

بوليتكنك البحرين
Bahrain Polytechnic

Registration Instructions

Semester 2, 2017 - 2018

إرشادات التسجيل

للفصل الدراسي الثاني من السنة الأكاديمية

2018 – 2017

Table of Contents

Registration and payment process	3
Foundation and Degree students	3
Registering for more than 65 credits	3
Fee Payment	4
For help or advise about fees.....	4
Online Registration Starts (by programme).....	5
Study Plan: Degree courses by Programme for Semester 2, 2017-2018.....	7
Foundation required courses.....	18
Attendance.....	19
Midterm and Final exams timetable for ICT	21
How to check your fees balance	23
Pay your fees online.....	25
How to plan your timetable	28
Description of Degree Electives	31
Error messages and what they mean	31
Timetable Planner.....	34

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 and Degree students	طلبة برامج التمهيد والبيكالوريوس
<p>Foundation and Degree students must register themselves for classes online. Registration opens by programme (see the timing below) and ends 8th March 2018.</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 15th February 2018 <ul style="list-style-type: none"> • 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 15 March 2018. Late payment of fees will result in a fine. 	<p>على جميع طلبة برامج التمهيد والبيكالوريوس تسجيل المقررات ذاتياً عن طريق نظام الخدمة الذاتية SSB. التسجيل حسب البرنامج في الأوقات المحددة (كما هو مبين في الجدول ادناه) وينتهي بتاريخ 8 مارس 2018.</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 15 فبراير 2018. <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 15 مارس 2018. 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 تسجيل 65 ساعة معتمدة كحد أقصى إذا لم يكن الطالب تحت الإنذار الأكاديمي.</p> <p>يجب أن تتوافر الشروط التالية في الطلبة الراغبين في تسجيل 75 ساعة معتمدة:</p> <ul style="list-style-type: none"> • إذا كانت المقررات المطلوبة من متطلبات إنهاء البرنامج. • أن لا يقل المعدل التراكمي عن 3 أو أكثر. • أن يكون مؤهلاً للتخرج في نهاية الفصل الذي يرغب في التسجيل فيه. <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"> • 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. 	<p>- مدير البرنامج أو رئيس القسم الأكاديمي هو من يقرر إظهار أسماء المدرسين لكل مقرر أو عدمه.</p> <p>- التغييرات ممكن أن تطرأ على وقت المحاضرات أو أسماء المدرسين بحسب التغييرات المطلوبة من الكلية.</p> <p>- التسجيل في المجموعات الدراسية بناءً على الطاقة الاستيعابية في الفصل الدراسي. عدد المقاعد محدود (انظر SSB).</p> <p>- تحتفظ بوليتكنك البحرين بالحق في إلغاء تسجيل الطلبة من بعض المقررات ذات المقاعد المحدودة وغير المطلوبة في الخطة الدراسية.</p>
<p>Fee Payment</p>	<p>دفع الرسوم الدراسية</p>
<p>Online Payment Tuition fees need to be paid online only starting from:</p> <ul style="list-style-type: none"> • Online payment will be open from 20 February at 9am until 15 March at 2pm. Online payment will be closed on 15 March at 2pm. • Students with unpaid fees after 15 March 2018 will have a late fee applied. Outstanding fees may be paid during the grace period from 18 March at 12pm to 22 March 2018 at 2:00pm. • From 25 March 2018, 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 <u>remain due and must be paid in full.</u> <p>All fees must be paid in full before the student can continue their study in the next semester.</p>	<p>دفع الرسوم إلكترونياً دفع الرسوم الدراسية سيكون إلكترونياً فقط بدا من:</p> <p>- تاريخ 20 فبراير الساعة 9 صباحاً إلى 15 مارس 2018 الساعة 2:00 ظهراً. سيغلق الدفع الإلكتروني تاريخ 15 مارس الساعة 2:00 ظهراً.</p> <p>- بعد 15 مارس 2018، ستضاف رسوم تأخير على الطلبة في حالة عدم استكمالهم لعملية دفع الرسوم في الوقت المحدد، ويمكن دفع الرسوم مع المتأخرات ما بين 18 مارس الساعة 12 ظهراً إلى 22 مارس 2018 الساعة 2:00 ظهراً.</p> <p>- اعتباراً من تاريخ 25 مارس 2018، سيتم حذف المقررات المسجلة التي لم يتم تسديد الرسوم الدراسية والمتأخرات في الوقت المحدد؛ وسيتم وضع قيد مالي على سجل الطالب إلى حين سدادها للرسوم والمتأخرات المطلوبة بالكامل.</p> <p>يجب دفع جميع الرسوم الدراسية، بما في ذلك رسوم المتأخرات بالكامل قبل بدء الدراسة في الفصل الدراسي المقبل.</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 Staff in building 19 if you need any advice or help BEFORE your fees are due: Student Affairs Department in 19.127, or in 19.126 or in 19.125. Extensions for fee payment are not normally given.</p> <p>Fee exemption Applications for fee exemption starting Semester 1, 2018-19 will be announced during month of March. 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 إدارة الخدمات الطلابية في مبنى رقم 19 في حالة عدم قدرته على دفع الرسوم قبل موعد استحقاق الرسوم: قسم شؤون الطلبة (رقم المكتب 19.127 أو 19.126 أو 19.125). في العادة لا يسمح بتمديد فترة الدفع.</p> <p>الإعفاء من الرسوم الدراسية خلال شهر أكتوبر سيتم الاعلان عن فترة التقديم للإعفاء من دفع رسوم الفصل الدراسي الأول 2018-2019 شهر مارس. ولمزيد من المعلومات الرجاء مراجعة منسق شؤون البعثات والمنح في مبنى/مكتب 8.07.</p>

Online Registration Starts (by programme) التسجيل بحسب التخصص

Programme	Students	Registration opens
Web Media and Visual Design	All students	Tuesday, 20 Feb 2018 at 9.00am
ICT	Working Students Students with long term illness	Tuesday, 20 Feb 2018 at 11.00am
	All students	Wednesday, 21 Feb 2018 at 9.00am
Logistics	Working Students Students with long term illness	Tuesday, 20 Feb 2018 at 11.00am
	Earned Credits 360 and more	Wednesday, 21 Feb 2018 at 10.00am
	Earned Credits 245 and more	Wednesday, 21 Feb 2018 at 12.00pm
	Earned Credits 125 and more	Wednesday, 21 Feb 2018 at 2.00pm
Business	All students	Thursday, 22 Feb 2018 at 9.00am
	Working Students Students with long term illness	Thursday, 22 Feb 2018 at 11.00am
	Earned Credits 345 to 540	Sunday, 25 Feb 2018 at 9.00am
	Earned Credits 300 to 340	Sunday, 25 Feb 2018 at 11.00am
	Earned Credits 220 to 295	Sunday, 25 Feb 2018 at 1.00pm
	Earned Credits 110 to 215	Monday, 26 Feb 2018 at 9.00am
Engineering	Earned Credits 0 to 105	Monday, 26 Feb 2018 at 11.00am
	Working Students Students with long term illness	Monday, 26 Feb 2018 at 1.00pm
Foundation (CAP)	All students	Tuesday, 27 Feb 2018 at 9.00am
	All students	Tuesday, 27 Feb 2018 at 10.00am
Electives	Earned Credits 360 and more	Wednesday, 28 Feb 2018 at 10.00am
	All Degree students	Wednesday, 28 Feb 2018 at 1.00pm Note: Online Registration for National Requirements will be close for all programmes from 12.30 to 1.00 am will be open only for students with earned credits 120 and more, then it will be open for all Degree and Foundation student
For Help! <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: 5.19 and 5.20 • Foundation students: 19.112. 		للمساعدة <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 • طلبة التخصص في مبنى رقم 5، مختبر 5.19 ومختبر 5.20. • طلبة التمهيدي 19.112 من الساعة 9 صباحاً حتى الساعة 3 ظهراً.



