Final Registration :: Summer 2020–21
Faculty of Science and Technology
Department of Computer Science
(CSE/CS/CSSE/SE/CIS)

<u>Online Registration Procedure</u>

1. Students <u>have to follow the online pre-registration procedure</u> to register courses according to the schedule given in the notice titled "Final Registration flow chart of Summer 2020-2021" on AIUB website.

2. For Internship registration, go to the following link and fill up the internship registration form: https://forms.office.com/r/hed79XuzrG. For any queries, send an email to info@cs.aiub.edu.

3. For Thesis/SP1/SP2 registration, if you had registered in research.cs.aiub.edu, it will be added in your registration automatically. For any queries, send an email to info@cs.aiub.edu.

4. ONLY for exceptional cases (e.g., can't find courses, sections are full, want to request for courses, etc.) use the registration request form.

5. To submit registration request, students have to follow the steps bellow:

   - Students MUST Login to their respective Microsoft Account (XX-XXXXX-X@student.aiub.edu).
   - Use the Correct Registration Request Form as per the table below.
   - Students MUST submit their registration request according to the schedule below:

Date	Student I.D. Number	Form Link ONLY for exceptional cases
May 08 (4pm) to May 09 (3pm)	All up to 18-XXXXX-1	https://forms.office.com/r/XfCrYi7KLg
	18-XXXXX-2 to 19-XXXXX-1	https://forms.office.com/r/h7mqsmFgeP
May 09 (4pm) to May 10 (3pm)	19-XXXXX-2 to 19-XXXXX-3	https://forms.office.com/r/X7qPY5TDXV
May 10 (4pm) to May 11 (3pm)	20-XXXXX-1 to 20-XXXXX-2	https://forms.office.com/r/uuwRBE4uZ8
May 11 (4pm) to May 12 (3pm)	20-XXXXX-3	https://forms.office.com/r/2bVMuPihj3
	21-XXXXX-1	https://forms.office.com/r/GvqmrxFdv4
May 12 (4pm) to May 17 (3pm)	Free Slot	Up to 18-XXXXX-1 https://forms.office.com/r/4E35X5h0Kc
		18-XXXXX-2 to 20-XXXXX-3 https://forms.office.com/r/MSBEUnySz2
		21-XXXXX-1 https://forms.office.com/r/2wHv8cxxdk

6. After submitting the form, students MUST wait for at least 48 hours as it takes time for the advisors to process and execute all the requests.

Note:

- Probation students can also submit their registration request. But, the confirmation of their final registration may be subject to the approval of respective advisor/ head/ director.

- In case of any issues after expiring the aforementioned 48 hours, you can email your concern to the faculty members as per the list below with the subject "***Final Registration Summer 20-21 :: XX-XXXXX-X***". Write your ID in place of XX-XXXXX-X.

Student ID	Advisor Name and Email
All up to 18-XXXXX-1	Ms. Sifat Rahman Ahona *ahona@aiub.edu*
18-XXXXX-2 to 18-XXXXX-3	Ms. Rifat Tasnim Anannya *rifat.tasnim@aiub.edu*
19-XXXXX-1 to 19-XXXXX-3	Ms. Kawser Irom Rushee rushee@aiub.edu
20-XXXXX-1	Ms. Shahrin Chowdhury shahrin@aiub.edu
20-XXXXXX-2	Ms. Fahmida Alam *fahmida@aiub.edu*
20-XXXXX-3 to 21-XXXXX-1	Mr. Md. Kishor Morol kishor@aiub.edu

- If you mail faculty members other than the faculty members designated for you, it will create congestion in their mailbox and will result in a delay of processing registration requests.

Best Regards,
Department of Computer Science, FST
American International University-Bangladesh