



Posting Date: 8/May/2022
Valid Till: 16/May/2022



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

Final-Registration Procedure

- All students of BBA, MBA, EMBA must login to AIUB Portal for online Final-registration and follow the registration procedure and schedule according to the following notice at: <https://www.aiub.edu/final-registration-flowchart-and-proposed-exam-schedule-of-summer-2021-22>
- Students must login to AIUB Portal (<https://portal.aiub.edu>) for online registration and should try to complete the Final-Registration by themselves first.
- If the students face any difficulty (e.g., can't find courses, sections are full, want to request for courses, etc..) during online Final-registration, for both **Internship Final-registration and regular coursework Final-registration**, in Summer **2021-2022** Semester, they are instructed to go to the following link and fill up the Final-Registration request form:
<https://forms.office.com/r/ftLD68pf01>
- To submit Final-registration request form, please 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://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.
 - Probation students can also submit their **Final-registration** request. But the confirmation of their Final-Registration may be the subject to the approval of respective advisor/ head/ director.
 - In case of any unsolved Final-Registration issues after expiring the **mentioned 48 hours**, BBA Students can come to **Room # 2203 Annex-2 Level-2** on **10 May-16 May**, within the **on-campus registration time (Time: 10 am to 4 pm)**, for solving their problems. **Please remember, only the students who have submitted the Online Pre-Registration Form (OPRF), are allowed to come for on-campus registration, if they find during check time their problems are not solved.**
 - **All the Probation Students need to have permission from the Probation Office via application to complete the Final Registration for Summer 2021-2022.**

Issued by

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