

EAST WEST UNIVERSITY
NEW SCHEDULE FOR
Online Advising of Courses for Summer Semester 2020

Students of both **Undergraduate and Graduate Programs**, who could not complete the Online Advising of courses for Summer Semester 2020 during the previous schedule (13-17 May 2020) may do the Advising through online using the link: <http://portal.ewubd.edu> as per the new schedule mentioned below:

Undergraduate Programs

| Date | Credits Earned | Time |
|--------------------|--------------------------------|----------------------------|
| 18 May 2020 | 116 credits & above | 10:00 a.m.-4:00 p.m |
| 19 May 2020 | 36 – 115 credits | 10:00 a.m.-4:00 p.m |
| 20 May 2020 | 0 – 35 credits | 10:00 a.m.-4:00 p.m |

Graduate Programs

| Day and date | Credits Earned | Time |
|---------------------|-----------------------------|----------------------------|
| 21 May 2020 | 0 credit & above | 10:00 a.m.-4:00 p.m |

Students are strongly recommended to complete their advising during the above schedule.

For any help regarding advising and other administrative issues students may contact the respective Online Helpdesk (Email Account) which are mentioned below:

| s/n | Group name | Email address | Purpose |
|------------|-------------------|--|-------------------------------------|
| 1 | CE Help Desk | helpdesk-ce@ewubd.edu | For advising/ course related issues |
| 2 | CSE Help Desk | helpdesk-cse@ewubd.edu | For advising/ course related issues |
| 3 | BBA Help Desk | helpdesk-dba@ewubd.edu | For advising/ course related issues |
| 4 | DSR Help Desk | helpdesk-dsr@ewubd.edu | For advising/ course related issues |
| 5 | ECE Help Desk | helpdesk-ece@ewubd.edu | For advising/ course related issues |
| 6 | ECO Help Desk | helpdesk-eco@ewubd.edu | For advising/ course related issues |
| 7 | EEE Help Desk | helpdesk-eee@ewubd.edu | For advising/ course related issues |
| 8 | GEB Help Desk | helpdesk-geb@ewubd.edu | For advising/ course related issues |
| 9 | ENG Help Desk | helpdesk-eng@ewubd.edu | For advising/ course related issues |
| 10 | ISLM Help Desk | helpdesk-ism@ewubd.edu | For advising/ course related issues |
| 11 | Law Help Desk | helpdesk-law@ewubd.edu | For advising/ course related issues |
| 12 | MBA Help Desk | helpdesk-mba@ewubd.edu | For advising/ course related issues |
| 13 | MPS Help Desk | helpdesk-mps@ewubd.edu | For advising/ course related issues |
| 14 | PHRM Help Desk | helpdesk-phrm@ewubd.edu | For advising/ course related issues |
| 15 | SOC Help Desk | helpdesk-soc@ewubd.edu | For advising/ course related issues |

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|----|------------------------------|--|--|
| 16 | Registrar's Office Help Desk | helpdesk-regoffice@ewubd.edu | For registration/semester drop/other administrative issues |
| 17 | Accounts Help Desk | helpdesk-accounts@ewubd.edu | For tuition/ scholarship/ other financial issues |
| 18 | ICS Help Desk | helpdesk-ics@ewubd.edu | For relevant IT issues |
| 19 | COE Help Desk | helpdesk-coe@ewubd.edu | For Certificates/Transcripts/Grade Reports related issues |

While sending emails, students are advised to mention their name, ID number, mobile number and the problem clearly. Students are also advised to use their University email account while making all communications with the University.

Students who somehow miss the above schedule or fail to take courses using the Online Advising System may contact the respective advisor from 28 May-04 June 2020 through respective departmental online helpdesk (email) mentioned above.

With the kind approval of the Vice Chancellor this is for information and necessary action by all concerned.

Mashfiqur Rahman
Registrar