

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

*March 23, 2023*

**Online & On-Campus Pre-Registration Procedure for Summer 2022-23**

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:

[Pre-Registration Flowchart Summer 2022-2023 | AIUB](#)

**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 go 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, their problems are not solved during check time.**
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
Mar 25 (4 PM) to Mar 27 (4 PM)	ALL up to 19-*****-3	<a href="#">Prereg Day 1</a> Mar 25 (4 PM) to Mar 27 (10 AM)	Mar 27: 1.30 PM to 2:00 PM	Mar 27: 2.30 PM to 3:30 PM
Mar 27 (4 PM) to Mar 28 (4 PM)	20-*****-1 to 21-*****-1	<a href="#">Prereg Day 2</a> Mar 27 (4 PM) to Mar 28 (10 AM)	Mar 28: 1.30 PM to 2:00 PM	Mar 28: 2.30 PM to 3:30 PM
Mar 28 (4 PM) to Mar 29 (4 PM)	21-*****-2 to 22-*****-1	<a href="#">Prereg Day 3</a> Mar 28 (4 PM) to Mar 29 (10 AM)	Mar 29: 1.30 PM to 2:00 PM	Mar 29: 2.30 PM to 3:30 PM
Mar 29 (4 PM) to Mar 30 (4 PM)	22-*****-2 to 22-*****-3	<a href="#">Prereg Day 4</a> Mar 29 (4 PM) to Mar 30 (10 AM)	Mar 30: 1.30 PM to 2:00 PM	Mar 30: 2.30 PM to 3:30 PM
Mar 30 (4 PM) to Apr 02 (4 PM)	23-*****-1	<a href="#">Prereg Day 5</a> Mar 30 (4 PM) to Apr 02 (10 AM)	Apr 02: 1.30 PM to 2:00 PM	Apr 02: 2.30 PM to 3:30 PM

5. Students are advised to contact their respective advisors (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 Dr. Md. Saniat Rahman Zishan by the Registration Advisors only.

EEE ID	Registration Advisors Name	Registration Advisors Email
ALL up to 17-*****-3, 18-*****-2, 19-*****-1, 20-*****-1, 21-*****-3	Mr. Mohammad Zohurul Islam	<a href="mailto:zohurul@aiub.edu">zohurul@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>
23-*****-1, 22-*****-3	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>
Probation students of EEE, CoE & IPE Dept.	Ms. Sadia Yasmin	<a href="mailto:sadia@aiub.edu">sadia@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. 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. Mohammad Nasir Uddin, Head, MEEE & MTEL program ([drnasir@aiub.edu](mailto:drnasir@aiub.edu))
3. Mr. Nafiz Ahmed Chisty, Head-in-Charge, EEE ([chisty@aiub.edu](mailto:chisty@aiub.edu))
4. Dr. 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)**