

بوليتكنك البحرين  
Bahrain Polytechnic

# Registration Instructions

Semester 1, 2015 - 2016

إرشادات التسجيل

للفصل الدراسي الأول من السنة الأكاديمية

2016 – 2015

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**Disclaimer: All information is correct at the time of publishing. Changes may be made to the information, scheduled classes or tutors as requested by Faculty or due to other constraints.**

تنويه: تعتبر جميع المعلومات صحيحة حتى وقت النشر. قد تطرأ تغييرات على المعلومات المطروحة، أو على المقررات أو المدرسين إذا ما طلبت الكلية هذا التغيير أو بسبب أي ظروف أخرى



Registration and payment process	إجراءات التسجيل ودفع الرسوم
<p><b>All students MUST register for courses and pay fees OR apply for Leave of Absence.</b></p> <p>Please see the <a href="#">Academic Calendar</a> on the Website for all key dates.</p> <p>The HEC have advised that students are not allowed to register in two or more different programmes simultaneously whether in Bahrain Polytechnic or in any other institutes.</p>	<p>على كل الطلبة التسجيل في المقررات الدراسية ودفع الرسوم أو التقدم بطلب إيقاف الدراسة لمدة فصل أو فصلين بحسب الوقت المحدد في <a href="#">التقويم الأكاديمي</a> على الموقع الإلكتروني.</p> <p>طبقاً لتعليمات مجلس التعليم العالي فإنه لا يسمح للطلبة بالتسجيل في برنامجين مختلفين أو أكثر سواء في بوليتكنك البحرين أو أي مؤسسات تعليمية أخرى.</p>
Foundation students	طلبة التمهيدي
<p>Registry enrol all foundation students in the Certificate in Academic Preparation (CAP) programme courses. Check your timetable on Self Service Banner (SSB) from 3<sup>rd</sup> September 2015.</p> <p>See your Programme Manager to change - add or drop courses using the "Add &amp; Drop form".</p> <p>ALL students must check their account balance on SSB and pay course fees owing (see Fee payment below).</p>	<p>سيتم تسجيل جميع طلبة التمهيدي في المقررات المطلوبة من قبل قسم التسجيل، وسوف تنشر الجداول في نظام الخدمة الذاتية SSB في 3 سبتمبر 2015.</p> <p>في حالة الرغبة في حذف أو إضافة مقررات دراسية، على الطلبة استكمال الاستمارة الخاصة بالحذف أو الإضافة والحصول على موافقة مبدئية من قبل مدير البرنامج، ومن ثم تسليمها إلى قسم التسجيل لاستكمالها.</p> <p>على جميع الطلبة التأكد من مبلغ الرسوم الدراسية من خلال نظام الخدمة الذاتية SSB، ومن ثم دفع الرسوم المستحقة (كما هو مبين بالتفصيل في فقرة الرسوم).</p>
Degree students	طلبة برامج البكالوريوس
<p>Degree students must register themselves for classes online. Online Registration is opens by programme (see the timing below) and ends <b>10<sup>th</sup> September 2015</b>.</p> <ol style="list-style-type: none"> <li>1. Check the <b>list of courses</b> you should register in (from page 13).</li> <li>2. Check the <b>Class Schedule</b> on Self Service Banner (SSB) from 20<sup>th</sup> August 2015 <ul style="list-style-type: none"> <li>➤ Choose more than one option (CRN).</li> </ul> </li> <li>3. <b>Plan</b> your timetable using the table on page 21.</li> <li>4. Check your account balance on SSB and <b>pay fees</b> (see Fee payment below).</li> </ol>	<p>على جميع طلبة برامج البكالوريوس تسجيل المقررات ذاتياً عن طريق نظام الخدمة الذاتية SSB في الأوقات المحددة لكل برنامج.</p> <p>سيبدأ التسجيل الإلكتروني لكل برنامج (كما هو مبين في الجدول أدناه) بتاريخ 10 سبتمبر 2015</p> <ol style="list-style-type: none"> <li>1. يجب التحقق من المقررات الدراسية التي يجب التسجيل بها لهذا الفصل الدراسي (كما هو مبين في صفحة 13).</li> <li>2. التحقق من أوقات المقررات الدراسية عن طريق <b>Class Schedule</b> عبر برنامج الخدمة الذاتية SSB اعتباراً من 20 أغسطس 2015.</li> <li>- اختيار أكثر من CRN واحد لكل مقرر حتى يكون هناك خيارات بديلة في حالة كانت الصفوف ممتلئة.</li> <li>3. تخطيط الجدول الدراسي باستخدام الجدول الموجود في صفحة 21.</li> <li>4. تأكد من رسوم التسجيل في (account balance) من خلال نظام الخدمة الذاتية SSB (كما هو مبين في فقرة الرسوم).</li> </ol>
Registering for more than 65 credits	تسجيل أكثر من 65 ساعة معتمدة في الفصل الدراسي
<p>All students can register up to 65 Credits if they are not on Probation.</p> <p>Students can register up to 75 Credits IF they:</p> <ul style="list-style-type: none"> <li>➤ have a CGPA of 3 or higher, OR</li> <li>➤ are eligible to graduate in that semester.</li> </ul>	<p>يمكن للطلبة المنتظمين في بوليتكنك البحرين التسجيل إلى 65 ساعة معتمدة إذا لم يكن الطالب تحت الإنذار.</p> <p>يجب أن تتوافر الشروط التالية في الطلبة الراغبين في تسجيل 75 ساعة معتمدة:</p> <ul style="list-style-type: none"> <li>• المعدل التراكمي لا يقل عن 3 أو أعلى أو</li> <li>• يكون مؤهلاً للتخرج في ذلك الفصل.</li> </ul>