Academic Advising			الإرشاد الأكاديمي		
<p>Academic Advising is available for all students to discuss their progress and courses to enrol in. Students with any questions, those who <u>failed courses</u>, those allowed to continue on Academic Probation and for those who are expected to graduate 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. 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	Major	Date	Time	Location	Academic Advisors
Business	Year 1 & 2	25 th , 26 th , 27 th /02/2018	10:00 to 2:00 10:00to 2:00	20-102	Fahdia Khalid
	ACCT	25/02/2018	10:00 - 12: 00 12:00 - 02:00	20.103 20.115	Najla Srour Hammad Mohiyudin Sana Al Amri Kubra Edhrabooh Najla Srour
		26/02/2018	10:00 - 12: 00	20.101	
		27/02/2018	10:00 - 12: 00	20.115	
		28/02/2018	10:00 - 12: 00	20.103	
	BAFI	25/02/2018	13:00 to 15:00	Aysa Buheji Wafa Salman, Emma Salari Latifa Al Fhadel Aysa Buheji, Dr Nedal ElGhattis Emma Salari Wafa Salman Dr Nedal ElGhattis	
		26/02/2018	9:00 to 11:00 11:00 to 13:00 13:00 to 15:00		
		27/02/2018	9:00 to 11:00		
		28/02/2018	9:00 to 11:00		
		28/02/2018	13:00 to 15:00		
MKTG	26/02/2018 & 28/02/2018	9:00 to12:00 1:00 to 3:00	20.110 & 20.104	Philip Cragg + Marketing Major Team	
MNGT	25/02/ 2018	11:00 to 13:00	Sinéad Moriarty Anupam Shailaj Sinéad Moriarty Dr. Layla Alhalwachi Sinéad Moriarty Annamarie Lawrence Teresa O'Rourke Anupam Shailaj Dr. Layla Alhalwachi Sinéad Moriarty		
	26/02/ 2018	9:00 to 11:00 11:00 to 13:00 13:00 to 15:00			
	27/02/ 2018	9:00 to 11:00 11:00 to 13:00			
	28/02/ 2018	9:00 to 11:00 11:00 to 13:00			
	01/03/ 2018	9:00 to 11:00 11:00 to 13:00			
HR	25/02/ 2018	11:00 to 13:00	Namrata Gulati Chris Bridgett Dr. Namrata Gulati Chris Bridgett Dr. Namrata Gulati Chris Bridgett		
	26/02/ 2018	9:00 to 11:00 11:00 to 13:00			
	27/02/ 2018	11:00 to 13:00 13:00 to 15:00			
	28/02/ 2018	11:00 to 13:00 13:00 to 15:00			
	01/03/ 2018	9:00 to 11:00			
EDICT IT	DASY	25/2/2018	10:00 to 3:00	26.101	Momir Radicevic
	MNIS	25/2/2018	10:00 to 3:00	26.101	Raghda Zahran
	NETW	25/2/2018	10:00 to 3:00	26.101	Omar Fayyad
	PROG	25/2/2018	10:00 to 3:00	26.101	Christos Gatzoulis

Study Plan: Degree courses by Programme for Semester 2, 2017-2018

المقررات الدراسية المطروحة لطلبة التخصص للفصل الدراسي الثاني 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

Bachelor of International Logistics Management (IL701 & ILM8000)			
Year 1 - Semester 1		Year 1 - Semester 2	
IT6009	Intro to Information Systems	TL6302	Intro to Supply Chains & Procurement
TL6303	Humanitarian Aid & Disaster Relief Logistics	TL6000	International Transport Geography
TL6300	Managing in the T&L Environment	TL6001	Freight & Warehouse Operations
EL5001	Introduction to English Communication	EL5002	English Communication for Research, Reading and Writing in the Disciplines (for BILM)
Year 2 - Semester 1		Year 2 - Semester 2	
TL7001*	International Transport Law	BU6005	Intro to Accounting
EL6003	English Skills A (for BILM)	TL7202	Maritime Shipping Systems and Practices
-	BILM Option / Other Elective	EL6902	English for Specific Purposes 4 (for BILM)
-	BILM Option / Other Elective	-	BILM Option / Other Elective
Year 3 - Semester 1		Year 3 - Semester 2	
TL7300*	Passenger Transport Management ⁺	TL7009*	Research Methodologies for Transport and Logistics
-	BILM Option / Other Elective	-	BILM Option / Other Elective
-	BILM Option / Other Elective	-	BILM Option / Other Elective
-	BILM Option / Other Elective	-	BILM Option / Other Elective
Year 4 - Semester 1		Year 4 - Semester 2	
TL8002*	Transport and Energy	TL8501*	Industry-Based Project
TL8003*	Transport and Communication		
-	BILM Option / Other Elective		
-	BILM Option / Other Elective		
BILM Options			
TL7000*	Economics and Finance		
TL7003*	Logistics Operations Management ⁺		
TL7200*	International Transport Organisations		
TL7201*	International Air Cargo		
TL7301*	Inventory and Warehouse Management ⁺		
TL7300*	Passenger Transport Management ⁺		
TL8302	Supply Chains and Risk Management		
TL8401*	Aviation Security		
Important:			
<ul style="list-style-type: none"> Pre-requisites apply for courses marked with *, check SSB for details. Courses mark with an ⁺ contain an <u>external exam</u> (or exams) All English courses will not always be offered every semester so please register when the next available English course becomes available. This is important in order to avoid a possible delay in your graduation. 			

Bachelor of Information and Communications Technology (IT701 & ICT8000)			
Year 1 - Semester 1			
IT6001	Computer Systems		
IT6004	Unix Systems		
IT6010	Maths for Computing		
Year 1 - Semester 2			
IT6005	Database Systems 1		
IT6003	Networks and Data Communications 1		
IT6008	Computer Programming 1		
EL5004	English for EDICT 2 (for ICT)		
Year 2 - Semester 1			
IT7001	System Analysis and Design		
Year 2 - Semester 2			
IT7003	Networks and Data Communications 2	IT7004	Operating Systems and Platforms
IT7005	Database Systems 2	EL6002	English for EDICT 4 (for ICT)
IT7008	Computer Programming 2		
Year 3 - Semester 2			
IT8118	Advanced Programming		
IT8416	Data Mining		
IT8212	Cloud Computing		
IT8313	Mobile Communication		
IT8415	Database Programming 2		
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		
GS6202	Work Placement		
Important: Pre-requisites apply for courses marked with *, check SSB for details			



