

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

**May 25, 2022**

**Online and On-Campus Adding Dropping Procedure for Summer 2021-22**

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-dropping-summer-2021-22.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 following link. 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 # DS0207 (Computer Lab-17)** within the **on-campus adding dropping 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 adding dropping if they find during check time their problems are not solved.**

<b>Online Adding Dropping Link and Schedule</b>	<b>Check Time</b>	<b>On Campus Adding Dropping Time</b>
<a href="https://forms.office.com/r/WTy1VnWX02">https://forms.office.com/r/WTy1VnWX02</a> May 26 (12 AM) to May 29 (4PM)	May 26: 1.00 PM to 2:00 PM	May 26: 2.00 PM to 3:00 PM
	May 29: 1.00 PM to 2:00 PM	May 29: 2.00 PM to 3:00 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. Students are advised to contact their respective advisers (as per the list given below) through Microsoft Teams during if their problems are not solved during on campus adding dropping Time.

EEE ID	Registration Advisers Name	Registration Advisers Email
ALL up to 17-*****-3, 19-*****-1, 20-*****-1	Mr. Mohammad Zohurul Islam	zohurul@aiub.edu
18-*****-2, 19-*****-3, 21-*****-2, 20-*****-3	Mr. Mehedi Hasan	mehedi@aiub.edu
18-*****-3, 19-*****-2, 21-*****-1	Mr. Md. Shahariar Parvez	shahariar.parvez@aiub.edu
18-*****-1, 20-*****-2, 21-*****-3	Mr. Asif Mahfuz	asifmahfuz@aiub.edu
All CoE & IPE	Mr. Abir Ahmed	abir.ahmed@aiub.edu

In case of any difficulty please email your concern to

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

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