

# Pre-Registration :: Summer 2022-23

## 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 for courses according to the schedule given in the notice titled “[Pre-Registration Flowchart Summer 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](#), 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](mailto: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](mailto: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 25 (4 PM) to Mar 27 (10 AM)	All up to 18-XXXXX-1	<a href="https://forms.office.com/r/F4PwUXS7mv">https://forms.office.com/r/F4PwUXS7mv</a>
	18-XXXXX-2 to 19-XXXXX-3	<a href="https://forms.office.com/r/xEbvU3CtDx">https://forms.office.com/r/xEbvU3CtDx</a>
Mar 27 (4 PM) to Mar 28 (10 AM)	20-XXXXX-1 to 20-XXXXX-3	<a href="https://forms.office.com/r/tBs0MyZT6W">https://forms.office.com/r/tBs0MyZT6W</a>
Mar 28 (4 PM) to Mar 29 (10 AM)	21-XXXXX-1 to 21-XXXXX-3	<a href="https://forms.office.com/r/ZkjPddz6Vd">https://forms.office.com/r/ZkjPddz6Vd</a>
Mar 29 (4 PM) to Mar 30 (10 AM)	22-XXXXX-1 to 22-XXXXX-3	<a href="https://forms.office.com/r/rhNBmAjiwp">https://forms.office.com/r/rhNBmAjiwp</a>
Mar 30 (4 PM) to Apr 02 (10 AM)	23-XXXXX-1	<a href="https://forms.office.com/r/SZBqTj4xMc">https://forms.office.com/r/SZBqTj4xMc</a>

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# DS0904** as per the following schedule:

Date	Time	Student ID Number
Mar 27, 2023 (Monday)	02:30 PM to 04:00 PM	Up to 19-XXXXX-3
Mar 28, 2023 (Tuesday)	02:30 PM to 04:00 PM	20-XXXXX-1 to 21-XXXXX-1
Mar 29, 2023 (Wednesday)	02:30 PM to 04:00 PM	21-XXXXX-2 to 22-XXXXX-1
Mar 30, 2023 (Thursday)	02:30 PM to 04:00 PM	22-XXXXX-2 to 22-XXXXX-3
Apr 02, 2023 (Sunday)	01:00 PM to 04:00 PM	23-XXXXX-1

- Only the students who filled up the form will be allowed to visit in **Room# DS0904**.
- Do not create any queue in front of **Room# DS0904** before the above mentioned time. Any queue formed before that will be deformed.

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