Pre Registration :: Fall 2021–22
Faculty of Science and Technology
Department of Computer Science
(CSE/CS/CSSE/SE/CIS)

<u>Online Registration Procedure</u>

1. Students <u>have to follow the online pre-registration procedure</u> to register courses according to the schedule given in the notice titled "Revised Pre Registration flow chart of Fall 2021-2022" on AIUB website.

2. For Internship registration, go to the following link and fill up the internship registration form: https://forms.office.com/r/34TnUp69ft. Internship will be added in your registration in due time. For any queries, send an email to info@cs.aiub.edu.

3. For Thesis/SP1/SP2 registration issues, send an email to info@cs.aiub.edu.

4. ONLY for exceptional cases (e.g., can't find courses, sections are full, want to request for courses, etc.) use the registration request form.

5. 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
Jul 25 (4PM) to Jul 26 (4PM)	All up to 18-XXXXX-1	forms.office.com/r/h36GvWTr0z
	18-XXXXX-2	forms.office.com/r/Qre0bBaA0q
Jul 26 (4PM) to Jul 27 (4PM)	18-XXXXX-3 to 19-XXXXX-3	forms.office.com/r/pzwDtdSjRU
Jul 27 (4PM) to Jul 28 (4PM)	20-XXXXX-1 to 21-XXXXX-1	forms.office.com/r/3ESrHnQy3i
	21-XXXXX-2	forms.office.com/r/u2az07qL2N
Jul 28 (4PM) to Jul 29 (4PM)	Free Slot	Up to 18-XXXXX-1 forms.office.com/r/pbfFFW29Hf
		18-XXXXX-2 to 21-XXXXX-1 forms.office.com/r/54YJfa8KYU
		21-XXXXX-2 forms.office.com/r/dz3mf816h8

6. After submitting the form, students MUST wait for at least 48 hours as it takes time for the advisors to process and execute all the requests.

Note:

- Probation students can also submit their registration request. But, the confirmation of their final registration may be subject to the approval of respective advisor/ head/ director.

- In case of any issues after expiring the aforementioned 48 hours, you can email your concern to the faculty members as per the list below with the subject "***Pre Registration Fall 21-22 :: XX-XXXXX-X***". Write your ID in place of XX-XXXXX-X.

Student ID	Advisor Name and Email
All up to 18-XXXXX-1	Mr. Mohaimen-Bin-Noor *mohaimen.niloy@aiub.edu*
18-XXXXX-2	Ms. Wardah Saleh *wardah@aiub.edu*
18-XXXXX-3 to 19-XXXXX-1	Ms. Rifat Tasnim Anannya *rifat.tasnim@aiub.edu*
19-XXXXX-2 to 19-XXXXX-3	Mr. Aneem Al Ahsan *aneem@aiub.edu*
20-XXXXX-1	Ms. Shahrin Chowdhury *shahrin@aiub.edu*
20-XXXXXX-2 to 20-XXXXX-3	Ms. Fahmida Alam *fahmida@aiub.edu*
21-XXXXX-1 to 21-XXXXX-2	Mr. Md. Kishor Morol *kishor@aiub.edu*

- If you mail faculty members other than the faculty members designated for you, it will create congestion in their mailbox and will result in a delay of processing registration requests.

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