

بوليتكنك البحرين  
Bahrain Polytechnic

# Registration Instructions

**Semester 1, 2016 - 2017**

إرشادات التسجيل

للفصل الدراسي الثاني من السنة الأكاديمية

**2017 – 2016**

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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 الدراسية
<p><b>All students MUST register for courses and pay fees OR apply for a Leave of Absence</b> before the end of week 1.</p> <p>Please see the <a href="#">Academic Calendar</a> on the Website for all key dates.</p> <p>Based on HEC instructions, the student is not allowed to register in two or more different programmes simultaneously whether in Bahrain Polytechnic or in any other institutes.</p>	<p>على جميع الطلبة تسجيل المقررات الدراسية ودفع الرسوم الدراسية أو التقدم بطلب تأجيل الدراسة لمدة فصل أو فصلين دراسيين قبل نهاية الأسبوع الأول من بدأ الدراسة.</p> <p>الرجاء الاطلاع على <a href="#">التقويم الأكاديمي</a> في 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>All foundation students will have their courses registered by the Enrolment department in the Certificate in Academic Preparation (CAP) programme courses. Check your timetable on Self Service Banner (SSB) from 1st September 2016. See your Programme Manager to change - add or drop courses using the "Add &amp; Drop form".</p> <p><b>ALL students must check their account balance on SSB and pay course fees owing (see Fee payment below).</b></p>	<p>سيتم تسجيل جميع طلبة التمهيدي في المقررات المطلوبة من قبل قسم التسجيل، وسوف تنشر الجداول في نظام الخدمة الذاتية SSB في 1 سبتمبر 2016.</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>Foundation and Degree students must register themselves for classes online. Registration opens by programme (see the timing below) and ends <b>8<sup>th</sup> September 2016</b>.</p> <ol style="list-style-type: none"> <li>1. Check the <b>list of courses</b> you should register in (from page 13) and/or see your Academic Advisor.</li> <li>2. Check the <b>Class Schedule</b> on Self Service Banner (SSB) from 16<sup>th</sup> August 2016 <ul style="list-style-type: none"> <li>o 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). Fees are due before 2pm on 20 September 2016. Late payment of fees will result in a fine.</li> </ol> <p><b>Note:</b> Course codes for Semester 1, Academic Year 2016/2017 have been changed; check <b>Degree Course by Programme</b> section for more details.</p>	<p>على جميع طلبة برامج البكالوريوس تسجيل المقررات ذاتياً عن طريق نظام الخدمة الذاتية SSB. التسجيل حسب البرنامج في الأوقات المحددة (كما هو مبين في الجدول ادناه) وينتهي بتاريخ 8 سبتمبر 2016.</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) أو مقابلة المرشد الأكاديمي.</li> <li>2. التحقق من أوقات المقررات الدراسية عن طريق <b>Class Schedule</b> عبر برنامج الخدمة الذاتية SSB اعتباراً من 16 أغسطس 2016. <ul style="list-style-type: none"> <li>- اختيار أكثر من CRN واحد لكل مقرر حتى يكون هناك خيارات بديلة في حال كانت المجموعات الدراسية ممتلئة.</li> </ul> </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). آخر يوم لدفع الرسوم الدراسية قبل الساعة 2 ظهراً بتاريخ 20 سبتمبر 2016. ستحتسب رسوم إضافية في حالة تأخر الدفع.</li> </ol> <p><b>ملاحظة:</b> لقد تم تغيير رموز المواد الدراسية ابتداءً من الفصل الأول من 2016-2017، لمزيد من التفاصيل الرجاء الاطلاع على المقررات الدراسية المطروحة.</p>



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:</p> <ul style="list-style-type: none"> <li>○ their programme structure requires it;</li> <li>○ they have a CGPA of 3 or higher, OR</li> <li>○ are eligible to graduate in that semester.</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. No guarantee of a place in any class is given.</p>	<p>يمكن للطلبة المنتظمين في بوليتكنك البحرين 65 ساعة معتمدة كحد أقصى إذا لم يكن الطالب تحت الإنذار الأكاديمي.</p> <p>يجب أن تتوفر الشروط التالية في الطلبة الراغبين في تسجيل 75 ساعة معتمدة:</p> <ul style="list-style-type: none"> <li>• إذا كانت من متطلبات إنهاء البرنامج.</li> <li>• أن لا يقل المعدل التراكمي لا يقل عن 3 أو أكثر</li> <li>• أن يكون مسجلاً في آخر فصل للتخرج.</li> </ul> <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 لا يوجد ضمان لوجود مقاعد شاغرة في المقررات في حالة تقديم الطلب متأخراً.</p>
Registration Notes	ملاحظات
<ul style="list-style-type: none"> <li>○ Programme Managers or Head of School advise if the tutors name is entered in Banner 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 رئيس القسم الأكاديمي هو من يقرر إظهار أسماء المدرسين لكل مقرر أو عدمه.</li> <li>- التغييرات ممكن أن تطرأ على وقت المحاضرات أو أسماء المدرسين بحسب التغييرات المطلوبة من الكلية.</li> <li>- التسجيل في المجموعات الدراسية 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>
Fee Payment	دفع الرسوم الدراسية
<p>Students who have completed registration, must pay course fees to the Finance Directorate from 9am to 2.00pm in Building <b>11.114</b>.</p> <ul style="list-style-type: none"> <li>○ ALL fees must be paid in full before 2.00pm 20 September 2016.</li> <li>○ Students with unpaid fees after 20<sup>rd</sup> September 2016 will have a late fee applied. Outstanding fees may be paid during the grace period from 21 to 27 September 2016.</li> <li>○ From 3rd October 2016, 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 الرسوم الدراسية لقسم المالية من الساعة 9 صباحاً وحتى 2:00 ظهراً في مبنى 11 مكتب رقم 114.</p> <ul style="list-style-type: none"> <li>- يجب دفع الرسوم بالكامل قبل الساعة 2:00 من ظهر 20 سبتمبر 2016.</li> <li>- بعد 20 سبتمبر 2016، ستضاف رسوم تأخير على الطلبة في حالة عدم استكمالهم لعملية دفع الرسوم في الوقت المحدد، ويمكن دفع الرسوم مع المتأخرات ما بين 21 إلى 27 سبتمبر 2016.</li> <li>- اعتباراً من تاريخ 3 أكتوبر 2016، سيتم حذف الطالب من المقررات المسجلة في حالة عدم تسديده للرسوم والمتأخرات في الوقت المحدد؛ وسيتم وضع قيد مالي على سجل الطالب الى حين سداذه للرسوم والمتأخرات المطلوبة بالكامل.</li> <li>- يجب دفع جميع الرسوم الدراسية، بما في ذلك رسوم المتأخرات بالكامل قبل بدء الدراسة في الفصل الدراسي المقبل.</li> </ul>
<p><b>Scholarship students repeating courses are required to pay for those courses before the closing date.</b></p> <p>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.</p> <p>لمزيد من المعلومات الرجاء مراجعة هيام جمعة في مبنى / مكتب 8.07</p>

