

## East West University

### Notice

#### **Online Add/Drop of Courses for Summer Semester 2024 (Except Pharmacy, Law and PPHS)**

**Add/Drop** of courses for Summer Semester 2024 of EWU will be held using the Online **Add/Drop** System. Students of both **Undergraduate and Graduate Programs (Except BBA)** will **Add/Drop** of courses through online using the link: <https://portal.ewubd.edu> as per the schedule mentioned below:

#### **Undergraduate Programs (Except BBA)**

<b>Date</b>	<b>Credits Earned</b>	<b>Time</b>
<b>30 June 2024</b>	<b>125.5 Credits &amp; above</b>	<b>08:00 A.M.- 09:00 A.M</b>
<b>30 June 2024</b>	<b>120.5-125 Credits</b>	<b>09:10 A.M.- 10:00 A.M</b>
<b>30 June 2024</b>	<b>110.5-120 Credits</b>	<b>10:10 A.M.- 11:00 A.M</b>
<b>30 June 2024</b>	<b>100.5-110 Credits</b>	<b>11:10 A.M.- 12:00 P.M</b>
<b>30 June 2024</b>	<b>87.5-100 Credits</b>	<b>12:10 P.M.- 01:00 P.M</b>
<b>30 June 2024</b>	<b>75.5-87 Credits</b>	<b>01:30 P.M.- 02:30 P.M</b>
<b>30 June 2024</b>	<b>65.5-75 Credits</b>	<b>02:40 P.M.- 03:30 P.M</b>
<b>30 June 2024</b>	<b>55.5 -65 Credits</b>	<b>03:40 P.M.- 04:30 P.M</b>
<b>01 July 2024</b>	<b>45.5- 55 Credits</b>	<b>08:00 A.M.- 09:00 A.M</b>
<b>01 July 2024</b>	<b>35.5-45 Credits</b>	<b>09:10 A.M.- 10:00 A.M</b>
<b>01 July 2024</b>	<b>27.5-35 Credits</b>	<b>10:10 A.M.- 11:00 A.M</b>
<b>01 July 2024</b>	<b>20.5-27 Credits</b>	<b>11:10 A.M.- 12:00 P.M</b>
<b>01 July 2024</b>	<b>15.5-20 Credits</b>	<b>12:10 P.M.- 01:00 P.M</b>
<b>01 July 2024</b>	<b>5.5-15 Credits</b>	<b>01:30 P.M.- 02:30 P.M</b>
<b>01 July 2024</b>	<b>0-5 Credits</b>	<b>02:40 P.M.- 03:30 P.M</b>

#### **Graduate Programs**

<b>Date</b>	<b>Credits Earned</b>	<b>Time</b>
<b>28-29 June 2024</b>	<b>21 credits &amp; above</b>	<b>08:00 a.m.-12:00 noon</b>
<b>28-29 June 2024</b>	<b>0 – 20 credits</b>	<b>12:30 p.m.-04:30 p.m.</b>

Students of BBA program must contact their respective advisor personally for Add/Drop of courses for Summer 2024 from 30 June-02 July 2024 between 10:00 am to 04:00 pm.

**Students are strongly recommended to complete their Add/Drop during the above schedule.**

For any help regarding Add/Drop, 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 EWU G-Suite email account while making all communications with the University.

Students who somehow miss the above schedule or fail to Add/Drop of courses using the Online System may contact the respective advisor on 02 July 2024 for Undergraduate Programs and 30 June 2024 for Graduate Programs 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