



# EAST WEST UNIVERSITY

EWU(RO)17(A)/22-350

01 September 2022

## Revised Notice Online Advising of Courses for Fall Semester 2022

Advising of courses for Fall Semester 2022 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                   |
|-------------------|-----------------------|------------------------|
| 04 September 2022 | 125.5 Credits & above | 06:00 P.M.- 07:20 P.M. |
| 04 September 2022 | 120.5-125 Credits     | 07:30 P.M- 08:50 P.M   |
| 04 September 2022 | 110.5-120 Credits     | 09:00 P.M.- 10:20 P.M  |
| 04 September 2022 | 100.5-110 Credits     | 10:30 P.M - 11:50 P.M  |
| 05 September 2022 | 87.5-100 Credits      | 06:00 P.M.- 07:20 P.M. |
| 05 September 2022 | 75.5-87 Credits       | 07:30 P.M- 08:50 P.M   |
| 05 September 2022 | 65.5-75 Credits       | 09:00 P.M.- 10:20 P.M  |
| 05 September 2022 | 55.5 -65 Credits      | 10:30 P.M - 11:50 P.M  |
| 06 September 2022 | 45.5- 55 Credits      | 06:00 P.M.- 07:20 P.M. |
| 06 September 2022 | 35.5-45 Credits       | 07:30 P.M- 08:50 P.M   |
| 06 September 2022 | 27.5-35 Credits       | 09:00 P.M.- 10:20 P.M  |
| 06 September 2022 | 20.5-27 Credits       | 10:30 P.M - 11:50 P.M  |
| 07 September 2022 | 15.5-20 Credits       | 06:00 P.M.- 07:20 P.M. |
| 07 September 2022 | 5.5-15 Credits        | 07:30 P.M- 08:50 P.M   |
| 07 September 2022 | 0-5 Credits           | 09:00 P.M.- 10:20 P.M  |

### Graduate Programs

| Date              | Credits Earned     | Time                   |
|-------------------|--------------------|------------------------|
| 07 September 2022 | 21 credits & above | 08:00 a.m.-12:00 noon  |
| 07 September 2022 | 0 – 20 credits     | 12:30 p.m.- 04:30 p.m. |

**Students are strongly recommended to complete their advising during the above schedule. Please note that students will not get access into the portal for advising of Fall Semester 2022 unless they provide the information related to COVID-19 Vaccination.**

**There will be very limited lab facility for Online Course Advising from 04 September-07 September 2022 from 06:00 pm to 09:00 pm in Room # 616.**

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 for 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 08 September 2022 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