**For help or advise about fees**

See the **Student Services in building 19 (office number 19.126 or 19.128)** if you need any advice or help BEFORE fees are due. Normally no extensions for fee payment are given.

**Fee exemption**

Applications for fee exemption starting Semester 2, 2016-17 will be announced during month of October. Please see the scholarships coordinator in room 8.07 for any further information.

**لطلب المساعدة أو النصيحة لدفع الرسوم**

على الطالب مراجعة وطلب مساعدة من دائرة الخدمات الطلابية في مبنى رقم 19 (رقم المكتب 19.126 او 19.128) في حالة عدم قدرته على دفع الرسوم المستحقة في الوقت المحدد. في العادة لا يسمح بتمديد فترة الدفع.

**الإعفاء من الرسوم الدراسية**

خلال شهر اكتوبر سيتم الاعلان عن فترة التقديم للإعفاء من دفع رسوم الفصل الدراسي الثاني 2016-17 شهر اكتوبر. ولمزيد من المعلومات الرجاء مراجعة منسق شؤون البعثات والمنح في مبنى/مكتب 8.07

## Online Registration Starts (by programme) التسجيل بحسب التخصص

التخصص Programme	الطبة Students	بدأ التسجيل Registration opens
<b>Web Media and Visual Design</b>	All students	Tuesday, 23 August 2016 at 9.00am
<b>ICT</b>	Working Students Students with long term illness	Tuesday, 23 August 2016 at 11.00am
	All students	Wednesday, 24 August 2016 at 9.00am
<b>Logistics</b>	Working Students Students with long term illness	Tuesday, 23 August at 11.00am
	Earned Credits 360 and more	Wednesday, 24 August 2016 at 10.00am
	Earned Credits 245 and more	Wednesday, 24 August 2016 at 12.00pm
	Earned Credits 125 and more	Wednesday, 24 August 2016 at 2.00pm
	All students	Thursday, 25 August 2016 at 10.00am
<b>Business</b>	Working Students Students with long term illness	Thursday, 25 August 2016 at 9.00am
	Earned Credits 345 to 540	Thursday, 25 August 2016 at 12.00pm
	Earned Credits 300 to 340	Sunday, 28 August 2016 at 9.00am
	Earned Credits 220 to 295	Sunday, 28 August 2016 at 11.00am
	Earned Credits 110 to 215	Sunday, 28 August 2016 at 1.00pm
	Earned Credits 0 to 105	Monday, 29 August 2016 at 9.00am
<b>Engineering</b>	All students	Monday, 29 August 2016 at 11.00am
<b>Electives</b>	Earned Credits 360 and more	Tuesday, 30 August 2016 at 9.00am
	All Degree students	Wednesday, 31 August 2016 at 10.00am <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 from 9am to 3pm: <ul style="list-style-type: none"> <li>○ degree students: 5.18 and 5.19</li> </ul> </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 من الساعة 9 صباحاً حتى 3 ظهراً</li> <li>● طلبة التخصص في مبنى رقم 5، مختبر 5.18 ومختبر 5.19.</li> </ul>



