

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

October 11, 2024

Online & On Campus Registration Procedure for Fall 2024-25

All students of the 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:

[https://www.aiub.edu/Files/Uploads/undergraduate\(1\).pdf](https://www.aiub.edu/Files/Uploads/undergraduate(1).pdf)

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

1. Students must fill in 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 the **Online Registration Form (ORF)** are advised to check their AIUB portal within the mentioned **Check Time**.
3. **On-Campus/Online Registration Schedule in the presence of Advisors:** If students find during the below check time that their problem is not solved, then they can **either** come to Room # DN0810 within the on-campus registration schedule for solving their problems **or** they can text their respective advisers (as per the list given in page 2) through Microsoft Teams.
4. If any student fails to submit the ORF within the given schedule, they can fill in the **Online Registration Form** given in the **free slot**. Their problems will be solved during the free slot.

Date & Time	Student I.D. Number	Online Registration Form Link and schedule	Check Time	On Campus /Online Registration Schedule in Presence of Advisors
Oct 14 (10 AM) to Oct 14 (4 PM)	ALL up to 22-*****-3	<u>Final Reg Day 1</u> Oct 12 (4 PM) to Oct 14 (11 AM)	Oct 14: 12.00 PM to 12:30 PM	Oct 14: 1.00 PM to 3:30 PM
Oct 15 (10 AM) to Oct 15 (4 PM)	23-*****-1 to 23-*****-3	<u>Final Reg Day 2</u> Oct 14 (4 PM) to Oct 15 (11 AM)	Oct 15: 12.00 PM to 12:30 PM	Oct 15: 1.00 PM to 3:30 PM
Oct 16 (10 AM) to Oct 16 (4 PM)	24-*****-1 to 24-*****-2	<u>Final Reg Day 3</u> Oct 15 (4 PM) to Oct 16 (11 AM)	Oct 16: 12.00 PM to 12:30 PM	Oct 16: 1.00 PM to 3:30 PM
Oct 17 (10 AM) to Oct 17 (4 PM)	Free Slot	<u>Final Reg Free Slot</u> Oct 16 (4 PM) to Oct 17 (11 AM)	Oct 17: 12.00 PM to 12:30 PM	Oct 17: 1.00 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 slots** if their problems are not solved during the regular schedule. Special cases will be forwarded to Mr. Md Sajid Hossain by the Registration Advisers only.

EEE ID	Registration Advisers Name	Registration Advisers Email
ALL up to 17-*****-3, 18-*****-1, 18-*****-2, 18-*****-3, 19-*****-1	Mr. Md. Sajid Hossain	sajidh@aiub.edu
19-*****-2, 19-*****-3, 20-*****-1, 20-*****-2	Mr. Mehedi Hasan	mehedi@aiub.edu
20-*****-3, 21-*****-1, 21-*****-2, 21-*****-3	Mr. Md. Shahariar Parvez	shahariar.parvez@aiub.edu
22-*****-1, 22-*****-2 22-*****-3, 23-*****-1	Mr. Protik Parvez Sheikh	protik@aiub.edu
23-*****-2, 23-*****-3, 24-*****-1, 24-*****-2	Mr. Md. Alomgir Kabir	akabir@aiub.edu
All CoE & IPE Students	Mr. Abir Ahmed	abir.ahmed@aiub.edu
Probation students of EEE, CoE & IPE Dept.	Mr. Md. Sajid Hossain	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. 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)