



East West University

Notice

Online Add/Drop of Courses for Fall Semester 2026

Add/Drop of courses for Fall Semester 2026 of EWU will be held using the Online **Add/Drop** System. Students of both **Undergraduate and Graduate Programs (Except BBA, CSE, B.Pharm and LL.B)** will **Add/Drop** of courses through online using the link: <https://portal.ewubd.edu> as per the schedule mentioned below:

Undergraduate Programs (Except BBA, B.Pharm and LL.B)

Date	Credits Earned	Time
13 September 2026	125.5 Credits & above	08:00 A.M.- 09:00 A.M
13 September 2026	120.5-125 Credits	09:10 A.M.- 10:00 A.M
13 September 2026	110.5-120 Credits	10:10 A.M.- 11:00 A.M
13 September 2026	100.5-110 Credits	11:10 A.M.- 12:00 P.M
13 September 2026	87.5-100 Credits	12:10 P.M.- 01:00 P.M
13 September 2026	75.5-87 Credits	01:30 P.M.- 02:30 P.M
13 September 2026	65.5-75 Credits	02:40 P.M.- 03:30 P.M
13 September 2026	55.5 -65 Credits	03:40 P.M.- 04:30 P.M
14 September 2026	45.5- 55 Credits	08:00 A.M.- 09:00 A.M
14 September 2026	35.5-45 Credits	09:10 A.M.- 10:00 A.M
14 September 2026	27.5-35 Credits	10:10 A.M.- 11:00 A.M
14 September 2026	20.5-27 Credits	11:10 A.M.- 12:00 P.M
14 September 2026	15.5-20 Credits	12:10 P.M.- 01:00 P.M
14 September 2026	5.5-15 Credits	01:10 P.M.- 02:00 P.M
14 September 2026	0-5 Credits	02:10 P.M.- 03:00 P.M

Graduate Programs

Date	Credits Earned	Time
11-14 September 2026	0 credit & above	08:00 a.m.-04:30 p.m.

Students of BBA and CSE programs must contact their respective advisor personally for Add/Drop of courses for Fall 2026 on 13-15 September 2026 from 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	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	ECO Help Desk	helpdesk-eco@ewubd.edu	For advising/ course related issues
6	EEE Help Desk	helpdesk-eee@ewubd.edu	For advising/ course related issues
7	GEB Help Desk	helpdesk-geb@ewubd.edu	For advising/ course related issues
8	ENG Help Desk	helpdesk-eng@ewubd.edu	For advising/ course related issues
9	DIS Help Desk	helpdesk-dis@ewubd.edu	For advising/ course related issues
10	Law Help Desk	helpdesk-law@ewubd.edu	For advising/ course related issues
11	MBA Help Desk	helpdesk-mba@ewubd.edu	For advising/ course related issues
12	MDS Help Desk	helpdesk-mds@ewubd.edu	For advising/ course related issues
13	PHRM Help Desk	helpdesk-phrm@ewubd.edu	For advising/ course related issues
14	SOC Help Desk	helpdesk-soc@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

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 and graduate programs who somehow miss the above schedule or fail to Add/Drop of courses using the Online System may contact the respective advisor on 15 September 2026 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
East West University