Academic Advising			الإرشاد الأكاديمي		
<p>Academic Advising is available for all students to discuss their progress and required 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 متوفر لجميع الطلبة لمناقشة تقدمهم الأكاديمي والمقررات المطلوب تسجيلها.</p> <p>كما أنه بإمكان الطلبة مراجعة مرشدهم الأكاديمي في حال لديهم أي استفسار عن الرسوب في مقرر دراسي، أو الفصل من الدراسة والسماح للطلاب بفرصة أخرى لاستكمال الدراسة، أو في حالة توقع تخرج الطالب لمعرفة المقررات 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	23 to 25 Aug 2016	9am to 3pm	26.104	Karen Ralph
BS701	Year 1 & 2	22 & 23 Aug 2016	11am to 2pm	20.102	Fahdia Khalid
		21 & 23 Aug 2016	11am to 1pm	20.107	Luke Snelling
		24 & 25 Aug 2016	11am to 1pm	20.101	Sana Alamri
	ACCT	21 Aug 2016 23 & 25 Aug 2016	11am to 1pm 9am to 11am	20.114	Hammad Mohiyuddin
		22 & 24 Aug 2016	9am to 11am	20.114	Masood Abbasi
		21 Aug 2016 22 & 23 Aug 2016	9am to 11am 11am to 2pm	20.101	Sana Alamri
	Banking and Finance	22 & 24 Aug 2016	10am to 3pm	20.101	Ghassan Alsoud
	Management	22 Aug 2016 23 & 25 Aug 2016	11am to 1pm 10am to 1pm	20.108	Sinead Moriarty
		23 & 24 Aug 2016	11am to 1pm	20.103	Anupam Shailaj
	Marketing	25 to 28 Aug 2016	9am to 11am 1pm to 3pm	20.110	Darren Morris
IL701	All	21 to 22 Aug 2016	9am to 3pm	8.124A	Graham Adams
WM701	All	21 to 22 Aug 2016		26.105	Brendan Muller
IT701	Year 1 & 2 Programming	21 to 22 Aug 2016		26.011	Christos Gatzoulis
	MIS			26.004	Raghda Zahran
	Networking			26.010	James Egan
	Database			26.004	Momir Radicevic
EN701	Year 1	22 to 24 Aug 2016		20.011	Adel Aawan
	Mechanical			20.009	Pradeep Nathoo
	Electrical			20.013	Christakis Papageorgiou
				20.010	David Krause
Electives	All	TBA	TBA	19.131	Hana AlQaidoom
Foundation	All	TBA	TBA	19.112	Deb Brownlie & Maitham AlMuharraqi

## Study Plan: Degree courses by Programme for Semester 1, 2016-2017

### المقررات الدراسية المطروحة لطلبة التخصص للفصل الدراسي الاول من العام الأكاديمي 2016

### 2017

#### 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, based on the approved study plan.

<b>Bachelor of International Logistics Management (IL701)</b>			
<b>Year 1 - Semester 1</b>		<b>Year 1 - Semester 2</b>	
IT6009	Intro to Information Systems	TL6302	Intro to Supply Chains & Procurement
TL6001	Freight & Warehouse Operations	TL6000	International Transport Geography
TL6300	Managing in the T&L Environment	TL6303	Humanitarian Aid & Disaster Logistics
EL5001	Introduction to English Communication (for BUS & BILM)	EL5002	English for Specific Purposes 3 (for BUS & BILM)
<b>Year 2 - Semester 1</b>		<b>Year 2 - Semester 2</b>	
TL7001*	International Transport Law	EL6902	English for Specific Purposes 4 (for BUS & BILM)
EL6901*	English for Specific Purposes 3 (for BUS & BILM)	TL7202	Maritime Shipping Systems and Practices
-	ILM8000 Option / Other Elective	BU6005	Intro to Accounting
-	ILM8000 Option / Other Elective	-	ILM8000 Option / Other Elective
<b>Year 3 - Semester 1</b>		<b>Year 3 - Semester 2</b>	
TL7303*	Urban Public Transport	TL7009*	Research Methodologies for Transport and Logistics
-	ILM8000 Option / Other Elective	-	ILM8000 Option / Other Elective
-	ILM8000 Option / Other Elective	-	ILM8000 Option / Other Elective
-	ILM8000 Option / Other Elective	-	ILM8000 Option / Other Elective
<b>Year 4 - Semester 1</b>		<b>Year 4 - Semester 2</b>	
TL8002*	Transport and Energy	TL8501*	Industry-Based Project
TL8003*	Transport and Communication		
-	ILM8000 / Other Elective		
-	ILM8000 / Other Elective		
<b>IL701 Options</b>			
TL7000*	Economics and Finance		
TL7003*	Logistics Operations Management <sup>+</sup>		
TL7200*	International Transport Organisations		
TL7201*	International Air Cargo		
TL7301*	Inventory and Warehouse Management <sup>+</sup>		
TL7300*	Passenger Transport Management <sup>+</sup>		
TL8401*	Aviation Security		
<b>Important:</b> Pre-requisites apply for courses marked with *, check SSB for details			
Courses mark with an <sup>+</sup> contain an <u>external</u> exam (or exams)			





## Bachelor of Information and Communications Technology (IT701 & ICT8000)

### Year 1 - Semester 1

IT6001	Computer Systems
IT6004	Unix Systems
IT6010	Maths for Computing
EL5001	Introduction to English Communication ( for EDICT)

### Year 2 - Semester 1

IT7001	Systems Analysis and Design 1	WM6001	Website Authoring
IT7008	Computer Programming 2	IT6011	Introduction to Information Security
IT7003	Networks and Data Communications 2	EL6901	English for Specific Purposes 3 (for EDICT)

### Year 3 - Semester 1

IT8108	Mobile programming
IT8202	Infrastructure for eCommerce
IT8303	Networking 3
IT8405	Database Programming 1
IT7006	Object Oriented Design

