

American International University-Bangladesh (AIUB)

Department of EEE, CoE & IPE

March 31, 2024

Online & On-Campus Pre-Registration Procedure for Summer 2023-24

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/preregistration-flowchart-summer-2023-24.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 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 students find during check time, their problem is not solved, they can go to **Room # DN0610** 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 31 (4 PM) to Apr 01 (4 PM)	ALL up to 21-*****-3	Prereg Day 1 Mar 31 (4 PM) to Apr 01 (10 AM)	Apr 01: 1.00 PM to 1:30 PM	Apr 01: 1.30 PM to 2:30 PM
Apr 01 (4 PM) to Apr 02 (4 PM)	22-*****-1 to 22-*****-3	Prereg Day 2 Apr 01 (4 PM) to Apr 02 (10 AM)	Apr 02: 1.00 PM to 1:30 PM	Apr 02: 1.30 PM to 2:30 PM
Apr 02 (4 PM) to Apr 03 (4 PM)	23-*****-1 to 23-*****-2	Prereg Day 3 Apr 02 (4 PM) to Apr 03 (10 AM)	Apr 03: 1.00 PM to 1:30 PM	Apr 03: 1.30 PM to 2:30 PM
Apr 03 (4 PM) to Apr 04 (4 PM)	23-*****-3	Prereg Day 4 Apr 03 (4 PM) to Apr 04 (10 AM)	Apr 04: 1.00 PM to 1:30 PM	Apr 04: 1.30 PM to 2:30 PM
Apr 04 (4 PM) to Apr 15 (4 PM)	24-*****-1	Prereg Day 5 Apr 04 (4 PM) to Apr 15 (10 AM)	Apr 15: 1.00 PM to 1:30 PM	Online
Apr 15 (4 PM) to Apr 16 (4 PM)	Free Slot	Prereg Day 6 Apr 15 (4 PM) to Apr 16 (10 AM)	Apr 16: 1.00 PM to 1:30 PM	Apr 16: 1.30 PM to 2:30 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 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	sajidh@aiub.edu
19-*****-2, 19-*****-3, 20-*****-1, 20-*****-2	Mr. Mehedi Hasan	mehedi@aiub.edu
20-*****-3, 21-*****-1, 21-*****-2, 21-*****-3	Mr. Md. Shahariar Parvez	shahariar.parvez@aiub.edu
22-*****-1, 22-*****-2, 22-*****-3, 23-*****-1	Mr. Protik Parvez Sheikh	protik@aiub.edu
23-*****-2, 23-*****-3 24-*****-1	Mr. Md. Alomgir Kabir	akabir@aiub.edu
All CoE & IPE Students	Mr. Abir Ahmed	abir.ahmed@aiub.edu
Probation students of EEE, CoE & IPE Dept.	Mr. Md. Sajid Hossain	sajidh@aiub.edu

6. For any issues/queries related to capstone project registration, students are advised to contact Mr. Abir Ahmed (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).

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

1. Dr. M. A. Mannan, Associate Dean, FE (mdmannan@aiub.edu)
2. Dr. Md. Saniat Rahman Zishan, Director, FE (saniat@aiub.edu)
3. Dr. Mohammad Nasir Uddin, Head, MEEE program (drnasir@aiub.edu)
4. Mr. Nafiz Ahmed Chisty, Head, EEE (chisty@aiub.edu)
5. Mr. Chowdhury Akram Hossain, Head, CoE (chowdhury.akram@aiub.edu)
6. Dr. Md. Ehasanul Haque, Head, IPE (ehasanul@aiub.edu)

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