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

January 26, 2022

Online Adding Dropping Procedure for Spring 2021-22

EEE, CoE & IPE students must login to AIUB Portal (https://portal.aiub.edu) for online adding dropping and follow the procedure given in the following notice at

Adding Dropping Spring 2021 - 2022 | AIUB

Only for exceptional problematic cases like a section has available seat but student is unable to add, or the course is not shown in portal despite completing pre-requisites students are advised to use the following steps maintaining the given schedule.

1. Students must fill up the **Online Adding Dropping Form (OADF):**
   Click_here_for_Adding_Dropping
2. Students who have submitted **Online Adding Dropping Form (OADF)** are advised to check their AIUB portal during check time: **3.30 PM to 4.30 PM.** The **Online Adding Dropping Form (OADF)** will be active from **January 27, 2022 to till 4 PM of January 30, 2022**.
3. If student finds during check time, their problem is not solved then they can text their respective registration advisers through Microsoft Teams within 5 PM to 6 PM as per the list given below:

EEE ID	Registration Advisers Name	Registration Advisers Email
ALL up to 17-*****-3, 19-*****-1, 20-*****-1	Mr. Mohammad Zohurul Islam	zohurul@aiub.edu
18-*****-2, 19-*****-3, 21-*****-2, 20-*****-3	Mr. Mehedi Hasan	mehedi@aiub.edu
18-*****-3, 19-*****-2, 21-*****-1	Mr. Md. Shahariar Parvez	shahariar.parvez@aiub.edu
18-*****-1, 20-*****-2, 21-*****-3	Mr. Asif Mahfuz	asifmahfuz@aiub.edu
All CoE & IPE	Mr. Abir Ahmed	abir.ahmed@aiub.edu

4. Section change is not allowed.
5. Course add request will not be accepted if seat capacity of a section requires to be increased.
6. Course drop request will not be accepted if minimum credit load is not maintained after dropping.

In case of any difficulty please email your concern to

1. Dr. Md. Abdur Rahman, Associate Dean, FE (**arahman@aiub.edu**)
2. Dr. M. A. Mannan, Director, FE (**mdmannan@aiub.edu**)
3. Dr. Mohammad Nasir Uddin, Head, MEEE program (**drnasir@aiub.edu**)
4. Mr. Nafiz Ahmed Chisty, Head-in-Charge, EEE (**chisty@aiub.edu**)
5. Mr. Md. Saniat Rahman Zishan, Head, CoE (**saniat@aiub.edu**)

Best Wishes

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