Bachelor of Visual Design (BD701 & DES8000)			
Year 1 - Semester 2		Year 2 - Semester 2	
VC6101	Visual Design II: Typography	VIB6201	Visual Design IV: Branding and Branding Methods
VC6103	Computer Practical II: Layout Principles and Graphic Design	VIB6203	Computer Practical IV: Digital Type & Type in Motion
VC5901	Digital Photography Basics	EL6002	English for EDICT 4 (for Visual Design)
EL5004	English for EDICT 2 (for Visual Design)	VC7910	The Power of Advertising
Year 3 - Semester 2		Year 4 - Semester 2	
	Courses not offered	VC8301	Visual Design 6: Portfolio Preparation and Design
	Studio Option	VC8409	Research Design Implementation
Studio Options			
VC8914	Advanced Publication Design	VC8916	User Experience Projects



BBS8010 Bachelor of Business (Marketing)

Year 1 - Semester 1			Year 1 - Semester 2		
Course Code	Previous Code	Course Name / Comment	Course Code	Previous Code	Course Name / Comment
BU6004	BSB5004	Introduction to Management	BU6006	BSB5006	Quantitative Business Methods
BU6005	BSB5005	Introduction to Accounting	BU6007	BSB5007	Introduction to Economics
BU6008	BSB5008	Applied Communication	BU6001	BSB5001	Introduction to Marketing
EL5001	ELB4902	Introduction to English Communication (for Business)	EL5002*	ELB4902	English Communication for Research, Reading and Writing in the Disciplines (for Business)
Year 2 - Semester 1			Year 2 - Semester 2		
Course Code	Previous Code	Course Name / Comment	Course Code	Previous Code	Course Name / Comment
GS5103 GS5104 GS6102	NA	National Requirement Courses	BU6011	BSB5011	Business Research Methods
BU6009	BSB5009	Introduction to Finance	BU7002*	BSB6002	Human Resource Management
BU6010	BSB5010	Not being offered in 2017-18S2	BU7003	BSB6003	Business Law
EL6003	EL6901	English Skills A (for Business)	EL6902*	ELB5902	English for Specific Purposes 4 (for Business)
Year 3 - Semester 1			Year 3 - Semester 2		
Course Code	Previous Code	Course Name / Comment	Course Code	Previous Code	Course Name / Comment
BU7101*	BSB6101	Not being offered in 2017-18S2	BU6012	BSB5012	Project Management
BU7102*	BSB6102	Not being offered in 2017-18S2	BU7100*	BSB6100	Services Marketing
BU7103*	BSB6103	Not being offered in 2017-18S2	BU7104*	BSB6103	Social Media Marketing
			BU8103*		Not being offered in 2017-18S2
			BU8104*		Advanced Digital Marketing
			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
BU8101*	BSB7101	Marketing Management	BU8199*	BSB7099	Industry Project: Marketing
BU8102*	BSB7102	Marketing Planning			
Elective		15 credits elective			
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.
- **All English courses will not always be offered every semester so please register when the next available English course becomes available. This is important in order to avoid a possible delay in your graduation.**



BBS8020 Bachelor of Business (Management)

Year 1 - Semester 1			Year 1 - Semester 2		
Course Code	Previous Code	Course Name / Comment	Course Code	Previous Code	Course Name / Comment
BU6004	BSB5004	Introduction to Management	BU6006	BSB5006	Quantitative Business Methods
BU6005	BSB5005	Introduction to Accounting	BU6007	BSB5007	Introduction to Economics
BU6008	BSB5008	Applied Communication	BU6001	BSB5001	Introduction to Marketing
EL5001	ELB4902	Introduction to English Communication (for Business)	EL5002*	ELB4902	English Communication for Research, Reading and Writing in the Disciplines (for Business)
Year 2 - Semester 1			Year 2 - Semester 2		
Course Code	Previous Code	Course Name / Comment	Course Code	Previous Code	Course Name / Comment
GS5103 GS5104 GS6102	NA	National Requirement Courses	BU6011	BSB5011	Business Research Methods
BU6009	BSB5009	Introduction to Finance	BU7002*	BSB6002	Human Resource Management
BU6010	BSB5010	Not being offered in 2017-18S2	BU7003	BSB6003	Business Law
EL6003	EL6901	English Skills A (for Business)	EL6902*	ELB5902	English for Specific Purposes 4 (for Business)
Year 3 - Semester 1			Year 3 - Semester 2		
Course Code	Previous Code	Course Name / Comment	Course Code	Previous Code	Course Name / Comment
BU7200*	BSB6200	Advanced Supervisory Management	BU6012	BSB5012	Project Management
BU7201*	BSB6201	Not being offered in 2017-18S2	BU7202*	BSB6202	Organisational Behaviour
Elective		15 Credit Elective	BU7204*		Not being offered in 2017-18S2
Elective		15 Credit Elective	BU7205*		New Ventures
			BU8200*	BSB7200	International Business
			Elective		15 credits elective
Year 4 - Semester 1			Year 4 - Semester 2		
Course Code	Previous Code	Course Name / Comment	Course Code	Previous Code	Course Name / Comment
BU7203*	BSB6203	Leadership	BU8099*	BSB7099	Industry Project
BU8202*	BSB7202	Not being offered in 2017-18S2			
BU8203*	BSB7203	Not being offered in 2017-18S2			
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.
- **All English courses will not always be offered every semester so please register when the next available English course becomes available. This is important in order to avoid a possible delay in your graduation.**



BBS8030 Bachelor of Business (Banking & Finance)

Year 1 - Semester 1				Year 1 - Semester 2			
Course Code	Previous Code	Course Name / Comment		Course Code	Previous Code	Course Name / Comment	
BU6004	BSB5004	Introduction to Management		BU6006	BSB5006	Quantitative Business Methods	
BU6005	BSB5005	Introduction to Accounting		BU6007	BSB5007	Introduction to Economics	
BU6008	BSB5008	Applied Communication		BU6001	BSB5001	Introduction to Marketing	
EL5001	ELB4902	Introduction to English Communication (for Business)		EL5002*	ELB4902	English Communication for Research, Reading and Writing in the Disciplines (for Business)	
Year 2 - Semester 1				Year 2 - Semester 2			
Course Code	Previous Code	Course Name / Comment		Course Code	Previous Code	Course Name / Comment	
GS5103 GS5104 GS6102	NA	National Requirement Courses		BU6011	BSB5011	Business Research Methods	
BU6009	BSB5009	Introduction to Finance		BU7002*	BSB6002	Human Resource Management	
BU6010	BSB5010	Not being offered in 2017-18S2		BU7003	BSB6003	Business Law	
EL6003	EL6901	English Skills A (for Business)		EL6902*	ELB5902	English for Specific Purposes 4 (for Business)	
Year 3 - Semester 1				Year 3 - Semester 2			
Course Code	Previous Code	Course Name / Comment		Course Code	Previous Code	Course Name / Comment	
BU7300	BSB6300	Not being offered in 2017-18S2		BU6012	BSB5012	Project Management	
Or	BU7301*	BSB6301	Money and Banking	BU7302*	BSB6302	Investment & Portfolio Management	Select one L7 course
	BU7303*	BSB6303	Not being offered in 2017-18S2	BU7304*		Social Business	
BU7400*	BSB6400	Not being offered in 2017-18S2		BU8301*	BSB7301	Derivatives & Alternative Investments	Select one L8 course
Elective		15 Credit Elective		BU8303*	BSB7303	Islamic Finance II	
Elective		15 Credit Elective		Elective		15 credits elective	
Year 4 - Semester 1				Year 4 - Semester 2			
Course Code	Previous Code	Course Name / Comment		Course Code	Previous Code	Course Name / Comment	
BU7302*	BSB6302	Investment & Portfolio Management	Select one L7 course	BU8099	BSB7099	Industry Project	
BU7303*	BSB6303	Not being offered in 2017-18S2					
BU8300*	BSB7300	Not being offered in 2017-18S2	Select two L8 courses				
BU8302*	BSB7302	International Finance					
BU8303*	BSB7303	Islamic Finance II					
Elective		15 credits elective					
Important:							
<ul style="list-style-type: none"> • Pre-requisites apply for courses marked with *, check SSB for details • Course code with ** Workshop and seminar must enrol in both. • All English courses will not always be offered every semester so please register when the next available English course becomes available. This is important in order to avoid a possible delay in your graduation. 							