### Year 4 – Semester 1

### Year 4 – Semester 2

IT7099*	IT Project supervision	IT8199*	Cooperative Learning Project (Programming)
IT7099*	Project management workshop	IT8299*	Cooperative Learning Project (MIS)
IT7099*	Technical Writing workshop	IT8399*	Cooperative Learning Project (Networking)
IT7099*	Communication workshop	IT8499*	Cooperative Learning Project (Database)

### Electives

IT6009	Intro to Information Systems
IT7202*	Enterprise Resource Planning (SAP)
GS6202	Work Placement

**Important:** Pre-requisites apply for courses marked with \*, check SSB for details

## Bachelor of Visual Design (BD701)

### Year 1 - Semester 1

### Year 2 - Semester 1

VC6100	Visual Design I: Colour Theory and Design Theories & Methods	VC7200	Visual Design III: Advanced Typography
VC6102	Computer Practical I: Design Principles	VC7202	Computer Practical III: Graphic Design & Online Media
VC6104	Historical Studies in Design	VC6902	Video
EL5001	Introduction to English Communication ( for EDICT)	EL6901	English for Specific Purposes 3 (for EDICT)

### Year 3 - Semester 1

### Year 4 - Semester 1

VC7300	Visual Design V: Sustainable Design	VC8303	Internship
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### Studio Options

VC7910	The Power of Advertising	VC7908	Package Design
VC7904	Publication Design	VC6911	Poster Design

BS701 Bachelor of Business (Marketing)					
Year 1 - Semester 1			Year 1 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU6001	<i>BSB5001</i>	Introduction to Marketing	BU6006	<i>BSB5006</i>	<b>Courses not offered in Semester 1 2016/2017.</b>
BU6005	<i>BSB5005</i>	Introduction to Accounting	BU6007	<i>BSB5007</i>	
BU6008	<i>BSB5008</i>	Applied Communication	Elective		
EL5001	<i>ELB4902</i>	Introduction to English Communication (for BUS & BILM)	EL5002*	<i>ELB4902</i>	
Year 2 - Semester 1			Year 2 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU6004	<i>BSB5004</i>	Introduction to Management	BU6011	<i>BSB5011</i>	<b>Courses not offered in Semester 1 2016/2017.</b>
BU6009	<i>BSB5009</i>	Introduction to Finance	BU7002*	<i>BSB6002</i>	
BU6010	<i>BSB5010</i>	Management Information Systems	BU7003	<i>BSB6003</i>	
EL6901*	<i>ELB5901</i>	English for Specific Purposes 3 (for BUS & BILM)	EL6902*	<i>ELB5902</i>	
Year 3 - Semester 1			Year 3 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU7101*	<i>BSB6101</i>	Integrated Marketing Communication	BU6012	<i>BSB5012</i>	Project Management
BU7102*	<i>BSB6102</i>	Digital Marketing	BU7102*	<i>BSB6102</i>	Digital Marketing
BU7103*	<i>BSB6103</i>	Market Research	BU7103*	<i>BSB6103</i>	Market Research
Elective		15 credits elective	BU8100*	<i>BSB7100</i>	International Marketing
Year 4 - Semester 1			Year 4 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU7103*	<i>BSB6103</i>	Market Research	BU8199*	<i>BSB7099</i>	Industry Project: Marketing
BU8101*	<i>BSB7101</i>	Marketing Management			
BU8102*	<i>BSB7102</i>	Marketing Planning			
Elective		15 credits elective			
<b>Important:</b> Pre-requisites apply for courses marked with *, check SSB for details Course code with ** Workshop and seminar must enrol in both.					

BS701 Bachelor of Business (Management)					
Year 1 - Semester 1			Year 1 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU6001	BSB5001	Introduction to Marketing	BU6006	BSB5006	Courses not offered in Semester 1 2016/2017.
BU6005	BSB5005	Introduction to Accounting	BU6007	BSB5007	
BU6008	BSB5008	Applied Communication	Elective		
EL5001	ELB4902	Introduction to English Communication (for BUS & BILM)	EL5002*	ELB4902	
Year 2 - Semester 1			Year 2 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU6004	BSB5004	Introduction to Management	BU6011	BSB5011	Courses not offered in Semester 1 2016/2017.
BU6009	BSB5009	Introduction to Finance	BU7002*	BSB6002	
BU6010	BSB5010	Management Information Systems	BU7003	BSB6003	
EL6901*	ELB5901	English for Specific Purposes 3 (for BUS & BILM)	EL6902*	ELB5902	
Year 3 - Semester 1			Year 3 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU7200*	BSB6200	Advanced Supervisory Management	BU6012	BSB5012	Project Management
BU7201*	BSB6201	Operations Management	BU7202*	BSB6202	Organisational Behaviour
Elective		15 credits elective	BU8200*	BSB7200	International Business
Elective		15 credits elective	Elective		15 credits elective
Year 4 - Semester 1			Year 4 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU7203*	BSB6203	Leadership	BU8099*	BSB7099	Industry Project
BU8202*	BSB7202	Strategic Management			
BU8203*	BSB7203	Enterprise Development			
Elective		15 credits elective			
<b>Important:</b> Pre-requisites apply for courses marked with *, check SSB for details Course code with ** Workshop and seminar must enrol in both.					



