EAST WEST UNIVERSITY

NOTICE

Online Add/Drop of Courses for Summer Semester 2020

Add/Drop of courses for Summer Semester 2020 of EWU will be held using the Online **Add/Drop** System. Students of both **Undergraduate and Graduate Programs** will **Add/Drop** of courses through online using the link: **http://portal.ewubd.edu** as per the schedule mentioned below:

Undergraduate Programs

Date	Credits Earned	Time
1-Jul-20	121 credits & above	08:00 a.m.-10:00 a.m.
1-Jul-20	101 – 120 credits	10:30 a.m.- 12:30 p.m.
1-Jul-20	76 – 100 credits	01:00 p.m.-03:00 p.m.
1-Jul-20	56 – 75 credits	03:30 p.m.- 05:30 p.m.
2-Jul-20	36 – 55 credits	08:00 a.m.-10:00 am
2-Jul-20	21 – 35 credits	10:30 a.m.- 12:30 p.m.
2-Jul-20	6 – 20 credits	01:00 p.m.-03:00 p.m.
2-Jul-20	0 – 5 credits	03:30 p.m.- 05:30 p.m.

Date	Credits Earned	Time
3-Jul-20	121 credits & above	08:00 a.m.-10:00 a.m.
3-Jul-20	101 – 120 credits	10:30 a.m.- 12:30 p.m.
3-Jul-20	76 – 100 credits	01:00 p.m.-03:00 p.m.
3-Jul-20	56 – 75 credits	03:30 p.m.- 05:30 p.m.
4-Jul-20	36 – 55 credits	08:00 a.m.-10:00 am
4-Jul-20	21 – 35 credits	10:30 a.m.- 12:30 p.m.
4-Jul-20	6 – 20 credits	01:00 p.m.-03:00 p.m.
4-Jul-20	0 – 5 credits	03:30 p.m.- 05:30 p.m.

Graduate Programs

Date	Credits Earned	Time
5-Jul-20	21 credits & above	08:00 a.m.-12:00 noon
5-Jul-20	0 – 20 credits	12:30 p.m.- 04:30 p.m.
6-Jul-20	21 credits & above	08:00 a.m.-12:00 noon
6-Jul-20	0 – 20 credits	12:30 p.m.- 04:30 p.m.

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	helpdesk-ce@ewubd.edu	For advising/ course related issues
2	CSE Help Desk	helpdesk-cse@ewubd.edu	For advising/ course related issues
3	BBA Help Desk	helpdesk-dba@ewubd.edu	For advising/ course related issues
4	DSR Help Desk	helpdesk-dsr@ewubd.edu	For advising/ course related issues
5	ECE Help Desk	helpdesk-ece@ewubd.edu	For advising/ course related issues
6	ECO Help Desk	helpdesk-eco@ewubd.edu	For advising/ course related issues
7	EEE Help Desk	helpdesk-eee@ewubd.edu	For advising/ course related issues
8	GEB Help Desk	helpdesk-geb@ewubd.edu	For advising/ course related issues
9	ENG Help Desk	helpdesk-eng@ewubd.edu	For advising/ course related issues
10	ISLM Help Desk	helpdesk-islm@ewubd.edu	For advising/ course related issues
11	Law Help Desk	helpdesk-law@ewubd.edu	For advising/ course related issues
12	MBA Help Desk	helpdesk-mba@ewubd.edu	For advising/ course related issues
13	MPS Help Desk	helpdesk-mps@ewubd.edu	For advising/ course related issues
14	PHRM Help Desk	helpdesk-phrm@ewubd.edu	For advising/ course related issues
15	SOC Help Desk	helpdesk-soc@ewubd.edu	For advising/ course 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 of Undergraduate Programs who somehow miss the above schedule or fail to Add/Drop of courses using the Online System may contact the respective advisor from 05 July-06 July 2020 through respective departmental online helpdesk (email) mentioned above.

Similarly, Students of Graduates Programs who somehow miss the above schedule or fail to Add/Drop using the Online System may contact the respective advisor from 07 July-09 July 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