<p>You must submit an "Application to Increase Semester Credits" form to the SIC at least <b>one full working day</b> prior to your Programmes registration release date and time to be processed. Late applications will be processed, but no guarantee of a place in any class is given.</p>	<p>يجب على الطلبة استكمال استمارة "طلب زيادة الساعات المعتمدة للفصل الدراسي" وتقديمها إلى مركز معلومات الطلبة قبل يوم عمل واحد على الأقل من بدء التسجيل الخاص بالبرنامج. ستتم زيادة عدد الساعات إذا تمت الموافقة، في حين لن لا يوجد ضمان لوجود مقاعد شاغرة في المقررات في حالة تقديم الطلب متأخرًا.</p>
<b>Registration Notes</b>	<b>ملاحظات</b>
<ul style="list-style-type: none"> <li>➤ Programme Managers or Head of School advise if the tutors name is entered or not.</li> <li>➤ Changes may be made to class timing and tutor as required by Faculty.</li> <li>➤ Registration in a class is based on the class capacity. Seats are limited, see SSB.</li> <li>➤ Bahrain Polytechnic reserves the right to unenrol students from courses that have limited seats and are not a requirement.</li> </ul>	<ul style="list-style-type: none"> <li>- مدير البرنامج أو عميد الكلية هو من يقرر إظهار أسماء المدرسين لكل مقرر أو عدمه بسبب إمكانية حدوث تغييرات لاحقًا إذا لزم الأمر.</li> <li>- التغييرات ممكن أن تطرأ على وقت المحاضرات أو أسماء المدرسين بحسب التغييرات المطلوبة من الكلية.</li> <li>- التسجيل في الصفوف بناءً على قدرة الاستيعاب في الفصل الدراسي. عدد المقاعد محدودة (انظر SSB).</li> <li>- تحتفظ بوليتكنك البحرين بالحق في إلغاء تسجيل الطلبة من بعض المقررات ذات المقاعد المحدودة وغير المطلوبة في الخطة الدراسية.</li> </ul>
<b>Fee Payment</b>	<b>دفع الرسوم الدراسية</b>
<p>Students who have completed registration, must pay course fees to the Finance Directorate from 9am to 2.30pm in Building <b>11.114</b>.</p> <ul style="list-style-type: none"> <li>➤ ALL fees must be paid in full before 2.30pm 17<sup>th</sup> September 2015.</li> <li>➤ Students with unpaid fees after 17<sup>th</sup> September 2015 will have a late fee applied. Outstanding fees may be paid during the grace period from 20<sup>th</sup> September to 1<sup>st</sup> October 2015.</li> <li>➤ From 4<sup>th</sup> October 2015, any unpaid course fees will result in the course registration being dropped; a Finance Hold will be placed on the student account and ALL fees <b>remain due and must be paid in full</b>.</li> </ul> <p>All fees must be paid in full before the student can continue their study in the next semester.</p>	<p>بعد استكمال التسجيل، يجب على الطلبة دفع رسوم المقررات الدراسية لقسم المالية من الساعة 9 صباحًا وحتى 2:30 ظهرًا في مبنى 11 مكتب رقم 114.</p> <ul style="list-style-type: none"> <li>- يجب دفع الرسوم بالكامل قبل الساعة 2:30 من ظهر 17 سبتمبر 2015.</li> <li>- بعد 17 سبتمبر 2015، ستضاف رسوم تأخير على الطلبة في حالة عدم استكمالهم لعملية دفع الرسوم في الوقت المحدد، ويمكن دفع الرسوم مع المتأخرات ما بين 20 سبتمبر إلى 1 أكتوبر 2015.</li> <li>- اعتبارًا من تاريخ 4 أكتوبر، سيتم حذف الطالب من المقررات المسجلة في حالة عدم تسديده للرسوم والمتأخرات في الوقت المحدد؛ وسيتم وضع قيد مالي على سجل الطالب إلى حين سداده للرسوم والمتأخرات المطلوبة بالكامل.</li> </ul> <p>يجب دفع جميع الرسوم الدراسية، بما في ذلك رسوم المتأخرات بالكامل قبل بدء الدراسة في الفصل الدراسي المقبل.</p>
<p><b>Scholarship students repeating courses are required to pay for those courses before the closing date.</b> See Heyam Juma in 8.07 for more information.</p>	<p>على طلبة البعثات دفع رسوم المقررات الدراسية التي رسبوا فيها قبل التاريخ المحدد للدفع. لمزيد من المعلومات الرجاء مراجعة هيام جمعة في مبنى / مكتب 8.07</p>
<p><b>For help or advise about fees</b></p> <p>See the <b>Manager of Student Welfare in building 19</b> if you need any advice or help BEFORE fees are due. Normally no extensions are given.</p>	<p><b>لطلب المساعدة أو النصيحة لدفع الرسوم</b></p> <p>على الطالب مراجعة وطلب مساعدة رئيس شؤون الطلبة في مبنى رقم 19 في حالة عدم قدرته على دفع الرسوم المستحقة في الوقت المحدد. في العادة لا يسمح بتمديد فترة الدفع.</p>



Fee exemption	
Applications for fee exemption starting Semester 2, 2015-16 will be announced during month of October. Heyam Juma in 8.07 can give you further information.	الإعفاء من الرسوم الدراسية خلال شهر اكتوبر سيتم الاعلان عن فترة التقديم للإعفاء من دفع رسوم الفصل الدراسي الثاني. ولمزيد من المعلومات الرجاء مراجعة هيام جمعة في مبنى/مكتب 8.07

## Online Registration Starts (by programme)

التسجيل بحسب التخصص

Programme	Students	Registration opens
<b>Web Media and Visual Design</b>	All students	Tuesday, 25 Aug 2015 at 9.00am
<b>ICT</b>	Working Students	Tuesday, 25 Aug 2015 at 11.00am
	Students with long term illness	Tuesday, 25 Aug 2015 at 11.00am
<b>Logistics</b>	All students	Wednesday, 26 Aug 2015 at 9.00am
	Working Students	Tuesday, 25 Aug 2015 at 11.00am
	Students with long term illness	Tuesday, 25 Aug 2015 at 11.00am
	Earned Credits 360 and more	Wednesday, 26 Aug 2015 at 10.00am
	Earned Credits 300 and more	Wednesday, 26 Aug 2015 at 12.00pm
	Earned Credits 245 and more	Wednesday, 26 Aug 2015 at 2.00pm
	Earned Credits 185 and more	Thursday, 27 Aug 2015 at 9.00am
	Earned Credits 125 and more	Thursday, 27 Aug 2015 at 12.00pm
<b>Business</b>	All students	Thursday, 27 Aug 2015 at 1.00pm
	Working Students	Sunday, 30 Aug 2015 at 9.00am
	Students with long term illness	Sunday, 30 Aug 2015 at 9.00am
	Earned Credits 345 to 540	Sunday, 30 Aug 2015 at 12.00pm
	Earned Credits 300 to 340	Sunday, 30 Aug 2015 at 1.00pm
	Earned Credits 220 to 295	Monday, 31 Aug 2015 at 9.00am
<b>Engineering</b>	Earned Credits 110 to 215	Monday, 31 Aug 2015 at 12.00pm
	Earned Credits 0 to 105	Monday, 31 Aug 2015 at 1.00pm
	All students	Tuesday, 1 Sep 2015 at 9.00am
<b>Electives</b>	Earned Credits 360 and more	Wednesday, 2 Sep 2015 at 9.00am
		Thursday, 3 Sep 2015 at 10.00am
	All Degree students	<b>Note:</b> Online Registration will be close for all programmes from 8 to 9.59 am
<b>For Help!</b>		<b>للمساعدة</b>
<ul style="list-style-type: none"> <li>➤ See your Academic Advisor.</li> <li>➤ General enquires - Building 8, Student Information Centre counter from 9am to 3pm.</li> <li>➤ Labs are open, Building 5, rooms 5.19 and 5.20 from 9am to 3pm.</li> </ul>		<ul style="list-style-type: none"> <li>➤ الرجاء مراجعة المرشد الأكاديمي</li> <li>➤ للرد على الاستفسارات العامة عن التسجيل (حذف أو إضافة) يمكن مراجعة مركز معلومات الطلبة في المبنى رقم 8 من الساعة 9 صباحاً حتى 3 ظهراً.</li> <li>➤ مختبرات الحاسوب مفتوحة في مبنى رقم 5، مختبر 5.19 ومختبر 5.20 من الساعة 9 صباحاً حتى الساعة 3 ظهراً.</li> </ul>