### BS701 Bachelor of Business (Banking & Finance)

Year 1 - Semester 1			Year 1 - Semester 2			
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name	
BU6001	BSB5001	Introduction to Marketing	BU6006	BSB5006	<b>Courses not offered in Semester 1 2016/2017.</b>	
BU6005	BSB5005	Introduction to Accounting	BU6007	BSB5007		
BU6008	BSB5008	Applied Communication	Elective			
EL5001	ELB4902	Introduction to English Communication (for BUS & BILM)	EL5002*	ELB4902		
Year 2 - Semester 1			Year 2 - Semester 2			
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name	
BU6004	BSB5004	Introduction to Management	BU6011	BSB5011	<b>Courses not offered in Semester 1 2016/2017.</b>	
BU6009	BSB5009	Introduction to Finance	BU7002*	BSB6002		
BU6010	BSB5010	Management Information Systems	BU7003	BSB6003		
EL6901*	ELB5901	English for Specific Purposes 3 (for BUS & BILM)	EL6902*	ELB5902		
Year 3 - Semester 1			Year 3 - Semester 2			
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name	
BU7300	BSB6300	Corporate Finance	BU6012	BSB5012	Project Management	
<b>Or</b>	BU7301*	Money & Banking	<b>Or</b>	BU8301*	Derivatives & Alternative Investments	
	BU7303*	Islamic Finance I		BU7302*	BSB6302	Investment & Portfolio Management
Elective		15 credits elective	BU8303*	BSB7303	Islamic Finance II	
Elective		15 credits elective	Elective		15 credits elective	
Year 4 - Semester 1			Year 4 - Semester 2			
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name	
BU7301*	BSB6301	Money & Banking	<b>BU8099*</b>	<i>BSB7099</i>	Industry Project	
BU7302*	BSB6302	Investment & Portfolio Management				<b>Select 1 only</b>
BU7303*	BSB6303	Islamic Finance I				
BU8300*	BSB7300	Financial Risk Management				<b>Select 2 only</b>
BU8302*	BSB7302	International Finance				
BU8303*	BSB7303	Islamic Finance II				
Elective		15 credits elective				
<b>Important:</b> Pre-requisites apply for courses marked with *, check SSB for details Course code with ** Workshop and seminar must enrol in both.						



### BS701 Bachelor of Business (Accounting)

Year 1 - Semester 1			Year 1 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU6001	BSB5001	Introduction to Marketing	BU6006	BSB5006	<b>Courses not offered in Semester 1 2016/2017.</b>
BU6005	BSB5005	Introduction to Accounting	BU6007	BSB5007	
BU6008	BSB5008	Applied Communication	Elective		
EL5001	ELB4902	Introduction to English Communication (for BUS & BILM)	EL5002*	ELB4902	
Year 2 - Semester 1			Year 2 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU6004	BSB5004	Introduction to Management	BU6011	BSB5011	<b>Courses not offered in Semester 1 2016/2017.</b>
BU6009	BSB5009	Introduction to Finance	BU7002*	BSB6002	
BU6010	BSB5010	Management Information Systems	BU7003	BSB6003	
EL6901*	ELB5901	English for Specific Purposes 3 (for BUS & BILM)	EL6902*	ELB5902	
Year 3 - Semester 1			Year 3 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU7400*	BSB6400	<b>Courses not offered in Semester 1 2016/2017.</b>	BU6012	BSB5012	Project Management
BU7402*	BSB6402		BU7403*	BSB6403	Cost Accounting
Elective			BU8402*	BSB7402	Financial Reporting
Elective			Elective		15 credits elective
Year 4 - Semester 1			Year 4 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU7401*	BSB6401	Management Accounting	<b>BU8099*</b>	<i>BSB7099</i>	Industry Project
BU8400*	BSB7400	Auditing			
BU8401*	BSB7401	Taxation			
Elective		15 credits elective			
<b>Important:</b> Pre-requisites apply for courses marked with *, check SSB for details Course code with ** Workshop and seminar must enrol in both.					



### BBS8050 Bachelor of Business (HRM)

Year 1 - Semester 1			Year 1 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU6001	BSB5001	Introduction to Marketing	BU6006	BSB5006	<b>Courses not offered in Semester 1 2016/2017.</b>
BU6005	BSB5005	Introduction to Accounting	BU6007	BSB5007	
BU6008	BSB5008	Applied Communication	Elective		
EL5001	ELB4902	Introduction to English Communication (for BUS & BILM)	EL5002*	ELB4902	
Year 2 - Semester 1			Year 2 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU6004	BSB5004	Introduction to Management	BU6011	BSB5011	<b>Courses not offered in Semester 1 2016/2017.</b>
BU6009	BSB5009	Introduction to Finance	BU7002*	BSB6002	
BU6010	BSB5010	Management Information Systems	BU7003	BSB6003	
EL6901*	ELB5901	English for Specific Purposes 3 (for BUS & BILM)	EL6902*	ELB5902	
Year 3 - Semester 1			Year 3 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU7203*	BSB6203	Leadership	BU6012	BSB5012	Project Management
BU7700*		Resourcing & Talent Management	BU7202*	BSB6202	Organisational Behaviour
BU7701*		Employee Relations	BU8700*		Learning and Talent Development
Elective		15 credits elective	Elective		15 credits elective
Year 4 - Semester 1			Year 4 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU7702*		<b>Courses not offered in Semester 1 2016/2017.</b>	BU8099	BSB7099	Industry Project
BU8701*					
BU8702*					
Elective					
<b>Important:</b> Pre-requisites apply for courses marked with *, check SSB for details Course code with ** Workshop and seminar must enrol in both.					

