

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

*April 09, 2026*

**Online & On-Campus Pre-Registration Procedure for Summer 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-summer-2025-26.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
Apr 11 (4 PM) to Apr 12 (4 PM)	ALL up to 22-*****-3	<a href="#">Prereg Day 1</a> Apr 11 (4 PM) to Apr 12 (10 AM)	Apr 12: 12.00 PM to 12:30 PM	Apr 12: 12:30 PM to 1:30 PM <b>Room#DN0911</b>
Apr 12 (4 PM) to Apr 13 (4 PM)	23-*****-1 to 23-*****-2	<a href="#">Prereg Day 2</a> Apr 12 (4 PM) to Apr 13 (10 AM)	Apr 13: 12.00 PM to 12:30 PM	Apr 13: 12:30 PM to 1:30 PM <b>Room#DN0911</b>
Apr 13 (4 PM) to Apr 15 (4 PM)	23-*****-3 to 24-*****-1	<a href="#">Prereg Day 3</a> Apr 13 (4 PM) to Apr 15 (10 AM)	Apr 15: 12.00 PM to 12:30 PM	Apr 15: 12:30 PM to 1:30 PM <b>Room#DN0911</b>
Apr 15 (4 PM) to Apr 16 (4 PM)	24-*****-2 to 24-*****-3	<a href="#">Prereg Day 4</a> Apr 15 (4 PM) to Apr 16 (10 AM)	Apr 16: 12.00 PM to 12:30 PM	Apr 16: 12:30 PM to 1:30 PM <b>Room#DN0911</b>
Apr 16 (4 PM) to Apr 19 (4 PM)	25-*****-1 to 26-*****-1	<a href="#">Prereg Day 5</a> Apr 16 (4 PM) to Apr 19 (10 AM)	Apr 19: 12.00 PM to 12:30 PM	Apr 19: 12:30 PM to 1:30 PM <b>Room#DN0911</b>
Apr 19 (4 PM) to Apr 20 (4 PM)	Free Slot	<a href="#">Prereg Day 6</a> Apr 19 (4 PM) to Apr 20 (10 AM)	Apr 20: 12.00 PM to 12:30 PM	Apr 20: 12:30 PM to 1:30 PM <b>Room#DN0911</b>

5. Students are advised to contact their respective advisers (as per the list given below) through Microsoft Teams/Email during **work hours 9 AM to 5 PM only**. Special cases will be forwarded to Mr. Md Sajid Hossain (Room # DN0421 or [sajidh@aiub.edu](mailto:sajidh@aiub.edu)) by the Registration Advisers only.

EEE ID	Registration Advisers Name	Registration Advisers Details
ALL up to 20-*****-3, 23-*****-2, 24-*****-2	Mr. Mehedi Hasan	<a href="mailto:mehedi@aiub.edu">mehedi@aiub.edu</a> Room # DN0318
21-*****-1, 21-*****-2, 21-*****-3, 23-*****-1,	Mr. Md. Shahariar Parvez	<a href="mailto:shahariar.parvez@aiub.edu">shahariar.parvez@aiub.edu</a> Room # DN0517
22-*****-1, 22-*****-2, 22-*****-3	Mr. Protik Parvez Sheikh	<a href="mailto:protik@aiub.edu">protik@aiub.edu</a> Room # DN0425
23-*****-3	Mr. Md. Alomgir Kabir	<a href="mailto:akabir@aiub.edu">akabir@aiub.edu</a> Room # DN0321
24-*****-1, 24-*****-3	Mr. Md. Shaoran Sayem	<a href="mailto:shaoranmss@aiub.edu">shaoranmss@aiub.edu</a> Room # DN0524
25-*****-1, 25-*****-2	Mr. Debraj Das	<a href="mailto:debraj@aiub.edu">debraj@aiub.edu</a> Room # DS0401F
25-*****-3	Mr. Osim Kumar Pal	<a href="mailto:osim.pal@aiub.edu">osim.pal@aiub.edu</a> Room # DN0326
26-*****-1	Mr. Rubab Ahmed	<a href="mailto:rubab.ahmed@aiub.edu">rubab.ahmed@aiub.edu</a> Room # DN0525
All CoE Students	Mr. Mohammad Rabib Uddin	<a href="mailto:rabib@aiub.edu">rabib@aiub.edu</a> Room # DN0401D
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)**