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

April 30, 2025

Online & On-Campus Pre-Registration Procedure for Summer 2024-25

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-summer-2024-25.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 student finds during check time, their problem is not solved, they can go to the **assigned room** within the **on-campus registration time** for solving their problems. **Please remember, students who have submitted the Online Pre-Registration Form (OPRF) only they are allowed to come for on-campus registration, if they find, their problems are not solved during check time.**
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	On Campus Registration Time
May 03 (4 PM) to May 04 (4 PM)	ALL up to 22-*****-2	Prereg_Day 1 May 03 (4 PM) to May 04 (10 AM)	May 04: 2.00 PM to 2:30 PM	May 04: 2:30 PM to 3:30 PM **Room#DS0902**
May 04 (4 PM) to May 05 (4 PM)	22-*****-3 to 23-*****-1	Prereg_Day 2 May 04 (4 PM) to May 05 (10 AM)	May 05: 2.00 PM to 2:30 PM	May 05: 2:30 PM to 3:30 PM **Room#DS0902**
May 05 (4 PM) to May 06 (4 PM)	23-*****-2 to 23-*****-3	Prereg_Day 3 May 05 (4 PM) to May 06 (10 AM)	May 06: 2.00 PM to 2:30 PM	May 06: 2:30 PM to 3:30 PM **Room#DS0902**
May 06 (4 PM) to May 07 (4 PM)	24-*****-1 to 24-*****-2	Prereg_Day 4 May 06 (4 PM) to May 07 (10 AM)	May 07: 2.00 PM to 2:30 PM	May 07: 2:30 PM to 3:30 PM **Room#DS0902**
May 07 (4 PM) to May 08 (4 PM)	24-*****-3 to 25-*****-1	Prereg_Day 5 May 07 (4 PM) to May 08 (10 AM)	May 08: 2.00 PM to 2:30 PM	May 08: 2:30 PM to 3:30 PM **Room#DS0902**
May 08 (4 PM) to May 11 (4 PM)	Free Slot	Prereg_Day 6 May 08 (4 PM) to May 11 (10 AM)	May 11: 2.00 PM to 2:30 PM	May 11: 2:30 PM to 3:30 PM **ONLINE**

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	Mr. Md. Shahariar Parvez	shahariar.parvez@aiub.edu
21-*****-3, 22-*****-1, 22-*****-2	Mr. Protik Parvez Sheikh	protik@aiub.edu
22-*****-3, 23-*****-1, 23-*****-2	Mr. Md. Alomgir Kabir	akabir@aiub.edu
23-*****-3, 24-*****-1, 24-*****-2	Mr. Md. Shaoran Sayem	shaoranmss@aiub.edu
24-*****-3, 25-*****-1	Mr. Md. Mahmudul Hasan	mahmud@aiub.edu
All CoE & IPE Students	Mr. Abir Ahmed	abir.ahmed@aiub.edu
Probation students of EEE, CoE & IPE Dept.	Ms. Sadia Yasmin	sadia@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. Dr. 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)