



Posting Date: 27/May/2021
Valid Till: 30/May/2021

American International University-Bangladesh
Faculty of Business Administration

Notice

ADDING & DROPPING [BBA & MBA] for Summer 2020-21

Students must follow the online ADD/DROP procedure through their VUES Accounts according to the schedule provided in the notice on 27 May 2021 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 ADD/DROP request form.

To submit ADD/DROP 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).

Link: <https://rebrand.ly/regfba21>

-In case of any difficulty please email your concern with “**registration Problem**” in the email subject to

- Mohammad Faridul Alam (mf.alam@aiub.edu) or
- Dr. Sazzadul Karim (kskarim@aiub.edu) or
- Mr.Joynal Abedin (abedin@aiub.edu)

Minimum load should be maintained even after dropping (as per following table):

Program	Minimum Number of credits	
	<i>Regular Load</i>	<i>Load for Discount/Scholarship</i>
Undergraduate	12	14-15
Graduate	12	12
EMBA	4 Courses	4 Courses

- **Adding / Dropping is not allowed for PROBATION STUDENTS.**

Best Regards,
Prof. Dr. Charles C. Villanueva
Dean, Faculty of Business Administration
American International University-Bangladesh