American International University-Bangladesh (AIUB)
Department of EEE, CoE & IPE

December 30, 2021

Online Final Registration Procedure for Spring 2021-22

All students of Department of EEE, CoE & IPE must login to AIUB Portal (https://portal.aiub.edu) for online final registration and follow the registration procedure and schedule according to the following notice at https://www.aiub.edu/final-registration-flow-chart-of-spring-2021-2022.

Only for exceptional problematic cases like unable to register a course despite completing pre-requisites, course/section is not visible in the offered section etc. students are advised to follow the following steps maintaining the given schedule.

1. Students must fill up the **Online Final Registration Form (OFRF)** as per the given schedule. OPRF will be active only during the given time duration and can be submitted only once.
2. Students who have submitted **Online Final Registration Form (OFRF)** are advised to check their AIUB portal within the mentioned **Check Time**.

Date & Time	Student I.D. Number	Online Registration Form Link And schedule	Check Time
Jan 02 (4 PM) to Jan 03 (4 PM)	ALL up to 18-*****-3	**finalreg/D1** Jan 02 (4 PM) to Jan 03 (10.30 AM)	Jan 03: 2.00 PM to 3.00 PM
Jan 03 (4 PM) to Jan 04 (4 PM)	19-*****-1 to 19-*****-3	**finalreg/D2** Jan 03 (4 PM) to Jan 04 (10.30 AM)	Jan 04: 2.00 PM to 3.00 PM
Jan 04 (4 PM) to Jan 05 (4 PM)	20-*****-1 to 20-*****-3	**finalreg/D3** Jan 04 (4 PM) to Jan 05 (10.30 AM)	Jan 05: 2.00 PM to 3.00 PM
Jan 05 (4 PM) to Jan 06 (4 PM)	21-*****-1 to 21-*****-3	**finalreg/D4** Jan 05 (4 PM) to Jan 06 (10.30 AM)	Jan 06: 2.00 PM to 3.00 PM
Jan 06 (4 PM) to Jan 07 (4 PM)	Free slot	**freeslot** Jan 06 (4 PM) to Jan 07 (10.30 AM)	Jan 07: 2.00 PM to 3.00 PM

3. If student finds during check time, their problem is not solved then they can text their respective registration advisers through Microsoft Teams within 2.30 PM to 3.30 PM as per the list given below

EEE ID	Registration Advisers Name	Registration Advisers Email
ALL up to 17-*****-3, 19-*****-1, 20-*****-1	Mr. Mohammad Zohurul Islam	zohurul@aiub.edu
18-*****-2, 19-*****-3, 21-*****-2, 20-*****-3	Mr. Mehedi Hasan	mehedi@aiub.edu
18-*****-3, 19-*****-2, 21-*****-1	Mr. Md. Shahariar Parvez	shahariar.parvez@aiub.edu
18-*****-1, 20-*****-2, 21-*****-3	Mr. Asif Mahfuz	asifmahfuz@aiub.edu
All CoE & IPE	Mr. Abir Ahmed	abir.ahmed@aiub.edu

4. Students are requested to collect a token number from their Registration Advisers if their problems are not solved during regular schedule. With that token number students can text Mr. Md. Saniat Rahman Zishan (saniat@aiub.edu) **during free slot** if their problems are not solved during regular schedule.
5. If any student fails to submit the OFRF within given schedule, they can fill **Online Final Registration Form** given in **free slot**. Their problems will be solved during free slot.

In case of any difficulty please email your concern to

1. Dr. Md. Abdur Rahman, Associate Dean, FE (**arahman@aiub.edu**)
2. Dr. M. A. Mannan, Director, FE (**mdmannan@aiub.edu**)
3. Dr. Mohammad Nasir Uddin, Head, MEEE program (**drnasir@aiub.edu**)
4. Mr. Nafiz Ahmed Chisty, Head-in-Charge, EEE (**chisty@aiub.edu**)
5. Mr. Md. Saniat Rahman Zishan, Head, CoE (**saniat@aiub.edu**)

Best Wishes

Department of EEE, CoE & IPE
American International University-Bangladesh (AIUB)