

## East West University

### Notice

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

Due to unavoidable circumstances the Add/Drop schedule for Fall Semester 2024 has been revised and updated accordingly in the Academic Calendar of Fall Semester 2024. The same has been uploaded on the EWU website (<https://www.ewubd.edu/academic-calendar>). Therefore the students of both Undergraduate (**Except BBA**) and Graduate Programs of EWU will **Add/Drop** of courses for Fall Semester 2024 through online using the link: <https://portal.ewubd.edu> as per the schedule mentioned below:

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

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

#### **Graduate Programs**

Date	Credits Earned	Time
19-26 October 2024	21 credits & above	08:00 a.m.-12:00 noon
19-26 October 2024	0 – 20 credits	12:30 p.m.-04:30 p.m.

**Students of BBA program must contact their respective advisor personally for Add/Drop of courses for Fall 2024 from 27-29 October 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 29 October 2024 for Undergraduate Programs and 27 October 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