Pre-Registration :: Summer 2020–21
Department of Computer Science
(CSE/CSSE/CS/SE/CIS)
Faculty of Science and Technology

Online Pre-Registration Procedure

1. Students have to follow the online pre-registration procedure to register courses according to the schedule given in the notice titled "Pre-Registration flow chart of Summer 2020-2021" on AIUB website.

2. For Internship registration, go to the following link and fill up the internship registration form: https://forms.office.com/r/hed79XuzrG

3. For Thesis/SP1/SP2 registration, if you had registered in research.cs.aiub.edu, it will be added in your registration automatically.

4. ONLY for exceptional cases (e.g., can't find courses, sections are full, want to request for courses, etc.) use the registration request form.

5. To submit registration request, students have to follow the steps bellow:

   - Students MUST Login to their respective Microsoft Account (XX-XXXXX-X@student.aiub.edu).
   - Use the Correct Registration Request Form as per the table below.
   - Students MUST submit their registration request according to the schedule below:

Date	Student I.D. Number	Form Link ONLY for exceptional cases
Mar 28 (4PM) to Mar 29 (3PM)	All up to 18-XXXXX-1	https://forms.office.com/r/U3R6Az6iR8
	18-XXXXX-2 to 19-XXXXX-3	https://forms.office.com/r/7ZPjBXSKja
Mar 29 (4PM) to Mar 30 (3PM)	20-XXXXX-1 to 20-XXXXX-2	https://forms.office.com/r/44NbhLHPCm
Mar 30 (4PM) to Mar 31 (3PM)	20-XXXXX-3	https://forms.office.com/r/2MsKPxSLFN
	21-XXXXX-1	https://forms.office.com/r/NDwDLxu2mS
Mar 31 (4PM) to Apr 01 (3PM)	Free Slot	Up to 18-XXXXX-1 https://forms.office.com/r/evFdMWS02B
		18-XXXXX-2 to 20-XXXXX-3 https://forms.office.com/r/pCaxS1LmbL
		21-XXXXX-1 https://forms.office.com/r/Dim0gVN0cY

6. After submitting the form, students MUST wait for at least 48 hours as it takes time for the advisors to process and execute all the requests.

Note:

- Probation students can also submit their registration request. But, the confirmation of their final registration may be subject to the approval of respective advisor/ head/ director.

- In case of any issues after expiring the aforementioned 48 hours, you can email your concern to the faculty members as per the list below with the subject "***Pre-Registration Summer 20-21 :: XX-XXXXX-X***". Write your ID in place of XX-XXXXX-X.

Student ID	Advisor Name and Email
All up to 18-XXXXX-1	Ms. Sifat Rahman Ahona *ahona@aiub.edu*
18-XXXXX-2	Ms. Fahmida Alam *fahmida@aiub.edu*
18-XXXXX-3	Mr. Md. Kishor Morol kishor@aiub.edu
19-XXXXX-1 to 19-XXXXX-3	Ms. Kawser Irom Rushee rushee@aiub.edu
20-XXXXX-1	Ms. Shahrin Chowdhury shahrin@aiub.edu
20-XXXXX-2 to 21-XXXXX-1	Ms. Rifat Tasnim Anannya *rifat.tasnim@aiub.edu*

- Please email only to your designated advisor as per your ID as mentioned above. Otherwise, it will cause delay in processing your request.

Best Regards,
Department of Computer Science, FST
American International University-Bangladesh