



Posting Date: 18 November 2023  
Valid Till: 25 November 2023



## Notice for FBA Students Final Registration: Spring 2023-2024 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 [15 November 2023 by the Additional Registrar](#).
2. For both **internship registration and regular coursework Pre-registration** in **Spring 2023-2024** 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](mailto:XX-XXXXX-X@student.aiub.edu)).
- **Fill up the following form (form link):** <https://forms.office.com/r/AbH63AFQVF>
- 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 Pre- registration may be subject to the approval of respective advisor/ head/ director.
- In case of any unsolved registration issues after expiring the **aforementioned 48 hours**, you can email your concern to the faculty members as per the list below with the subject **"Pre-Registration Spring 23-24: XX-XXXXX-X"**. Write your ID in place of XX-XXXXX-X.

Student ID	Registration Advisors Name & Email
<b>BBA</b>	
All up to 20-*****-3	Accounting - Dr. Kamrul Hasan [kamrul.hasan@aiub.edu] Marketing/THM - Dr. Partha Prasad Chowdhury [partha.p@aiub.edu] HRM - Dr. Md. Aftab Anwar [aftab.anwar@aiub.edu] OSCM – Dr. Md. Tamzidul Islam [tamzidul@aiub.edu] Fin- Ms.Bohi Shajahan [bohi.sh@aiub.edu] MIS – Mr.Mehzab H Nahid [mehzab.nahid@aiub.edu]
Student ID	Registration Advisors Name & Email

<b>BBA</b>	
21-****-1 to 22-****-1	Dr. Sahin Akter Sarker [sasarker@aiub.edu] or Ms.Shahnaz Zarin Haque [shahnaz.zarin@aiub.edu]
22-****-2 to 22-****-3	Ms. Sazia Afrin [sazia.afirin@aiub.edu] or Mr. Moinuddin Ahmed [moin@aiub.edu]
23-****-1 to 23-****-2	Dr. Bikash Barua [bikash@aiub.edu] or Dr. Mohammad Ali [mohammadali@aiub.edu]
23-****-3	Ms. Azmery Sultana [azmery@aiub.edu] or Mr. Stanley Rodrick [stanley@aiub.edu]
Probation students	Mr. Joynal Abedin [abedin@aiub.edu] Mr. Hamidul Islam Hamid [hamidul.islam@aiub.edu]
<b>MBA &amp; EMBA</b>	
All up to 23-XXXXX-2 23-XXXXX-3	Dr. Partha Prasad Chowdhury [partha.p@aiub.edu] Dr. Mohammad Rashedul Hoque [hoque@aiub.edu]

Issued by  
 Dr. Farheen Hassan  
 Professor  
 Associate Dean, Faculty of Business Administration