

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

May 27, 2021

Online Adding Dropping Procedure for Summer 2020-21

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/adding--dropping-of-summer-2020-2021"](https://www.aiub.edu/adding--dropping-of-summer-2020-2021)

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)**: <https://rebrand.ly/fe/adddrop>
2. Students who have submitted **Online Adding Dropping Form (OADF)** are advised to check their AIUB portal during **3.30 PM to 4.30 PM**. The **Online Adding Dropping Form (OADF)** will be active from **May 27, 2021 to till 4 PM of May 30, 2021**.
3. If student finds during check time, their problem is not solved then they can text Mr. Mohammad Zohurul Islam (zohurul@aiub.edu) through Microsoft Teams within 5 PM to 6 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.

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)