



ASA University Bangladesh

Faculty of Business

Registration Form

Office Copy

Accounts
Clearance

Program: BBA Batch: 18th (131) Spring-2015 (7th Semester)

Name of the Student: -----

Student ID: -----Section: -----No of courses completed:-----

Cell No: ----- CGPA: -----

SL No	Course Code	Course Title	Credit	Section	Prerequisite Course
1	FIN 322	Banking, Insurance and Risk Management	3		ECO-232
2	MIS 312	Management Information System	3		MIS 211
3	ACT 314	Taxation	3		None
4	LAW 311	Company Law & Labor Law	3		LAW 234
Total Credit Hours			12		

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

Students Signature

Authorized Officer
(Registration Office)

✂ Cut Here -----



ASA University Bangladesh

Faculty of Business

Registration Form

Student's Copy

Accounts
Clearance

Program: BBA Batch: 18th (131) Spring-2015 (7th Semester)

Name of the Student: -----

Student ID: -----Section: -----No of courses completed:-----

Cell No: ----- CGPA: -----

SL No	Course Code	Course Title	Credit	Section	Prerequisite Course
1	FIN 322	Banking, Insurance and Risk Management	3		ECO-232
2	MIS 312	Management Information System	3		MIS 211
3	ACT 314	Taxation	3		None
4	LAW 311	Company Law & Labor Law	3		LAW 234

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

Students Signature

Authorized Officer
(Registration Office)

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No grade will be shown in the 'Academic Transcript'/'Grade Sheet' for dropped course(s) but 'W' shall be shown for the withdrawn course(s) in the 'Academic Transcript'/'Grade Report'.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

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.
 - 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-newel 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