

American International University-Bangladesh (AIUB)

Department of EEE, CoE & IPE

Feb 04, 2026

Online and On-Campus Adding Dropping Procedure for Spring 25-26

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

<https://www.aiub.edu/adding-dropping-notice-for-spring-2025-26>

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)** using the link below. OADF will be active only during the given time duration and can be submitted only once.
2. Students who have submitted **Online Adding Dropping Form (OADF)** are advised to check their AIUB portal within the mentioned **Check Time**.
3. If a student finds during check time, their problem is not solved, they can **consult respective advisors** within the **on-campus registration time** to solve their problems. **Please remember, students who have submitted the Adding Dropping Form (OADF), only they are allowed to come for on-campus registration if they find during check time their problems are not solved.**

Online Adding Dropping Link and Schedule	Check Time	On Campus Registration Time
<u>Click here for Online Add Drop Form Link</u> Feb 05 (12 AM) to Feb 08 (10 AM)	Feb 05: 12:30 PM to 1:00 PM	Feb 05: 1:00 PM to 2:00 PM
	Feb 08: 12:30 PM to 1:00 PM	Feb 08: ONLINE

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

7. If the issues are not resolved during the regular schedule, students are advised to message their respective advisers (as listed below) via Microsoft Teams only between **9:00 AM and 5:00 PM** on working days. **Special cases** will be forwarded to **Mr. Md Sajid Hossain (Room # DN0421 or sajidh@aiub.edu)** by the **Registration Advisers only**.

EEE ID	Registration Advisers Name	Registration Advisers Email/Room
ALL up to 20-****-3	Mr. Mehedi Hasan	mehedi@aiub.edu Room # DN0318
21-****-1, 21-****-2, 21-****-3	Mr. Md. Shahariar Parvez	shahariar.parvez@aiub.edu Room # DN0517
22-****-1, 22-****-2, 22-****-3, 23-****-1	Mr. Protik Parvez Sheikh	protik@aiub.edu Room # DN0425
23-****-2, 23-****-3, 24-****-1, 24-****-2	Mr. Md. Alomgir Kabir	akabir@aiub.edu Room # DN0321
24-****-3, 25-****-1 25-****-2, 25-****-3	Mr. Md. Shaoran Sayem	shaoranmss@aiub.edu Room # DN0524
All CoE Students	Mr. Abir Ahmed	abir.ahmed@aiub.edu Room # DN0319
All IPE Students	Ms. Farzana Momtaz Mithila	farzana.mithila@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)