

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

*August 28, 2025*

**Online & On-Campus Pre-Registration Procedure for Fall 2025-26**

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-\(undergraduate\).pdf](https://www.aiub.edu/Files/Uploads/pre-registration-(undergraduate).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                       |
|--------------------------------|--------------------------|---|------------------------------|---|
| Aug 31 (4 PM) to Sep 01 (4 PM) | ALL up to 22-*****-2     | <a href="#">Prereg Day 1</a><br>Aug 31 (4 PM) to Sep 01 (10 AM) | Sep 01: 12.00 PM to 12:30 PM | Sep 01: 12:30 PM to 1:30 PM<br><b>Room#DN0812</b> |
| Sep 01 (4 PM) to Sep 02 (4 PM) | 22-*****-3 to 23-*****-2 | <a href="#">Prereg Day 2</a><br>Sep 01 (4 PM) to Sep 02 (10 AM) | Sep 02: 12.00 PM to 12:30 PM | Sep 02: 12:30 PM to 1:30 PM<br><b>Room#DN0812</b> |
| Sep 02 (4 PM) to Sep 03 (4 PM) | 23-*****-3 to 24-*****-1 | <a href="#">Prereg Day 3</a><br>Sep 02 (4 PM) to Sep 03 (10 AM) | Sep 03: 12.00 PM to 12:30 PM | Sep 03: 12:30 PM to 1:30 PM<br><b>Room#DN0812</b> |
| Sep 03 (4 PM) to Sep 04 (4 PM) | 24-*****-2 to 24-*****-3 | <a href="#">Prereg Day 4</a><br>Sep 03 (4 PM) to Sep 04 (10 AM) | Sep 04: 12.00 PM to 12:30 PM | Sep 04: 12:30 PM to 1:30 PM<br><b>Room#DN0812</b> |
| Sep 04 (4 PM) to Sep 07 (4 PM) | 25-*****-1 to 25-*****-2 | <a href="#">Prereg Day 5</a><br>Sep 04 (4 PM) to Sep 07 (10 AM) | Sep 07: 12.00 PM to 12:30 PM | Sep 07: 12:30 PM to 1:30 PM<br><b>Room#DN0812</b> |
| Sep 07 (4 PM) to Sep 08 (4 PM) | Free Slot                | <a href="#">Prereg Day 6</a><br>Sep 07 (4 PM) to Sep 08 (10 AM) | Sep 08: 12.00 PM to 12:30 PM | Sep 08: 12:30 PM to 1:30 PM<br><b>Room#DN0812</b> |

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,<br>18-*****-1, 18-*****-2,<br>18-*****-3, 19-*****-1 | Mr. Md. Sajid Hossain      | <a href="mailto:sajidh@aiub.edu">sajidh@aiub.edu</a>                     |
| 19-*****-2, 19-*****-3,<br>20-*****-1, 20-*****-2                          | Mr. Mehedi Hasan           | <a href="mailto:mehedi@aiub.edu">mehedi@aiub.edu</a>                     |
| 20-*****-3, 21-*****-1,<br>21-*****-2                                      | Mr. Md. Shahariar Parvez   | <a href="mailto:shahariar.parvez@aiub.edu">shahariar.parvez@aiub.edu</a> |
| 21-*****-3, 22-*****-1,<br>22-*****-2                                      | Mr. Protik Parvez Sheikh   | <a href="mailto:protik@aiub.edu">protik@aiub.edu</a>                     |
| 22-*****-3, 23-*****-1,<br>23-*****-2                                      | Mr. Md. Alomgir Kabir      | <a href="mailto:akabir@aiub.edu">akabir@aiub.edu</a>                     |
| 23-*****-3, 24-*****-1,<br>24-*****-2                                      | Mr. Md. Shaoran Sayem      | <a href="mailto:shaoranmss@aiub.edu">shaoranmss@aiub.edu</a>             |
| 24-*****-3, 25-*****-1,<br>25-*****-2                                      | Mr. Md. Mahmudul Hasan     | <a href="mailto:mahmud@aiub.edu">mahmud@aiub.edu</a>                     |
| All CoE Students   | Mr. Abir Ahmed             | <a href="mailto:abir.ahmed@aiub.edu">abir.ahmed@aiub.edu</a>             |
| All IPE Students   | Ms. Farzana Momtaz Mithila | <a href="mailto:farzana.mithila@aiub.edu">farzana.mithila@aiub.edu</a>   |

6. For any issues/queries related to capstone project registration, students are advised to contact Mr. Abir Ahmed ([abir.ahmed@aiub.edu](mailto: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](mailto: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](mailto:mdmannan@aiub.edu))
2. Dr. Md. Saniat Rahman Zishan, Director, FE ([saniat@aiub.edu](mailto:saniat@aiub.edu))
3. Dr. Mohammad Nasir Uddin, Head, MEEE program ([drnasir@aiub.edu](mailto:drnasir@aiub.edu))
4. Mr. Nafiz Ahmed Chisty, Head, EEE ([chisty@aiub.edu](mailto:chisty@aiub.edu))
5. Dr. Chowdhury Akram Hossain, Head, CoE ([chowdhury.akram@aiub.edu](mailto:chowdhury.akram@aiub.edu))
6. Dr. Md. Ehasanul Haque, Head, IPE ([ehasanul@aiub.edu](mailto:ehasanul@aiub.edu))

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