

# American International University-Bangladesh (AIUB)

## Department of EEE, CoE & IPE

September 5, 2024

### Online & On-Campus Pre-Registration Procedure for Fall 2024-25

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/undergraduate-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 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
Sep 07 (4 PM) to Sep 08 (4 PM)	ALL up to 21-*****-3	<a href="#">Prereg Day 1</a> Sep 07 (4 PM) to Sep 08 (10 AM)	Sep 08: 12.30 PM to 1:00 PM	Sep 08: 1.30 PM to 2:30 PM
Sep 08 (4 PM) to Sep 09 (4 PM)	22-*****-1 to 22-*****-3	<a href="#">Prereg Day 2</a> Sep 08 (4 PM) to Sep 09 (10 AM)	Sep 09: 12.30 PM to 1:00 PM	Sep 09: 1.30 PM to 2:30 PM
Sep 09 (4 PM) to Sep 10 (4 PM)	23-*****-1 to 23-*****-2	<a href="#">Prereg Day 3</a> Sep 09 (4 PM) to Sep 10 (10 AM)	Sep 10: 12.30 PM to 1:00 PM	Sep 10: 1.30 PM to 2:30 PM
Sep 10 (4 PM) to Sep 11 (4 PM)	23-*****-3	<a href="#">Prereg Day 4</a> Sep 10 (4 PM) to Sep 11 (10 AM)	Sep 11: 12.30 PM to 1:00 PM	Sep 11: 1.30 PM to 2:30 PM
Sep 11 (4 PM) to Sep 12 (4 PM)	24-*****-1 to 24-*****-2	<a href="#">Prereg Day 5</a> Sep 11 (4 PM) to Sep 12 (10 AM)	Sep 12: 12.30 PM to 1:00 PM	Sep 12: 1.30 PM to 2:30 PM
Sep 12 (4 PM) to Sep 15 (4 PM)	Free Slot	<a href="#">Prereg Day 6</a> Sep 12 (4 PM) to Sep 15 (10 AM)	Sep 15: 12.30 PM to 1:00 PM	Sep 15: 1.30 PM to 2:30 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 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	<a href="mailto:sajidh@aiub.edu">sajidh@aiub.edu</a>
19-*****-2, 19-*****-3, 20-*****-1, 20-*****-2	Mr. Mehedi Hasan	<a href="mailto:mehedi@aiub.edu">mehedi@aiub.edu</a>
20-*****-3, 21-*****-1, 21-*****-2, 21-*****-3	Mr. Md. Shahariar Parvez	<a href="mailto:shahariar.parvez@aiub.edu">shahariar.parvez@aiub.edu</a>
22-*****-1, 22-*****-2, 22-*****-3, 23-*****-1	Mr. Protik Parvez Sheikh	<a href="mailto:protik@aiub.edu">protik@aiub.edu</a>
23-*****-2, 23-*****-3 24-*****-1, 24-*****-2	Mr. Md. Alomgir Kabir	<a href="mailto:akabir@aiub.edu">akabir@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.	Mr. Md. Sajid Hossain	<a href="mailto:sajidh@aiub.edu">sajidh@aiub.edu</a>

6. 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)).
7. For any issues/queries related to Internship registration, students are advised to contact Mr. Mr. Md. Shahariar Parvez ([shahariar.parvez@aiub.edu](mailto: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](mailto:mdmannan@aiub.edu))
2. Dr. Md. Saniat Rahman Zishan, Director, FE ([saniat@aiub.edu](mailto:saniat@aiub.edu))
3. Dr. Mohammad Nasir Uddin, Head, MEEE program ([drnasir@aiub.edu](mailto:drnasir@aiub.edu))
4. Mr. Nafiz Ahmed Chisty, Head, EEE ([chisty@aiub.edu](mailto:chisty@aiub.edu))
5. Mr. Chowdhury Akram Hossain, Head, CoE ([chowdhury.akram@aiub.edu](mailto:chowdhury.akram@aiub.edu))
6. Dr. Md. Ehasanul Haque, Head, IPE ([ehasanul@aiub.edu](mailto:ehasanul@aiub.edu))

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