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

January 28, 2024

Online and On-Campus Adding Dropping Procedure for Spring 23-24

EEE, CoE & IPE students must login to AIUB Portal (https://portal.aiub.edu) for online adding dropping and follow the procedure given in the following notice at

https://www.aiub.edu/Files/Uploads/adding-dropping-notice-of-spring-2023-24.pdf

Only for exceptional problematic cases like a section has available seat but student is unable to add, or the course is not shown in portal despite completing pre-requisites students are advised to use the following steps maintaining the given schedule.

1. Students must fill up the **Online Adding Dropping Form (OADF)** using the link below. OADF will be active only during the given time duration and can be submitted only once.
2. Students who have submitted **Online Adding Dropping Form (OADF)** are advised to check their AIUB portal within the mentioned **Check Time**.
3. If a student finds during check time, their problem is not solved, they can come to **Room # DN0421** within the **on-campus registration time** to solve their problems. **Please remember, students who have submitted the Adding Dropping Form (OADF), only they are allowed to come for on-campus registration if they find during check time their problems are not solved.**

Online Adding Dropping Link and Schedule	Check Time	On Campus Registration Time
Click here for Online Add Drop Form Link **January 30 (12 AM) to January 31 (10 AM)**	January 30: 10:30 AM to 11:00 AM	January 30: 11 AM to 12 PM
	January 31: 10:30 AM to 11:00 AM	January 31: 11 AM to 12 PM

4. **Section change is not allowed.**
5. **Course add request will not be accepted if seat capacity of a section needs to be increased.**
6. **Course drop request will not be accepted if minimum credit load is not maintained after dropping.**

7. Students are advised to contact their respective advisers (as per the list given below) through Microsoft Teams if their problems are not solved during **a regular schedule**. Special cases will be forwarded to Mr. Md Sajid Hossain by the **Registration Advisers** only.

EEE ID	Registration Advisers Name	Registration Advisers Email
ALL up to 17-*****-3, 18-*****-1, 18-*****-2, 18-*****-3, 19-*****-1	**Mr. Md. Sajid Hossain**	**sajidh@aiub.edu**
19-*****-2, 19-*****-3, 20-*****-1, 20-*****-2	**Mr. Mehedi Hasan**	**mehedi@aiub.edu**
20-*****-3, 21-*****-1, 21-*****-2, 21-*****-3	**Mr. Md. Shahariar Parvez**	**shahariar.parvez@aiub.edu**
22-*****-1, 22-*****-2 22-*****-3	**Mr. Protik Parvez Sheikh**	**protik@aiub.edu**
23-*****-1, 23-*****-2, 23-*****-3	**Mr. Md. Alomgir Kabir**	**akabir@aiub.edu**
All CoE & IPE Students	**Mr. Abir Ahmed**	**abir.ahmed@aiub.edu**

In case of any difficulty, please email your concern to:

1. Dr. M. A. Mannan, Associate Dean, FE (mdmannan@aiub.edu)
2. Dr. Md. Saniat Rahman Zishan, Director, FE (saniat@aiub.edu)
3. Dr. Mohammad Nasir Uddin, Head, MEEE program (drnasir@aiub.edu)
4. Mr. Nafiz Ahmed Chisty, Head, EEE (chisty@aiub.edu)
5. Mr. Chowdhury Akram Hossain, Head, CoE (chowdhury.akram@aiub.edu)
6. Dr. Md. Ehasanul Haque, Head, IPE (ehasanul@aiub.edu)

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