

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

September 01, 2022

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

All students of Dept. of EEE, CoE & IPE must login to AIUB Portal for online registration and follow the registration procedure and schedule according to the following notice at [“https://www.aiub.edu/Files/Uploads/final-registration-flow-chart-of-fall-2022-23.pdf”](https://www.aiub.edu/Files/Uploads/final-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 Registration Form (ORF)** as per the given schedule. ORF will be active only during the given time duration and can be submitted only once.
2. Students who have submitted **Online Registration Form (ORF)** 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 come to **Room # DN0212 (CL-22)** within the **on-campus registration time** for solving their problems. **Please remember, students who have submitted the Online Registration Form (ORF) only they are allowed to come for on-campus registration if they find during check time their problems are not solved.**
4. If any student fails to submit the ORF within given schedule, they can fill **Online 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
Sept 03 (4 PM) to Sept 04 (4 PM)	ALL up to 19-*****-2	<a href="#"><u>Final Reg Day 1</u></a> Sept 03 (4 PM) to Sept 04 (10 AM)	Sept 04: 1.00 PM to 2:00 PM	Sept 04: 2.30 PM to 3:30 PM
Sept 04 (4 PM) to Sept 05 (4 PM)	19-*****-3 to 20-*****-2	<a href="#"><u>Final Reg Day 2</u></a> Sept 04 (4 PM) to Sept 05 (10 AM)	Sept 05: 1.00 PM to 2:00 PM	Sept 05: 2.30 PM to 3:30 PM
Sept 05 (4 PM) to Sept 06 (4 PM)	20-*****-3 to 21-*****-2	<a href="#"><u>Final Reg Day 3</u></a> Sept 05 (4 PM) to Sept 06 (10 AM)	Sept 06: 1.00 PM to 2:00 PM	Sept 06: 2.30 PM to 3:30 PM
Sept 06 (4 PM) to Sept 07 (4 PM)	21-*****-3 to 22-*****-2	<a href="#"><u>Final Reg Day 4</u></a> Sept 06 (4 PM) to Sept 07 (10 AM)	Sept 07: 1.00 PM to 2:00 PM	Sept 07: 2.30 PM to 3:30 PM
Sept 07 (4 PM) to Sept 08 (4 PM)	Free Slot	<a href="#"><u>Final Reg Free Slot</u></a> Sept 07 (4 PM) to Sept 08 (10 AM)	Sept 08: 1.00 PM to 2:00 PM	Sept 08: 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	<a href="mailto:zohurul@aiub.edu">zohurul@aiub.edu</a>
18-*****-1, 18-*****-2, 19-*****-3, 21-*****-2, 20-*****-3	Mr. Mehedi Hasan	<a href="mailto:mehedi@aiub.edu">mehedi@aiub.edu</a>
18-*****-3, 19-*****-2, 20-*****-2, 21-*****-1, 22-*****-1	Mr. Md. Shahariar Parvez	<a href="mailto:shahariar.parvez@aiub.edu">shahariar.parvez@aiub.edu</a>
All CoE & IPE Students	Mr. Abir Ahmed	<a href="mailto:abir.ahmed@aiub.edu">abir.ahmed@aiub.edu</a>
Probation students of EEE, CoE & IPE Dept.	Ms. Sadia Yasmin	<a href="mailto:sadia@aiub.edu">sadia@aiub.edu</a>

1. For any issues/queries related to capstone project registration, students are advised to contact Mr. Abir Ahmed ([abir.ahmed@aiub.edu](mailto:abir.ahmed@aiub.edu)).
2. For any issues/queries related to Internship registration, students are advised to contact Mr. Abul Hasnat ([abul.hasnat@aiub.edu](mailto: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](mailto:arahman@aiub.edu))
2. Dr. M. A. Mannan, Director, FE ([mdmannan@aiub.edu](mailto:mdmannan@aiub.edu))
3. Dr. Mohammad Nasir Uddin, Head, MEEE program ([drnasir@aiub.edu](mailto:drnasir@aiub.edu))
4. Mr. Nafiz Ahmed Chisty, Head-in-Charge, EEE ([chisty@aiub.edu](mailto:chisty@aiub.edu))
5. Mr. Md. Saniat Rahman Zishan, Head, COE ([saniat@aiub.edu](mailto:saniat@aiub.edu))

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