BBS8040 Bachelor of Business (Accounting)					
Year 1 - Semester 1			Year 1 - Semester 2		
Course Code	Previous Code	Course Name / Comment	Course Code	Previous Code	Course Name / Comment
BU6004	BSB5004	Introduction to Management	BU6006	BSB5006	Quantitative Business Methods
BU6005	BSB5005	Introduction to Accounting	BU6007	BSB5007	Introduction to Economics
BU6008	BSB5008	Applied Communication	BU6001	BSB5001	Introduction to Marketing
EL5001	ELB4902	Introduction to English Communication (for Business)	EL5002*	ELB4902	English Communication for Research, Reading and Writing in the Disciplines (for Business)
Year 2 - Semester 1			Year 2 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
GS5103 GS5104 GS6102	NA	National Requirement Courses	BU6011	BSB5011	Business Research Methods
BU6009	BSB5009	Introduction to Finance	BU7002*	BSB6002	Human Resource Management
BU6010	BSB5010	<i>Not being offered in 2017-18S2</i>	BU7003	BSB6003	Business Law
EL6003	EL6901	English Skills A (for Business)	EL6902*	ELB5902	English for Specific Purposes 4 (for Business)
Year 3 - Semester 1			Year 3 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU7400*	BSB6400	Financial Accounting II	BU6012	BSB5012	Project Management
BU7402*	BSB6402	Accounting System	BU7403*	BSB6403	Cost Accounting
BU7404*	BSB6404	<i>Not being offered in 2017-18S2</i>	BU8402*	BSB7402	Financial Reporting
Elective		15 credits elective	Elective		15 Credit 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	BU8099*	BSB7099	Open classes just in case we have a failed student or a double major student wants to take Accounting CIP
BU8400*	BSB7400	Auditing			
BU8401*	BSB7401	Taxation			
Elective		15 credits elective			
Important:					
<ul style="list-style-type: none"> Pre-requisites apply for courses marked with *, check SSB for details Course code with ** Workshop and seminar must enrol in both. All English courses will not always be offered every semester so please register when the next available English course becomes available. This is important in order to avoid a possible delay in your graduation. 					



BBS8050 Bachelor of Business (HRM)

Year 1 - Semester 1			Year 1 - Semester 2		
Course Code	Previous Code	Course Name / Comment	Course Code	Previous Code	Course Name / Comment
BU6004	BSB5004	Introduction to Management	BU6006	BSB5006	Quantitative Business Methods
BU6005	BSB5005	Introduction to Accounting	BU6007	BSB5007	Introduction to Economics
BU6008	BSB5008	Applied Communication	BU6001	BSB5001	Introduction to Marketing
EL5001	ELB4902	Introduction to English Communication (for Business)	EL5002*	ELB4902	English Communication for Research, Reading and Writing in the Disciplines (for Business)
Year 2 - Semester 1			Year 2 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
GS5103 GS5104 GS6102	NA	National Requirement Courses	BU6011	BSB5011	Business Research Methods
BU6009	BSB5009	Introduction to Finance	BU7002*	BSB6002	Human Resource Management
BU6010	BSB5010	<i>Not being offered in 2017-18S2</i>	BU7003	BSB6003	Business Law
EL6003	EL6901	English Skills A (for Business)	EL6902*	ELB5902	English for Specific Purposes 4 (for Business)
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 Development	BU7202*	BSB6202	Organisational Behaviour
BU7701*		Employee Relations	BU8700*		Learning and Talent Development
Elective		15 credit elective(s)	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*		<i>No courses offered Semester 2 2017/2018</i>	BU8099*	BSB7099	Industry Project
BU8701*					
BU8702*					
Elective					
Important:					
<ul style="list-style-type: none"> • Pre-requisites apply for courses marked with *, check SSB for details • Course code with ** Workshop and seminar must enrol in both. • All English courses will not always be offered every semester so please register when the next available English course becomes available. This is important in order to avoid a possible delay in your graduation. 					



Bachelor of Web Media (WM701 & BWM8000)					
Year 1 - Semester 1			Year 1 - Semester 2		
Course Code	Previous Code	Course Name / Comment	Course Code	Previous Code	Course Name / Comment
		No courses offered Semester 2 2016/2017	WM6003	WMB5003	Web Design 1 (mainly for CAP and outside students)
			WM6004	WMB5004	Website Authoring 2
			WM6005	WMB5005	Internet & Multimedia Technology 2
			WM6009	WMB5009	Intro to eMarketing/SocMedia
			EL5004	EL5902	English for EDICT 2 (for Web Media)
Year 2 - Semester 1			Year 2 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
		No courses offered Semester 2 2016/2017	WM7001	WMB6001	Mobile Web Development
			WM7002	WMB6002	3D Modeling
			WM6008	WMB5008	Strategic Web Communication
			EL6002*	EL6902	English for EDICT 4 (for Web Media)
Year 3 - Semester 1			Year 3 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
		No courses offered Semester 2 2016/2017	WM8001	WMB7001	Audio Video Advanced
			WM8002	WMB7002	Web Programming 2
			WM7007	WMB6007	Web Marketing
			EL6002*	EL6902	English for EDICT 4 (for Web Media)
Year 4 - Semester 1			Year 4 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
		No courses offered Semester 2 2016/2017	WM8003	WMB7003	eBusiness
			WM7007	WMB6007	Web Marketing
			WM8008	WMB7008	CLP (Cooperative Learning Project)

Bachelor of Engineering Technology (EN701 & ENT8000)

Year 1 - Semester 2

*EN6000	Electrical Fundamentals	EL5004	English for EDICT 2 (for Engineering)
*EN6907	Mathematics for Engineers 1	EN6914	Mathematics for Engineers 2
EN6010	Engineering Computing Fundamentals	EN6903	Mechanical fundamentals
		EN6990	Engineering Practice

Note:

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

Year 1 Sem2, students are required to enrol in 60 credits per semester:

- All Students are required to enrol in EL5002 (Unless exempt by English department)
- All students are required to repeat the courses they have failed in semester 1
- If a student has successfully completed EN6990 in semester 1, then this student is required to enrol in EN6903 in semester 2 (and vice versa)
- If a student has successfully completed EN6000 in semester 1, then this student is required to enrol in EN6010 in semester 2 (and vice versa)
- For any inquiry or assistance, you can either visit or email PM office (Adel Aawan 20.011, adel.aawan@polytechnic.bh)