## Bachelor of Engineering Technology (EN701 & ENT8000)

### Year 1 - Semester 1

EL5001	English for Specific Purposes 1 ( for EDICT)
EN6907	Mathematics for Engineers 1
EN6990	Engineering Practice
EN6000	Electrical Fundamentals
EN6903	Mechanical fundamentals

Year 1 in Engineering is a common year between Mechanical and Electronics Engineering. All engineering students must undertake all courses.

Year 1 Sem1: students are required to do 60 credits per semester:

- ALL Students are required to do EL5001 (Unless exempt by English department)
- ALL students are required to do EN6907 and EN6000

Students can choose to do EN6990 or EN6903 in semester 1, these courses will run in both semester 1 and 2. Student will be required to alternate in the second semester.

e.g. if a student enrolls in EN6990 in semester 1, the same student will enrol in EN6903 in semester 2, and the student who enrolls in EN6903 in semester 1, will enrol in EN6990 in semester 2.

### Year 2 - Semester 1

### Year 2 - Semester 2

EL6901 or EL6902	English for Specific Purposes 3 or English for Specific Purposes 4 (for EDICT)	EL6902	English for Specific Purposes 4 (for ENG)
	Choose 3 courses from your Major		Choose 3 courses from your Major

### Mechanical Major (ENT8020)

### Mechanical Major (ENT8020)

EN6904	Engineering Graphics	Not offer	
EN7917	Fluid Mechanics		
EN6902	Engineering Mechanics 2		

### Electronics Major (ENT8030)

### Electronics Major (ENT8030)

EN6001	Engineering Computing( EN803)	Not offer	
EN6060	Analogue Electronics ( EN803)		
EN6080	Alternating Current (AC) Circuit Theory ( EN803)		

### Year 3 - Semester 1

### Year 3 - Semester 2

### Mechanical Major (ENT8020)

### Mechanical Major (ENT8020)

EN6906	Mechanical Project 1	Not offer	
EN7914	Mechanical Project 2		
EN7912	Mechanical Project 3		
EN7913	Mechanical Project 4		

### Electronics Major (ENT8030)

### Electronics Major (ENT8030)

EN7071	Electronics Manufacturing Design	Not offer	
EN7060	Telecommunications A		
EN7008	Power Electronics		

### Year 4 - Semester 1

### Year 4 - Semester 2

### Mechanical Major (ENT8020)

### Mechanical Major (ENT8020)

EN7910	Mechanical Project 10	EN8903	Co-operative Learning Project (Mechanical Engineering)
EN8901	Mechanical Project 11	ENB8098	Engineering Research Project
EN8905	Energy, Environment and Sustainability		
EN7915	Mechanical Project 13		

### Electronics Major (ENT8030)

### Electronics Major (ENT8030)

EN7035	PLC Programming and Applications	EN8904	Co-operative Learning Project (Electronic Engineering)
		GS7001	Special Project

Bachelor of Web Media (WM701)			
Year 1 - Semester 1		Year 2 - Semester 1	
WM6001	Website Authoring 1	WM6006	Audio Video 1
WM6002	Internet & Multimedia Technology 1	WM6007	Content Management 1
WM6003	Web Design 1	WM6008	Strategic Web Communication
EL5001	Introduction to English Communication (for Web Media)	EL6901	English for Specific Purposes 3 (for EDICT)
Year 3 - Semester 1		Year 4 - Semester 1	
WM7003	HCI	WM8004	Advanced Interactive Applications
WM7005	Web Programming 1	WM8006	eCommerce and Entrepreneurship
WM7007	Advanced Design for the Web	WM7004	Industry Project
WM7007	Web Marketing		
Year 4 - Semester 2			
WM8004	Advanced Interactive Applications		
WM8006	eCommerce and Entrepreneurship		
WM8007	Community Project		

General Electives					
Degree students only					
Code	Course Title	Credits	Code	Course Title	Credits
IT6001**	Computer Systems	15	GS6202*	Work Placement	15
IT6010**	Maths for Computing	15	GS6201*	Community Contribution	10
WM6001**	Web Authoring 1	15	BU6001**	Introduction to Marketing	15
WM6002**	Internet and Multimedia technology (Interactive Animation)	15	BU6008**	Applied Communication	15
WM6003**	Web Design 1	15	BU6004**	Introduction to Management	15
BU6010**	Management Information Systems	15	BU6009**	Introduction to Finance	15
GS7001*	Special Project- Engineering "Implementation of a Temperature Control System for heat transfer experiments".	15	GS7001*	Special Project- Engineering "Conceptual Design of a Smart Water Collection System"	15
<b>Important:</b> <ul style="list-style-type: none"> <li>• See Moodle for details, forms and requirements etc for these courses.</li> <li>• All forms, letters and applications MUST be completed before the published closing dates.</li> <li>• Preapproval is required for elective courses marked with * by the Degree Supervising Tutor</li> <li>• Depend of the availability of seats for elective courses marked with **</li> </ul>					





