EAST WEST UNIVERSITY

26 June 2025

Revised Notice
Online Advising of Courses for Fall Semester 2025
Department of Law only

Students of the following categories must contact their respective advisor **personally** for advising of courses for Fall Semester 2025.

Programs	Categories	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.	29-30 June 2025	09:00 am–04:00 pm
Graduate Programs	• CGPA 2.65 or less including on probation.	29-30 June 2025	05:00 pm–07:00 pm

Online advising of courses for Fall Semester 2025 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
01 July 2025	120 Credits & above	08:00 A.M.- 09:50 A.M
01 July 2025	100 - 119 Credits	10:00 A.M.- 11:50 A.M
01 July 2025	80 - 99 Credits	12:00 P.M.- 01:50 P.M.
01 July 2025	60 - 79 Credits	02:00 P.M.- 04:00 P.M
02 July 2025	41 - 59 Credits	08:00 A.M.- 09:50 A.M
02 July 2025	21 - 40 Credits	10:00 A.M.- 11:50 A.M
02 July 2025	0 – 20 Credits	12:00 P.M.- 01:50 P.M.

Graduate Programs

Date	Credits Earned	Time
02 July 2025	0 credits & above	02:00 P.M.- 04:00 P.M

Students of Undergraduate and 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 **03 July 2025** as per the convenience of the concerned advisor.

There will be very limited lab facility for Online Course Advising on 01 and 02 July 2025 from 09:00 am to 04:00 pm in Room # 616.

s/n	Group name	Email address	Purpose
10	Law Help Desk	helpdesk-law@ewubd.edu	For advising/ course related issues
13	PHRM Help Desk	helpdesk-phrm@ewubd.edu	For advising/ course related issues
15	Registrar's Office Help Desk	helpdesk-regoffice@ewubd.edu	For registration/ other administrative issues
16	Accounts Help Desk	helpdesk-accounts@ewubd.edu	For tuition/ scholarship/ other financial issues
17	ICS Help Desk	helpdesk-ics@ewubd.edu	For relevant IT issues
18	COE Help Desk	helpdesk-coe@ewubd.edu	For Certificates/Transcripts/Grade Reports related issues

For any help regarding advising and other administrative issues students may contact the respective Online Helpdesk (Email Account) which are mentioned below:

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 to communicate the University.

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

Mashfiqur Rahman
Registrar