

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

March 27, 2022

Online & On-Campus Pre-Registration Procedure for Summer 2021-22

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/pre-registration-flow-chart-of-summer-2021-22.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 come 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 during check time their problems are not solved.**
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
March 27 (4 PM) to March 28 (4 PM)	ALL up to 18-*****-3	prereg/D1 March 27 (4 PM) to March 28 (10 AM)	March 28: 2.00 PM to 3.45 PM
March 28 (4 PM) to March 29 (4 PM)	19-*****-1 to 19-*****-3	prereg/D2 March 28 (4 PM) to March 29 (10 AM)	March 29: 2.00 PM to 3.45 PM
March 29 (4 PM) to March 30 (4 PM)	20-*****-1 to 20-*****-3	prereg/D3 March 29 (4 PM) to March 30 (10 AM)	March 30: 2.00 PM to 3.45 PM
March 30 (4 PM) to March 31 (4 PM)	21-*****-1 to 22-*****-1	prereg/D4 March 30 (4 PM) to March 31 (10 AM)	March 31: 2.00 PM to 3.45 PM
March 31 (4 PM) to April 03 (4 PM)	Free slot	prereg/freeslot April 01 (4 PM) to April 04 (10 AM)	April 03: 2.0 M to 3.45 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. Saniat Rahman Zishan by the Registration Advisers only.

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, 22-*****-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

6. For any issues/queries related to capstone project registration, students are advised to contact Mr. Kawshik Shikder (kawshik.shikder@aiub.edu)
7. For any issues/queries related to Internship registration, students are advised to contact Mr. Abul Hasnat (abul.hasnat@aiub.edu).

In case of any difficulty, please email your concern to:

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

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