

بوليتكنك البحرين
Bahrain Polytechnic

Registration Instructions

Semester 1, 2017 - 2018

إرشادات التسجيل

للفصل الدراسي الاول من السنة الأكاديمية

2018 – 2017

Table of Contents

Registration and payment process	3
Foundation students	3
Degree students	3
Registering for more than 65 credits	4
Fee Payment	4
For help or advise about fees.....	5
Online Registration Starts (by programme).....	6
Study Plan: Degree courses by Programme for Semester 1, 2017-2018.....	8
Attendance.....	17
Midterm and Final exams timetable for ICT	19
How to check your fees balance	21
Pay your fees online.....	23
How to plan your timetable	26
Description of Degree Electives	29
Error messages and what they mean	30
Timetable Planner.....	33

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>All students MUST register for courses and pay fees OR apply for a Leave of Absence before the end of week 1.</p> <p>Please see the Academic Calendar 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 التقويم الأكاديمي 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 14th September 2017. See your Programme Manager to change - add or drop courses using the "Add & 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 14 سبتمبر 2017.</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 24th September 2017.</p> <ol style="list-style-type: none"> 1. Check the list of courses you should register in (from page 13) and/or see your Academic Advisor. 2. Check the Class Schedule on Self Service Banner (SSB) from 28th August 2017 <ul style="list-style-type: none"> o Choose more than one option (CRN). 3. Plan your timetable using the table on page 21. 4. Check your account balance on SSB and pay fees (see Fee payment below). Fees are due before 2pm on 3 October 2017. Late payment of fees will result in a fine. 	<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 24 سبتمبر 2017.</p> <ol style="list-style-type: none"> 1. يجب التحقق من المقررات الدراسية التي يجب التسجيل بها لهذا الفصل الدراسي (كما هو مبين في صفحة 13) أو مقابلة المرشد الأكاديمي. 2. التحقق من أوقات المقررات الدراسية عن طريق Class Schedule عبر برنامج الخدمة الذاتية SSB اعتباراً من 28 أغسطس 2017. <ul style="list-style-type: none"> - اختيار أكثر من CRN واحد لكل مقرر حتى يكون هناك خيارات بديلة في حال كانت المجموعات الدراسية ممتلئة. 3. تخطيط الجدول الدراسي باستخدام الجدول الموجود في صفحة 21. 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 3 أكتوبر 2017. ستحتسب رسوم إضافية في حالة تأخر الدفع.



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"> ○ their programme structure requires it; ○ they have a CGPA of 3 or higher, OR ○ are eligible to graduate in that semester. <p>You must submit an "Application to Increase Semester Credits" form to the SIC at least one full working day 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"> • إذا كانت من متطلبات إنهاء البرنامج. • أن لا يقل المعدل التراكمي لا يقل عن 3 أو أكثر • أن يكون مسجلاً في آخر فصل للتخرج. <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. سيتم 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"> ○ Programme Managers or Head of School advise if the tutors name is entered in Banner or not. ○ Changes may be made to class timing and tutor as required by Faculty. ○ Registration in a class is based on the class capacity. Seats are limited, see SSB. ○ Bahrain Polytechnic reserves the right to unenrol students from courses that have limited seats and are not a requirement. 	<ul style="list-style-type: none"> - مدير البرنامج أو رئيس القسم الأكاديمي هو من يقرر إظهار أسماء المدرسين لكل مقرر أو عدمه. - التغييرات ممكن أن تطرأ على وقت المحاضرات أو أسماء المدرسين بحسب التغييرات المطلوبة من الكلية. - التسجيل في المجموعات الدراسية بناءً على قدرة الاستيعاب في الفصل الدراسي. عدد المقاعد محدودة (انظر SSB). - تحتفظ بوليتكنك البحرين بالحق في إلغاء تسجيل الطلبة من بعض المقررات ذات المقاعد المحدودة وغير المطلوبة في الخطة الدراسية.
Fee Payment	دفع الرسوم الدراسية
<p>Students who have completed registration, can pay course fees by ATM or Credit card to the Finance Directorate from 9am to 2.00pm in Building 8.005.</p> <ul style="list-style-type: none"> ○ ALL fees must be paid in full before 2.00pm 3 October 2017. ○ Students with unpaid fees after 3 October 2017 will have a late fee applied. Outstanding fees may be paid during the grace period from 4 to 10 October 2017. ○ From 11 October 2017, 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 remain due and must be paid in full. <p>All fees must be paid in full before the student can continue their study in the next semester.</p> <p>Online Payment</p> <p>Students can pay their fees online starting from:</p>	<p>بعد استكمال التسجيل، يمكن للطلبة دفع الرسوم الدراسية عن طريق استخدام بطاقة الصراف الآلي أو بطاقة الائتمان لقسم المالية من الساعة 9 صباحاً وحتى 2:00 ظهراً في مبنى 8 مكتب رقم 5.</p> <ul style="list-style-type: none"> - يجب دفع الرسوم بالكامل قبل الساعة 2:00 من ظهر الخميس الموافق 3 أكتوبر 2017. - بعد تاريخ 3 أكتوبر 2017، ستضاف رسوم تأخير على الطلبة في حالة عدم استكمالهم لعملية دفع الرسوم في الوقت المحدد، ويمكن دفع الرسوم مع المتأخرات خلال الفترة ما بين 4 إلى 10 أكتوبر 2017. - اعتباراً من تاريخ 11 أكتوبر 2017، سيتم حذف المقررات المسجلة التي لم يتم تسديد الرسوم الدراسية والمتأخرات في الوقت المحدد؛ وسيتم وضع قيد مالي على سجل الطالب إلى حين سداه للرسوم والمتأخرات المطلوبة بالكامل. - يجب دفع جميع الرسوم الدراسية، بما في ذلك رسوم المتأخرات بالكامل قبل بدء الدراسة في الفصل الدراسي المقبل. <p>دفع الرسوم إلكترونياً</p> <p>بإمكان الطلبة دفع الرسوم الدراسية إلكترونياً من:</p>



