

Add/Drop and Late Registration Tutorial

Summer 2022



**Independent University,
Bangladesh**

Step: 1

- ▶ The add/drop or late registration process begins the same as when you registered for courses by logging on to iRAS.

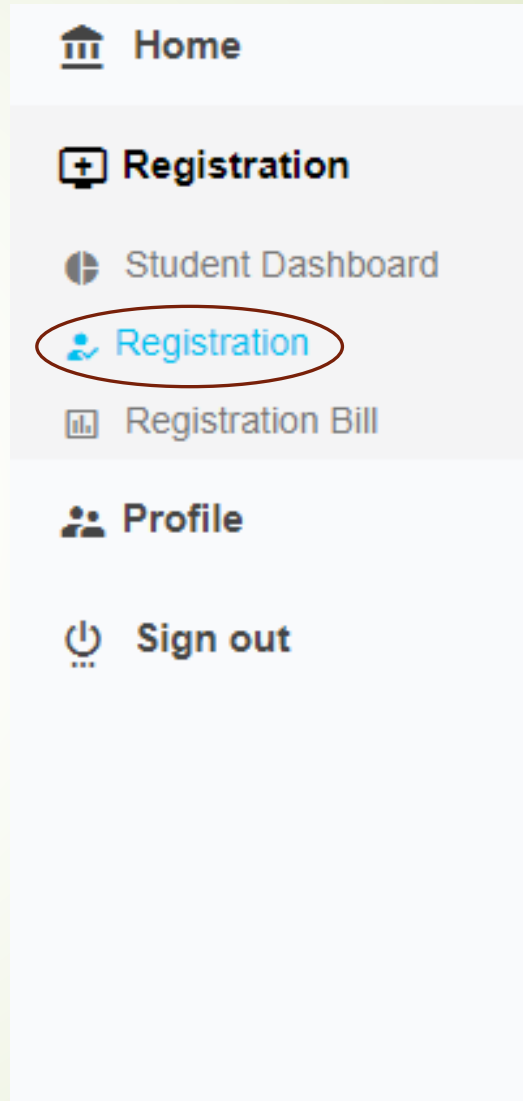
Sign in to your account

Please enter your Id and password to log in.

[I forgot my password](#)

Step: 2

- After you have logged in successfully, Click on “Registration” as circled.



Step:3

Eligible Courses

Filter Credit: 0 ; Cid(Sec-Time):

Course	Sec. Time	Enrolled	Cap.	Credit	Title	Grade Group
<input type="checkbox"/> AAT101	1 MW: 1100-1230	31	50	3	Art and Aesthetics	Foundation Courses
<input type="checkbox"/> ANT101	1 ST: 1530-1700	40	40	3	Introduction to Anthropology	Foundation Courses
<input type="checkbox"/> ANT101	2 MW: 1530-1700	40	40	3	Introduction to Anthropology	Foundation Courses
<input type="checkbox"/> ANT101	3 ST: 1400-1530	40	40	3	Introduction to Anthropology	Foundation Courses
<input type="checkbox"/> ANT101	4 MW: 1400-1530	40	40	3	Introduction to Anthropology	Foundation Courses
<input type="checkbox"/> ANT101	5 ST: 0800-0930	11	40	3	Introduction to Anthropology	Foundation Courses
<input type="checkbox"/> ANT101	6 ST: 0930-1100	9	40	3	Introduction to Anthropology	Foundation Courses
<input type="checkbox"/> ANT101	7 MW: 1100-1230	32	40	3	Introduction to Anthropology	Foundation Courses
<input type="checkbox"/> ANT101	8 MW: 0800-0930	17	40	3	Introduction to Anthropology	Foundation Courses
<input type="checkbox"/> ANT101	9 MW: 0930-1100	23	40	3	Introduction to Anthropology	Foundation Courses

Registered Courses

Drop	Course	Sec.	Credit	Time
<input type="checkbox"/>	CMN201	4	3	ST: 0930-1100
<input type="checkbox"/>	ENG101	7	3	MW: 0930-1100

- Clicking registration will take you to the courses page.
- On the right-hand side, you will find the list of courses that you have registered for **Summer 2022** semester.