Academic Advising			الإرشاد الأكاديمي		
<p>Academic Advising is available for all students to discuss their progress and courses to enrol in. Students with any questions, those who <u>failed courses</u>, those allowed to continue on Academic Probation and for those who are expected to graduate <b>must</b> meet their Academic Advisors as below.</p> <p><b>Note: Please email your Academic Advisors below for an appointment.</b></p>			<p>الإرشاد الأكاديمي متوافر لجميع الطلاب لمناقشة تقدمهم الأكاديمي والمقررات المطلوب منهم التسجيل بها. كما أنه بإمكان الطلبة مراجعة مرشدهم الأكاديمي في حال لديهم أي استفسار عن الرسوب في مقرر دراسي، أو الفصل والسماح للطلاب بفرصة أخرى لاستكمال الدراسة، أو في حالة توقع تخرج الطالب لمعرفة المواد التي يجب عليه استكمالها.</p> <p><b>ملاحظة:</b> يجب طلب موعد للاجتماع مع المرشد الأكاديمي في التواريخ والأوقات المبينة في الجدول أدناه من خلال إرسال بريد إلكتروني إلى المرشد.</p>		
Programme	Major	Date	Time	Location	Academic Advisors
BD701	All	24 Aug 2015	9am to 3pm	26.104	Karen Ralph
BS701	Year 1 & 2	25 to 27 Aug 2015	10am to 3pm	20.102	Fahdia Khalid
	ACCT	25 to 27 Aug 2015	10am to 3pm	20.101	Shaima AlAnsari Sana Alamri
	Banking and Finance	25 to 27 Aug 2015	10am to 3pm	20.101	Ghassan Alsoud
	Management	25 to 27 Aug 2015	10am to 1pm	20.108	Sinead Moriarty
	Marketing	24 to 25 Aug 2015	8.30am to 4pm	20.110	Darren Morris
IL701	All	24 Aug 2015	9am to 3pm	8.124A	Graham Adams
WM701	All	24 Aug 2015		26.105	Brendan Muller
IT701	Year 1 & 2 Programming	25 Aug 2015		26.011	Christos Gatzoulis
	MIS			26.004	Raghda Zahran
	Networking			26.010	James Egan
	Database			26.003	David McClelland
EN701	Year 1	23 to 27 Aug 2015		20.011	Adel Aawan
	Mechanical			20.009	Pradeep Nathoo
	Electrical			20.013	Christakis Papageorgiou
				20.010	David Krause
Electives	All	30 Aug 2015	10am– 12pm	19.106	Hana AlQaidoom

## Required courses by Programme for Semester 1, 2015-2016

المقررات الدراسية المطلوب التسجيل بها للفصل الدراسي الأول من العام الأكاديمي 2015 - 2016

Notes:

The following information was provided by Faculty. If you have any questions please see your Programme Manager or Academic Advisor.

If you failed courses last semester, see your Academic Advisor before you register for any courses.

Pre-requisites for some courses have been changed; check **Class Schedule** in SSB for more details.

\*Linked courses - you must follow the instructions on SSB

Students commencing study at Bahrain Polytechnic and/or a Bachelor's degree from September 2015 may be required to complete 30-45 credits of National Requirements as part of the Higher Education Council's regulations subject to availability of resources and based on the approved study plan.

<b>Bachelor of International Logistics Management (IL701)</b>			
<b>Year 1 - Semester 1 &amp; 2</b>			
ITB5009	Intro to Information Systems	ELB4901	English for Specific Purposes 1 (for Logistics)
TLB5001	Freight & Warehouse Operations	Or ELB4902	Or English for Specific Purposes 2 (for Logistics)
TLB5300	Managing in the T&L Environment	Or ELB5901	Or English for Specific Purposes 3 (for Logistics)
TLB5302 or TLB5000	Introduction to Supply Chain Operations and Procurement or Introduction to International Transport Geography <b>(if TLB5300 completed)</b>	Or ELB5902	Or English for Specific Purposes 4 (for Logistics)
			TLB5000 or TLB5302 <b>(if English completed)</b>
<b>Year 2 - Semester 1</b>		<b>Year 2 - Semester 2</b>	
TLB6001	International Transport Law	ELB5902	English for Specific Purposes 4 (for Logistics)
ELB5901	English for Specific Purposes 3 (for Logistics)	TLB6202	Maritime Shipping Systems and Practices
-	IL701 Option / Other Elective	BSB5005	BSB5005 Into to Accounting (5 x workshops / 100 seats)
-	IL701 Option / Other Elective	-	IL701 Option / Other Elective
<b>Year 3 - Semester 1</b>		<b>Year 3 - Semester 2</b>	
TLB6303	Urban Public Transport	TLB6009	Research Methodologies for Transport and Logistics
-	IL701 Option / Other Elective	-	IL701 Option / Other Elective
-	IL701 Option / Other Elective	-	IL701 Option / Other Elective
-	IL701 Option / Other Elective	-	IL701 Option / Other Elective
<b>Year 4 - Semester 1</b>		<b>Year 4 - Semester 2</b>	
TLB7002	Transport and Energy	TLB7501	Industry-Based Project
TLB7003	Transport and Communication		
-	IL701 Option / Other Elective		
-	IL701 Option / Other Elective		
<b>IL701 Options</b>			
TLB6000	Economics and Finance	TLB6201	International Air Cargo
TLB6200	International Organisations	TLB7302	Supply Chains and Risk Management
TLB6002	Managing Transport Operations and Resources	TLB7401	Aviation Security
TLB6301	Inventory and Warehouse Management	TLB7502	Risk, Crisis and Disaster Management
TLB6300	Passenger Transport Management	TLB7201	Shipping Safety, Security and Port State Control
<b>Elective</b>			
BSB5019	UN Global Compact		

## Bachelor of Information and Communications Technology (IT701)

### Year 1 - Semester 1 & Semester 2

ITB5001	Computer Systems
ITB5004	Unix Systems
ITB5010	Maths for Computing
ELB4901	English for Specific Purposes ( for ICT)

### Year 2 - Semester 1

### Year 2 - Semester 2

ITB6001	Systems Analysis and Design 1	ITB6004	Operating Systems and Platforms
ITB6008	Computer Programming 2	ELB5902	English for Specific Purposes 4 (for ICT)
ITB6003	Networks and Data Communications 2	Elective	Any General elective
ELB5901	English for Specific Purposes 3 (for ICT)	Elective	Any General elective

### Year 3 - Semester 1

### Year 4 - Semester 1

ITB7108	Mobile Programming	ITB6099	IT Project supervision
ITB7202	Infrastructure for eCommerce	ITB6099	Project management workshop
ITB7303	Network Security	ITB6099	Technical Writing workshop
ITB7405	Database Programming 1	ITB6099	Communication workshop
ITB6006	Object-Oriented Design		

### Year 4 - Semester 2

ITB7199	Cooperative Learning Project (Programming)
ITB7299	Cooperative Learning Project (MIS)
ITB7399	Cooperative Learning Project (Networking)
ITB7499	Cooperative Learning Project (Database)

### Electives

GSP5202	Work Placement	GSZ5003	Special Projects
ITB5011	Intro to Security	ITB5009	Intro to Information Systems
ITB6202	ERP (SAP)		