<ul style="list-style-type: none"> ○ Online payment will be open from 30 August at 9am until 3 October at 2pm. ○ Students with unpaid fees after 3 October 2017 will have a late fee applied. Outstanding fees may be paid during the grace period from 4 October at 12pm to 10 October 2017 at 2:00pm. 	<p>- تاريخ 30 اغسطس الساعة 9 صباحاً الى 3 اكتوبر 2017 الساعة 2:00 ظهراً.</p> <p>- بعد 3 اكتوبر 2017، ستضاف رسوم تأخير على الطلبة في حالة عدم استكمالهم لعملية دفع الرسوم في الوقت المحدد، ويمكن دفع الرسوم مع المتأخرات ما بين 4 اكتوبر الساعة 12 ظهراً إلى 10 اكتوبر 2017 الساعة 2:00 ظهراً.</p>
<p>Scholarship students repeating courses are required to pay for those courses before the closing date. See Scholarships Coordinator 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 منسق شؤون البعثات والمنح في مبنى/ مكتب 8.07</p>
<p>For help or advise about fees</p> <p>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.</p> <p>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.</p>	<p>لطلب المساعدة أو النصيحة لدفع الرسوم</p> <p>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.</p> <p>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</p>

Online Registration Starts (by programme) التسجيل بحسب التخصص

Programme التخصص	Students الطلبة	Registration opens بدأ التسجيل
Web Media and Visual Design	All students	Wednesday, 30 August 2017 at 9.00am
ICT	Working Students Students with long term illness	Wednesday, 30 August 2017 at 11.00am
	All students	Wednesday, 6 September 2017 at 9.00am
Logistics	Working Students Students with long term illness	Wednesday, 30 August 2017 at 11.00am
	Earned Credits 360 and more	Wednesday, 6 September 2017 at 10.00am
	Earned Credits 245 and more	Wednesday, 6 September 2017 at 12.00pm
	Earned Credits 120 and more	Wednesday, 6 September 2017 at 2.00pm
	All students	Thursday, 7 September 2017 at 9.00am
Business	Working Students Students with long term illness	Thursday, 7 September 2017 at 11.00am
	Earned Credits 345 to 540	Sunday, 10 September 2017 at 9.00am
	Earned Credits 300 to 340	Sunday, 10 September 2017 at 11.00am
	Earned Credits 220 to 295	Sunday, 10 September 2017 at 1.00pm
	Earned Credits 110 to 215	Monday, 11 September 2017 at 9.00am
	Earned Credits 0 to 105	Monday, 11 September 2017 at 11.00am
Engineering	Working Students Students with long term illness	Monday, 11 September 2017 at 1.00pm
	All students	Tuesday, 12 September 2017 at 9.00am
Electives	Earned Credits 360 and more	Tuesday, 12 September 2017 at 12.00pm
	All Degree students	Wednesday, 13 September 2017 at 10.00am Note: Online Registration will be close for all programmes from 8 to 9.59 am
For Help!		للمساعدة
<ul style="list-style-type: none"> ➤ See your Academic Advisor. ➤ General enquires - Building 8, Student Information Centre counter from 9am to 3pm. ➤ Labs are open from 9am to 3pm: <ul style="list-style-type: none"> ○ degree students: 5.18 and 5.19 		<ul style="list-style-type: none"> ○ الرجاء مراجعة المرشد الأكاديمي. ○ 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. ○ مختبرات الحاسوب مفتوحة من الساعة 9 صباحاً حتى 3 ظهراً <ul style="list-style-type: none"> ● طلبة التخصص في مبنى رقم 5، مختبر 5.18 ومختبر 5.19.



Academic Advising			الإرشاد الأكاديمي				
<p>Academic Advising is available for all students to discuss their progress and courses to enrol in.</p> <p>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 must meet their Academic Advisors as below.</p> <p>Note: Please email your Academic Advisors below for an appointment.</p>			<p>الإرشاد الأكاديمي متوافر لجميع الطلاب لمناقشة تقدمهم الأكاديمي والمقررات المطلوب منهم التسجيل بها.</p> <p>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>ملاحظة: يجب طلب موعد للاجتماع مع المرشد الأكاديمي في التواريخ والأوقات المبينة في الجدول أدناه من خلال إرسال بريد إلكتروني إلى المرشد.</p>				
Faculty/Programme	Major	Date	Time	Location	Academic Advisors		
Business	Year 1 & 2	7/09/2017 10/09/2017 11/09/2017	10am -12pm 12-2pm 1-3pm	20.107	Fahdia Khalid		
	ACCT	6/09/2017	10am -12pm 10am -1pm	20.102 20.114	Najla Srouer Hammad Mohiyuddin		
		7/09/2017	10am -12pm 10am -1pm	20.102 20.114	Najla Srouer Hammad Mohiyuddin		
		10/09/2017	10am -12pm 10am -1pm	20.102 20.114	Najla Srouer Hammad Mohiyuddin		
		1/09/2017	10am – 12pm 10am -1pm	20.102 20.114	Najla Srouer Hammad Mohiyuddin		
	BAFI	6/09/2017 7/09/2017 10/09/2017 11/09/2017	1-3pm 10am -12pm 10am -12pm 10am -12pm	20.103	Dr. Ghassan Abu Alsoud		
		MKTG	6/09/2017 7/09/2017 10/09/2017	1-3pm 10am -12pm 10am -12pm	20.110	Philip Cragg	
			MNGT	6/09/2017	10am-12pm 9am – 1pm	20.103 20.103	Anupam Shailaj Luke Chow
				7/09/2017	10am-12pm 10am – 1pm	20.103 20.105	Anupam Shailaj Dr. Namrata Gulati
	10/09/2017	10am-12pm 10am -1pm 11am – 1pm		20.103 20.103 20.105	Anupam Shailaj Luke Chow Dr. Namrata Gulati		
	11/09/2017	10am – 1pm 10am -12pm		20.103 20.105	Luke Chow Dr. Namrata Gulati		
	HRM	6/09/2017 7/09/2017 10/09/2017 11/09/2017	1-3pm 10-12pm 10-12pm 10-12pm	20.105	Chris Bridgett		
		Double Major	Per the single majors above – seek whichever single major advice you need and then see how they work together.				



Study Plan: Degree courses by Programme for Semester 1, 2017-2018

المقررات الدراسية المطروحة لطلبة التخصص للفصل الدراسي الاول من العام الأكاديمي 2017
2018

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.

