



**Department of Real Estate
Faculty of Business & Entrepreneurship
Daffodil International University**

Registration Guidelines

1. First Come, First Serve Policy: Student registration will follow a First Come, First-Serve policy for section allocation.

2. Weak Student Policy: If a student has less than 50% attendance in the last semester or has failed more than one course, then his/her registration must be completed physically in the department.

a. Students have to bring a guardian during the registration process. The advisor has to take feedback from the guardian and inform the guardian accordingly about the student's academic performance details. Make an entry in the mentoring system's "Meeting with Guardian" section. If the guardian is unable to visit, then communicate over the phone.

3. In-Person Registration Policy: To complete the registration process, every student must be physically present in front of the academic advisor. Registration over phone call, WhatsApp, email, or any other online or third-party communication method will not be allowed under any circumstances.

4. Retake & Improvement Policy: Students intending to register for retake or improvement courses must consult with their respective academic advisor to avoid class routine conflicts and excessive credit load.

5. Financial Clearance Policy: Students must complete all financial formalities and obtain clearance from the Accounts Office before the final registration confirmation.

6. Registration Deadline Policy: Students are strongly encouraged to complete their registration within the scheduled time mentioned by the department. Late registration will be considered according to university policy.

7. Professional Conduct Policy: All students are expected to maintain discipline and professional behavior during the registration process while communicating with faculty members and departmental officials.

8. Special Case Policy: Any exceptional registration-related issue must be forwarded to the Head of the Department for review and final approval.