## Bachelor of Visual Design (BD701)

### Year 1 - Semester 1

### Year 2 - Semester 1

VIB5100	Visual Design I: Colour Theory, Design Theory and Methods	VIB6200	Visual Design III: Advanced Typography
VIB5102	Computer Practical II: Design Principles and Image Creation	VIB6202	Computer Practical III: Design Principles and online media
VIB5104	Historical Studies in Design	VIB5902	Video
ELB4901	English for Specific Purposes 1 (for Visual Design)	ELB5901	English for Specific Purposes 3 (for Visual Design)

### Year 3 - Semester 1

### Year 4 - Semester 1

VIB6300	Visual Design V: Sustainable Design	VIB7303	Internship
VIB7407	Degree Project		

### Studio Options

VIB6904	Publication Design and Typography	VIB6908	Package Design
VIB6906	Digital Design for the Web	VIB6910	The Power of Advertising



Bachelor of Business (BS701)					
Year 1 - Semester 1 & 2					
BSB5001	Introduction to Marketing		BSB5008	Applied Communication	
BSB5005	Introduction to Accounting		ELB4901	English for Specific Purposes 1 (for BUS)	
Year 2 - Semester 1		Prerequisite	Year 2 - Semester 2		Prerequisite
BSB5004	Introduction to Management		BSB5011	Business Research Methods	
BSB5009	Introduction to Finance		BSB6003	Business Law	
BSB5010	Management Information Systems		BSB6002	Human Resource Management	
ELB5901	English for Specific Purposes 3		ELB5902	English for Specific Purposes 4	
	<i>ELB4902</i>			<i>ELB5901</i>	
Year 3 - Semester 1			Year 3 - Semester 2		Prerequisite
Elective	15 credits elective		BSB5012	Project Management	
Elective	15 credits elective		Elective	15 credit elective	
Major	Choose 2 courses from your Major		Major	Choose 2 courses from your Major	
	<i>270 Credits</i>				
Accounting Major		Prerequisite	Accounting Major		Prerequisite
BSB6400	Financial Accounting for Companies		BSB6403	Cost Accounting	
BSB6402	Accounting Systems		BSB7400	Auditing	
	<i>BSB5005</i>			<i>BSB6400 &amp; BSB6402</i>	
Management Major		Prerequisite	Management Major		Prerequisite
BSB6200	Advanced Supervisory Management		BSB6202	Organisational Behaviour	
BSB6201	Operations Management		BSB7200	International Business	
	<i>BSB5004 &amp; BSB6002</i>			<i>BSB6002</i>	
	<i>BSB5004</i>			<i>BSB6200 &amp; BSB6201</i>	
Marketing Major		Prerequisite	Marketing Major		Prerequisite
BSB6100	Services Marketing		BSB6102	Digital Marketing	
BSB6101	Integrated Marketing Communication		BSB7100	International Marketing	
	<i>BSB5001</i>			<i>BSB6101</i>	
	<i>BSB5001</i>			<i>BSB6100</i>	
Banking and Finance Major		Prerequisite	Banking and Finance Major		Prerequisite
BSB6300	Corporate Finance		BSB6302 Or BSB6303	Investment and Portfolio Management	
BSB6301	Money and Banking		BSB7301	Derivatives & Alternative Investments	
	<i>BSB5005 &amp; BSB5009</i>			<i>BSB6300</i>	
	<i>BSB5007 &amp; BSB5009</i>			<i>BSB5009</i>	
	<i>BSB5007 &amp; BSB5009</i>			<i>BSB6300</i>	
Year 4 - Semester 1					
15 credits <b>elective and Choose 3</b> courses from your Major (below)					
Accounting Major		Prerequisite	Marketing Major		Prerequisite
BSB6401	Management Accounting		BSB6103	Marketing Research	
BSB7401	Taxation		BSB7101	Marketing Management	
BSB7402	Financial Reporting		BSB7102	Marketing Planning	
	<i>BSB6403</i>			<i>BSB6102</i>	
	<i>BSB6003 &amp; BSB6400</i>			<i>BSB7100</i>	
	<i>BSB5005 &amp; BSB6400</i>			<i>BSB7100</i>	
Management Major		Prerequisite	Banking and Finance Major		Prerequisite
BSB6203	Leadership for Change Management		BSB6302 Or BSB6303	Investment and Portfolio Management	
BSB7202	Strategic Management		BSB7300	Financial Risk Management	
BSB7203	Enterprise Development		BSB7302	International Finance	
	<i>BSB6201 &amp; BSB7200</i>		BSB7303	Islamic Finance 2	
	<i>2x Level 6 courses</i>			<i>BSB6303</i>	
Year 4 - Semester 2			Prerequisite		
BSB7099	Industry Project (60 credits)		BSB5011 & 45 credits at Level 7 from major		
Electives		Prerequisite			Prerequisite
BSB5019	UN Global Compact		BSB6501	Festivals and Event Management	
BSB6007	Alternative Disputes Resolution		BSB6502	Tourism Essentials	
	<i>BSB6003</i>			<i>BSB6002</i>	
				<i>BSB5011</i>	

<b>Bachelor of Engineering Technology (EN701)</b>			
<b>Year 1 - Semester 1 &amp; 2</b>			
ELB4901	English for Specific Purposes 1 (for ENG)	ENB5000	Electrical Fundamentals
ENB5907	Mathematics for Engineers 1	ENB5903	Mechanical Fundamentals
ENB5990	Engineering Practice		
<b>Year 2 - Semester 1</b>		<b>Year 2 - Semester 2</b>	
ELB5901 or ELB5902	English for Specific Purposes 3 or English for Specific Purposes 4 (for ENG)	ELB5902	English for Specific Purposes 4 (for ENG)
Major	Choose 3 courses from your Major	Major	Choose 3 courses from your Major
<b>Mechanical Major</b>		<b>Mechanical Major</b>	
ENB5904	Engineering Graphics	ENB5107	Materials Science 1
ENB5110	Thermodynamics	ENB6917	Fluid Mechanics
ENB5902	Engineering Mechanics 2		
<b>Electronics Major</b>		<b>Electronics Major</b>	
ENB5001	Engineering Computing		Not offer
ENB5006	Electronics A		
ENB5080	AC Circuit Theory		
<b>Year 3 - Semester 1</b>		<b>Year 3 - Semester 2</b>	
<b>Mechanical Major</b>		<b>Mechanical Major</b>	
ENB5906	Mechanical Project 1	ENB6906	Mechanical Project 6 (Elective)
ENB6914	Mechanical Project 2	ENB6907	Mechanical Project 7
ENB6912	Mechanical Project 3	ENB6909	Mechanical Project 9
ENB6913	Mechanical Project 4	ENB6918	Applied Heat Transfer
ENB6905	Mechanical Project 5		
<b>Electronics Major</b>		<b>Electronics Major</b>	
ENB6071	Electronics Manufacturing & Design		Not offer
ENB6060	Telecommunications A		
ENB6008	Power Electronics		
<b>Year 4 - Semester 1</b>		<b>Year 4 - Semester 2</b>	
<b>Mechanical Major</b>		<b>Mechanical Major</b>	
ENB6910	Mechanical Project 10	ENB7903	Co-operative Learning Project (Mechanical Engineering)
ENB7901	Mechanical Project 11	ENB7098	Engineering Research Project (need approval from Programme Manger to enrol in this course)
ENB7905	Energy, Environment and Sustainability		
ENB6915	Mechanical Project 13		
<b>Electronics Major</b>		<b>Electronics Major</b>	
ENB7230	Instrumentation and Control B	ENB7904	Co-operative Learning Project (Electronic Engineering)
ENB7060	Telecommunications B		