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

Year 2 - Semester 1&2

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 ICT)
IT7005	Database Systems 2	IT7004	Operating Systems and Platforms

Year 3 - Semester 1

IT8108	Mobile programming (Programming)	IT8303	Network Security (Networking)
IT7006	Object-Oriented Design (Programming)	IT7303	Ethical Hacking (Networking)
IT8101	Games Development (Programming)	IT8313	Wireless Communication (Networking)
IT8202	Infrastructure for eCommerce (MIS)	IT8405	Database Programming 1 (Database)
IT7202	Enterprise Resource Planning (MIS)	IT8406	Database Administration (Database)
IT8203	Systems Administration (MIS)	IT7007	Web Infrastructure (Database)

Year 4 – Semester 1

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)

Year 4 – Semester 2

Electives

IT6009	Intro to Information Systems
GS6202	Work Placement

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

Bachelor of Visual Design (BD701)

Year 1 - 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 Visual Design)	EL6901	English for Specific Purposes 3 (for Visual Design)

Year 2 - Semester 1

Year 3 - Semester 1

VC7300	Visual Design V: Sustainable Design	VC8303	Internship
		VC8408	Design Research

Year 4 - Semester 1

Studio Options

VC7910	The Power of Advertising	VC7908	Package Design
VC7904	Publication Design		

BS701 (BBS8010) Bachelor of Business (Marketing)

Year 1 - Semester 1			Year 1 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU6004	BSB5001	Introduction to Management	BU6006	BSB5006	Quantitative Business Methods
BU6005	BSB5005	Introduction to Accounting	BU6007	BSB5007	Introduction to Economics
BU6008	BSB5008	Applied Communication	BU6001	BSB5001	Course not offered in S1 2017-18
EL5001	ELB4901	Introduction to English Communication (for Business)	EL5002*	ELB4902	English Communication 2 (for Business)
Year 2 - Semester 1			Year 2 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU6009	BSB5009	Introduction to Finance	BU6011	BSB5011	Course not offered in S1 2017-18
BU6010	BSB5010	Management Information Systems	BU7002*	BSB6002	Human Resource Management
Elective		National Requirements Courses	BU7003	BSB6003	Business Law
EL6901*	ELB5901	English for Specific Purposes 3 (for Business)	EL6902*	ELB5902	English for Specific Purposes 4
Year 3 - Semester 1			Year 3 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU7101*	BSB6101	Integrated Marketing Communication	BU6012	BSB6012	Course not offered in S1 2017-18
BU7102*	BSB6102	Digital Marketing	BU7104*	BSB6102	Social Media Marketing
BU7103*	BSB6103	Market Research	BU8104*	BSB6103	Advanced Digital Marketing
Elective		15 credits elective	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
			BU8199*	BSB7099	Industry Project: Marketing
BU8101*	BSB7101	Marketing Management			
BU8102*	BSB7102	Marketing Planning			
Elective		15 credits elective			
Important: Pre-requisites apply for courses marked with *, check SSB for details Course code with ** Workshop and seminar must enrol in both.					

BS701 (BBS8020) Bachelor of Business (Management)

Year 1 - Semester 1			Year 1 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU6004	BSB5004	Introduction to Management	BU6006	BSB5006	Quantitative Business Methods
BU6005	BSB5005	Introduction to Accounting	BU6007	BSB5007	Introduction to Economics
BU6008	BSB5008	Applied Communication	BU7003	BSB6003	Course not offered in S1 2017/2018
EL5001	ELB4901		Introduction to English Communication (for Business)	EL5002*	
Year 2 - Semester 1			Year 2 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU6009	BSB5009	Introduction to Finance	BU6011	BSB5011	Course not offered in S1 2017-18
BU6010	BSB5010	Management Information Systems	BU7002*	BSB6002	Human Resource Management
Elective		National Requirements Courses	BU7003	BSB6003	Business Law
EL6901*	ELB5901	English for Specific Purposes 3 (for Business)	EL6902*	ELB5902	English for Specific Purposes 4
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	Course not offered in S1 2017-18.
BU7201*	BSB6201	Operations Management	BU7202*	BSB6202	Course not offered in S1 2017-18.
BU7204*		Improving Quality in Work Place	BU8200*	BSB7200	Course not offered in S1 2017-18.
Elective		15 credits elective	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			
BU8204		Contemporary Management			
TL8502		Risk, Crisis and Disaster Mgt			
Elective		15 credits elective			
<p>Important: Pre-requisites apply for courses marked with *, check SSB for details Course code with ** Workshop and seminar must enrol in both.</p>					

BS701 (BBS8030) 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
BU6004	BSB5001	Introduction to Management	BU6006	BSB5006	Quantitative Business Methods
BU6005	BSB5005	Introduction to Accounting	BU6007	BSB5007	Introduction to Economics
BU6008	BSB5008	Applied Communication	BU6001	BSB5001	Course not offered in S1 2017-18
EL5001	ELB4901	Introduction to English Communication (for Business)	EL5002*	ELB4902	English Communication 2 (for Business)
Year 2 - Semester 1			Year 2 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU6009	BSB5009	Introduction to Finance	BU6011	BSB5011	Course not offered in S1 2017-18
BU6010	BSB5010	Management Information Systems	BU7002*	BSB6002	Human Resource Management
Elective		National Requirements Courses	BU7003	BSB6003	Business Law
EL6901*	ELB5901	English for Specific Purposes 3 (for Business)	EL6902*	ELB5902	English for Specific Purposes 4
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	Course not offered in S1 2017-18
Or	BU7301*	Money & Banking	Or	BU8302*	Not offered
	BU7303*			BU7302*	Not offered
BU7400	BSB6400	Financial Accounting	BU7304		Social Business
Elective		15 credits elective	BU8303*	BSB7303	Not offered
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	BU8099*	BSB7099	Industry Project
BU7305*		Financial Markets and Institutions			
BU7303*	BSB6303	Islamic Finance I			
BU8300*	BSB7300	Financial Risk Management			
BU8301*	BSB7301	Derivatives & Alternative Investments			
BU8304*		Behavioural Finance			
Elective		15 credits elective			

Important: Pre-requisites apply for courses marked with *, check SSB for details
 Course code with ** Workshop and seminar must enrol in both.

