

# FBA Fall 2017 Registration and Add-Drop

## 9:00 AM Monday to 5:00 PM Friday, September 25-29

All students need to register during this period, otherwise they will **not be allowed** to take courses during the Fall Semester.

### The Registration Process

#### STEP 1 - Access

Make sure you have a valid university e-mail address **and** that you have access to the IUS on-line Student Information System (**SIS**).

Visit the Student Affairs Office in the A Building ground floor (Room G-24) to get or update your university email or to receive your SIS username and password. Take your student ID with you.

**Do not proceed unless you can sign on to SIS.**

#### STEP 2 - Advising

Contact your academic advisor personally, via email, or via the SIS system and ask for courses you should register.

Academic Advisors					
Year	ECTS Earned	International and Public Relations	Economics	Management	International Business and Finance
<b>1</b>	0-53	Assist. NERMIN ČAKIĆ <b>F 1.34</b>	Senior Assist. AZRA BIČO  <b>F 2.9</b>	Assist. Prof. Dr. EMIL KNEZOVIĆ  <b>F 1.14</b>	Assist. ARNELA ĐILOVIĆ  <b>F 2.9</b>
<b>2</b>	54-113	Senior Assist. HAMZA PRELJEVIĆ <b>F 1.34</b>			
<b>3</b>	114-167	Senior Assist. ENDRIS MEKONNEN FARIS <b>F 1.34</b>			
<b>4</b>	168-240	Assist. Prof. Dr. PETER PLENTA <b>F 1.32</b>			
<b>Masters and PhD</b>		Assist. Prof. Dr. NATHAN MUNIER <b>F 1.5</b>	Assoc. Prof. Dr. RECAI AYDIN  <b>F 1.31</b>		

Notice that the curricula have been streamlined to bring many advantages to the students. All courses and all ECTS credits that you have already taken and passed will be counted under the improved system.

#### STEP 3 - Preregistration

Sign on to SIS and enter the courses upon which you and your academic advisor have agreed. This is called preregistration. Once you preregister, allow time for your advisor to review and approve your registration.

#### STEP 4 - Approval and Registration

Check the SIS system to see if your academic advisor has approved your preregistration schedule. Contact your advisor if there are remaining questions or issues.

Your schedule **must be approved by the academic advisor** to become effective as a completed valid registration.

#### Add-Drop Period

Add-drop will take place on the 9th and 10th of October. It will follow the same basic steps as registration.