

# American International University-Bangladesh (AIUB)

## Department of EEE, CoE & IPE

December 11, 2025

### Online & On-Campus Pre-Registration Procedure for Spring 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-flowchart-spring-2025-26-\(2\).pdf](https://www.aiub.edu/Files/Uploads/pre-registration-flowchart-spring-2025-26-(2).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
Dec 13 (4 PM) to Dec 14 (4 PM)	ALL up to 22-*****-3	<a href="#">Prereg Day 1</a> Dec 13 (4 PM) to Dec 14 (10 AM)	Dec 14: 12:00 PM to 12:30 PM	Dec 14: 12:30 PM to 1:30 PM <b>Room#DS0902</b>
Dec 14 (4 PM) to Dec 15 (4 PM)	23-*****-1 to 23-*****-2	<a href="#">Prereg Day 2</a> Dec 14 (4 PM) to Dec 15 (10 AM)	Dec 15: 12:00 PM to 12:30 PM	Dec 15: 12:30 PM to 1:30 PM <b>Room#DS0902</b>
Dec 15 (4 PM) to Dec 17 (4 PM)	23-*****-3 to 24-*****-1	<a href="#">Prereg Day 3</a> Dec 15 (4 PM) to Dec 17 (10 AM)	Dec 17: 12:00 PM to 12:30 PM	Dec 17: 12:30 PM to 1:30 PM <b>Room#DS0902</b>
Dec 17 (4 PM) to Dec 18 (4 PM)	24-*****-2 to 24-*****-3	<a href="#">Prereg Day 4</a> Dec 17 (4 PM) to Dec 18 (10 AM)	Dec 18: 12:00 PM to 12:30 PM	Dec 18: 12:30 PM to 1:30 PM <b>Room#DS0902</b>
Dec 18 (4 PM) to Dec 21 (4 PM)	25-*****-1 to 25-*****-3	<a href="#">Prereg Day 5</a> Dec 18 (4 PM) to Dec 21 (10 AM)	Dec 21: 12:00 PM to 12:30 PM	Dec 21: 12:30 PM to 1:30 PM <b>Room#DS0902</b>
Dec 21 (4 PM) to Dec 22 (4 PM)	Free Slot	<a href="#">Prereg Day 6</a> Dec 21 (4 PM) to Dec 22 (10 AM)	Dec 22: 12:00 PM to 12:30 PM	Dec 22: 12:30 PM to 1:30 PM <b>Room#DS0902</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, 18-*****-1, 18-*****-2, 18-*****-3, 19-*****-1	Mr. Md. Sajid Hossain	<a href="mailto:sajidh@aiub.edu">sajidh@aiub.edu</a>
19-*****-2, 19-*****-3, 20-*****-1, 20-*****-2	Mr. Mehedi Hasan	<a href="mailto:mehedi@aiub.edu">mehedi@aiub.edu</a>
20-*****-3, 21-*****-1, 21-*****-2, 21-*****-3	Mr. Md. Shahariar Parvez	<a href="mailto:shahariar.parvez@aiub.edu">shahariar.parvez@aiub.edu</a>
22-*****-1, 22-*****-2, 22-*****-3	Mr. Protik Parvez Sheikh	<a href="mailto:protik@aiub.edu">protik@aiub.edu</a>
23-*****-1, 23-*****-2, 23-*****-3	Mr. Md. Alomgir Kabir	<a href="mailto:akabir@aiub.edu">akabir@aiub.edu</a>
24-*****-1, 24-*****-2, 24-*****-3	Mr. Md. Shaoran Sayem	<a href="mailto:shaoranmss@aiub.edu">shaoranmss@aiub.edu</a>
25-*****-1, 25-*****-2, 25-*****-3	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>
Probation students of EEE, CoE & IPE Dept.	Ms. Sadia Yasmin	<a href="mailto:sadia@aiub.edu">sadia@aiub.edu</a>

6. For any issues/queries related to the 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. 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)**