Final Registration :: Spring 2021–22
Faculty of Science and Technology
Department of Computer Science
(CSE/CS/CSSE/SE/CIS)

Online Registration Procedure

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 Spring 2021-2022" on AIUB website.

2. For Internship/Thesis/SP1/SP2 registration issues, send an email to info@cs.aiub.edu and wait for a response.

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

4. 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
Jan 02 (4 PM) to Jan 03 (3 PM)	All up to 18-XXXXX-1	https://forms.office.com/r/0Z9QZw4yWm
	18-XXXXX-2 to 18-XXXXX-3	https://forms.office.com/r/0RxiAkT0jg
Jan 03 (4 PM) to Jan 04 (3 PM)	19-XXXXX-1 to 19-XXXXX-3	https://forms.office.com/r/vf4V4uCB5h
Jan 04 (4 PM) to Jan 05 (3 PM)	20-XXXXX-1 to 20-XXXXX-3	https://forms.office.com/r/0Fu0xFNXRg
Jan 05 (4 PM) to Jan 06 (3 PM)	21-XXXXX-1 to 21-XXXXX-2	https://forms.office.com/r/5FKXyFVAYj
	21-XXXXX-3	https://forms.office.com/r/Kf6XuB04UN
Jan 06 (4 PM) to Jan 09 (3 PM)	Free Slot	Up to 18-XXXXX-1 https://forms.office.com/r/TDQkCQzQXF
		18-XXXXX-2 to 21-XXXXX-2 https://forms.office.com/r/7qU6dGAi6J
		21-XXXXX-3 https://forms.office.com/r/a2i0LTgkxx

5. 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 Spring 21-22 :: XX-XXXXX-X*". Write your ID in place of XX-XXXXX-X.

Student ID	Advisor Name and Email
All up to 18-XXXXX-1	Mr. Mohaimen-Bin-Noor *mohaimen.niloy@aiub.edu*
18-XXXXX-2 to 18-XXXXX-3	Mr. Md. Hasibul Hasan *hasib.hasan@aiub.edu*
19-XXXXX-1	Ms. Fahmida Alam *fahmida@aiub.edu*
19-XXXXX-2 to 19-XXXXX-3	Ms. Syeda Anika Tasnim *anika.tasnim@aiub.edu*
20-XXXXX-1	Mr. Rifath Mahmud *rifath.mahmud@aiub.edu*
20-XXXXXX-2 to 20-XXXXX-3	Ms. Kawser Irom Rushee *rushee@aiub.edu*
21-XXXXX-1 to 21-XXXXX-3	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