

# Online Final Registration Guidelines for Probation Students SPRING 2023-2024

## **Probation students can apply online for Final registration according to the Final registration schedule.**

1. As a probation student, you are unable to confirm final registration without the probation department's consent. Apply first for Final Registration from your portal. Follow the following steps:
2. [Step 1](#): Log in to AIUB Portal (<https://portal.aiub.edu>) for online final registration.
3. [Step 2](#): Click on the **“Go to Registration”** button.
4. [Step 3](#): Click on the **“Apply here”** button, you must wait for the approval of the probation department
5. [Step 4](#): You must wait for the probation department's clearance if the application was submitted successfully
6. [Step 5](#): The “next” button will appear if your application is accepted. Go and meet your respected advisors to confirm the Final Registration
7. [Step 5](#): If your application is denied, you will see instructions from the Office of Probation and follow the instructions accordingly.

**Probation students cannot confirm their final registration by themselves, their registration will be confirmed with the help of their department’s below-mentioned advisors**

### **Only for Probation Students**

The following schedule and venues will be allocated for on-campus registration in the presence of the following Faculty Members (Advisors)

**Date: January 10 – January 18, 2023**

**Time: 10 AM – 4 PM**

Dept.	Name of the Advisor	Room No	Email
EEE, CoE & IPE	Md Sajid Hossain	DN0421	<a href="mailto:sajidh@aiub.edu">sajidh@aiub.edu</a>
Architecture	M. Arefeen Ibrahim	41D12	<a href="mailto:arefeen@aiub.edu">arefeen@aiub.edu</a>
CS	Mr. Sharfuddin Mahmood	DNGA12	<a href="mailto:smahmood@aiub.edu">smahmood@aiub.edu</a>
	Mr. Tohedul Islam	DN0121	<a href="mailto:islamtohedul@aiub.edu">islamtohedul@aiub.edu</a>
	Mr. Md. Faruk Abdullah Al Sohan	DN0127C	<a href="mailto:faruk.sohan@aiub.edu">faruk.sohan@aiub.edu</a>
BBA	Mr. Hamidul Islam [Hamid]	42C11	<a href="mailto:hamidul.islam@aiub.edu">hamidul.islam@aiub.edu</a>
	Mr. Joynal Abedin	42B02	<a href="mailto:abedin@aiub.edu">abedin@aiub.edu</a>
MBA & EMBA	Dr. Partha Prasad Chowdhury	42A09	<a href="mailto:partha.p@aiub.edu">partha.p@aiub.edu</a>
Economics	Dr. Faria Sultana	410C13	<a href="mailto:farias@aiub.edu">farias@aiub.edu</a>
English	Md. Hamidul Haque	41A03	<a href="mailto:hamidhaq@aiub.edu">hamidhaq@aiub.edu</a>
Law	Ahasan Habib	41A19	<a href="mailto:ahasanhabib@aiub.edu">ahasanhabib@aiub.edu</a>
MMC	Afroza Sultana	41A18	<a href="mailto:afroza.shoma@aiub.edu">afroza.shoma@aiub.edu</a>

**Note: If anyone fails to complete and confirm the registration within the published schedule, a late registration fine will be applicable.**

### **Office of Probation**

Registrar Building (Annex-8)

Tel: +88 02 8414046-9; +88 02 8414050, Ext: 254, 245

Email: [probation@aiub.edu](mailto:probation@aiub.edu), Hotline: 01844115008