



East West University

Notice

Online Add/Drop of Courses for Summer Semester 2025

Add/Drop of courses for Summer Semester 2025 of EWU will be held using the Online **Add/Drop** System. Students of both **Undergraduate and Graduate Programs (Except BBA, 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
18 June 2025	125.5 Credits & above	08:00 A.M.- 09:00 A.M
18 June 2025	120.5-125 Credits	09:10 A.M.- 10:00 A.M
18 June 2025	110.5-120 Credits	10:10 A.M.- 11:00 A.M
18 June 2025	100.5-110 Credits	11:10 A.M.- 12:00 P.M
18 June 2025	87.5-100 Credits	12:10 P.M.- 01:00 P.M
18 June 2025	75.5-87 Credits	01:30 P.M.- 02:30 P.M
18 June 2025	65.5-75 Credits	02:40 P.M.- 03:30 P.M
18 June 2025	55.5 -65 Credits	03:40 P.M.- 04:30 P.M
19 June 2025	45.5- 55 Credits	08:00 A.M.- 09:00 A.M
19 June 2025	35.5-45 Credits	09:10 A.M.- 10:00 A.M
19 June 2025	27.5-35 Credits	10:10 A.M.- 11:00 A.M
19 June 2025	20.5-27 Credits	11:10 A.M.- 12:00 P.M
19 June 2025	15.5-20 Credits	12:10 P.M.- 01:00 P.M
19 June 2025	5.5-15 Credits	01:30 P.M.- 02:30 P.M
19 June 2025	0-5 Credits	02:40 P.M.- 03:30 P.M

Graduate Programs

Date	Credits Earned	Time
20-23 June 2025	0 credit & above	08:00 a.m.-04:30 p.m.

Students of BBA program must contact their respective advisor personally for Add/Drop of courses for Summer 2025 on 18, 19 and 22 June 2025 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	MPS Help Desk	helpdesk-mps@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 who somehow miss the above schedule or fail to Add/Drop of courses using the Online System may contact the respective advisor on 22 June 2025 for Undergraduate and on 24 June 2025 for Graduate Programs 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