

## Guidelines for Students

- **General Guidelines**

1. **Student Portal:** Students can login to UMS by using the student ID and password. Necessary information regarding class, exam, and payment will be available in the UMS.
2. **Course Registration:** Students must contact their course advisor for course registration/add/drop or any kind of academic guidance. They can also contact their respective course teachers for additional mentoring.
3. **Class Routine:** Students can see the class routine from the UMS.
4. **Class Attendance:** 70% class attendance is mandatory for the students. Students will not be able to sit for the final exam without ensuring 70% attendance.
5. **Exam Schedule:** Exam schedules will be available on UMS before any upcoming examination. The exam routine will also be available on the notice boards of the respective departments.
6. **Result Related Query:** Students can write an email to the following email address ([examoffice@cub.edu.bd](mailto:examoffice@cub.edu.bd)) for any issues related to result/grade. Any help ticket raised by the student will be forwarded to the concerned department.
7. **Application for Documents:** Student may submit all kind of applications regarding any document to SSW. SSW will forward the application to the concerned department.
8. **Payment Method:** Both offline and online payment are acceptable. For offline payment, students need to visit CUB cash collection booth at the university ground floor. Online payment is available on UMS, for bKash and Nagad they can use this number (01708-136919). Students can also pay at any branch of Padma Bank and Premier Bank.
9. **Dress Code:** Student must follow the prescribed dress code, posted on different notice boards of the university.
10. **Support Service Point and Contact Details:** Students can contact SSW at ground floor for any academic and administrative support. They can also post a help ticket form their UMS portal stating the problem. If not resolved they can send email to – [ssw@cub.edu.bd](mailto:ssw@cub.edu.bd) or call 01708136910 (9 am to 6 pm, except holidays) for direct support.

Registrar