

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

*January 9, 2024*

**Online & On Campus Registration Procedure for Spring 2023-24**

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 :

<https://www.aiub.edu/Files/Uploads/registration-flowchart-spring-23-24.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 students find 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 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 the 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
Jan 10 (4 PM) to Jan 11 (4 PM)	ALL up to 20-*****-3	<a href="#"><u>Final Reg Day 1</u></a> Jan 10 (4 PM) to Jan 11 (10 AM)	Jan 11: 1.00 PM to 1:30 PM	Jan 11: 2.00 PM to 3:00 PM
Jan 11 (4 PM) to Jan 14 (4 PM)	21-*****-1 to 21-*****-3	<a href="#"><u>Final Reg Day 2</u></a> Jan 11 (4 PM) to Jan 14 (10 AM)	Jan 14: 1.00 PM to 1:30 PM	Jan 14: 2.00 PM to 3:00 PM
Jan 14 (4 PM) to Jan 15 (4 PM)	22-*****-1 to 22-*****-3	<a href="#"><u>Final Reg Day 3</u></a> Jan 14 (4 PM) to Jan 15 (10 AM)	Jan 15: 1.00 PM to 1:30 PM	Jan 15: 2.00 PM to 3:00 PM
Jan 15 (4 PM) to Jan 16 (4 PM)	23-*****-1 to 23-*****-2	<a href="#"><u>Final Reg Day 4</u></a> Jan 15 (4 PM) to Jan 16 (10 AM)	Jan 16: 1.00 PM to 1:30 PM	Jan 16: 2.00 PM to 3:00 PM
Jan 16 (4 PM) to Jan 17 (4 PM)	23-*****-3	<a href="#"><u>Final Reg Day 5</u></a> Jan 16 (4 PM) to Jan 17 (10 AM)	Jan 17: 1.00 PM to 1:30 PM	Jan 17: 2.00 PM to 3:00 PM
Jan 17 (4 PM) to Jan 18 (4 PM)	Free Slot	<a href="#"><u>Final Reg Free Slot</u></a> Jan 17 (4 PM) to Jan 18 (10 AM)	Jan 18: 1.00 PM to 1:30 PM	Jan 18: 2.00 PM to 3:00 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 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	Mr. Protik Parvez Sheikh	<a href="mailto:protik@aiub.edu">protik@aiub.edu</a>
23-*****-1, 23-*****-2, 23-*****-3	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. 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)**