Year 2 - Semester 1

Year 2 - Semester 2

Not offer		EL6002	English for EDICT 4 (for Engineering)
			Choose 3 courses from Mechanical and 2 courses from Electronics Major as per below

Mechanical Major (ENT8020)

Mechanical Major (ENT8020)

Not offer		EN7908	Manufacture, Environment & Control
		EN6107	Material Science
		EN7919	Thermodynamics

Electronics Major (ENT8030)

Electronics Major (ENT8030)

Not offer		EN6020	Digital Devices and Systems
		EN6230	Instrumentation and Control

Year 3 - Semester 1

Year 3 - Semester 2

Mechanical Major (ENT8020)

Mechanical Major (ENT8020)

Not offer		EN7920	Mechanical Project (one year course)
		EN7921	Project management and Quality and reliability (one year course)
		EN7914	Mechanical project 2 (ENT701)
		EN7909	Mechanical project 9 (ENT701)

Electronics Major (ENT8030)

Electronics Major (ENT8030)

Not offer		EN7035	PLC Programming and Applications

Year 4 - Semester 1

Year 4 - Semester 2

Mechanical Major (ENT8020)

Mechanical Major (ENT8020)

Not offer		EN8903	Co-operative Learning Project (Mechanical Engineering)
		ENB8098	Engineering Research Project

Electronics Major (ENT8030)

Electronics Major (ENT8030)

EN8060	Telecommunications B	EN8904	Co-operative Learning Project (Electronic Engineering)
--------	----------------------	--------	--

General Electives					
Code	Course Title	Credits	Code	Course Title	Credits
GS6309	Comics and Culture	15	GS6202	Work Placement	15
BU6004*	Introduction to Management	15	GS6203	Market Yourself	15
BU6005*	Introduction to Accounting	15	BU6006*	Quantitative Business Methods	15
BU6008*	Applied Communication	15	BU6007*	Introduction to Economics	15
BU6009*	Introduction to Finance	15	BU6001*	Introduction to Marketing	15
BU7003*	Business Law	15	BU6011*	Business Research Methods	15
WM6003*	<i>Web Design 1 (mainly for CAP and outside students)</i>	15	WM6009*	Intro to eMarketing/SocMedia	15
IT6001*	<i>Computer Systems</i>	15	IT6005*	<i>Database Systems 1</i>	15
IT6004*	<i>Unix Systems</i>	15	IT6003*	<i>Networks and Data Communications 1</i>	15
IT6009*	<i>Intro to Information Systems</i>	15	IT6010*	<i>Maths for Computing</i>	15
TL6302*	<i>Intro to Supply Chains & Procurement</i>	15	TL6001*	<i>Freight & Warehouse Operations</i>	15
TL6300*	<i>Managing in the T&L Environment</i>	15	TL6303*	<i>Humanitarian Aid & Disaster Relief Logistics</i>	15
National Requirements					
GS5103**	Modern Economic History of Bahrain	5	GS6102**	Introduction to Human Rights	5
GS5104**	Arabic Language	5			

Important:

- 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>
- * Priority will be given to degree students to enrol in the courses online as electives on Wednesday, 28 Feb 2018 depending on the availability of seats then it will be opened to all Foundation students who completed to enroll on 1 March 2018 at 9am by submitting add/drop to SIC.
** Registration will start on Wednesday, 28 Feb 2018 at 10.00am to students with earned credits 360 and more, at 1pm the online registration will be open to students with earned credits 120 credits and more, then it will be open to all degree. Foundation students can enrol online on 1 Mar at 9am.

Foundation required courses

المقررات الدراسية المطروحة لطلبة البرنامج التمهيدي

Foundation students can select courses from one of the groups below and MUST only register in the sections offered in the group to avoid conflicts:

على طلبة التمهيدي اختيار المقررات من احد الجداول ادناه والتسجيل في الفصول المحددة في الجدول لضمان عدم حدوث اي تعارض في تسجيل المقررات.

Morning classes "Stream 1" Time: from 8am to 4pm			
Course Code المقرر	Course Title	Section No رقم الصف	Prerequisite متطلب مسبق
AP3101	Math 1	1,2	
AP4101	Math 2 (General)	1,2,3	AP3101
AP4102	Math 2 (Technical)	1,2	AP3101
AP3201	English 1	1	
AP4203	English 2	1,2,3	AP3201
AP4306	IT	1,2,3	
AP5301	PAL	1,2,3,4	
AP4004	Web Media	1,3	
AP4007	Visual Comm	1	

Morning classes "Stream 2" Time: from 8am to 4pm			
Course Code المقرر	Course Title	Section No رقم الصف	Prerequisite متطلب مسبق
A3101	Math 1	3,4	
AP4101	Math 2 (General)	3,4,6	AP3101
AP4102	Math 2 (Technical)	3,4	AP3101
AP3201	English 1	2	
AP4203	English 2	4,5,6	AP3201
AP4306	IT	4,5,6,7	
AP5301	PAL	5,6,7,8	
AP4004	Web Media	-	
AP4007	Visual Comm	-	

Morning Classes "Stream 3" Time: from 8am to 4pm			
Course Code المقرر	Course Title	Section No رقم الصف	Prerequisite متطلب مسبق
AP3101	Math 1	5	
AP4101	Math 2 (General)	7,8	AP3101
AP4102	Math 2 (Technical)	5,6	AP3101
AP3201	English 1	3	
AP4203	English 2	7,8	AP3201
AP4306	IT	8,9	
AP5301	PAL	9,10,11,12	
AP4004	Web edia	-	
AP4007	Visual Comm	-	

Afternoon Classes "Stream 4" Time: from 12pm* to 6pm			
Course Code المقرر	Course Title	Section No رقم الصف	Prerequisite متطلب مسبق
AP3101	Math 1	6	
AP4101	Math 2 (General)	9,10	AP3101
AP4102	Math 2 (Technical)	7	AP3101
AP3201	English 1	4	
AP4203	English 2	9,10	AP3201
AP4306	IT	10	
AP5301	PAL	13,14	
AP4004	Web Media	2	
AP4007	Visual Comm	-	

* Afternoon classes will start earlier on Tuesday and Thursday

Notes:

- Online Registration starts on 27th February 2018 at 10am.
- Help is available in 19.112 on 27th February 2018. Please watch the Online Registration video published on the website to understand how to register.
- Your Academic Advisor will be available on 28th February (from 9am to 12pm) in Lab 19.112 They **will not** provide information on how to register on line.
- Please **do not enrol yourself** in PAL or IT if you have a NYC or WA grade in these courses from Semester 1. Students completing all courses are given priority for places in degree.
- If you have failed the same course twice, policy states you must apply for a third enrolment. If you need to repeat Mathematics or English, you will have been sent an email as you are automatically excluded from the course(s).

