

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

March 28, 2021

Online Pre-Registration Procedure for Summer 2020-21

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-summer-2020-2021>”

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**.
3. If student finds during check time, their problem is not solved then they can text Ms. Sadia Yasmin (sadia@aiub.edu) and Mr. Mohammad Zohurul Islam (zohurul@aiub.edu) through Microsoft Teams within 2.30 PM to 3.30 PM.
4. Students can text Mr. Md. Saniat Rahman Zishan (saniat@aiub.edu) through Microsoft Teams any day within 5 PM to 6 PM for counselling related to pre-registration.
5. 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.

Date & Time	Student I.D. Number	Online Registration Form Link And schedule	Check Time
March 28 (4 PM) to March 29 (4 PM)	ALL up to 19-*****-1	prereg/all/upto/19-1 March 28 (4 PM) to March 29 (10.30 AM)	March 29: 2.00 PM to 3.00 PM
March 29 (4 PM) to March 30 (4 PM)	19-*****-2 to 19-*****-3	prereg/19-2/19-3 March 29 (4 PM) to March 30 (10.30 AM)	March 30: 2.00 PM to 3.00 PM
March 30 (4 PM) to March 31 (4 PM)	20-*****-1 to 20-*****-2	prereg/20-1/20-2 March 30 (4 PM) to March 31 (10.30 AM)	March 31: 2.00 PM to 3.00 PM
March 31 (4 PM) to April 01 (4 PM)	20-*****-3 to 21-*****-1	prereg/20-3/21-1 March 31 (4 PM) to April 01 (10.30 AM)	April 01: 2.00 PM to 3.00 PM

April 01 (4 PM) to April 4 (4 PM)	Free Slot	<u>prereg/freeslot</u> April 01 (4 PM) to April 04 (10.30 AM)	April 04: 2.00 PM to 3.00 PM
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In case of any difficulty please email your concern to

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

Best Wishes

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