<b>Bachelor of Web Media (WM701)</b>			
<b>Year 1 - Semester 1</b>			<b>Year 2 - Semester 2</b>
WMB5001	Website Authoring 1	WMB5006	Audio & Video 1
WMB5002	Internet & Multimedia Technology 1	WMB5007	Content Management
WMB5003	Web Design 1	WMB5008	Strategic Web Communication
ELB4901	English for Specific Purposes 1 (for Web Media)	ELB5901	English for Specific Purposes 3 (for Web Media)
<b>Year 3 - Semester 1</b>		<b>Year 3 - Semester 2</b>	
WMB6005	Web Programming 1	WMB7004	Advanced Interactive Applications
WMB6003	HCI	WMB6003	HCI
WMB7005	Advanced Design for the Web	WMB7006	eCommerce & Entrepreneurship
GSZ6001	Special Project (Industry Video Project)		
<b>Year 4 - Semester 1 &amp; 2</b>			
WMB7004	Advanced Interactive Applications		
WMB7006	eCommerce & Entrepreneurship		
GSZ6001	Special Project (Industry Video Project)		
GSZ5003	Special Project (Develop a Web Application Component)		

<b>General Electives</b>					
<b>Degree students only</b>					
Code	Course Title	Credits	Code	Course Title	Credits
GSP5202	Work Placement	15	GSP5203	Market Yourself	15
GSP5201	Community Contribution	10	GSP5205	Thinking Outside the Box	15
GSP5206	Voluntary Work with BPSC	5	GSP5902	Coaching Skills	15
See Moodle for details, forms and requirements etc for these courses. Applications MUST be completed before the Registration closing date.					



<p><b>Attendance</b> Refer to the Student Attendance Policy and Procedures on Moodle.</p>	<p><b>متطلبات الحضور:</b> الرجاء الرجوع إلى سياسة وإجراءات حضور الطلبة على Moodle.</p>
<p><b>Attendance Requirements</b> Implicit in your enrolment in any course is the acceptance of the need to <u>attend all scheduled classes</u>. You need to have taken into account work, family, religious your health and all other commitments and to have made arrangements to plan and organise your time so that you can attend as required.</p> <p>You are expected to attend classes on time and must attend at least 80% of all scheduled classes. This allows for occasional sickness and other absences during the semester up to 20%.</p> <p>Attendance % is based on the number of sessions in a semester for that course. If you are absent for more than 20% of total class sessions you <b>will be automatically withdrawn</b> from that class with a failing grade of <b>WA</b> (Withdrawn Attendance). An email will be sent from Registry informing both you and tutor that you have been withdrawn with WA. You cannot attend class. This is a Fail grade.</p> <p>Check your attendance % on SSB.</p>	<p><b>متطلبات الحضور:</b></p> <p>يعتمد التسجيل في أي من المقررات الدراسية على قبول <u>حضور جميع المقررات المسجلة</u>. في حالة التسجيل في المقررات الدراسية لابد أن تأخذ في الاعتبار ظروف عملك، التزاماتك الأسرية، ظروفك الصحية، وجميع التزاماتك الأخرى، وتخطيط وقتك بحيث يمكنك حضور المقررات الدراسية كما هو مطلوب.</p> <p>يتوقع منك حضور الصفوف الدراسية في الوقت المحدد، ويجب ألا يقل حضورك عن 80% في جميع المقررات المسجلة، حيث يمكن استخدام 20% للغياب في حالة المرض أو في حالة تعرضك لأي ظرف خلال الفصل الدراسي.</p> <p>تعتمد نسبة الحضور على عدد الحصص المقررة في الفصل الدراسي.</p> <p>إذا كنت غائبًا لأكثر من 20% من إجمالي مجموع الحصص فسيتم سحبك آليًا من المقرر مع درجة WA (انسحاب بدرجة الرسوب بسبب الغياب)، وسيقوم قسم التسجيل بإعلامك وإعلام مدرس المقرر بذلك عن طريق البريد الإلكتروني.</p> <p>يمكنك التحقق من نسبة حضورك وغيابك عن طريق SSB.</p>
<p><b>Early Registration</b></p>	<p><b>التسجيل المبكر</b></p>
<p>If you are working or have an on-going medical condition, you <b>MUST</b> declare your circumstances before every semester starts to be considered for early registration. Late applications will be considered until 24<sup>th</sup> August 2015.</p>	<p>إذا كان الطالب موظفًا أو يعاني من مرض مزمن، فيجب عليه إعلام قسم التسجيل بظروفه قبل بدء كل فصل دراسي، والتقدم بطلب التسجيل المبكر للنظر فيه. سيتم النظر في الطلبات المتأخرة إلى 24 أغسطس 2015.</p>
<p><b>Alternative Study Arrangements (ASA)</b></p>	<p><b>إجراءات الدراسة البديلة (الإعفاء)</b></p>
<p>See the Student Attendance Policy for all details.</p> <p>Aim: Ensures students have opportunities to meet the session / learning outcomes.</p> <p><b>Apply</b> for Alternative Study Arrangements (ASA) if:</p> <ul style="list-style-type: none"> <li>➤ required to attend events for your programme of study for /by Polytechnic.</li> <li>➤ competing in International sports events officially representing Bahrain, in good academic standing and attendance and participation in courses is good.</li> <li>➤ with significant and/or chronic health conditions.</li> </ul>	<p>لمزيد من المعلومات الرجاء مراجعة سياسة الحضور</p> <p>الهدف: لضمان تحقيق الطلبة لنتائج التعلم</p> <p>شروط التقديم:</p> <ul style="list-style-type: none"> <li>● حضور فعاليات متعلقة بالبرنامج الدراسي منظمة من قبل بوليتكنك البحرين.</li> <li>● تمثيل مملكة البحرين رسميًا في مسابقات رياضية دولية، ولابد أن يكون المستوى الأكاديمي للطلبة المتقدمين جيدًا وكذلك حضورهم ومشاركتهم.</li> <li>● الطلبة الذين يعانون من أمراض مزمنة أو ظروف صحية.</li> </ul>