BS701 (BBS8040) Bachelor of Business (Accounting)

Year 1 - Semester 1			Year 1 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU6004	BSB5001	Introduction to Management	BU6006	BSB5006	Quantitative Business Methods
BU6005	BSB5005	Introduction to Accounting	BU6007	BSB5007	Introduction to Economics
BU6008	BSB5008	Applied Communication	BU6001	BSB5001	Course not offered in S1 2017-18
EL5001	ELB4901	Introduction to English Communication (for Business)	EL5002*	ELB4902	English Communication 2 (for Business)
Year 2 - Semester 1			Year 2 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU6009	BSB5009	Introduction to Finance	BU6011	BSB5011	Course not offered in S1 2017-18
BU6010	BSB5010	Management Information Systems	BU7002*	BSB6002	Human Resource Management
Elective		National Requirements Courses	BU7003	BSB6003	Business Law
EL6901*	ELB5901	English for Specific Purposes 3 (for Business)	EL6902*	ELB5902	English for Specific Purposes 4
Year 3 - Semester 1			Year 3 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU7400*	BSB6400	Financial Accounting	BU6012	BSB5012	Course not offered in S1 2017-18
BU7402*	BSB6402	Accounting Systems	BU7403*	BSB6403	Cost Accounting
Elective		15 credits elective	BU8402*	BSB7402	Financial Reporting
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
BU7401*	BSB6401	Courses not offered in S1 2017-18	BU8099*	BSB7099	Industry Project
BU8400*	BSB7400				
BU8401*	BSB7401				
Elective		15 credits elective			
Important: 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
BU6004	BSB5001	Introduction to Management	BU6006	BSB5006	Quantitative Business Methods
BU6005	BSB5005	Introduction to Accounting	BU6007	BSB5007	Introduction to Economics
BU6008	BSB5008	Applied Communication	BU6001	BSB5001	Course not offered in S1 2017-18
EL5001	ELB4901	Introduction to English Communication (for Business)	EL5002*	ELB4902	English Communication 2 (for Business)
Year 2 - Semester 1			Year 2 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU6009	BSB5009	Introduction to Finance	BU6011	BSB5011	Course not offered in S1 2017-18
BU6010	BSB5010	Mgt Information Systems	BU7002*	BSB6002	Human Resource Management
Elective		National Requirements Courses	BU7003	BSB6003	Business Law
EL6901*	ELB5901	English for Specific Purposes 3 (for Business)	EL6902*	ELB5902	English for Specific Purposes 4
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	Course not offered in S1 2017-18
BU7700*		Resourcing & Talent Mgt	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*		International HRM	BU8099	BSB7099	Courses not offered in Semester 1 2017/2018.
BU8701*		Rewards Management			
BU8702*		Strategic HRM			
Elective					
Important: 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

EL5001	Introduction to English Communication (for Engineering)
EN6907	Mathematics for Engineers 1
EN6000	Electrical Fundamentals
EN6990	Engineering Practice
EN6010	Engineering Computing Fundamentals
EN6903	Mechanical fundamentals
EN6913	Mathematics for Engineers 2
EL5002	English Communication 2 (for Engineering)

Year 1 in Engineering is a common year between Mechanical and Electronics Engineering.

*** New Students:**

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

- ALL Students are required to enrol in **EL5001** (Unless exempt by English department)
- ALL students are required to enrol in **EN6907**
- ALL Students are required to enroll in **(EN6000 or EN6010)** and **(EN6990 or EN6903)**

Students are required to enrol in (EN6000 or EN6010) and (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.

You will be required to stay in your selected stream as advised during the registration period by PM Year 1.

Repeating/Current Students:

You are required to enrol in year 1 courses as required by your personal progression and after receiving your academic advising.

You will be required to stay in your selected stream as advised during the registration period by PM Year 1.

Year 2

Selection Requirements

Where the number of applicants exceeds the available places the following criteria for selection apply:

- First priority to students who have completed all courses in the common first year of the degree.
- Second priority will be those with highest combined GPAs from EN6914 Mathematics for Engineers 2 and EN6903 Mechanical Fundamentals for students who selected **Mechanical major**. The priority will be given for the students who selected **Electronics Major** with highest combined GPAs from EN6000 Electrical Fundamentals and EN6010 Engineering Computing Fundamentals.

Year 2 - Semester 1		Year 2 - Semester 2
EL6901 or EL6902	English for Specific Purposes 3 or English for Specific Purposes 4 (for Engineering) Choose 3 courses from your Major	Not offer
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 (EN701)		Mechanical Major (ENT8020)
EN7914	Mechanical Project 2	Not offer
EN7912	Mechanical Project 3	
EN7913	Mechanical Project 4	
EN7909	Mechanical project 9	



Mechanical Major (ENT8020)			
EN7918	Applied Heat Transfer		
EN7920	Mechanical Project		
EN7921	Project Management and Quality and Reliability		
<p>Note: For those students who have failed one or two courses in the mechanical project, this is the last opportunity to enrol in those courses. You are strongly advised to see the Programme Manager for academic advising prior to registering.</p>			
Electronics Major (ENT8030)		Electronics Major (ENT8030)	
EN7072	Electronics Design and Manufacturing	Not offer	
EN7060	Telecommunications A		
EN7034	Embedded Systems		
EN7007	Electronics Circuit Design		
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)	
EN8230	Control System Design	EN8904	Co-operative Learning Project (Electronic Engineering)

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 Web Media)
Year 3 - Semester 1		Year 4 - Semester 1	
WM7003	HCI	WM8004	Advanced Interactive Applications
WM7005	Web Programming 1	WM8006	eCommerce and Entrepreneurship
WM8005	Advanced Design for the Web	WM7008	Web Media Project
Elective	15 credits elective	WM8007	Community Project

General Electives

Degree students only

Code	Course Title	Credits	Code	Course Title	Credits
GS6206*	Voluntary Work with BPSC	5	GS6202*	Work Placement	15
GS6207*	Voluntary Work with BPSC 2	5	GS6201*	Community Contribution	10
GS6208*	Voluntary Work with BPSC 3	5	GS6003*	Special Project (Engineering only)	15
BU7205	New Ventures (if seats available)	15	BU7304	Social Business (if seats available)	15