Step: 3 (continued)

- ▶ Begin the add/drop procedure with the Drops first.
- ▶ In other words, tick on all the course(s) you wish to DROP from the registered course(s) list.
- ▶ At the same time, on the same page (left side), tick all the courses you would like to ADD.
- ▶ The courses you have ticked to add would appear here

Registered Courses				
Drop	Course	Sec.	Credit	Time
<input checked="" type="checkbox"/>	CMN201	4	3	ST: 0930-1100
<input type="checkbox"/>	ENG101	7	3	MW: 0930-1100

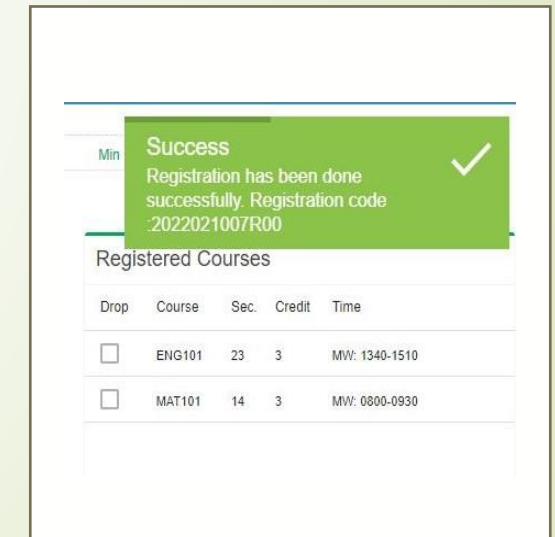
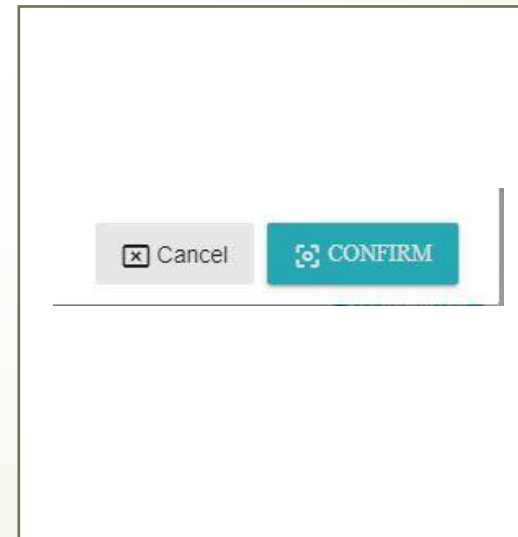
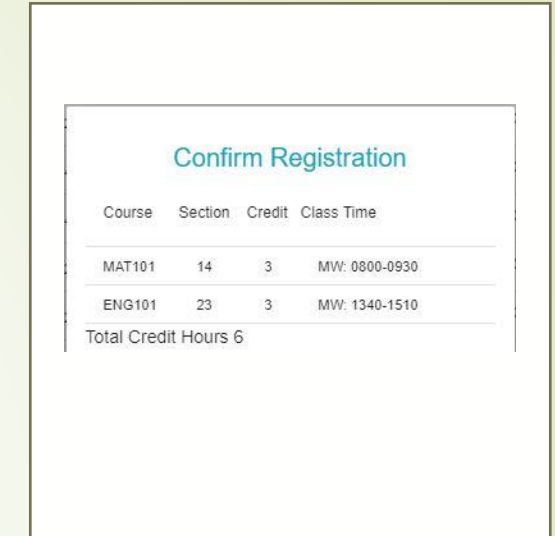
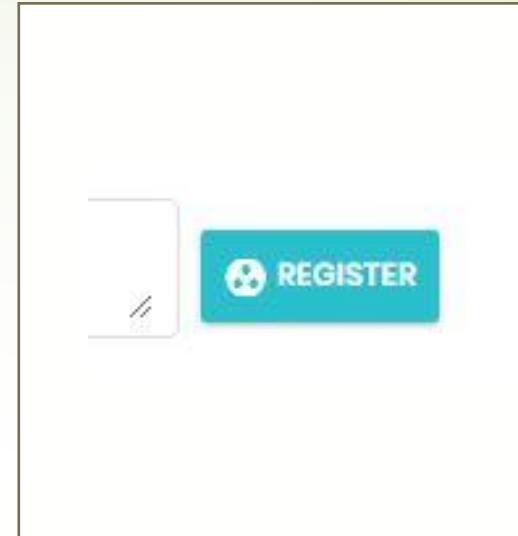
Eligible Courses
Filter
SOC101

