

Final Registration :: Spring 2023–24

Faculty of Science and Technology

Department of Computer Science (CSE/CS/CSSE/SE/CIS)

[Registration Procedure](#)

1. Students have to follow the online final registration procedure to register for courses according to the schedule given in the notice titled “[Final Registration Flowchart Spring 2023-2024](#)” on AIUB website.
2. For [Thesis/Software Project I/Software Project II Registration](#), Students must follow the instructions provided in the following link: [Click Here For Thesis/SP Notice](#).
Thesis/SP1/SP2 will be added in your registration in due time. For any queries, send an email to info@cs.aiub.edu.
3. For [Internship registration](#), go to the following link and fill up the Internship Registration Form: [Click here for Internship Registration guidelines with form links](#).
Internship will be added in your registration in due time. For any queries, send an email to info@cs.aiub.edu.
4. For [Probation Students](#), follow the probation student registration guideline from the notice board/ website.
5. **ONLY for exceptional cases** (e.g., can't find courses, sections are full, want to request for courses, etc.) use the registration request form.
6. To submit registration request, students have to follow the steps bellow:
 - Students **MUST Login** to their respective Microsoft Account (XX-XXXXX-X@student.aiub.edu).
 - Use the Correct [Registration Request Form](#) as per the table below.
 - Students **MUST** submit their registration request according to the schedule below:

| Date | Student ID Number | Form Link <i>ONLY for exceptional cases</i> |
|---------------------------------|--------------------------------|---|
| Jan 10 (4 PM) to Jan 11 (10 AM) | All up to 18-XXXXX-1 | https://forms.office.com/r/DKAzyEFfUh |
| | 18-XXXXX-2 to 20-XXXXX-3 | https://forms.office.com/r/Tv1GxuHPFG |
| Jan 11 (4 PM) to Jan 14 (10 AM) | 21-XXXXX-1 to 22-XXXXX-1 | https://forms.office.com/r/XiZ4UnQEkp |
| Jan 14 (4 PM) to Jan 15 (10 AM) | 22-XXXXX-2 to 22-XXXXX-3 | https://forms.office.com/r/hQqD4CsPW7 |
| Jan 15 (4 PM) to Jan 16 (10 AM) | 23-XXXXX-1 to 23-XXXXX-2 | https://forms.office.com/r/VRBVvTpCDq |
| Jan 16 (4 PM) to Jan 17 (10 AM) | 23-XXXXX-3 | https://forms.office.com/r/mrWcTvWZ1A |
| Jan 17 (4 PM) to Jan 18 (10 AM) | Free Slot | https://forms.office.com/r/JAsyCjVGrK |
| | All up to 18-XXXXX-1 Others | https://forms.office.com/r/RdGqjS8yrL |

7. After submitting the form, students **MUST** wait for at least 20 hours as it takes time for the advisors to process and execute all the requests.
8. If registration request is not processed even after waiting the aforementioned 20 hours, students can contact in D-Building **Room# DS0202** as per the following schedule:

| Date | Time | Student ID Number |
|--------------------------|----------------------|--------------------------|
| Jan 14, 2024 (Sunday) | 11:00 AM to 02:00 PM | Up to 20-XXXXX-3 |
| | 02:00 PM to 04:00 PM | 21-XXXXX-1 to 22-XXXXX-1 |
| Jan 15, 2024 (Monday) | 01:00 PM to 04:00 PM | 22-XXXXX-2 to 22-XXXXX-3 |
| Jan 16, 2024 (Tuesday) | 01:00 PM to 04:00 PM | 23-XXXXX-1 to 23-XXXXX-2 |
| Jan 17, 2024 (Wednesday) | 01:00 PM to 04:00 PM | 23-XXXXX-3 |
| Jan 18, 2024 (Thursday) | 01:00 PM to 04:00 PM | Free Slot |

- Only the students who filled up the form will be allowed to visit in **Room# DS0202**.
- Do not create any queue in front of **Room# DS0202** before the above-mentioned time. Any queue formed before that will be deformed.

Best Regards,
 Department of Computer Science, FST
 American International University-Bangladesh