



# Attention FBA Students!!!



## Pre-registration/ Final Registration Flowchart for FBA (BBA, MBA, and EMBA) Students

### Steps to be followed...

#### Step # 1

**Complete your Registration from your VUES Profile according to the registration schedule**

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

Date	Student I.D. Number
July 23 (4 PM) to July 24 (4 PM)	ALL up to 19-****-2
July 24 (4 PM) to July 25 (4 PM)	19-****-3 to 20-****-2
July 25 (4 PM) to July 26 (4 PM)	20-****-3 to 21-****-2
July 26 (4 PM) to July 27 (4 PM)	21-****-3 to 22-****-2
July 27 (4 PM) to July 28 (4 PM)	Free Slot



#### Step # 2

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

[Room # 2203 (Level 2) Annex 2]

[Date: July 24 - July 28, 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**



## Pre-Registration / Registration Guidelines

All BBA, MBA, and EMBA program students are requested to follow the **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: <a href="mailto:abedin@aiub.edu">abedin@aiub.edu</a>	42B02
Mr. Stanley Rodrick Senior Assistant Professor, Department of Marketing, FBA E-mail: <a href="mailto:stanley@aiub.edu">stanley@aiub.edu</a>	42D05
Mr. Niaz Mohammad ACMA Assistant Professor, Department of Accounting, FBA E-mail: <a href="mailto:mniaz@aiub.edu">mniaz@aiub.edu</a>	42C03

**Note for Probation Students:** For Registration, all probation students must collect the **“Clearance Form”** from the Probation Office first. 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: <a href="mailto:partha.p@aiub.edu">partha.p@aiub.edu</a>	42A09
Dr. Mohammad Rashedul Hoque Senior Assistant Professor, Department of Operations and Supply Chain Management, FBA E-mail: <a href="mailto:hoque@aiub.edu">hoque@aiub.edu</a>	42D04
Dr. Kamrul Hasan Associate Professor, Department of Accounting, FBA E-mail: <a href="mailto:kamrul.hasan@aiub.edu">kamrul.hasan@aiub.edu</a>	42B03

👉 **For 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.**

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