<p>Students must apply by filling the Alternate Study Arrangements form BEFORE the event / absences reach 20%. Faculty will review, and if approved it will be processed by Registry.</p>	<p>يجب على الطلبة ملء استمارة ترتيب الدراسة البديلة المتوافرة في مركز معلومات الطلبة قبل <b>الفعالية/ أن تصل نسبة الغياب إلى 20%</b>. ستقوم الكلية بمراجعة الطلب، وإذا ما تمت الموافقة عليه، سيتم تجهيزه من قبل قسم التسجيل.</p>
<p><b>WA grade change request</b></p>	<p><b>طلب تغيير درجة WA</b></p>
<p>To apply for a Change of WA grade to W</p> <p><u>WHO</u>: Students with a WA (absent more than 20%) and Exceptional Circumstances</p> <p><u>WHEN</u>: Apply within 10 days of the WA being assigned and before the last day of the semester.</p> <p><u>HOW</u>: Complete and submit the Change of WA grade Form and ALL the evidence to support your request to the SIC in building 8</p> <ul style="list-style-type: none"> <li>➤ A <b>Medical report</b> is required for illnesses.</li> <li>➤ Medical certificates for one or two days are NOT acceptable evidence!</li> </ul> <p>The Deans will review all applications and the Academic Board will review and approve the grade decision with all results at the end of the semester.</p>	<p>للتقدم بطلب تغيير درجة WA (الانسحاب بدرجة رسوب بسبب الغياب) إلى W</p> <p><u>لمن</u>: للطلبة الحاصلين على درجة WA (غيابهم أكثر من 20% وتعرضوا لظروف استثنائية)</p> <p>متى: التقديم خلال 10 أيام من تاريخ حصولهم على درجة WA وقبل اخر يوم من انتهاء الفصل الدراسي.</p> <p>كيف: عن طريق ملء استمارة طلب تغيير درجة WA وإرفاقها بجميع الأدلة الداعمة وتقديمها إلى مركز معلومات الطالب في مبنى 8.</p> <ul style="list-style-type: none"> <li>- تقرير طبي في حالة تقديم الطلب بسبب المرض</li> <li>- شهادات طبية لمدة يوم أو يومين دليل غير مقبول.</li> </ul> <p>سيتم عرض الطلبات على عمداء الكليات لمراجعتها مع الأدلة المرفقة. وبدوره، سيقوم المجلس الأكاديمي بالاطلاع عليها وإبداء موافقته على قرار تغيير الدرجة مع النتائج النهائية للفصل الدراسي.</p>

## How to check your fees balance

للتحقق من مجموع الرسوم بعد التسجيل

There are two ways to check your Polytechnic account balance:

### A. Check Student Account link in SSB

Go to Main Menu, Click on **Student**



Personal Information **Student**

Search   [ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Main Menu

Welcome, to the WWW Information System! Last web access on Feb 05, 2011 at 11:47 am

[Personal Information](#)  
Update contact information; Change your PIN (Password).

**Student**  
[Apply for Admission](#) Register, View your academic records.

[Moodle, E-learning Tool](#)  
Click here to go to Moodle!

RELEASE: 8.2 powered by **SUNGARD** HIGHER EDUCATION

Click on **Student Accounts**



Personal Information **Student**

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Student

[Registration](#)  
Check your registration status and class schedule

[Student Records](#)  
View your holds, grades and transcripts

**Student Accounts**  
View student fees

[Attendance Report](#)  
View student attendance tracking actions

[Student Attendance Tracking Details](#)

[Make Online Payment](#)

RELEASE: 8.2.1 powered by **SUNGARD** HIGHER EDUCATION

Click on **Account Detail for Term** link

Personal Information **Student**

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Student Account

[Account Summary by Term](#)

**Account Detail for Term**

[Statement and Payment History](#)

[View Holds](#)

Select Term **Semester 1 2014-2015**

Personal Information **Student**

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Select Term

Select a Term: Semester 2 2010-2011

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Account Balance, this is how much you must pay

Personal Information **Student**

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Account Detail for Term


Review detail transactions on your account, including current and future balance totals for the selected term and other terms.

**201002 Semester 2 2010-2011 Term Detail**

Detail Code	Description	Item Date	Charge	Payment Balance
T100	Tuition Fees Bahraini	26-09-11	120.00,ب.ب.	
<b>Net Term Balance</b>				120.00,ب.ب.
<b>Net Balance for Other Terms:</b>				0.00,ب.ب.
<b>Account Balance:</b>				120.00,ب.ب.

[ [Select Another Term](#) | [Statement and Payment History](#) ]

## B. Calculate the fees from Online Registration in SSB

Bahrain Polytechnic  بوليتكنك البحرين

# Self Service Banner

Delivered by midas

Personal Information **Student**

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

#### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Web Registered** on Aug 04, 2011	None	20894	VIB	5901	001	Bachelor	15.000	Achievement Based	Digital Photography Basics	
**Web Registered** on Aug 04, 2011	None	20895	ELB	4602	001	Bachelor	15.000	Achievement Based	English Com for Visual Desn 2	

Total Credit Hours: 30.000

**Billing Hours: 30.000** ← Billing Hours for calculating the fees

Minimum Hours: 0.000  
Maximum Hours: 65.000  
Date: Aug 17, 2011 01:11 pm

Add Classes Worksheet

Billing hours (total number of enrolled credits) multiplied by fee rate (below)

Nationality	Fees	calculate
Bahraini	BD 2 for one credits	Fees = Total Billing hours * BD 2 e.g. 60 * 2 = BD 120
Non Bahraini	BD 42 for one credits	Fees = Total Billing hours * BD 42 e.g. 60 * 42 = BD 2520

**Note:**

Finalise your timetable before paying your fees.

BD 20 is the non refundable fee if you add/drop a class or withdraw after paying your fees. ➤

## How to plan your timetable

## كيف تخطط جدولك

To plan your timetable use the planner on page 22 and check the Class Schedule before Online Registration starts. To view the classes schedule in SSB from 21 August 2014, follow the steps below:

Go to SSB Main Menu

Click on **Student** link

Personal Information **Student**

Search  (Go) ACCESSIBILITY SITE MAP HELP EXIT

### Main Menu

Welcome, Zahra S. Abdulaziz, to the WWW Information System! Last web access on Feb 05, 2011 at 11:47 am

- Personal Information  
Update contact information; Change your PIN (Password).
- Student**  
Apply for admission, Register, View your academic records.
- Moodle, E-learning Tool  
Click here to go to Moodle!

Click on Student Records link

Personal Information **Student**

Search  (Go) RETURN TO MENU SITE MAP HELP EXIT

### Student

- Registration  
Apply for admission, Register, View your academic records and class schedule.
- Student Records**  
View your holds, grades and transcripts.
- Attendance Report  
View student attendance tracking actions.
- Student Attendance Tracking Details

Click Class Schedule link

Personal Information **Student**

Search  (Go) RETURN TO MENU SITE MAP HELP EXIT

### Student Records

- View Student Information
- Class Schedule**
- View Holds
- Final Grades
- Grade Detail
- Academic Transcript
- Course Catalog

Select Semester 2 2014 -2015

Click **Submit** at the bottom

Personal Information **Student**

Search  (Go) RETURN TO MENU SITE MAP HELP EXIT

Select Term or Date Range 20090554 Zahra S. Abdulaziz  
Feb 05, 2011 12:51 pm

Search by Term:

(None)  
None  
**Semester 2 2010-2011 (View only)**  
Semester 1 2010-2011 (View only)  
OK

Search by Date Range ( MM/DD/YYYY ):

From:  To:



Select your programme from the option box **Subject** (as below), leave the others as **All**  
Click **Class Search** at the bottom

