ADDING & DROPPING

[NO SECTION CHANGING]

FALL' 2019-20

Sept. 19 & Sept. 22, 2019.

1. **All ADD/DROP procedure can be completed online.**

2. **Login into the VUES account → Click ADD/DROP button → Select the courses to ADD/DROP → Click CONFIRM button.**

3. **Full Course Fee should be paid for the Added Courses within 24 hours. The printout for the payment must be collected from the concerned department.**

4. **10% Penalty will be charged for dropped course.**

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

Program	Minimum Number of credits	
	Regular Load	*Load for Discount/Scholarship*
Undergraduate	12	14-15

6. **Time: 10:00 am to 3:00 pm.**

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

8. **For difficulties:**

DEPARTMENT	BUILDING	LEVEL
Engineering	"D"	CL # 22
Science		
BBA	Annex 6	Level # 2, Room # 6214
FASS	Annex 4	1
Architecture	Annex 3	2

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Md. Khurshed Alam
Additional Registrar
AIUB