

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

January 25, 2023

Online and On-Campus Adding Dropping Procedure for Spring 22-23

EEE, CoE & IPE students must login to AIUB Portal (<https://portal.aiub.edu>) for online adding dropping and follow the procedure given in the following notice at

[“https://www.aiub.edu/Files/Uploads/adding-and-dropping-of-spring-2223.pdf”](https://www.aiub.edu/Files/Uploads/adding-and-dropping-of-spring-2223.pdf)

Only for exceptional problematic cases like a section has available seat but student is unable to add, or the course is not shown in portal despite completing pre-requisites students are advised to use the following steps maintaining the given schedule.

1. Students must fill up the **Online Adding Dropping Form (OADF)** using the link below. OADF will be active only during the given time duration and can be submitted only once.
2. Students who have submitted **Online Adding Dropping Form (OADF)** 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 # DN0810** within the **on-campus registration time** for solving their problems. **Please remember, students who have submitted the Adding Dropping Form (OADF), only they are allowed to come for on-campus registration if they find during check time their problems are not solved.**

Online Adding Dropping Link and Schedule	Check Time	On Campus Registration Time
Click here for Online Add Drop Form Link Jan 26 (12 AM) to Jan 29 (3.30 PM)	Jan 26: 1 PM to 2 PM	Jan 26: 2 PM to 3 PM
	Jan 29: 2 PM to 3 PM	Jan 29: 3.30 PM to 4:30 PM

4. **Section change is not allowed.**
5. **Course add request will not be accepted if seat capacity of a section requires to be increased.**
6. **Course drop request will not be accepted if minimum credit load is not maintained after dropping.**

7. 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, 18-*****-2, 19-*****-1, 20-*****-1, 21-*****-3, 22-*****-2	Mr. Mohammad Zohurul Islam	zohurul@aiub.edu
18-*****-1, 19-*****-3, 21-*****-2, 20-*****-3, 22-*****-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

In case of any difficulty please email your concern to:

1. Dr. M. A. Mannan, Director, FE (mdmannan@aiub.edu)
2. Dr. Mohammad Nasir Uddin, Head, MEEE program (drnasir@aiub.edu)
3. Mr. Nafiz Ahmed Chisty, Head-in-Charge, EEE (chisty@aiub.edu)
4. Dr. Md. Saniat Rahman Zishan, Head, CoE (saniat@aiub.edu)

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