Pre-Registration :: Fall 2022–23
Faculty of Science and Technology
Department of Computer Science
(CSE/CS/CSSE/SE/CIS)

Registration Procedure

1. Students <u>have to follow the online pre-registration procedure</u> to register courses according to the schedule given in the notice titled "Pre-Registration Flowchart Spring 2022-2023" 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*.

3. For Internship registration, Students must follow the instructions provided in the following link: *Click Here for Internship Registration Notice with Registration Request Form*.

   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 I.D. Number	Form Link ONLY for exceptional cases
Nov 19 (4 PM) to Nov 20 (10 AM)	All up to 18-XXXXX-1	https://forms.office.com/r/J3HS6eNweU
	18-XXXXX-2 to 19-XXXXX-3	https://forms.office.com/r/Z7Yth3T5Fe
Nov 20 (4 PM) to Nov 21 (10 AM)	20-XXXXX-1 to 20-XXXXX-3	https://forms.office.com/r/yE6QMtJPSS
Nov 21 (4 PM) to Nov 22 (10 AM)	21-XXXXX-1 to 21-XXXXX-3	https://forms.office.com/r/ySXGi9dZUg
Nov 22 (4 PM) to Nov 23 (10 AM)	22-XXXXX-1 to 22-XXXXX-3	https://forms.office.com/r/0WqjwjpB4i
Nov 23 (4 PM) to Nov 24 (10 AM)	Free Slot	https://forms.office.com/r/H5kRawzLzz
		https://forms.office.com/r/WmJZKBYZns

7. After submitting the form, students MUST wait for at least 22 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 22 hours, students can contact in D-Building **Room# DN0809** as per the following schedule:

Date	Time	Student ID Number
Nov 21, 2022 (Monday)	12:30 PM to 02:00 PM	Up to 19-XXXXX-3
Nov 21, 2022 (Monday)	02:30 PM to 04:00 PM	20-XXXXX-1 to 20-XXXXX-3
Nov 22, 2022 (Tuesday)	02:30 PM to 04:00 PM	21-XXXXX-1 to 21-XXXXX-3
Nov 23, 2022 (Wednesday)	02:30 PM to 04:00 PM	22-XXXXX-1 to 22-XXXXX-3
Nov 24, 2022 (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# DN0809**.
- Do not create any queue in front of **Room# DN0809** before the above mentioned time. Any queue formed before that will be deformed.

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