EAST WEST UNIVERSITY

EWU(RO)17(A)/23-26   19 January 2023

Notice
Online Advising of Courses for Spring Semester 2023

Online advising of courses for Spring Semester 2023 of EWU will be held using the Online Course Advising System. Students of both **Undergraduate and Graduate Programs** will take their own courses through online using the link: **https://portal.ewubd.edu** as per the schedule mentioned below:

Undergraduate Programs

Date	Credits Earned	Time
27 January 2023	125.5 Credits & above	09:00 A.M.- 10:50 A.M.
27 January 2023	120.5-125 Credits	11:00 A.M- 12:50 P.M
27 January 2023	110.5-120 Credits	03:00 P.M - 04:50 P.M
27 January 2023	100.5-110 Credits	05:00 P.M.- 06:50 P.M.
27 January 2023	87.5-100 Credits	07:00 P.M.- 08:50 P.M.
28 January 2023	75.5-87 Credits	09:00 A.M.- 10:50 A.M.
28 January 2023	65.5-75 Credits	11:00 A.M- 12:50 P.M
28 January 2023	55.5 -65 Credits	01:00 P.M.- 02:50 P.M
28 January 2023	45.5- 55 Credits	03:00 P.M - 04:50 P.M
28 January 2023	35.5-45 Credits	05:00 P.M.- 06:50 P.M.
29 January 2023	27.5-35 Credits	09:00 A.M.- 10:50 A.M.
29 January 2023	20.5-27 Credits	11:00 A.M- 12:50 P.M
29 January 2023	15.5-20 Credits	01:00 P.M.- 02:50 P.M
29 January 2023	5.5-15 Credits	03:00 P.M - 04:50 P.M
29 January 2023	0-5 Credits	05:00 P.M.- 06:50 P.M.

Graduate Programs

Date	Credits Earned	Time
30 January 2023	21 credits & above	04:30 P.M.-06:20 P.M.
30 January 2023	0 – 20 credits	06:30 P.M.- 08:30 P.M.

Students are strongly recommended to complete their advising during the above schedule. Please note that students will not get access into the portal for advising of Spring Semester 2023 unless they provide the information related to COVID-19 Vaccination.

There will be very limited lab facility for Online Course Advising on 29 January 2023 from 09:00 am to 04:30 pm in Room # 616.

Student of the following categories must contact their respective advisor personally for advising of courses for Spring 2023.

Category	CGPA range	Advising Date	Advising Time
Undergraduate Programs	CGPA 2.15 or less including on probation	30 and 31 January 2023	09:00 am – 04:00 pm
Graduate Programs	CGPA 2.65 or less including on probation	31 January 2023	06:00 pm – 08:00 pm

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-islm@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
16	Registrar's Office Help Desk	helpdesk-regoffice@ewubd.edu	For registration/ 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 for communication 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 personally from 01-02 February 2023.

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

Mashfiqur Rahman
Registrar