



# **ADDING & DROPPING**

## **[NO SECTION CHANGING]**

Fall' 2023-2024

### **September 21 & 24, 2023.**

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. For difficulties, contact your respective department or Hotline numbers (<https://www.aiub.edu/contact>)
4. As per dropping policy.
5. Minimum load should be maintained even after dropping (as per following table):

Program	Minimum Number of credits	
	<i>Regular Load</i>	<i>Load for Discount/Scholarship</i>
Undergraduate	12	15-16
Graduate	12	12
EMBA	4 Courses	4 Courses

6. Adding / Dropping is not allowed for PROBATION STUDENTS.

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**ADDITIONAL REGISTRAR**  
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