

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
Click here for Online Add Drop Form Link 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)