

American International University-Bangladesh (AIUB)

Department of EEE, CoE & IPE

Sep 30, 2026

Online and On-Campus Adding Dropping Procedure for Fall 26-27

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-for-fall-2026-27>

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> Oct 01 (12 AM) to Oct 04 (10 AM)	Oct 01: 12:30 PM to 1:00 PM	Oct 01: 2:30 PM to 3:30 PM
	Oct 04: 12:30 PM to 1:00 PM	Oct 04: 2:30 PM to 3:30 PM

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 issues are not resolved during a regular schedule, students are advised to contact their respective advisers (as per the list given below) through Microsoft Teams/Email during **work hours 9AM to 5PM only**. 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 Details
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	Mr. Protik Parvez Sheikh	protik@aiub.edu Room # DN0425
23-*****-1, 23-*****-2, 23-*****-3	Mr. Md. Shaoran Sayem	shaoranmss@aiub.edu Room # DN0524
24-*****-1, 24-*****-2, 24-*****-3	Mr. Rubab Ahmed	rubab.ahmmed@aiub.edu Room # DN0525
25-*****-1, 25-*****-2	Mr. Debraj Das	debraj@aiub.edu Room # DS0401F
25-*****-3, 26-*****-1, 26-*****-2	Mr. Osim Kumar Pal	osim.pal@aiub.edu Room # DN0326
All CoE Students	Mr. Mohammad Rabib Uddin	rabib@aiub.edu Room # DN0401D
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. M Tanseer Ali, Head, MEEE program (tanseer@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)