Important:

- See Moodle for details, forms and requirements etc for these courses.
- All forms, letters and applications MUST be completed before the published closing dates.
- Preapproval is required for elective courses marked with * by the Degree Supervising Tutor
- Depend of the availability of seats for elective courses marked with **

<p>Attendance Refer to the Student Attendance Policy and Procedures on Moodle.</p>	<p>متطلبات الحضور: الرجاء الرجوع إلى سياسة وإجراءات حضور الطلبة على Moodle.</p>
<p>Attendance Requirements 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 will be automatically withdrawn from that class with a failing grade of WA (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>متطلبات الحضور:</p> <p>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 الإستفادة 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>Early Registration</p> <p>If you are working or have an on-going medical condition, you MUST apply and declare your circumstances before every semester starts to be considered for early registration. Late applications will be considered until 27th August 2017.</p>	<p>التسجيل المبكر</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 27 أغسطس 2017.</p>



Alternative Study Arrangements (ASA)	إجراءات الدراسة البديلة (الإعفاء)
<p>See the Student Attendance Policy for all details.</p> <p>Aim: Ensures students have opportunities to meet the session / learning outcomes.</p> <p>Apply for Alternative Study Arrangements (ASA) if:</p> <ul style="list-style-type: none"> ○ required to attend events for your programme of study for /by Polytechnic. ○ competing in International sports events officially representing Bahrain, in good academic standing and attendance and participation in courses is good. ○ with significant and/or chronic health conditions. <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>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"> ● حضور الفعاليات المتعلقة بالبرنامج الدراسي المنظمة من قبل بوليتكنك البحرين. ● تمثيل مملكة البحرين رسمياً في مسابقات رياضية دولية، ولابد أن يكون المستوى الأكاديمي للطلبة المتقدمين جيداً وكذلك حضورهم ومشاركتهم. ● الطلبة الذين يعانون من أمراض مزمنة أو ظروف صحية. <p>يجب على الطلبة ملء استمارة ترتيب الدراسة البديلة المتوافرة في مركز معلومات الطلبة قبل الفعالية/ أن تصل نسبة الغياب إلى 20%. ستقوم الكلية بمراجعة الطلب، وإذا ما تمت الموافقة عليه، سيتم تجهيزه من قبل قسم التسجيل.</p>
WA grade change request	طلب تغيير درجة WA
<p>To apply for a Change of WA grade to W</p> <p>WHO: Students with a WA (absent more than 20%) and Exceptional Circumstances</p> <p>WHEN: Apply within 10 days of the WA being assigned and before the last day of the semester.</p> <p>HOW: 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"> ○ A Medical report is required for illnesses. ○ Medical certificates for one or two days are NOT acceptable evidence! <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>لمن: 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 آخر 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"> - يجب تقديم تقرير طبي في حالة تقديم الطلب بسبب المرض. - إن تقديم شهادات طبية لمدة يوم أو يومين عذر غير مقبول. <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 - Mid Semester Exam Timetable for S1 2017 2018					
Year	Exam Name	Day	Date	Time	Rooms / Halls Requested
Y1	IT6001 - Computer Systems	Sunday	12-11-17	9:00 - 12:00	Hall 16
Y1	IT6004 - Unix Systems	Monday	13-11-17	9:00 - 12:00	36.113; 36.202; 36.124; 36A.108, 36A.109; 5.06;
Y1	IT6010 - Maths for Computing	Tuesday	14-11-17	9:00 - 12:00	36.113; 36.202; 36.124; 36A.108, 36A.109; 5.06;
Y2	IT7001 - Systems Analysis and Design 1	Sunday	12-11-17	9:00 - 12:00	36.113; 36.124; 36.202; 36A.108; 36A.109; 5.06
Y2	IT6011 - Information Security	Monday	13-11-17	8:00 - 16:00	36.203; 36.206
Y2	IT6011 - Information Security	Tuesday	14-11-17	8:00 - 16:00	36.203; 36.206
Y2	IT7005 - Database Systems 2	Wednesday	15-11-17	9:00 - 12:00	36A.109
Y2	IT7008 - Computer Programming 2	Wednesday	15-11-17	13:00 - 16:00	36.202
Y2	IT7003 - Networks and Data Communications 2	Wednesday	15-11-17	8:00 - 16:00	36.203, 36.206
Y2	IT7004 - Operating Systems and Platforms	Thursday	16-11-17	13:00 - 16:00	36.202
Y3 (PROG)	IT7006 - Object Oriented Design	Monday	13-11-17	13:00 - 16:00	36A.108, 36.202
Y3 (PROG)	IT8108 - Mobile programming	Tuesday	14-11-17	13:00 - 16:00	36.201, 36A.103
Y3 (MIS)	IT7202-Enterprise Resource Planning	Monday	13-11-17	13:00 - 16:00	36A.109
Y3 (MIS)	IT8203 - Systems Administration	Tuesday	14-11-17	13:00 - 16:00	36.202
Y3 (MIS)	IT8202 - Infrastructure for eCommerce	Wednesday	15-11-17	13:00 - 16:00	36.113, 36A,109
Y3 (NET)	IT8303 - Network Security	Sunday	12-11-17	8:00 - 16:00	36.203; 36.206
Y3 (NET)	IT7303 - Ethical Hacking	Wednesday	15-11-17	9:00 - 12:00	36.202
Y3 (NET)	IT8313 - Wireless Communication	Thursday	16-11-17	9:00 - 12:00	36A.108
Y3 (DASY)	IT8406 - Database Administration	Wednesday	15-11-17	13:00 - 16:00	36A.108
Y3 (DASY)	IT7007 - Web Infrastructure	Thursday	16-11-17	9:00 - 12:00	36.113



