Shabnaz [samia_s@aiub.edu]
21-XXXXXX-3	Ms. Sazia Afrin [sazia.afrin@aiub.edu]
Probation students	Mr. Joynal Abedin [abedin@aiub.edu] Dr. Mohammad Faridul Alam [mf.alam@aiub.edu]
<b>MBA &amp; EMBA</b>	
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  
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