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

November 17, 2023

Online & On-Campus Pre-Registration Procedure for Spring 2023-24

All students of Dept. of EEE, CoE & IPE must login to AIUB Portal for online Pre-registration and follow the registration procedure and schedule according to the following notice at:
https://www.aiub.edu/Files/Uploads/pre-registration-flowchart-spring-23-24.pdf

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 students find during check time, their problem is not solved, then they can contact their respective advisors through Microsoft Teams within the mentioned check time. For on-campus registration students MUST contact their registration adviser to fix and confirm appointment prior to on campus registration.

4. 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
Nov 18 (4 PM) to Nov 19 (4 PM)	ALL up to 20-*****-3	Prereg_Day 1 Nov 18 (4 PM) to Nov 19 (10 AM)	Nov 19: 1.45 PM to 2:15 PM
Nov 19 (4 PM) to Nov 20 (4 PM)	21-*****-1 to 22-*****-1	Prereg_Day 2 Nov 19 (4 PM) to Nov 20 (10 AM)	Nov 20: 1.45 PM to 2:15 PM
Nov 20 (4 PM) to Nov 21 (4 PM)	22-*****-2 to 22-*****-3	Prereg_Day 3 Nov 20 (4 PM) to Nov 21 (10 AM)	Nov 21: 1.45 PM to 2:15 PM
Nov 21 (4 PM) to Nov 22 (4 PM)	23-*****-1 to 23-*****-2	Prereg_Day 4 Nov 21 (4 PM) to Nov 22 (10 AM)	Nov 22: 1.45 PM to 2:15 PM
Nov 22 (4 PM) to Nov 23 (4 PM)	23-*****-3	Prereg_Day 5 Nov 22 (4 PM) to Nov 23 (10 AM)	Nov 23: 1.45 PM to 2:15 PM
Nov 23 (4 PM) to Nov 26 (4 PM)	Free Slot	Prereg_Day 6 Nov 23 (4 PM) to Nov 26 (10 AM)	Nov 26: 1.45 PM to 2:15 PM

5. Students are advised to contact their respective advisors (as per the list given below) through Microsoft Teams **during free slot** if their problems are not solved during 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. Richard Victor Biswas	richard.biswas@aiub.edu
All CoE & IPE Students	Mr. Abir Ahmed	abir.ahmed@aiub.edu
Probation students of EEE, CoE & IPE Dept.	Mr. Md. Sajid Hossain	sajidh@aiub.edu

6. For any issues/queries related to capstone project registration, students are advised to contact Mr. Abir Ahmed (abir.ahmed@aiub.edu).

7. For any issues/queries related to Internship registration, students are advised to contact Mr. Mr. Md. Shahariar Parvez (shahariar.parvez@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)