BICT - Final Exam Timetable for S1 2017 2018					
Year	Courses	Day	Date	Time	Rooms / Halls Requested
Y4	IT8X99 - Industry Project	Monday	15-01-18	8:00 - 16:00	36.202; 36.206
Y4	IT7099 - IT Project Demonstration	Tuesday	16-01-18	8:00 - 16:0	36.113; 36.202; 36.203; 36.206; 36A.108, 36A.109
Y4	IT7099 - IT Project Exhibition	Wednesday	17-01-18	8:00 - 16:00	Hall 12
Y3 (NET)	IT8313 - Wireless Communication	Thursday	18-01-18	9:00 - 12:00	36.202
Y1	IT6001 - Computer Systems	Sunday	21-01-18	9:00 - 12:00	Hall 16
Y1	IT6004 - Unix Systems	Monday	22-01-18	9:00 - 12:00	36.113; 36.202; 36.124; 36A.108, 36A.109; 5.06
Y1	IT6010 - Maths for Computing	Tuesday	23-01-18	9:00 - 12:00	36.113; 36.202; 36.124; 36A.108; 36A.109; 5.06
Y2	IT7001 - Systems Analysis and Design 1	Sunday	21-01-18	9:00 - 12:00	36.113; 36.124; 36.202; 36A.108; 36A.109; 5.06
Y2	IT6011 - Information Security	Monday	22-01-18	13:00 - 16:00	36.113; 36.202; 36.203; 36.206; 36A.108;
Y2	IT7005 - Database Systems 2	Wednesday	24-01-18	9:00 - 12:00	36A.108
Y2	IT7008 - Computer Programming 2	Wednesday	24-01-18	13:00 - 16:00	36.202
Y2	IT7003 - Networks and Data Communications 2	Wednesday	24-01-18	8:00 - 16:00	36.203; 36.206
Y3 (PROG)	IT8108 - Mobile programming	Tuesday	23-01-18	13:00 - 16:00	36.201; 36A.103
Y3 (PROG)	IT8101 - Games Programming	Wednesday	24-01-18	9:00 - 12:00	36.202; 36A.109
Y3 (PROG)	IT7006 - Object Oriented Design	Thursday	25-01-18	13:00 - 16:00	36A.108; 36.202
Y3 (MIS)	IT7202-Enterprise Resource Planning	Monday	22-01-18	13:00 - 16:00	36A.109
Y3 (MIS)	IT8203 - Systems Administration	Tuesday	23-01-18	13:00 - 16:00	36.202
Y3 (MIS)	IT8202 - Infrastructure for eCommerce	Wednesday	24-01-18	13:00 - 16:00	36.113
Y3 (NET)	IT8303 - Network Security	Sunday	21-01-18	8:00 - 16:00	36.203; 36.206
Y3 (NET)	IT7303 - Ethical Hacking	Tuesday	25-01-18	9:00 - 16:00	36.203; 36.206
Y3 (DASY)	IT8405 - Database Programming 1	Tuesday	23-01-18	13:00 - 16:00	36A.109
Y3 (DASY)	IT8406 - Database Administration	Wednesday	24-01-18	13:00 - 16:00	36A.108
Y3 (DASY)	IT7007 - Web Infrastructure	Thursday	25-01-18	9:00 - 12:00	36.113

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.	
Net Term Balance				120.00,د.ب.
Net Balance for Other Terms:				0.00,د.ب.
Account Balance:				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.

Pay your fees online

دفع الرسوم إلكترونياً

To pay your semester courses fee you need to:

Step 1: Login to SSB

Step 2: Go to Main Menu

Step 3: Click on **Student** link



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
Search For Admissions; Register; View your academic records.

Moodle, E-learning Tool
Click here to go to Moodle!

RELEASE: 8.2 powered by
SUNGARD HIGHER EDUCATION

Step 4: Click on **Make Online Payment** link

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

Online Payment screen will show student ID, Name and the total courses enrolled fee

Step 5: Click on **Continue to Payment** bottom

Personal Information **Student**

Search RETURN TO MENU SITE MAP HELP EXIT

Online Payment 201000
Dec 23, 2014 10:03 AM

Please note: Late fee charge will be applied from 8-03-2015 to 12-03-2014.

Student ID: 201000
Student Name:
Amount Due (BHD): 70

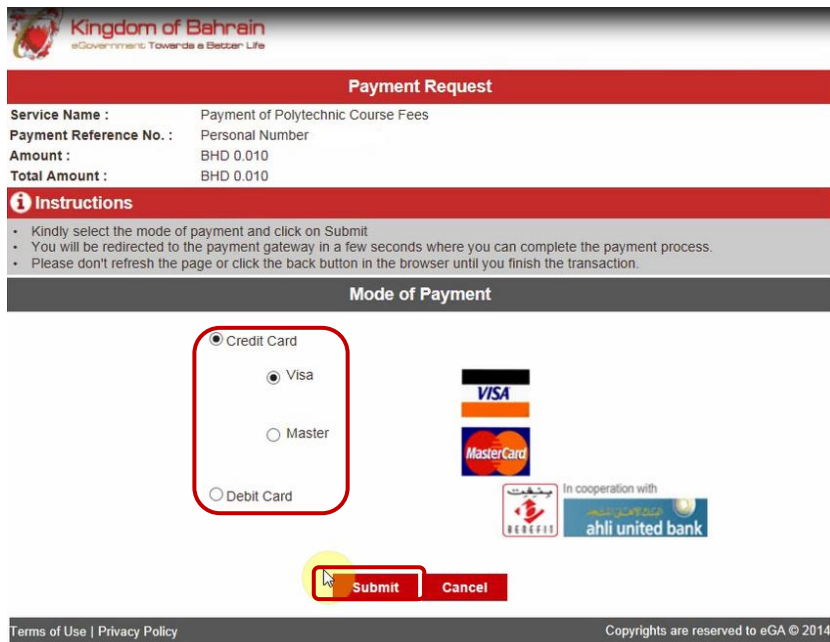
Continue to Payment

For more account details click here

Step 6: eGovernment Page will be shown. Select one of the options:

- Credit Card
- Debit Card

Step 7: Then click on submit



Kingdom of Bahrain
eGovernment Towards a Better Life

Payment Request

Service Name : Payment of Polytechnic Course Fees
 Payment Reference No. : Personal Number
 Amount : BHD 0.010
 Total Amount : BHD 0.010

Instructions

- Kindly select the mode of payment and click on Submit
- You will be redirected to the payment gateway in a few seconds where you can complete the payment process.
- Please don't refresh the page or click the back button in the browser until you finish the transaction.

