

American International University-Bangladesh (AIUB)
Department of EEE, CoE & IPE

July 24, 2021

Online Pre-Registration Procedure for Fall 2021-22

All students of Department of EEE, CoE & IPE must login to AIUB Portal (<https://portal.aiub.edu>) for online Pre-registration and follow the registration procedure and schedule according to the following notice at “<https://www.aiub.edu/pre-registration-flow-chart-of-fall-2021-2022>”.

Only for exceptional problematic cases like unable to register a course despite completing pre-requisites, course/section is not visible in the offered section etc. students are advised to follow the following steps maintaining the given schedule.

1. Students must fill up the **Online Pre-Registration Form (OPRF)** as per the given schedule. OPRF will be active only during the given time duration and can be submitted only once.
2. Students who have submitted **Online Pre-Registration Form (OPRF)** are advised to check their AIUB portal within the mentioned **Check Time**.

| Date & Time | Student I.D. Number | Online Registration Form Link and submission schedule | Check Time |
|---|----------------------------|--|----------------------------|
| July 25 (4 PM) to July 26 (4 PM) | ALL up to 18-*****-2 | prereg/all/upto/18-2 Jul 25 (4 PM) to Jul 26 (10.30 AM) | Jul 26: 2.00 PM to 3.00 PM |
| July 26 (4 PM) to July 27 (4 PM) | 18-*****-3 to 19-*****-3 | prereg/18-3/19-3 Jul 26 (4 PM) to Jul 27 (10.30 AM) | Jul 27: 2.00 PM to 3.00 PM |
| July 27 (4 PM) to July 28 (4 PM) | 20-*****-1 to 21-*****-2 | prereg/20-1/21-2 Jul 27 (4 PM) to Jul 28 (10.30 AM) | Jul 28: 2.00 PM to 3.00 PM |
| July 28 (4 PM) to July 29 (4 PM) | Free slot | prereg/freeslot Jul 28 (4 PM) to Jul 29 (10.30 AM) | Jul 29: 2.00 PM to 3.00 PM |

3. If student finds during check time, their problem is not solved then they can text their respective registration advisers through Microsoft Teams within 2.30 PM to 3.30 PM as per the list given in the next page.

| EEE ID | Registration Advisers Name | Registration Advisers Email |
|---|----------------------------|-----------------------------|
| ALL up to 17-*****-3, 19-*****-1, 20-*****-1 | Mr. Mohammad Zohurul Islam | zohurul@aiub.edu |
| 18-*****-1, 19-*****-2, 20-*****-3 | Mr. Md. Ashif Islam Oni | ashif.oni@aiub.edu |
| 18-*****-2, 19-*****-3, 21-*****-2 | Mr. Mehedi Hasan | mehedi@aiub.edu |
| 18-*****-3, 21-*****-1 | Mr. Md. Shahariar Parvez | shahariar.parvez@aiub.edu |
| 20-*****-2 | Mr. Asif Mahfuz | asifmahfuz@aiub.edu |
| All CoE & IPE | Mr. Abir Ahmed | abir.ahmed@aiub.edu |

- Registration Advisers will provide token number to those students who require assistance or counselling related to their registration from Mr. Md. Saniat Rahman Zishan. With that token number students can text Mr. Md. Saniat Rahman Zishan (saniat@aiub.edu) **after check time** within 5.30 PM to 6.30 PM through Microsoft Teams.
- If any student fails to submit the OPRF within given schedule, they can fill **Online Pre-Registration Form** given in **free slot**. Their problems will be solved during free slot.

In case of any difficulty please email your concern to

- Dr. Md. Abdur Rahman, Associate Dean, FE (arahman@aiub.edu)
- Dr. M. A. Mannan, Director, FE (mdmannan@aiub.edu)
- Dr. Mohammad Nasir Uddin, Head, MEEE program (drnasir@aiub.edu)
- Mr. Nafiz Ahmed Chisty, Head-in-Charge, EEE (chisty@aiub.edu)
- Mr. Md. Saniat Rahman Zishan, Head, COE (saniat@aiub.edu)

Best Wishes

**Department of EEE, CoE & IPE
American International University-Bangladesh (AIUB)**