

Pre-Registration :: Summer 2021-22

Faculty of Science and Technology

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

[Registration Procedure](#)

1. Students have to follow the online pre-registration procedure to register courses according to the schedule given in the notice titled “[Pre-Registration Flow Chart of Summer 2021-2022](#)” on AIUB website.
2. For [Thesis/Software Project I/Software Project II Registration](#), Students must get registered in Departmental Research Portal <https://cs.aiub.edu/portal/research/login>. After that, contact your Thesis/Software Project Supervisor to activate your account and apply in the specific Thesis/Software Project.
3. For [Internship registration](#), go to the following link and fill up the Internship Registration Form: <https://forms.office.com/r/Aqa1vSRPDe>. 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](#), go to the following link and fill up the Probation Student Advisory Form: <https://forms.office.com/r/WZzC5TFpep>. The confirmation of pre-registration may be subject to the approval of respective advisor/ head/ director.
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
Mar 27 (4 PM) to Mar 28 (3 PM)	All up to 18-XXXXX-1	https://forms.office.com/r/p2xqLZigmd
	18-XXXXX-2 to 18-XXXXX-3	https://forms.office.com/r/yK2JSxiM7e
Mar 28 (4 PM) to Mar 29 (3 PM)	19-XXXXX-1 to 19-XXXXX-3	https://forms.office.com/r/kfwgtZgi9B
Mar 29 (4 PM) to Mar 30 (3 PM)	20-XXXXX-1 to 20-XXXXX-3	https://forms.office.com/r/wuRLd6qYSw
Mar 30 (4 PM) to Mar 31 (3 PM)	21-XXXXX-1 to 21-XXXXX-3	https://forms.office.com/r/bygus30vih
	22-XXXXX-1	https://forms.office.com/r/5BSYEpgtT6
Mar 31 (4 PM) to Apr 03 (3 PM)	Free Slot	Up to 18-XXXXX-1 https://forms.office.com/r/f5qet8NAqQ
		18-XXXXX-2 to 21-XXXXX-3 https://forms.office.com/r/LhZD1kx1x4
		22-XXXXX-1 https://forms.office.com/r/Z5ra3K6cHf

7. 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:

- 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 Summer 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 to 18-XXXXX-3	Mr. Md. Hasibul Hasan hasib.hasan@aiub.edu
19-XXXXX-1	Ms. Syeda Anika Tasnim anika.tasnim@aiub.edu
19-XXXXX-2 to 19-XXXXX-3	Ms. Wardah Saleh wardah@aiub.edu
20-XXXXX-1	Mr. Rifath Mahmud rifath.mahmud@aiub.edu
20-XXXXX-2	Ms. Fahmida Alam fahmida@aiub.edu
20-XXXXX-3	Ms. Shahrin Chowdhury shahrin@aiub.edu
21-XXXXX-1 to 21-XXXXX-2	Mr. Md. Kishor Morol kishor@aiub.edu
21-XXXXX-3	Mr. Sazzad Hossain sazzad@aiub.edu
22-XXXXX-1	Mr. Md. Nazmul Hossain nazmul@aiub.edu

- If you send the same mail multiple times to your advisor, 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