Mode of Payment

Credit Card

Debit Card

Visa

MasterCard

Debit Card

Submit **Cancel**

Terms of Use | Privacy Policy Copyrights are reserved to eGA © 2014

Step 8: fill the following:

- Card Number (credit or debit card number)
- Expiry Date
- Security Code



CrediMax

Merchant name: TESTING PHASE MERCHANT

Enter your card details

VISA: You have chosen VISA as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.

Card Number :

Expiry Date : / month/year

Security Code :

The 3 digits after the card number on the signature panel of your card.

Purchase Amount : BHD BD 0.010

Verified by VISA

I hereby authorise the debit to my VISA Account in favour of TESTING PHASE MERCHANT

Copyright ©2007 TNS Payment Technologies Pty Ltd. All Rights Reserved.

The processing might take time



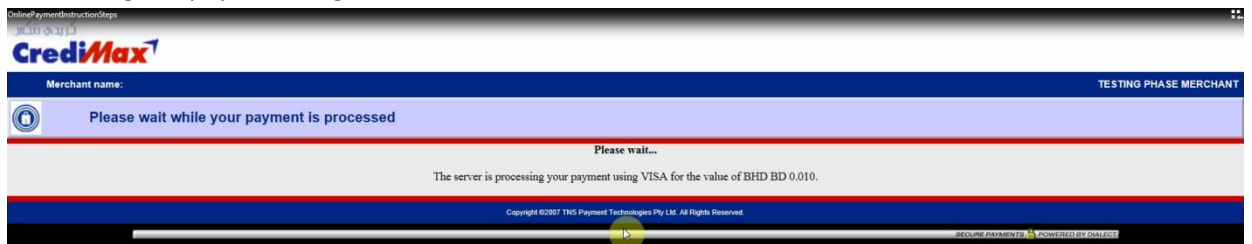
Processing, please wait...

Step 9: Add your Credit or Debit Card password

Step 10: Click submit



Confirming the payment might take time



Payment confirmation message



Payment Receipt will be shown.

Step 11: Save the receipt as approved for that you completed your payment.



CODE	DESCRIPTION	TERM	GL DATE	CHARGE	PAYMENT
CRDD	Credit Card: Online Payment	201401	23-DEC-2014	BD	BD 70
TOTALS				BD	BD 70

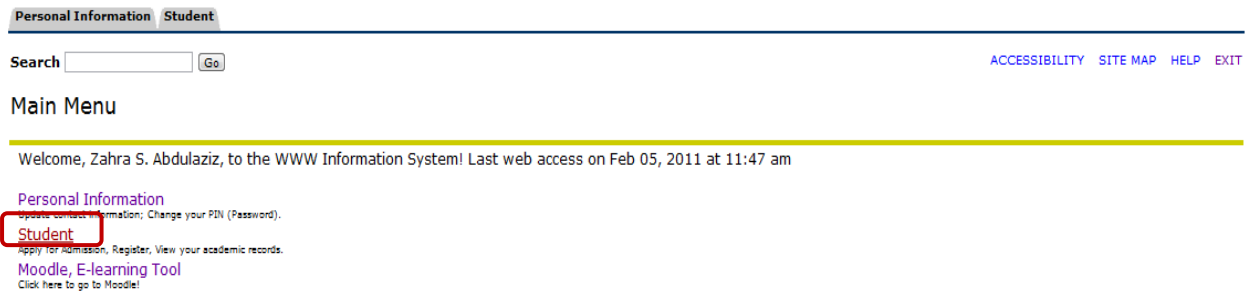
How to plan your timetable

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



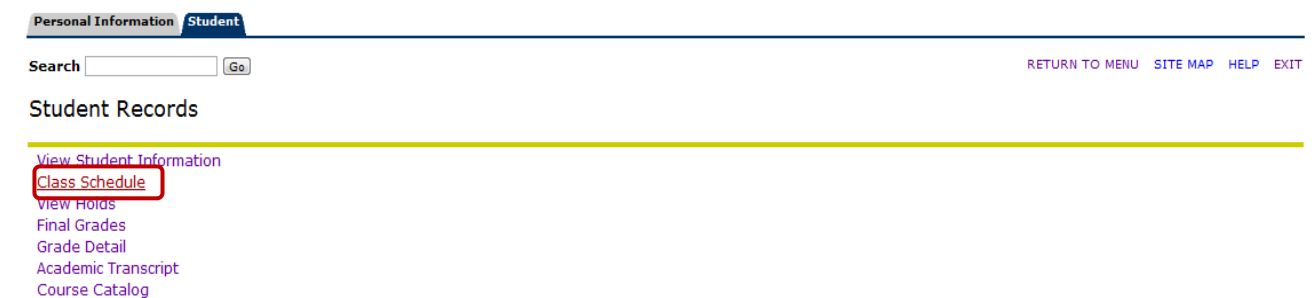
The screenshot shows the SSB Main Menu. At the top, there are tabs for 'Personal Information' and 'Student'. Below the tabs is a search bar with a 'Go' button. On the right side, there are links for 'ACCESSIBILITY', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Main Menu' and contains a welcome message: 'Welcome, Zahra S. Abdulaziz, to the WWW Information System! Last web access on Feb 05, 2011 at 11:47 am'. Below the welcome message, there are several links: 'Personal Information' (with a sub-link 'Update contact information; Change your PIN (Password)'), 'Student' (highlighted with a red box), 'Moodle, E-learning Tool' (with a sub-link 'Click here to go to Moodle!'), and 'Moodle, E-learning Tool'.

Click on Student Records link



The screenshot shows the 'Student' section of the SSB. At the top, there are tabs for 'Personal Information' and 'Student'. Below the tabs is a search bar with a 'Go' button. On the right side, there are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Student' and contains several links: 'Registration' (with a sub-link 'Apply for admission, Register. View your academic records.'), 'Student Records' (highlighted with a red box), 'Attendance Report' (with a sub-link 'View student attendance tracking actions'), and 'Student Attendance Tracking Details'.