Personal Information **Student**

Search

Class Schedule Search

---

**Subject:**

**Course Number:**

**Title:**

**Schedule Type:**

**Credit Range:**  hours to  hours

**Campus:**

**Course Level:**

**Part of Term:**   
Non-date based courses only

**Instructor:**

**Start Time:** Hour  Minute  am/pm

**End Time:** Hour  Minute  am/pm

**Days:**  Mon  Tue  Wed  Thur  Fri  Sat  Sun

**Subject:**

- Business Bachelor (BSB courses) **Degree students**
- Business Diploma (BSD courses) **Degree students**
- Engineering Bachelor (ENB courses) **Degree students**
- English Communication Bachelor (ELB courses) **Degree students**
- English for Academic Purposes (ELC courses) **Students in Foundation (CAP)**
- Explore (EXC course) **Students in Foundation (CAP)**
- General Studies (GSZ courses) **Degree students**
- IT Bachelor (ITB courses) **Degree students**
- IT Certificate (ITC courses) **Students in Foundation (CAP)**
- Mathematics Certificate (MAC course) **Students in Foundation (CAP)**
- Personal and Academic Learning (PAC course) **Students in Foundation (CAP)**
- Transport and Logistic Bachelor (TLB courses) **Degree students**
- Visual Design Bachelor (VIB courses) **Degree students**
- Web Media Bachelor (WMB courses) **Degree students**

**Electives courses for Degree and CAP students may be added:**

- General Studies Global Awareness (GSG courses)
- General Studies Personal Development (GSP courses)

**Class Schedule Listing** shows the class schedule for each course within a programme. It includes Course Title; CRN ( Course Reference Number) is used to identify the class; Class time; Day; Location; Tutor Name; Class Capacity and the available seats.

Title

CRN

Cod

Section No

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Search

Class Schedule Listing

---

**Sections Found**

Website Authoring 1
10137
WMB 5001
- 002

**Associated Term:** Semester 1 2010-2011  
**Registration Dates:** No dates available  
**Levels:** Bachelor  
**Instructors:** Brendan Muller (P)

Class time

Day

Location

Start & end date

Type

Tutor Name

**Scheduled Meeting Times**

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	8:00 am - 9:59 am	M	Building 36A 36A.107	Sep 26, 2010 - Jan 15, 2011	Lecture/Lab	Brendan Muller (P)
Class	11:00 am - 12:59 pm	TR	Building 36A 36A.107	Sep 26, 2010 - Jan 15, 2011	Lecture/Lab	Brendan Muller (P)

**Internet and Multimedia Technology 1 - 10139 - WMB 5002 - 001**

**Associated Term:** Semester 1 2010-2011  
**Registration Dates:** No dates available  
**Levels:** Bachelor  
**Instructors:** Penelope Morgan (P)

Isa Town Campus  
Lecture/Lab Schedule Type  
Blended Delivery Instructional Method  
15.000 Credits  
[View Catalog Entry](#)

Click this link to check the available seats

### Class Capacity and available seats

#### Detailed Class Information

##### Detailed Class Information

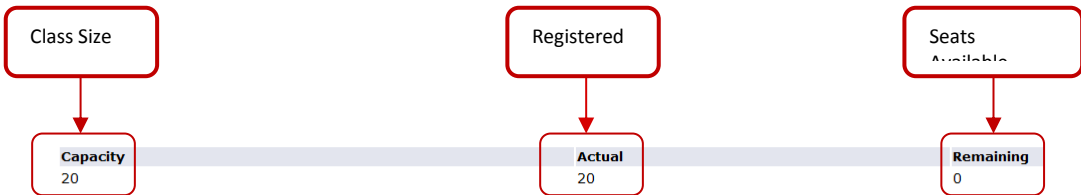
**Human Resource Management - 20047 - BSB 6002 - 001**

**Associated Term:** Semester 2 2013-2014  
**Levels:** Bachelor

Isa Town Campus  
Lecture Schedule Type  
Blended Delivery Instructional Method  
15.000 Credits  
[View Catalog Entry](#)

##### Registration Availability

**Seats**



**Restrictions:**  
Must be enrolled in one of the following Programs:  
Bachelor of Business  
Must be enrolled in one of the following Levels:  
Bachelor

**Prerequisites:**  
Bachelor level BSB 5004 Minimum Grade of C or Bachelor level BSB 6000 Minimum Grade of C

**Pre-requisites**

Restrictions cannot be ignored or overridden.



## Description of Degree Electives

## وصف للمواد الاختيارية

Level 5 Electives			
Course Title: <b>Market Yourself</b>	Course Code: GSP5203	Credits: 15	Tutor: Debora Brownlie/ Ranya Alesh
Getting ready to join the workforce? This course will enable participants to understand how the employment market works and develop the skills needed to market oneself to employers in written and verbal format.			
Course Title: <b>Thinking Outside the Box</b>	Course Code: GSP5205	Credits: 15	Tutor: Anne Roberts/Eman AlShamlawi
Are you looking for something different? Are you willing to explore the way you perceive yourself, others, and the world?  In Life, we are constantly facing challenges of how best to find new and creative ways to address a variety of issues and problems. This course offers a practical approach to developing the critical thinking and problem solving skills we need to meet the challenges of Life in the 21st Century. We will do this via lots of thinking, experimenting, and discussion, based around a series of hands-on workshop activities. This will involve the development of individual and teamwork skills, which will serve you in your personal life, the workplace, and studies.  Interested? Good! Be prepared to be challenged and to come away with some very valuable skills.			
Course Title: <b>Coaching Skills</b>	Course Code: GSP5902	Credits: 15	Tutor: Ruth Fitzgerald
How well do you really know yourself?  How can you ... develop a greater insight into your values, personality and behavior? improve your relationship with others? become a better listener? gain more clarity on your goals? feel a greater sense of purpose and fulfillment? make real progress in your life instead of going around in circles?  Coaching explores all of these areas and brings you to a deeper understanding of yourself and others.			
Course Title: <b>Work Placement</b>	Course Code: GSP5202	Credits: 15	Tutor Please see the table below
This course offers students the opportunity to gain real work experience in an authentic workplace. Students will integrate the skills and knowledge gained through academic study with real workplace experience. The experience must be current and a minimum of 140 working hours must be completed to pass the course.  <i>For more information please check <a href="#">Moodle</a> –course requires pre-approval.</i>			

Level 5 Electives			
Course Title: <b>Community Contribution</b>	Course Code: GSP5201	Credits: 10	Tutor: Please see the table below
<p>If you are helping or participating in a voluntary work, you can apply for this course to get credits for the work completed during the semester. The experience must be current and a minimum of 90 working hours need to be completed to pass the course. There are pre-approval documents that need to be submitted before registering in the Community Contribution course.</p> <p><i>For more information please check <a href="#">Moodle</a> –course requires pre-approval.</i></p>			
Course Title: <b>Voluntary Work with BPSC</b>	Course Code: GSP5206	Credits: 5	Tutor: Please see the table below
<p>Students, who are working in BPSC or helping BPSC in completing their work and organizing events, can apply for this course to get 5 credits per semester. The experience must be current and a minimum of 40 working hours need to be completed to get the credits. In addition students have to fill in an application form and get approval from BPSC and Students Services management before registering in the course.</p> <p><i>For more information please check <a href="#">Moodle</a> –course requires pre-approval.</i></p>			

**Tutor Supervisor** for Work Placement, Community Contribution, and Voluntary Work with BPSC in each programme are:

Engineering	Logistics	Web Media	ICT	Business	Visual Design
Christakis Papageorgiou/ Pradeep Nathoo	Rawan Nabeel	Anand Omanakuttan	Trevor Prendergast	Fadwa Benamer	TBA

