

## EAST WEST UNIVERSITY

## NOTICE

**Online Advising of Courses for Summer Semester 2020**

Advising of courses for Summer Semester 2020 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: <http://portal.ewubd.edu> as per the schedule mentioned below:

**Undergraduate Programs**

Date	Credits Earned	Time
13 May 2020	121 credits & above	08:00 a.m.-12:00 noon
13 May 2020	101 – 120 credits	12:30 p.m.- 04:30 p.m.
14 May 2020	76 – 100 credits	08:00 a.m.-12:00 noon
14 May 2020	56 – 75 credits	12:30 p.m.- 04:30 p.m.
15 May 2020	36 – 55 credits	08:00 a.m.-12:00 noon
15 May 2020	21 – 35 credits	12:30 p.m.- 04:30 p.m.
16 May 2020	6 – 20 credits	08:00 a.m.-12:00 noon
16 May 2020	0 – 5 credits	12:30 p.m.- 04:30 p.m.

**Graduate Programs**

Day and date	Credits Earned	Time
17 May 2020	21 credits & above	08:00 a.m.-12:00 noon
17 May 2020	0 – 20 credits	12:30 p.m.- 04:30 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	<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	ECE Help Desk	<a href="mailto:helpdesk-ece@ewubd.edu">helpdesk-ece@ewubd.edu</a>	For advising/ course related issues
6	ECO Help Desk	<a href="mailto:helpdesk-eco@ewubd.edu">helpdesk-eco@ewubd.edu</a>	For advising/ course related issues
7	EEE Help Desk	<a href="mailto:helpdesk-eee@ewubd.edu">helpdesk-eee@ewubd.edu</a>	For advising/ course related issues
8	GEB Help Desk	<a href="mailto:helpdesk-geb@ewubd.edu">helpdesk-geb@ewubd.edu</a>	For advising/ course related issues
9	ENG Help Desk	<a href="mailto:helpdesk-eng@ewubd.edu">helpdesk-eng@ewubd.edu</a>	For advising/ course related issues

10	ISLM Help Desk	<a href="mailto:helpdesk-ism@ewubd.edu">helpdesk-ism@ewubd.edu</a>	For advising/ course related issues
11	Law Help Desk	<a href="mailto:helpdesk-law@ewubd.edu">helpdesk-law@ewubd.edu</a>	For advising/ course related issues
12	MBA Help Desk	<a href="mailto:helpdesk-mba@ewubd.edu">helpdesk-mba@ewubd.edu</a>	For advising/ course related issues
13	MPS Help Desk	<a href="mailto:helpdesk-mps@ewubd.edu">helpdesk-mps@ewubd.edu</a>	For advising/ course related issues
14	PHRM Help Desk	<a href="mailto:helpdesk-phrm@ewubd.edu">helpdesk-phrm@ewubd.edu</a>	For advising/ course related issues
15	SOC Help Desk	<a href="mailto:helpdesk-soc@ewubd.edu">helpdesk-soc@ewubd.edu</a>	For advising/ course related issues
16	Registrar's Office Help Desk	<a href="mailto:helpdesk-regoffice@ewubd.edu">helpdesk-regoffice@ewubd.edu</a>	For registration/ other administrative issues
17	Accounts Help Desk	<a href="mailto:helpdesk-accounts@ewubd.edu">helpdesk-accounts@ewubd.edu</a>	For tuition/ scholarship/ other financial issues
18	ICS Help Desk	<a href="mailto:helpdesk-ics@ewubd.edu">helpdesk-ics@ewubd.edu</a>	For relevant IT issues
19	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 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