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

May 23, 2024

Online & On Campus Registration Procedure for Summer 2023-24

All students of Dept. of EEE, CoE & IPE must login to AIUB Portal for online registration and follow the registration procedure and schedule according to the following notice:

https://www.aiub.edu/Files/Uploads/registration-flowchart-summer-2023-24.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 Registration Form (ORF)** as per the given schedule. ORF will be active only during the given time duration and can be submitted only once.
2. Students who have submitted **Online Registration Form (ORF)** are advised to check their AIUB portal within the mentioned **Check Time**.
3. If students find during check time, their problem is not solved, they can come to **Room # DN0810** within the **on-campus registration time** for solving their problems. **Please remember, students who have submitted the Online Registration Form (ORF) only they are allowed to come for on-campus registration if they find during check time their problems are not solved.**
4. If any student fails to submit the ORF within the given schedule, they can fill **Online 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	On Campus Registration Time
May 25 (4 PM) to May 26 (4 PM)	ALL up to 21-*****-3	**Final Reg_Day 1** May 25 (4 PM) to May 26 (10 AM)	May 26: 1.00 PM to 1:30 PM	May 26: 2.00 PM to 3:00 PM
May 26 (4 PM) to May 27 (4 PM)	22-*****-1 to 22-*****-3	**Final Reg_Day 2** May 26 (4 PM) to May 27 (10 AM)	May 27: 1.00 PM to 1:30 PM	May 27: 2.00 PM to 3:00 PM
May 27 (4 PM) to May 28 (4 PM)	23-*****-1 to 23-*****-2	**Final Reg_Day 3** May 27 (4 PM) to May 28 (10 AM)	May 28: 1.00 PM to 1:30 PM	May 28: 2.00 PM to 3:00 PM
May 28 (4 PM) to May 29 (4 PM)	23-*****-3	**Final Reg_Day 4** May 28 (4 PM) to May 29 (10 AM)	May 29: 1.00 PM to 1:30 PM	May 29: 2.00 PM to 3:00 PM
May 29 (4 PM) to May 30 (4 PM)	24-*****-1	**Final Reg_Day 5** May 29 (4 PM) to May 30 (10 AM)	May 30: 1.00 PM to 1:30 PM	May 30: 2.00 PM to 3:00 PM
May 30 (4 PM) to Jun 02 (4 PM)	Free Slot	**Final Reg_Free Slot** May 30 (4 PM) to Jun 02 (10 AM)	Jun 02: 1.00 PM to 1:30 PM	Concerned Advisers

5. Students are advised to contact their respective advisers (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, 23-*****-1	Mr. Protik Parvez Sheikh	protik@aiub.edu
23-*****-2, 23-*****-3, 24-*****-1	Mr. Md. Alomgir Kabir	akabir@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. 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)