ASA University Bangladesh
Faculty of Business
Registration form
Office Copy

Program: BBA       Batch: 14th (113)    Spring-2015 (11th Semester)

Name of the Student:  

Student ID:  

Section: 

No of courses completed: 

Cell No:  

CGPA: 

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<tr>
<th>Sl No</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
<th>Prerequisite Course</th>
<th>Section</th>
<th>Remarks</th>
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Total Credit Hours

Note: Students are advised to contact concerned officer of Registration Section for their registration problem.

Students Signature

Authorized By Coordinator

Cut Here

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Attention: The Students

- The students must display their ID Cards while entering into University Campus, Library and Laboratories. Smoking is strictly prohibited at ASAUB premises.
- A student who will not avail all the offered courses in a semester shall be ineligible for any scholarship, tuition fee waiver etc.
- Students shall have to complete online registration process from their own account accordingly, within the stipulated time announced by the authority.
- Course(s) and semester drop will be allowed within the first two-weeks from the commencement of classes in each semester. 50% tuition fee will be charged for withdrawing course(s) within the consecutive two weeks after the first two-weeks from the commencement of each semester. After that time, 100% tuition fee will be charged for withdrawing course(s).
- No grade will be shown in the ‘Academic Transcript’/’Grade Sheet’ for dropped course(s) but ‘W’ shall be shown for the withdrawn course(s) in the ‘Academic Transcript’/’Grade Report’. However, ‘W’ will not be incorporated while calculating GPA and CGPA. If the last day of the first two-weeks from the commencement of a semester or, if the last day of the consecutive two weeks after the first two-weeks from the commencement of a semester , falls on Friday / holiday, the students will have to apply on the day before that particular Friday/holiday for availing the opportunities mentioned above.

If any student fails to sit for any Mid Term Examination and Final Examination for unavoidable reason(s)*,he/she will get the opportunity to sit for the Make-Up Mid Term Examination and Final Examination on payment of Tk. 1000/= & Tk. 1500/=per course respectively.

If any student fails to register for 3 consecutive semesters, his/her admission will stand invalid and will have to re-new admission on payment of Tk. 10,000/= or equivalence amount of his/her Admission fees as Re-newal fee.

In case of retaking a course, a student will have to pay full tuition fee of the concerned course. Course(s) with grade(s) less than B may be retaken to improve the relevant grade. When a course is retaken, the previous grade will be automatically replaced with ‘R’ grade. Students, failing in a course, will be allowed to retake that course twice at the most on payment of course fee.

A student must maintain an academic standing with a CGPA of at least 2.00 for earning degree. Students with CGPA / GPA of less than 2.00 will be placed on probation. Students on probation will be allowed a maximum of three semesters to earn CGPA / GPA 2.00 more failing of which will result in dropped from the program.

Transcripts to the students and guardians will be available in online software after publication of results at the end of each semester.

Students will have to pay semester fee and take registration for enrolling in thesis/project/internship/dissertation.

Extra-Curricular Activities Fee is Tk. 500 per semester for all students.

*Severe Sickness/Accident/Death of Family Members /any other cases beyond his/her control.

Registrar
ASA University Bangladesh

Students Signature & Date

Authorized Officer

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