**Other details about electives are saved in Moodle>Electives>Elective General Information, please visit the following link:**

<http://moodle.polytechnic.bh/moodle/course/view.php?id=429>

## Error messages and what they mean

## ماذا تعني رسائل الخطأ

Error Message	Instructions to Student
<p><b>"Academic Standing Prohibits Registration"</b></p> <p> <b>Academic Standing prohibits registration</b></p>	<p>Check your online transcript to check what your Academic Standing is. See your Programme Manager.</p>
<p><b>"Anti-requisite"</b></p> <p> <b>Registration Add Errors</b></p> <p><b>Status</b> <b>CRN</b> <b>Subj Crse Sec</b> This course is Anti-requisite with BSB 5000 20693 BSB 5019 003</p>	<p>Anti-requisite means that you have taken a course that is similar or the same choose another course.</p>
<p><b>"Approval Required from Dean"</b></p> <p> <b>Registration Add Errors</b></p> <p><b>Status</b> <b>CRN</b> <b>Subj Crse Sec</b> Approval Required from Dean 20693 BSB 5019 003</p>	<p>You must seek permission from the Dean to be enrolled on this CRN.</p>
<p><b>"Approval Required from Tutor"</b></p> <p> <b>Registration Add Errors</b></p> <p><b>Status</b> <b>CRN</b> <b>Subj Crse Sec</b> Approval Required from Tutor 20693 BSB 5019 003</p>	<p>You must seek permission from the Tutor that teaches this course to be enrolled on this CRN.</p>
<p><b>"Approval Required from PM (Program Manager)"</b></p> <p> <b>Registration Add Errors</b></p> <p><b>Status</b> <b>CRN</b> <b>Subj Crse Sec</b> Approval Required from PM 20693 BSB 5019 003</p>	<p>You must seek permission from the Program Manager to be enrolled on this CRN.</p>
<p><b>"Class Restriction "</b></p> <p> <b>Registration Add Errors</b></p> <p><b>Status</b> <b>CRN</b> <b>Subj Crse Sec</b> Class Restriction 20693 BSB 5019 003</p>	<p>You have not completed the minimum number of credits to register in this course.</p>
<p><b>"Close Section"</b></p> <p> <b>Registration Add Errors</b></p> <p><b>Status</b> <b>CRN</b> <b>Subj Crse Sec Level</b> <b>Cred</b> Closed Section 20693 BSB 5019 003 Bachelor 15.000</p>	<p>The class is full. Choose another CRN.</p>
<p><b>"Co-requisite "Course" (CRNXXXX) required"</b></p> <p> <b>Registration Add Errors</b></p> <p><b>Status</b> <b>CRN</b> <b>Subj Crse Sec</b> Corequisite GSP 4804 (CRN 20602) required 20693 BSB 5019 003</p>	<p>You must register for the two courses at the same time.</p>
<p><b>"Duplicate CRN"</b></p> <p> <b>Registration Add Errors</b></p> <p><b>Status</b> <b>CRN</b> <b>Subj Crse Sec</b> DUPLICATE CRN 21069 BSB 6002 003</p>	<p>You have already registered in this CRN.</p>
<p><b>"Invalid or undefined Enrolment Status or Date Range Invalid"</b></p> <p> <b>Invalid or undefined Enrollment Status or date range invalid</b></p>	<p>Contact Student Information Centre (SIC)</p>
<p><b>"Field of Study Restriction – Major"</b></p> <p> <b>Registration Add Errors</b></p> <p><b>Status</b> <b>CRN</b> <b>Subj Crse Sec</b> Field of Study Restriction - Major 20693 BSB 5019 003</p>	<p>You are not enrolled in this Major.</p>



Error Message	Instructions to Student
<p><b>“Level Restrictions”</b></p> <p> Registration Add Errors</p> <p><b>Status</b>      <b>CRN</b>   <b>Subj</b> <b>Crse</b> <b>Sec</b>            Level Restriction 20693 BSB 5019 003</p>	<p>This CRN is not at your level of study.            BD = Bachelor Students            CR = Certificate/Foundation Students</p>
<p><b>“Linked Course Required (XXXX)”</b></p> <p> Registration Add Errors</p> <p><b>Status</b>      <b>CRN</b>   <b>Subj</b> <b>Crse</b> <b>Sec</b>            Linked course required (PBL Group) 20005 ITB 6099 001</p>	<p>You must register for the linked CRNs for this course at the same time.</p>
<p><b>“Maximum hours exceeded”</b></p> <p> Registration Add Errors</p> <p><b>Status</b>      <b>CRN</b>   <b>Subj</b> <b>Crse</b> <b>Sec</b>            Maximum hours exceeded 20693 BSB 5019 003</p>	<p>You can enrol in 65 credits without special approval.</p>
<p><b>“No Enrolment Since re-admit term”</b></p>	<p>Contact Student Information Centre to take an appointment with the Registrar.</p>
<p><b>“No Term Available”</b></p> <p> No term available</p>	<p>Contact Student Information Centre (SIC)</p>
<p><b>“Prerequisite and Test Score Errors”</b></p> <p> Registration Add Errors</p> <p><b>Status</b>      <b>CRN</b>   <b>Subj</b> <b>Crse</b> <b>Sec</b>            Prerequisite and Test Score error 20007 ELB 5101 001</p>	<p>You have not passed or not taken the pre-requisite (required) course.</p>
<p><b>“Program Restriction”</b></p> <p> Registration Add Errors</p> <p><b>Status</b>      <b>CRN</b>   <b>Subj</b> <b>Crse</b> <b>Sec</b>            Program Restriction 20003 TLB 5001 001            Program Restriction 20004 TLB 5300 001</p>	<p>You are not enrolled in this Programme.</p>
<p><b>“Registration is not allowed at this time”</b></p> <p> Registration is not allowed at this time</p>	<p>Contact Student Information Centre (SIC)</p>
<p><b>“Student Status Prohibits Registration”</b></p> <p> Student Status prohibits registration</p>	<p>Contact Student Information Centre to take an appointment with the Registrar.</p>
<p><b>“Time Conflict With (XXXXX)”</b></p> <p> Registration Add Errors</p> <p><b>Status</b>      <b>CRN</b>   <b>Subj</b> <b>Crse</b> <b>Sec</b>            Time conflict with CRN 20693 20113 BSB 5001 004</p>	<p>Choose another CRN.</p>
<p><b>“You are Not permitted to register at this time”</b></p> <p> You are not permitted to register at this time.</p>	<p>Check the website for online registration dates for your Programme.</p>
<p><b>“You may not add or drop classes due to holds on your record”</b></p> <p> You may not add or drop classes due to holds on your record</p>	<p>Please select the <b>“View holds”</b> link in SSB to view existing holds.            FN = pay your outstanding fees.</p>

## Timetable Planner

## تخطيط الجدول

Time	U - Sunday	M - Monday	T- Tuesday	W - Wednesday	R - Thursday
8 am					
9 am					
10 am					
11 am					
12 am					
1 pm					
2 pm					
3 pm					
4 pm					
5 pm					
6 pm					
7 pm					