

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

July 27, 2023

Online & On-Campus Pre-Registration Procedure for Fall 2023-24

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/revised-pre-registration-flowchart-fall-23-24-updated.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 students find 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
Jul 29 (4 PM) to Jul 30 (4 PM)	ALL up to 20-*****-1	Prereg Day 1 Jul 29 (4 PM) to Jul 30 (10 AM)	Jul 30: 1.30 PM to 2:00 PM	Jul 30: 2.30 PM to 3:30 PM
Jul 30 (4 PM) to Jul 31 (4 PM)	20-*****-2 to 21-*****-3	Prereg Day 2 Jul 30 (4 PM) to Jul 31 (10 AM)	Jul 31: 1.30 PM to 2:00 PM	Jul 31: 2.30 PM to 3:30 PM
Jul 31 (4 PM) to Aug 01 (4 PM)	22-*****-1 to 22-*****-2	Prereg Day 3 Jul 31 (4 PM) to Aug 01 (10 AM)	Aug 01: 1.30 PM to 2:00 PM	Aug 01: 2.30 PM to 3:30 PM
Aug 01 (4 PM) to Aug 02 (4 PM)	22-*****-3 to 23-*****-1	Prereg Day 4 Aug 01 (4 PM) to Aug 02 (10 AM)	Aug 02: 1.30 PM to 2:00 PM	Aug 02: 2.30 PM to 3:30 PM
Aug 02 (4 PM) to Aug 03 (4 PM)	23-*****-2	Prereg Day 5 Aug 02 (4 PM) to Aug 03 (10 AM)	Aug 03: 1.30 PM to 2:00 PM	Aug 03: 2.30 PM to 3:30 PM
Aug 03 (4 PM) to Aug 06 (4 PM)	Free Slot	Prereg Day 6 Aug 03 (4 PM) to Aug 06 (10 AM)	Aug 06: 1.30 PM to 2:00 PM	Aug 06: 2.30 PM to 3:30 PM

5. Students are advised to contact their respective advisors (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 Ms. Sadia Yasmin by the Registration Advisors only.

EEE ID	Registration Advisors Name	Registration Advisors Email
ALL up to 17-*****-3, 18-*****-2, 19-*****-1, 20-*****-1, 21-*****-3	Mr. Md. Sajid Hossain	sajidh@aiub.edu
18-*****-1, 19-*****-3, 21-*****-2, 20-*****-3	Mr. Mehedi Hasan	mehedi@aiub.edu
18-*****-3, 19-*****-2, 20-*****-2, 21-*****-1	Mr. Md. Shahariar Parvez	shahariar.parvez@aiub.edu
22-*****-1, 22-*****-2 22-*****-3	Mr. Protik Parvez Sheikh	protik@aiub.edu
23-*****-1, 23-*****-2	Mr. Richard Victor Biswas	richard.biswas@aiub.edu
All CoE & IPE Students	Mr. Abir Ahmed	abir.ahmed@aiub.edu
Probation students of EEE, CoE & IPE Dept.	Ms. Sadia Yasmin Mr. Md. Sajid Hossain	sadia@aiub.edu sajidh@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. Mr. Md. Shahariar Parvez (shahariar.parvez@aiub.edu).

In case of any difficulty, please email your concern to:

1. Dr. M. A. Mannan, Associate Dean, FE (mdmannan@aiub.edu)
2. Dr. Md. Saniat Rahman Zishan, Director, FE (saniat@aiub.edu)
3. Dr. Mohammad Nasir Uddin, Head, MEEE program (drnasir@aiub.edu)
4. Mr. Nafiz Ahmed Chisty, Head, EEE (chisty@aiub.edu)
5. Mr. Chowdhury Akram Hossain, Head, CoE (chowdhury.akram@aiub.edu)
6. Dr. Md. Ehasanul Haque, Head, IPE (ehasanul@aiub.edu)

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