



Attention FBA Students!!!



Final Registration Flowchart for FBA (BBA, MBA, and EMBA) Students

Steps to be followed...

Step # 1

Confirm the Final Registration from your VUES Profile according to the registration schedule

[Students must log in to AIUB Portal (<https://portal.aiub.edu>) for online pre-registration]

| Date | Student ID Number |
|--|------------------------|
| September 03 (4 PM) to September 04 (4 PM) | ALL up to 19-****-2 |
| September 04 (4 PM) to September 05 (4 PM) | 19-****-3 to 20-****-2 |
| September 05 (4 PM) to September 06 (4 PM) | 20-****-3 to 21-****-2 |
| September 06 (4 PM) to September 07 (4 PM) | 21-****-3 to 22-****-2 |
| September 07 (4 PM) to September 08 (4 PM) | Free Slot |



Step # 2

If you face any difficulty in doing the Final Registration, please visit the FBA Registration Room

[Room # 2201 (Level 2) Annex 2]

[Date: September 03 – September 08, 2022; 10:00 am to 4:00 pm]



Step # 3

After following the previous steps (Step 1 and Step 2), if your problem is still unsolved, please communicate with the Faculty Members in person mentioned below



Final Registration Guidelines

All BBA, MBA, and EMBA program students are requested to follow the **Final Registration Guidelines** rigorously.

For any general/ regular registration issues, please visit the assigned Registration Room within the Registration Time and Date as per the AIUB Registration Notice.

For any registration-related difficulties, the students are advised **ONLY** to communicate with any of the following faculty members **in person**.

BBA Students

| Name of the Faculty Member | Room Number |
|---|-------------|
| Mr. Md. Joynal Abedin Assistant Professor, Department of Finance, FBA E-mail: abedin@aiub.edu | 42B02 |
| Mr. Stanley Rodrick Senior Assistant Professor, Department of Marketing, FBA E-mail: stanley@aiub.edu | 42D05 |
| Mr. Niaz Mohammad ACMA Assistant Professor, Department of Accounting, FBA E-mail: mniaz@aiub.edu | 42C03 |

Note for Probation Students: For Final Registration, **all probation students must first collect the "Clearance Form" from the Probation Office.** After that, the Registration can be done by any faculty member as mentioned.

MBA and EMBA Students

| Name of the Faculty Member | Room Number |
|---|-------------|
| Dr. Partha Prasad Chowdhury Senior Associate Professor, Department of Marketing, FBA E-mail: partha.p@aiub.edu | 42A09 |
| Dr. Mohammad Rashedul Hoque Senior Assistant Professor, Department of Operations and Supply Chain Management, FBA E-mail: hoque@aiub.edu | 42D04 |

👉 **For Final Registration related matters, you are requested to communicate with the assigned faculty members during their office hours.**

👉 **Please, DO NOT directly approach the Department Representatives, Heads, and Program Director's Office regarding the Registration Process.**

👉 **DO NOT send any request regarding Course Registration via e-mail/ MS Teams/ Cell phone.**

Prof. Dr. Farheen Hassan
Director, Undergraduate Program (BBA)
Faculty of Business Administration, AIUB

Prof. Dr. Nisar Ahmed
Director, Graduate Program (MBA and EMBA)
Faculty of Business Administration, AIUB