<p><b>Attendance</b> Refer to the Student Attendance Policy and Procedures on <a href="#">Moodle</a>.</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. See your tutor if you think there is an error.</p>	<p><b>متطلبات الحضور:</b> يعتمد التسجيل في أي من المقررات الدراسية على قبول حضور جميع المقررات المسجلة. في حالة التسجيل في المقررات الدراسية لابد من الأخذ بعين 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 المحاضرات الدراسية في الوقت المحدد، ويجب ألا يقل حضورك عن 80% في جميع المقررات المسجلة، حيث يمكن الاستفادة من 20% للغياب في حالة المرض أو في حالة تعرضك لأي ظرف خلال الفصل الدراسي.</p> <p>تعتمد نسبة الحضور على عدد المحاضرات المقررة في الفصل الدراسي.</p> <p>إذا كانت غيابك لأكثر من 20% من إجمالي مجموع الحصص فسيتم سحبك تلقائياً 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 ، الرجاء مراجعة المدرس في حالة وجود خطأ</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> apply and declare your circumstances before every semester starts to be considered for early registration. Late applications will be considered until 8<sup>th</sup> February 2016.</p>	<p>إذا كان الطالب موظفاً أو يعاني من مرض مزمن، فيجب عليه إعلام قسم التسجيل بظروفه قبل بدء كل فصل دراسي، والتقدم بطلب التسجيل المبكر للنظر فيه.</p> <p>سيتم النظر في الطلبات المتأخرة إلى 8 فبراير 2016.</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>Students must apply by filling the Alternate Study</p>	<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 الفعاليات المتعلقة بالبرنامج الدراسي المنظمة من قبل بوليتكنك البحرين.</li> <li>● تمثيل مملكة البحرين رسمياً في مسابقات رياضية دولية، ولا بد أن يكون المستوى الأكاديمي للطلبة المتقدمين جيداً وكذلك حضورهم ومشاركتهم.</li> <li>● الطلبة الذين يعانون من أمراض مزمنة أو ظروف صحية.</li> </ul>



<p>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><b>WHO:</b> Students with a WA (absent more than 20%) and Exceptional Circumstances</p> <p><b>WHEN:</b> Apply within 10 days of the WA being assigned and before the last day of the semester.</p> <p><b>HOW:</b> 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><b>لمن:</b> للطلبة الحاصلين على درجة WA (غيابهم أكثر من 20% وتعرضوا لظروف استثنائية)</p> <p><b>متى:</b> التقديم خلال 10 أيام من تاريخ حصولهم على درجة WA وقبل اخر يوم من انتهاء الفصل الدراسي.</p> <p><b>كيف:</b> 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>- يجب تقديم تقرير طبي في حالة تقديم الطلب بسبب المرض.</li> <li>- إن تقديم شهادات طبية لمدة يوم أو يومين عذر 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>

## Midterm and Final exams timetable for ICT

If you would like to publish the final exams dates for students which will help them for better planning to avoid clash between final exams, please add them in the table below so we can add it in to the Online Registration Instruction that is published in to all students in Bahrain Polytechnic website.

BICT - Semester 1 , 2016 2017 Mid Exam Timetable				
Exam Name	Day	Date	Time	Rooms / Halls Requested
ITB5001 - Computer Systems	Sunday	06-11-16	9:00 - 12:00	Hall 16
ITB5004 - Unix Systems	Monday	07-11-16	9:00 - 12:00	36.202; 36.203; 36.206; 36A.108; 36A.109
ITB5010 - Maths for Computing	Tuesday	08-11-16	9:00 - 12:00	36.203; 36.206; 36A.108; 36.113; 36.124
ITB5011 - Information Security	Sunday	06-11-16	8:00 - 16:00	36.202; 36A.109
ITB6001 - Systems Analysis and Design 1	Monday	07-11-16	13:00 - 16:00	36.202; 36.203; 36.206; 36A.108; 36A.109
ITB5011 - Information Security	Tuesday	08-11-16	8:00 - 16:00	36.202; 36A.109
ITB6008 - Computer Programming 2	Wednesday	09-11-16	9:00 - 12:00	5.06
ITB6003 - Networks and Data Communications 2	Thursday	10-11-16	8:00 - 16:00	36.203, 36.206
ITB6006 - Object Oriented Design	Sunday	06-11-16	9:00 - 12:00	36.113, 36.124
ITB7108 - Mobile programming	Monday	07-11-16	9:00 - 12:00	36.201
ITB7202 - Infrastructure for eCommerce	Tuesday	08-11-16	13:00 - 16:00	36.113, 36.124
ITB7303 - Network Security	Wednesday	09-11-16	8:00 - 16:00	36.203, 36.206
ITB6202-Enterprise Resource Planning	Thursday	10-11-16	9:00 - 12:00	36A.109

