



# EAST WEST UNIVERSITY

EWU(RO)17(A)/24-07

09 January 2024

## Notice

### Online Advising of Courses for Spring Semester 2024

Students of the following categories must contact their respective advisor **personally** for advising of courses for Spring 2024.

Category	CGPA range	Advising Date	Advising Time
Undergraduate Programs	CGPA 2.15 or less (students admitted up-to Summer 2023) and for CGPA 2.40 or less (students admitted in Fall 2023 and onward) including on probation	<b>18 January 2024</b>	09:00 am–04:00 pm
Graduate Programs	CGPA 2.65 or less including on probation	<b>18 January 2024</b>	05:00 pm–07:00 pm

Online advising of courses for Spring Semester 2024 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
21 January 2024	120.5 Credits & above	09:00 A.M.- 10:20 A.M.
21 January 2024	110.5-120 Credits	10:30 A.M.- 11:50 A.M.
21 January 2024	100.5-110 Credits	12:00 NOON- 01:20 P.M.
21 January 2024	87.5-100 Credits	01:30 P.M.- 02:50 P.M.
21 January 2024	75.5-87 Credits	03:00 P.M.- 04:20 P.M.
22 January 2024	65.5-75 Credits	09:00 A.M.- 10:20 A.M.
22 January 2024	55.5 -65 Credits	10:30 A.M.- 11:50 A.M.
22 January 2024	45.5- 55 Credits	12:00 NOON- 01:20 P.M.
22 January 2024	35.5-45 Credits	01:30 P.M.- 02:50 P.M.
22 January 2024	27.5-35 Credits	03:00 P.M.- 04:20 P.M.
23 January 2024	20.5-27 Credits	09:00 A.M.- 10:20 A.M.
23 January 2024	15.5-20 Credits	10:30 A.M.- 11:50 A.M.
23 January 2024	5.5-15 Credits	12:00 NOON- 01:20 P.M.
23 January 2024	0-5 Credits	01:30 P.M.- 02:50 P.M.

Students of Undergraduate Programs who somehow miss the above schedule or fail to take courses using the Online Advising System may contact the respective advisor personally on **24 January 2024** as per the convenience of the concerned advisor.

## Graduate Programs

Date	Credits Earned	Time
24 January 2024	21 credits & above	09:00 A.M.-01:00 P.M
24 January 2024	0 – 20 credits	01:30 P.M.-07:00 P.M

Students of Graduate Programs who somehow miss the above schedule or fail to take courses using the Online Advising System may contact the respective advisor personally on **25 January 2024** as per the convenience of the concerned advisor.

**There will be very limited lab facility for Online Course Advising from 21 January to 24 January 2024 from 09:00 am to 04:30 pm in Room # 616.**

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	<a href="mailto:helpdesk-ce@ewubd.edu">helpdesk-ce@ewubd.edu</a>	For advising/ course related issues
2	CSE Help Desk	<a href="mailto:helpdesk-cse@ewubd.edu">helpdesk-cse@ewubd.edu</a>	For advising/ course related issues
3	BBA Help Desk	<a href="mailto:helpdesk-dba@ewubd.edu">helpdesk-dba@ewubd.edu</a>	For advising/ course related issues
4	DSR Help Desk	<a href="mailto:helpdesk-dsr@ewubd.edu">helpdesk-dsr@ewubd.edu</a>	For advising/ course related issues
5	ECO Help Desk	<a href="mailto:helpdesk-eco@ewubd.edu">helpdesk-eco@ewubd.edu</a>	For advising/ course related issues
6	EEE Help Desk	<a href="mailto:helpdesk-eee@ewubd.edu">helpdesk-eee@ewubd.edu</a>	For advising/ course related issues
7	GEB Help Desk	<a href="mailto:helpdesk-geb@ewubd.edu">helpdesk-geb@ewubd.edu</a>	For advising/ course related issues
8	ENG Help Desk	<a href="mailto:helpdesk-eng@ewubd.edu">helpdesk-eng@ewubd.edu</a>	For advising/ course related issues
9	DIS Help Desk	<a href="mailto:helpdesk-dis@ewubd.edu">helpdesk-dis@ewubd.edu</a>	For advising/ course related issues
10	Law Help Desk	<a href="mailto:helpdesk-law@ewubd.edu">helpdesk-law@ewubd.edu</a>	For advising/ course related issues
11	MBA Help Desk	<a href="mailto:helpdesk-mba@ewubd.edu">helpdesk-mba@ewubd.edu</a>	For advising/ course related issues
12	MPS Help Desk	<a href="mailto:helpdesk-mps@ewubd.edu">helpdesk-mps@ewubd.edu</a>	For advising/ course related issues
13	PHRM Help Desk	<a href="mailto:helpdesk-phrm@ewubd.edu">helpdesk-phrm@ewubd.edu</a>	For advising/ course related issues
14	SOC Help Desk	<a href="mailto:helpdesk-soc@ewubd.edu">helpdesk-soc@ewubd.edu</a>	For advising/ course related issues
15	Registrar's Office Help Desk	<a href="mailto:helpdesk-regoffice@ewubd.edu">helpdesk-regoffice@ewubd.edu</a>	For registration/ other administrative issues
16	Accounts Help Desk	<a href="mailto:helpdesk-accounts@ewubd.edu">helpdesk-accounts@ewubd.edu</a>	For tuition/ scholarship/ other financial issues
17	ICS Help Desk	<a href="mailto:helpdesk-ics@ewubd.edu">helpdesk-ics@ewubd.edu</a>	For relevant IT issues
18	COE Help Desk	<a href="mailto:helpdesk-coe@ewubd.edu">helpdesk-coe@ewubd.edu</a>	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.

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

Mashfiqur Rahman  
Registrar