

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

*June 7, 2023*

**Online and On-Campus Adding Dropping Procedure for Summer 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-notice-of-summer-22-23.pdf”](https://www.aiub.edu/Files/Uploads/adding-and-dropping-notice-of-summer-22-23.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
<a href="#">Click here for Online Add Drop Form Link</a> <b>June 8 (12 AM) to June 11 (1.00 PM)</b>	June 8: 1 PM to 2 PM	June 8: 2 PM to 3 PM
	June 11: 1:30 PM to 2:30 PM	June 11: 2.30 PM to 3:30 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. Students are advised to contact their respective advisers (as per the list given below) through Microsoft Teams if their problems are not solved during **regular schedule**. Special cases will be forwarded to Ms. Sadia Yasmin 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	Mr. Md. Sajid Hossain	<a href="mailto:sajidh@aiub.edu">sajidh@aiub.edu</a>
18-*****-1, 19-*****-3, 21-*****-2, 20-*****-3	Mr. Mehedi Hasan	<a href="mailto:mehedi@aiub.edu">mehedi@aiub.edu</a>
18-*****-3, 19-*****-2, 20-*****-2, 21-*****-1	Mr. Md. Shahariar Parvez	<a href="mailto:shahariar.parvez@aiub.edu">shahariar.parvez@aiub.edu</a>
22-*****-1, 22-*****-2	Mr. Protik Parvez Sheikh	<a href="mailto:protik@aiub.edu">protik@aiub.edu</a>
22-*****-3, 23-*****-1	Mr. Richard Victor Biswas	<a href="mailto:richard.biswas@aiub.edu">richard.biswas@aiub.edu</a>
All CoE & IPE Students	Mr. Abir Ahmed	<a href="mailto:abir.ahmed@aiub.edu">abir.ahmed@aiub.edu</a>

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)**