BICT - Semester 1 , 2016 2017 Final Exam Timetable				
Courses	Day	Date	Time	Rooms / Halls Requested
ITB7X99 - Industry Project	Tuesday	03-01-17	8:00 - 16:00	36.202, 36.206
ITB6099 - IT Project	Wednesday	04-01-17	8:00 - 16:00	Hall 12
ITB5001 - Computer Systems	Sunday	08-01-17	9:00 - 12:00	Hall 16
ITB5004 - Unix Systems	Monday	09-01-17	9:00 - 12:00	36.202; 36.203; 36.206; 36A.108; 36A.109
ITB5010 - Maths for Computing	Tuesday	10-01-17	9:00 - 12:00	36.203; 36.206; 36A.108; 36.113, 36.124
ITB6001 - Systems Analysis and Design 1	Sunday	08-01-17	9:00 - 12:00	36.202; 36.203; 36.206; 36A.108; 36A.109
WMB5001 - Web Authoring	Monday	09-01-17	13:00 - 16:00	36.202; 36.203; 36.206; 36A.108
ITB5011 - Information Security	Tuesday	10-01-17	8:00 - 16:00	36.202; 36A.109
ITB6008 - Computer Programming 2	Wednesday	11-01-17	9:00 - 12:00	36A.108
ITB6003 - Networks and Data Communications 2	Thursday	12-01-17	9:00 - 12:00	36.203, 36.206
ITB7202 - Infrastructure for eCommerce	Sunday	08-01-17	9:00 - 12:00	36.113, 36.124
ITB7405 - Database Programming 1	Monday	09-01-17	9:00 - 12:00	5.06
ITB6006 - Object Oriented Design	Tuesday	10-01-17	13:00 - 16:00	36A.108, 36.124
ITB7303 - Network Security	Wednesday	11-01-17	8:00 - 16:00	36.203, 36.206
ITB7108 - Mobile programming	Thursday	12-01-17	9:00 - 12:00	36.201
ITB6202 - Enterprise Resource Planning	Sunday	15-01-16	9:00 - 12:00	36A.108
ITB5011 - Information Security	Sunday	15-01-17	8:00 - 16:00	36.202; 36A.109

## 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 2 2015-2016**

Personal Information **Student**

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

### Select Term

Select a Term: Semester 2 2010-2011

RELEASE: 8.1 powered by  
**SUNGARD** HIGHER EDUCATION


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,د.ب.	
<b>Net Term Balance</b>				120.00,د.ب.
<b>Net Balance for Other Terms:</b>				0.00,د.ب.
<b>Account Balance:</b>				120.00,د.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 4 February 2016, 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 2015 -2016

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 Faculty Services

Search

Class Schedule Search

Use any combination of selection options to narrow your search for courses. You **must** choose at least one Subject. When your selection is complete, perform the search. You may use the **Ctrl** key on your keyboard to select more than one subject from the list, or use **Shift** key on your keyboard to select an entire group of subjects.

In the **Title** line, you may search for a portion of the course title by using the **%** key. For example, searching for **%Marketing%** (case sensitive) will return **any** course with Marketing in the title.

**Subject:**

**Course Number:**

**Title:**

**Credit Range:**  hours to  hours

**Course Level:**

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

**Instructor:**

**Attribute Type:**

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

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

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

- Subject:**
- Business Bachelor (BU courses) **Degree students**
  - Cert Academic Preparation (AP courses) **Foundation students**
  - Engineering Bachelor (EN courses) **Degree students**
  - English Communication Bachelor (EL courses) **Degree students**
  - General Studies (GS courses) **Degree students**
  - IT Bachelor (IT courses) **Degree students**
  - Transport and Logistic Bachelor (TL courses) **Degree students**
  - Visual Design Bachelor (VC courses) **Degree students**
  - Web Media Bachelor (WM courses) **Degree students**



**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.10	Sep 26, 2010 - Jan 15, 2011	Lecture/Lab	Brendan Muller (P)
Class	11:00 am - 12:59 pm	TR	Building 36A 36A.10	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

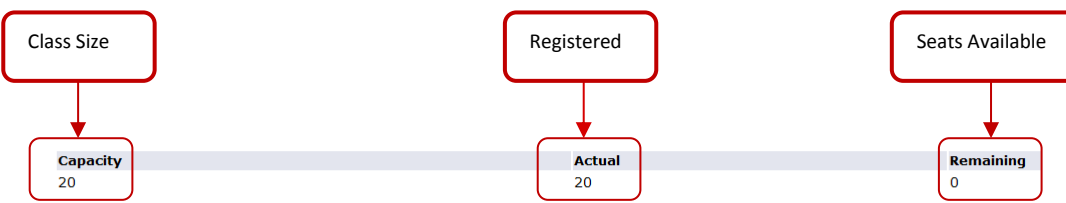
**Human Resource Management - 20047 - BSB 6002 - 001**

**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			
<b>Course Title:</b> Work Placement	<b>Course ID:</b> GS6202	<b>Credits:</b> 15	<b>Tutors:</b> Please see the table below
<p>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.</p> <p><i>For more information please check <b>Moodle</b> –course requires pre-approval.</i></p>			
<b>Course Title:</b> Community Contribution	<b>Course ID:</b> GS6201	<b>Credits:</b> 10	<b>Tutors:</b> 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 <b>Moodle</b> –course requires pre-approval.</i></p>			











**Supervising Tutors** for Work Placement and Community Contribution in each programme are:

Engineering	Web Media	ICT	Business
Carolyn Doyle	Dr Nikolaos Gazepidis	Ancy Cheriyan	Ameera Alhejair

**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</b> <b>Crse</b> <b>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</b> <b>Crse</b> <b>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</b> <b>Crse</b> <b>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</b> <b>Crse</b> <b>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</b> <b>Crse</b> <b>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</b> <b>Crse</b> <b>Sec</b> <b>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</b> <b>Crse</b> <b>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</b> <b>Crse</b> <b>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>



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

Error Message	Instructions to Student
<p><i>"You may not add or drop classes due to holds on your record"</i></p> <p> <b>You may not add or drop classes due to holds on your record</b></p>	<p>Please select the <b>"View holds"</b> link in SSB to view existing holds.</p> <p><b>FN</b> = 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					