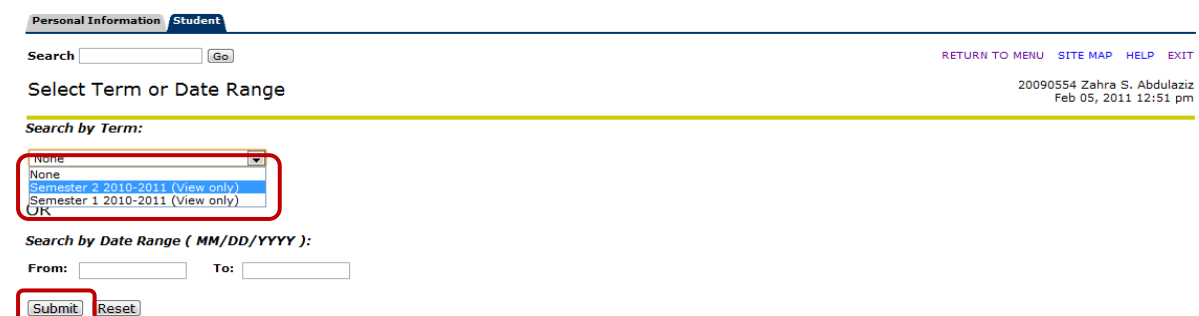
Click Class Schedule link



The screenshot shows the 'Student Records' section of the SSB. At the top, there are tabs for 'Personal Information' and 'Student'. Below the tabs is a search bar with a 'Go' button. On the right side, there are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Student Records' and contains several links: 'View Student Information', 'Class Schedule' (highlighted with a red box), 'View Holds', 'Final Grades', 'Grade Detail', 'Academic Transcript', and 'Course Catalog'.

Select Semester 2 2015 -2016

Click **Submit** at the bottom



The screenshot shows the 'Class Schedule' section of the SSB. At the top, there are tabs for 'Personal Information' and 'Student'. Below the tabs is a search bar with a 'Go' button. On the right side, there are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Class Schedule' and contains a form for selecting a term or date range. The form has a dropdown menu for 'Search by Term:' with options: 'None', 'Semester 2 2010-2011 (View only)' (highlighted with a red box), and 'Semester 1 2010-2011 (View only)'. Below the dropdown menu, there is a section for 'Search by Date Range (MM/DD/YYYY):' with 'From:' and 'To:' input fields. At the bottom of the form, there are 'Submit' and 'Reset' buttons. The 'Submit' button is highlighted with a red box.

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

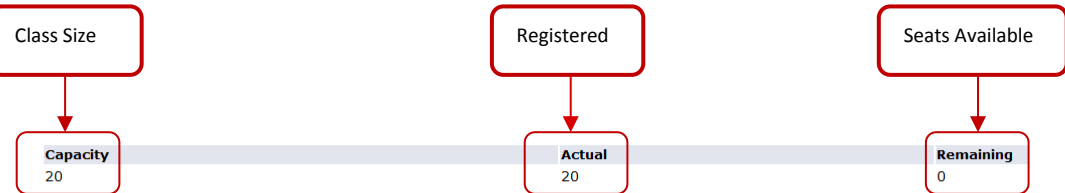
Human Resource Management - 20047 - BSB 6002 - 001

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			
Course Title: Work Placement	Course ID: GS6202	Credits: 15	Tutors: 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 Moodle –course requires pre-approval.</i></p>			
Course Title: Community Contribution	Course ID: GS6201	Credits: 10	Tutors: 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 Moodle –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>“Academic Standing Prohibits Registration”</p> <p> Academic Standing prohibits registration</p>	<p>Check your online transcript to check what your Academic Standing is. See your Programme Manager.</p>
<p>“Anti-requisite”</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec 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>“Approval Required from Dean”</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec 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>“Approval Required from Tutor”</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec 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>“Approval Required from PM (Program Manager)”</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec 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>“Class Restriction “</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec Class Restriction 20693 BSB 5019 003</p>	<p>You have not completed the minimum number of credits to register in this course.</p>
<p>“Close Section”</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec Level Cred Closed Section 20693 BSB 5019 003 Bachelor 15.000</p>	<p>The class is full. Choose another CRN.</p>
<p>“Co-requisite “Course” (CRNXXXX) required”</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec 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>“Duplicate CRN”</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec DUPLICATE CRN 21069 BSB 6002 003</p>	<p>You have already registered in this CRN.</p>
<p>“Invalid or undefined Enrolment Status or Date Range Invalid”</p> <p> Invalid or undefined Enrollment Status or date range invalid</p>	<p>Contact Student Information Centre (SIC)</p>



Error Message	Instructions to Student
<p>“Field of Study Restriction – Major”</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec Field of Study Restriction - Major 20693 BSB 5019 003</p>	You are not enrolled in this Major.
<p>“Level Restrictions”</p> <p> Registration Add Errors</p> <p>Status 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>“Linked Course Required (XXXX)”</p> <p> Registration Add Errors</p> <p>Status 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>“Maximum hours exceeded”</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec Maximum hours exceeded 20693 BSB 5019 003</p>	You can enrol in 65 credits without special approval.
<p>“No Enrolment Since re-admit term”</p>	Contact Student Information Centre to take an appointment with the Registrar.
<p>“No Term Available”</p> <p> No term available</p>	Contact Student Information Centre (SIC)
<p>“Prerequisite and Test Score Errors”</p> <p> Registration Add Errors</p> <p>Status 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>“Program Restriction”</p> <p> Registration Add Errors</p> <p>Status 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>“Registration is not allowed at this time”</p> <p> Registration is not allowed at this time</p>	Contact Student Information Centre (SIC)
<p>“Student Status Prohibits Registration”</p> <p> Student Status prohibits registration</p>	Contact Student Information Centre to take an appointment with the Registrar.
<p>“Time Conflict With (XXXXX)”</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec Time conflict with CRN 20693 20113 BSB 5001 004</p>	Choose another CRN.
<p>“You are Not permitted to register at this time”</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
<i>"You may not add or drop classes due to holds on your record"</i>  You may not add or drop classes due to holds on your record	Please select the "View holds" link in SSB to view existing holds. FN = pay your outstanding fees.

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					