Credit: 6 ;Cid(Sec-Time): AAT101(1-MW: 1100-1230); SOC101(1-ST: 0930-1100)

Course	Sec.	Time	Enrolled	Cap.	Credit	Title	Grade	Group
<input checked="" type="checkbox"/>	SOC101	1	ST: 0930-1100	15	40	3	Introductory Sociology	Foundation Courses
<input type="checkbox"/>	SOC101	2	MW: 1100-1230	28	40	3	Introductory Sociology	Foundation Courses
<input type="checkbox"/>	SOC101	3	ST: 0930-1100	3	40	3	Introductory Sociology	Foundation Courses
<input type="checkbox"/>	SOC101	4	ST: 1100-1230	26	40	3	Introductory Sociology	Foundation Courses
<input type="checkbox"/>	SOC101	5	MW: 1400-1530	16	40	3	Introductory Sociology	Foundation Courses
<input type="checkbox"/>	SOC101	6	MW: 0930-1100	9	40	3	Introductory Sociology	Foundation Courses

Step:4

- Only after you are done selecting all courses to add and drop at the same time, find the register button.
- Clicking it would ask you to confirm the updated list of courses that you have selected.
- If you feel ready to confirm the add/drop, click the confirm button. Otherwise, you can cancel and go back to selecting courses for add/drop once again.
- Please remember once you choose “confirm “ you **cannot go back or make any other changes**.
- Once you have confirmed the add/drop, iRAS will show you that you have completed all steps successfully.



Step: 5

- ▶ The very last step after completing add/drop would be to find the print bill button at the bottom of the page.
- ▶ Print the billing statement and pay accordingly to the Banks as mentioned in the statement.
- ▶ You can also pay online using the "pay now" option under online payment tab.
- ▶ In some cases you may have only dropped course(s) and not added any. This will result in negative bills. In that case please show the bill to Office of Finance and Accounts at IUB within the due date.

REGISTRAR'S OFFICE
Independent University, Bangladesh
Course Registration Billing Statement
Add/Drop, 2020
Undergraduate

Student Copy

Student ID:
Student Name:
Major: Marketing
Advisor: Zakia Binte Jamal

Transaction No: 163039800366125
Bill No: 120202979
Registration Date: 27-Jan-2020 8:20 pm
Print Date: 23-Jun-2020 5:55 pm

COURSE ID	SECTION	COURSE NAME	CREDIT HOUR	CLASS TIME	DAYS	ROOM
(D)CMN305	1.00	Media and Development	3.00	15:20-16:50	ST	C4003
No of credits added	0.00	Female Discount(0.00%)	0.00	Forfeited amt.(0.00 %)		0.00
No of credits dropped	3.00	Discount amt.(0.00%)	0.00	Graduation Fee		0.00
Amount Added	0.00	Late Registration Fee (5%)	0.00	Net Payable Amount		-16,500.00
Amount Dropped	16,500.00	Peregrine Fee	0.00			
Semester fee	0.00	Net amount	-16,500.00			

Due by : 30-January-2020

Processed by : Mishwar Abedin

Further information

- **Add/drop can ONLY be done once.**
- It is important to remember that if you have paid/partially paid (1st installment) the registration bills for **Summer 2022**, then you may avail add/drop services.
- Those of you who will perform **late registrations** are requested to refer to the following link:
<http://www.iub.edu.bd/files/policies/RegistrationTutorial.pdf>
- In case you are unable to follow the steps detailed in these slides, **please do not panic!**
- Contact the following personnel within Office hours Sunday through Thursday (**10am till 3:30pm**); they will guide you through the process:
 - **Registrar's Office: 8431645-53, Ext: 1305, 1306, 1307**
 - **Cell phone: +8801709963700/ +8801709963701**