ملاحظات:

- سيبدأ التسجيل الإلكتروني الساعة 10 صباحاً بتاريخ 27 فبراير 2018.
- تتوفر المساعدة في مختبر الحاسوب 19.112 بتاريخ 27 فبراير 2018، يرجى التأكد من مشاهدة فيلم الإرشادات الخاص بالتسجيل الإلكتروني الموجود في الموقع الإلكتروني لمعرفة كيفية التسجيل.
- سيتواجد المرشدين الأكاديميين في مختبر الحاسوب 19.112 لرد على الاستفسارات الخاصة بالمواد فقط بتاريخ 28 فبراير (من الساعة 9 صباحاً إلى 12 ظهراً).
- يرجى عدم التسجيل في مادة PAL أو تكنولوجيا المعلومات إذا كانت نتيجتك لنفس المقررين في الفصل الدراسي الأول NYC أو WA. الأولوية في تسجيل مواد التخصص ستكون للطلبة الذين اكملوا جميع المواد.
- سيفصل الطالب تلقائياً في حالة الرسوب بمقرر الرياضيات أو اللغة الإنجليزية مرتين، وعلى الطالب التقديم بطلب لإعادة دراسة المقرر للمرة الثالثة كما تنص عليه السياسة.



<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 <u>حضور جميع المقررات المسجلة</u>. 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% للغيباب 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 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 18th February 2018.</p>	<p>التسجيل المبكر إذا كان الطالب موظفًا أو يعاني من مرض مزمن، فيجب عليه إعلام قسم التسجيل بظروفه قبل بدء كل فصل دراسي، والتقدم بطلب التسجيل المبكر للنظر فيه. سيتم النظر في الطلبات المتأخرة إلى 18 فبراير 2018.</p>
<p>Alternative Study Arrangements (ASA) See the Student Attendance Policy for all details. Aim: Ensures students have opportunities to meet the session / learning outcomes. 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 	<p>إجراءات الدراسة البديلة (الإعفاء) لمزيد من المعلومات الرجاء مراجعة سياسة الحضور الهدف: لضمان تحقيق الطلبة لنتائج التعلم. شروط التقديم:</p> <ul style="list-style-type: none"> حضور الفعاليات المتعلقة بالبرنامج الدراسي المنظمة من قبل بوليتكنك البحرين. تمثيل مملكة البحرين رسميًا في مسابقات رياضية دولية، ولا بد أن يكون المستوى الأكاديمي للطلبة المتقدمين جيدًا وكذلك حضورهم ومشاركتهم. الطلبة الذين يعانون من أمراض مزمنة أو ظروف صحية.



<p>standing and attendance and participation in courses is good.</p> <ul style="list-style-type: none"> 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>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>
<p>WA grade change request</p>	<p>طلب تغيير درجة WA</p>
<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

BICT - Mid Semester Exams S2, 2017 2018 Timeable							
Year	Exam Name	Day	Date	Time	No. of Classes	Coordinarors	Rooms / Halls Requested
Y1	IT6008 - Computer Programming 1	Sunday	29-04-18	9:00 - 12:00	5	Cyril Antony	36.113; 36.202; 36.203; 36.206; 36A.108, 36A.109
Y1	IT6005 - Database Systems 1	Monday	30-04-18	9:00 - 12:00	5	Osama Abedallat	36.113; 36.202; 36.203; 36.206; 36A.108, 36A.109
Y1	IT6003 - Networking 1	Tuesday	01-05-18	9:00 - 12:00	5	Muhamad Ateeq	36.113; 36.202; 36.203; 36.206; 36A.108, 36A.109
Y1	IT6001 - Computer Systems	Wednesday	02-05-18	9:00 - 12:00	1	Bassam Bokhowa	36.202
Y1	IT6004 - Unix Systems	Thursday	03-05-18	9:00 - 12:00	1	Denis Manning	36.202
Y1	IT6010 - Maths for Computing	Thursday	03-05-18	13:00 - 16:00	1	Alan Oxley	36.113
Y2	IT7005 - Database Systems 2	Sunday	29-04-18	13:00 - 16:00	3	Ancy Cheriyan	36A.108; 36A.109, 36.113
Y2	IT7008 - Computer Programming 2	Monday	30-04-18	13:00 - 16:00	3	Christos Gatzuolis	36A.108; 36A.109, 36.202
Y2	IT7004 - Operating Systems and Platforms 1	Tuesday	01-05-18	13:00 - 16:00	3	Bassam Bokhowa	36A.108; 36A.109, 36.202
Y2	IT7003 - Networking 2	Wednesday	02-05-18	8:00 - 16:00	3	Omar Fayyad	36.203, 36.206
Y2	IT7003 - Networking 2	Thursday	03-05-18	8:00 - 16:00		Omar Fayyad	36.203, 36.206
Y2	Systems Analysis and Design	Thursday	03-05-18	9:00 - 12:00	1	Saba Mustafa	36.113
Y3 (PROG + DAISY)	IT8415 - Database Programming 2	Sunday	29-04-18	13:00 - 16:00	2	Malcolm McKenzie	36.203, 36.206
Y3 (PROG + DAISY)	IT8118 - Advanced Programming	Monday	30-04-18	13:00 - 16:00	2	Paul Farrell	36.203, 36.206
Y3 (PROG + DAISY)	IT8416 - Data Mining	Tuesday	01-05-18	13:00 - 16:00	1	Momir Radicevic	36.113
Y3 (MIS + NW)	IT8212 - Cloud Computing	Tuesday	18-04-17	13:00 - 16:00	1	John Ross	36.203
Y3 (MIS + NW)	IT7006 - Data Centre Management	Wednesday	19-04-17	9:00 - 12:00	2	Mohamed Abdi Osman	36A.108, 36A.109
Y3 (MIS + NW)	ITB8323 - Advanced Networking	Thursday	20-04-17	9:00 - 12:00	1	Muhamad Ateeq	36A.108

