

American International University-Bangladesh (AIUB)

Department of EEE, CoE & IPE

July 21, 2022

Online & On-Campus Pre-Registration Procedure for Fall 2022-23

All students of Dept. of EEE, CoE & IPE must login to AIUB Portal for online Pre-registration and follow the registration procedure and schedule according to the following notice at:

<https://www.aiub.edu/Files/Uploads/pre-registration-flow-chart-of-fall-2022-23.pdf>

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 Pre-Registration Form (OPRF)** 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 Pre-Registration Form (OPRF)** are advised to check their AIUB portal within the mentioned **Check Time**.
3. If student finds during check time, their problem is not solved, they can go to **Room # DN0810** within the **on-campus registration time** for solving their problems. **Please remember, students who have submitted the Online Pre-Registration Form (OPRF) only they are allowed to come for on-campus registration, if they find, their problems are not solved during check time.**
4. If any student fails to submit the OPRF within given schedule, they can fill **Online Pre-Registration Form** given in **free slot**. Their problems will be solved during free slot.

Date & Time	Student I.D. Number	Online Registration Form Link And schedule	Check Time	On Campus Registration Time
July 23 (4 PM) to July 24 (4 PM)	ALL up to 19-*****-2	Prereg Day 1 July 23 (4 PM) to July 24 (10 AM)	July 24: 1.00 PM to 2:00 PM	July 24: 2.30 PM to 3.30 PM
July 24 (4 PM) to July 25 (4 PM)	19-*****-3 to 20-*****-2	Prereg Day 2 July 24 (4 PM) to July 25 (10 AM)	July 25: 1.00 PM to 2:00 PM	July 25: 2.30 PM to 3.30 PM
July 25 (4 PM) to July 26 (4 PM)	20-*****-3 to 21-*****-2	Prereg Day 3 July 25 (4 PM) to July 26 (10 AM)	July 26: 1.00 PM to 2:00 PM	July 26: 2.30 PM to 3.30 PM
July 26 (4 PM) to July 27 (4 PM)	21-*****-3 to 22-*****-2	Prereg Day 4 July 26 (4 PM) to July 27 (10 AM)	July 27: 1.00 PM to 2:00 PM	July 27: 2.30 PM to 3.30 PM
July 27 (4 PM) to July 28 (4 PM)	Free slot	Prereg Free Slot July 27 (4 PM) to July 28 (10 AM)	July 28: 1.00 PM to 2:00 PM	July 28: 2.30 PM to 3.30 PM

5. Students are advised to contact their respective advisers (as per the list given below) through Microsoft Teams **during free slot** if their problems are not solved during regular schedule. Special cases will be forwarded to Mr. Md. Saniat Rahman Zishan by the Registration Advisers only.

EEE ID	Registration Advisers Name	Registration Advisers Email
ALL up to 17-*****-3, 19-*****-1, 20-*****-1, 21-*****-3, 22-*****-2	Mr. Mohammad Zohurul Islam	zohurul@aiub.edu
18-*****-1, 18-*****-2, 19-*****-3, 21-*****-2, 20-*****-3,	Mr. Mehedi Hasan	mehedi@aiub.edu
18-*****-3, 19-*****-2, 20-*****-2, 21-*****-1, 22-*****-1	Mr. Md. Shahariar Parvez	shahariar.parvez@aiub.edu
All CoE & IPE Students	Mr. Abir Ahmed	abir.ahmed@aiub.edu
Probation students of EEE, CoE & IPE Dept.	Ms. Sadia Yasmin	sadia@aiub.edu

6. For any issues/queries related to capstone project registration, students are advised to contact Mr. Abir Ahmed (abir.ahmed@aiub.edu).
7. For any issues/queries related to Internship registration, students are advised to contact Mr. Abul Hasnat (abul.hasnat@aiub.edu).

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)