ASA University Bangladesh
Faculty of Business

**Registration form**

Office Copy

Program: BBA  
Batch: Spring-2015

Name of the Student: ________________________________

Student ID: ___________________  
Section: ___________  
No of courses completed: _______

Cell No: ________________________________  
CGPA: ___________

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<th>Sl No</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</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 Signature ___________

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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No grade will be shown in the 'Academic Transcript’/’Grade Sheet’ for dropped course(s) but ‘W’ shall be shown for the withdrawn course(s) in the ‘Academic Transcript’/’Grade Report’.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 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.

Grade ‘I’ may be given to a candidate when s/he fails to appear at the semester final examinations only for reasons* beyond his/her control at the end of a semester who has completed all other requirements except the Final Examination. The student has the responsibility to register for Make-Up within 07 working days and to sit for Make-Up exam within 12 working days of the publication of semester final result. If action is not taken within, the stipulated time the ‘I’ grade will automatically be converted into “F”.

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 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 shall have to complete online registration process from their own account accordingly, within the stipulated time announced by the authority

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

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

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Students Signature & Date

Authorized Officer