BICT - Final Exams S2, 2017 2018 Timetable							
Year	Courses	Day	Date	Time	No. of Classes	Coordinators	Rooms / Halls Requested
Y1	IT6008 - Computer Programming 1	Sunday	24-06-18	9:00 - 12:00	5	Cyril Antony	36.113; 36.202; 36.203; 36.206; 36A.108, 36A.109
Y1	IT6005 - Database Systems 1	Monday	25-06-18	9:00 - 12:00	5	Osama Abedallat	36.113; 36.202; 36.203; 36.206; 36A.108, 36A.109
Y2	IT6003 - Networking 1	Wednesday	27-06-18	8:00 - 18:00	5	Muhamad Ateeq	36.203; 36.206
Y3	IT6003 - Networking 1	Thursday	28-06-18	8:00 - 18:00			36.203; 36.206
Y1	IT6010 - Maths for Computing	Tuesday	26-06-18	9:00 - 12:00	1	Alan Oxley	36.113
Y1	IT6001 - Computer Systems	Wednesday	27-06-18	9:00 - 12:00	1	Bassam Bokhowa	36.202
Y1	IT6004 - Unix Systems	Thursday	28-06-18	9:00 - 12:00	1	Denis Manning	36.202
Y2	IT7003 - Networking 2	Sunday	24-06-18	13:00 - 16:00	3	Omar Fayyad	36A.108; 36A.109, 36.113
Y2	IT7008 - Computer Programming 2	Monday	25-06-18	13:00 - 16:00	3	Christos Gatzoulis	36A.108; 36A.109, 36.202
Y2	IT7005 - Database Systems 2	Tuesday	26-06-18	13:00 - 16:00	3	Ancy Cheriyan	36A.108; 36A.109, 36.202
Y2	IT7004 - Operating Systems and Platforms 1	Wednesday	27-06-18	13:00 - 16:00	3	Bassam Bokhowa	36A.108; 36A.109, 36.202
Y2	Systems Analysis and Design	Thursday	28-06-18	9:00 - 12:00	1	Saba Mustafa	36.113
Y3 (PROG + DAISY)	IT8415 - Database Programming 2	Sunday	24-06-18	13:00 - 16:00	2	Malcolm McKenzie	36.203, 36.206
Y3 (PROG + DAISY)	IT8118 - Advanced Programming	Monday	25-06-18	13:00 - 16:00	2	Paul Farrell	36.203, 36.206
Y3 (PROG + DAISY)	IT8416 - Data Mining	Tuesday	26-06-18	13:00 - 16:00	1	Momir Radicevic	36.113
Y3 (MIS + NW)	IT7006 - Data Centre Management	Wednesday	27-06-18	9:00 - 12:00	2	Mohmed Abdi Osman	36A.108, 36A.109
Y3 (MIS + NW)	ITB8323 - Advanced Networking	Thursday	28-06-18	9:00 - 12:00	1	Muhamad Ateeq	36A.108
Y4	IT7099, IT8X99 - Project Demonstration and Evaluation	Tuesday	26-06-18	8:30 - 16:30		Raghda Zahran, Philippe Prinquet	36.203; 36.206, 36.124, XXXXX
Y4	IT7099, IT8X99 - Project Exhibition	Wednesday	27-06-18	9:00 - 15:00			Bahrain Hall

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
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

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

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

For more account details click here

R EDUCATION

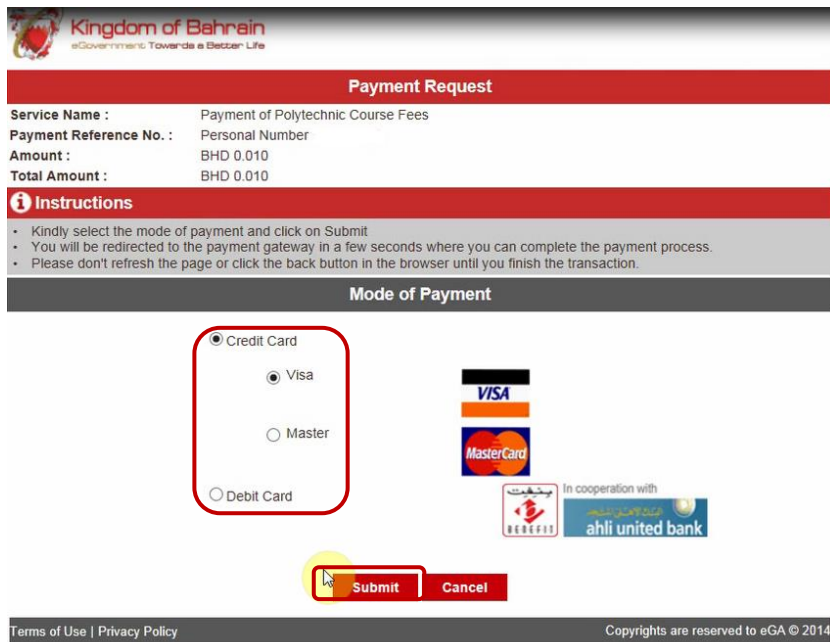
Online Payment screen will show student ID, Name and the total courses enrolled fee

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

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
 Visa
 Master
 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 : [input]
 Expiry Date : [input] / [input] month/year
 Security Code : [input] 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.

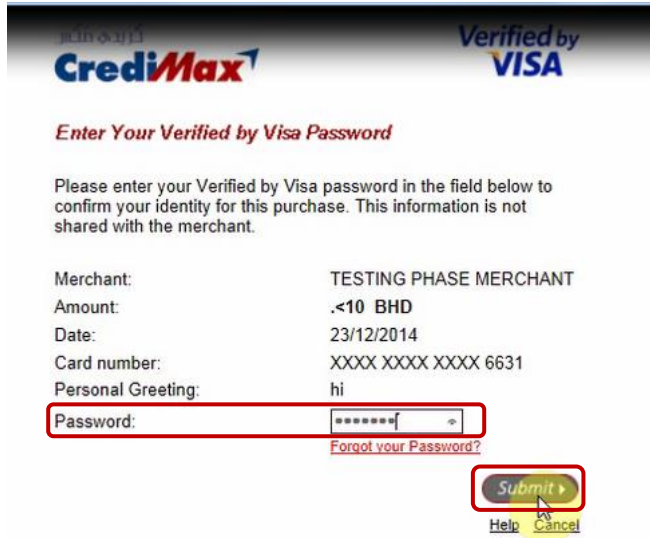
The processing might take time



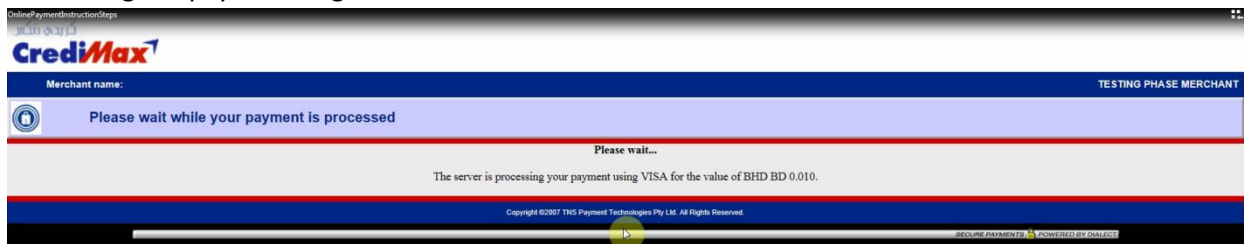
Processing, please wait...

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
CRD0	Credit Card: Online Payment	201401	23-DEC-2014	BD	BD 70
TOTALS				BD	BD 70

How to plan your timetable

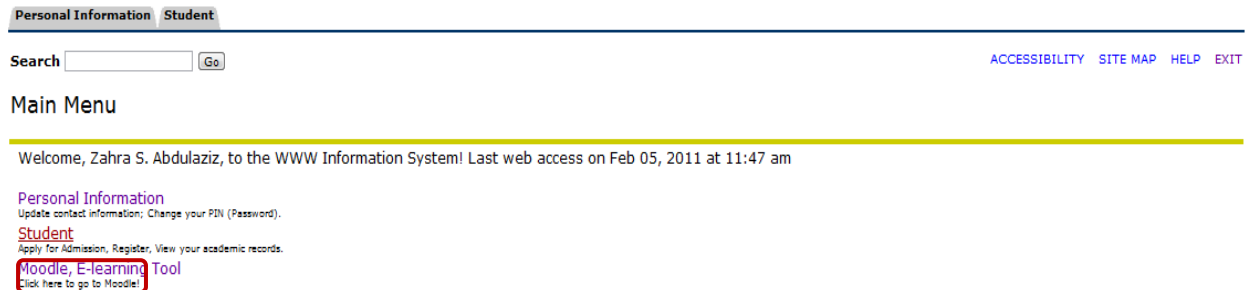
كيف تخطط جدولك

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 are several links: 'Personal Information' (Update contact information; Change your PIN (Password)), 'Student' (Apply for Admission, Register, View your academic records), and 'Moodle, E-learning Tool' (Click here to go to Moodle!). The 'Moodle, E-learning Tool' link is highlighted with a red box.

Click on Student Records link



The screenshot shows the Student Records link. 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' (Check your registration status and class schedule), 'Student Records' (View your holds, grades and transcripts), 'Attendance Report' (View student attendance tracking actions), and 'Student Attendance Tracking Details'.

Click Class Schedule link



The screenshot shows the Class Schedule link. 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 Submit button. 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 'Select Term or Date Range' and contains a 'Search by Term:' section with a dropdown menu. The dropdown menu is open, showing options: 'None', 'Semester 2 2010-2011 (View only)' (highlighted with a red box), and 'Semester 1 2010-2011 (View only)'. Below the dropdown menu is an 'OK' button. There is also a 'Search by Date Range (MM/DD/YYYY):' section with 'From:' and 'To:' input fields. At the bottom, 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		
<input type="text"/> <input type="button" value="Go"/> RETURN TO MENU SITE MAP HELP EXIT					
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

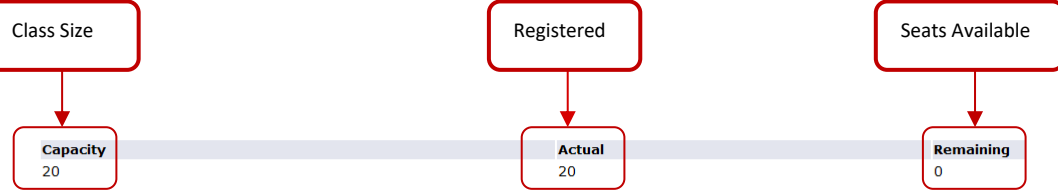
Human Resource Management - 20047 - BSB 6002 - 001

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

Course Title:	Course Code	Credits	
Market Yourself	GS6203	15	
This rewarding course aims to enable the participants to understand how the employment market works and develop the skills needed to market oneself to employers in written and verbal format. It provides students with detailed knowledge and understanding of the Bahraini world of work and how the needs of the economy and society influence the nature and structure of work. Students apply basic and some advanced skills including constructing CVs and cover letters that are tailored to specific job requirements. Students are also required to take part in simulated job interviews.			
Course Title:	Course Code	Credits	
Comics and Culture	GS6309	15	
This course aims at developing research, creative and analytical skills through the medium of comic books and relate these to contemporary culture. Students will be required to reference relevant facts, themes and terminology of the comic book genre in their research regarding the evolution of comic books in the 20th and 21st centuries. Students will compare and contrast different text from a cultural literacy viewpoint.			
Course Title:	Course Code	Credits	
Work Placement	GS6202	15	
This course integrates the skills and knowledge gained through academic study with real workplace experience which is relevant to the student's programme of study. It will also provide the opportunity to demonstrate effective work habits, communication and social skills necessary to be an effective employee. In order to be enrolled in this course, you need to find an organisation to work for and contact your degree faculty to check the availability of a tutor to supervise your work. For more details on application to this course and assessments, please visit the following page: http://moodle.polytechnic.bh/moodle/course/view.php?id=429			
Course Title:	National Requirement Courses		
Students who joined Bahrain Polytechnic in 2015 or later must complete successfully the following national requirement courses, as per the rules of Bahrain's Higher Education Council.			
Course Code	Course Name	Level	Credit
GS5103	Modern Economic History of Bahrain	5	5
GS5104	Arabic Language	5	5
GS6102	Introduction to Human Rights	6	5
Updated Information for Semester 2, 2017/2018.			
The three National Requirement Courses are to be offered for the first time at Bahrain Polytechnic. Here is some information about the courses:			
1) Length of the courses: Six (6) weeks each. Five weeks of learning and one assessment week.			
2) Form of Delivery: The sessions for the three courses will be conducted mainly online through Moodle. There will be scheduled tutorials each week for students who need extra support.			
3) Assessments: There are 2 formative quizzes and 2 summative examinations (Mid-term and Final). These will be controlled assessments conducted in one of the computer labs (from 4 - 6 pm). Exact dates will be provided at the start of the semester.			
4) Scheduling: Students can complete the three courses in one semester if they wish and if their timetables allow.			
5) Enrolment: To enrol in any of the courses above, students need to follow the online enrolment instructions provided by Registry. Priority will be given to 2015 students, then 2016 and 2017 respectively.			

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>	Check your online transcript to check what your Academic Standing is. See your Programme Manager.
<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>	Anti-requisite means that you have taken a course that is similar or the same choose another course.
<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>	You must seek permission from the Dean to be enrolled on this CRN.
<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>	You must seek permission from the Tutor that teaches this course to be enrolled on this CRN.
<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>	You must seek permission from the Program Manager to be enrolled on this CRN.
<p>“Class Restriction “</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec Class Restriction 20693 BSB 5019 003</p>	You have not completed the minimum number of credits to register in this course.
<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>	The class is full. Choose another CRN.
<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>	You must register for the two courses at the same time.
<p>“Duplicate CRN”</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec DUPLICATE CRN 21069 BSB 6002 003</p>	You have already registered in this CRN.
<p>“Invalid or undefined Enrolment Status or Date Range Invalid”</p> <p> Invalid or undefined Enrollment Status or date range invalid</p>	Contact Student Information Centre (SIC)
<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.



Error Message	Instructions to Student
<p>“Level Restrictions”</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec Level Restriction 20693 BSB 5019 003</p>	<p>This CRN is not at your level of study. BD = Bachelor Students CR = Certificate/Foundation Students</p>
<p>“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>	<p>You must register for the linked CRNs for this course at the same time.</p>
<p>“Maximum hours exceeded”</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec Maximum hours exceeded 20693 BSB 5019 003</p>	<p>You can enrol in 65 credits without special approval.</p>
<p>“No Enrolment Since re-admit term”</p>	<p>Contact Student Information Centre to take an appointment with the Registrar.</p>
<p>“No Term Available”</p> <p> No term available</p>	<p>Contact Student Information Centre (SIC)</p>
<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>	<p>You have not passed or not taken the pre-requisite (required) course.</p>
<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>	<p>You are not enrolled in this Programme.</p>
<p>“Registration is not allowed at this time”</p> <p> Registration is not allowed at this time</p>	<p>Contact Student Information Centre (SIC)</p>
<p>“Student Status Prohibits Registration”</p> <p> Student Status prohibits registration</p>	<p>Contact Student Information Centre to take an appointment with the Registrar.</p>
<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>	<p>Choose another CRN.</p>
<p>“You are Not permitted to register at this time”</p> <p> You are not permitted to register at this time.</p>	<p>Check the website for online registration dates for your Programme.</p>
<p>“You may not add or drop classes due to holds on your record”</p> <p> You may not add or drop classes due to holds on your record</p>	<p>Please select the “View holds” link in SSB to view existing holds. FN = pay your outstanding fees.</p>

Timetable Planner

تخطيط الجدول

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