



بوليتكنك البحرين
Bahrain Polytechnic

Registration Instructions

Semester 2, 2018 - 2019

إرشادات التسجيل

للفصل الدراسي الثاني من السنة الأكاديمية

2019 – 2018

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

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



Registration and payment process	إجراءات التسجيل ودفع الرسوم الدراسية
<p>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 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 28th February 2019.</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 7th February 2019 <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 6 March 2019. 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 28 فبراير 2019.</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 7 فبراير 2019. <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 6 مارس 2019. 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. سنتم 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>
Fee Payment	دفع الرسوم الدراسية
<p>Online Payment</p> <p>Students can pay their fees online starting from:</p> <ul style="list-style-type: none"> Online payment will be open from 12 February at 9am until 6 March. ALL fees must be paid in full on 6 March 2019. From 7 March 2019, any unpaid course fees will result in the course registration being dropped. 	<p>دفع الرسوم إلكترونياً</p> <p>بإمكان الطلبة دفع الرسوم الدراسية إلكترونياً من:</p> <p>- تاريخ 12 فبراير الساعة 9 صباحاً إلى 6 مارس.</p> <p>- يجب دفع الرسوم بالكامل بتاريخ 6 مارس 2019.</p> <p>- اعتباراً من تاريخ 7 مارس 2019، سيتم حذف المقررات المسجلة للطلبة الذين لم يستكملوا إجراءات الدفع.</p>
<p>Scholarship students repeating courses are required to pay for those courses before the closing date.</p> <p>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.</p> <p>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</p> <p>Applications for fee exemption 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</p> <p>خلال شهر مارس سيتم الاعلان عن فترة التقديم للإعفاء من دفع رسوم. ولمزيد من المعلومات الرجاء مراجعة منسق شؤون البعثات والمنح في مبنى/مكتب 8.07.</p>
Student Information Centre	مركز معلومات الطلبة
<p>Working Hours: 9am to 2pm</p> <p>Email for inquires: Registration@polytechnic.bh</p> <p>Contact numbers: 17897471 – 17897472</p>	<p>ساعات العمل: من 9 صباحاً حتى 2 ظهراً</p> <p>للاستفسار عبر البريد الإلكتروني: Registration@polytechnic.bh</p> <p>ارقام الاتصال: 17897471 – 17897472</p>
ICT Services	خدمات تكنولوجيا المعلومات والاتصالات
<p>For any technical issues in SSB, Moodle or Polytechnic email</p> <p>Email: ICT.Services@polytechnic.bh</p> <p>Contact numbers: 17897111</p>	<p>للمشاكل التقنية في نظام الخدمة الذاتية، المودل والبريد الإلكتروني الرجاء التواصل على</p> <p>البريد الإلكتروني: ICT.Services@polytechnic.bh</p> <p>ارقام الاتصال: 17897111</p>

Online Registration Starts (by programme) التسجيل بحسب التخصص

التخصص Programme	الطالبة Students	بدأ التسجيل Registration opens
Web Media and Visual Design	All students	Tuesday, 12 February 2019 at 9.00am
ICT	Working Students	Tuesday, 12 February 2019 at 10.00am
	Students with long term illness	Tuesday, 12 February 2019 at 10.00am
	All students	Tuesday, 12 February 2019 at 1.00pm
	Transfer Foundation Students to Degree	Sunday, 17 February 2019 at 10.00am
Business	Working Students	Tuesday, 12 February 2019 at 10.00am
	Students with long term illness	Tuesday, 12 February 2019 at 10.00am
	Earned Credits 345 to 540	Wednesday, 13 February 2019 at 9.00am
	Earned Credits 300 to 340	Wednesday, 13 February 2019 at 10.00am
	Earned Credits 220 to 295	Wednesday, 13 February 2019 at 11.00am
	Earned Credits 110 to 215	Wednesday, 13 February 2019 at 12.00pm
Engineering	Working Students	Tuesday, 12 February 2019 at 10.00am
	Students with long term illness	Tuesday, 12 February 2019 at 10.00am
	Earned Credits 120 and more	Thursday, 14 February 2019 at 9.00am
	All students	Sunday, 17 February 2019 at 9.00am
Logistics	Transfer Foundation Students to degree	Monday, 18 February 2019 at 10.00am
	Working Students	Thursday, 14 February 2019 at 10.00am
	Students with long term illness	Thursday, 14 February 2019 at 10.00am
	Earned Credits 360 and more	Sunday, 17 February 2019 at 9.00am
	Earned Credits 245 and more	Sunday, 17 February 2019 at 10.00am
Foundation (CAP)	Earned Credits 120 and more	Sunday, 17 February 2019 at 11.00am
	All students	Sunday, 17 February 2019 at 12.00pm
	All students	Monday, 18 February 2019 at 9.00am
	Earned Credits 300 and more	Monday, 18 February 2019 at 11.00am
Electives & National Requirements	All Degree students	Tuesday, 19 February 2019 at 10.00am Note: Online Registration will be close for all programmes from 9.00 to 9.59 am
	Foundation	Wednesday, 20 February 2019 at 10.00am Note: Some elective and national requirements courses will be open, check page 19 in the Online Registration Instruction
For Help!		للمساعدة
<ul style="list-style-type: none"> ➤ See your Academic Advisor. ➤ General enquires regarding registration through email Registration@polytechnic.bh from 9am to 2pm. ➤ Labs are open from 9am to 2pm: <ul style="list-style-type: none"> • degree students: 5.19 and 5.20 • Foundation students: 19.112. <p>* Note: 12 February Student Information Centre will close before 12 pm due Bahrain Sport Day activates</p>		<ul style="list-style-type: none"> • الرجاء مراجعة المرشد الأكاديمي. • للرد على الاستفسارات العامة عن التسجيل (حذف أو إضافة) يمكن مراجعة مركز معلومات الطلبة عبر البريد الإلكتروني Registration@polytechnic.bh الساعة 9 صباحاً حتى 2 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 2 ظهراً بتاريخ 18 فبراير 2019. • * ملاحظة: سيغلق مركز معلومات الطلبة بتاريخ 12 فبراير قبل الساعة 12 ظهراً لفعالية اليوم البحرين الرياضي



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	BBS8000 Year 1 & 2	Mon 18 Feb Tue 19 Feb Wed 20 Feb	10.00 – 2.00 PM	20.102 20.107 20.111	Eman Askar Fahdia Khalid Fadwa Benamer
	BBS8040 ACCT	Mon 18 Feb Tue 19 Feb Wed 20 Feb	9am- 3pm	20.103 20.101 20.115 20.115	Najla Srour Sana Al Amri Kubra Edhraboh Qasim Albaqali
	BBS8030 BAFI	Mon 18 Feb Tue 19 Feb Wed 20 Feb	10 – 1 PM	20.112 20.116	Wafa Salman Dr. Ghassan Alsoud
	BBS8010 MKTG	Mon 18 Feb Tue 19 Feb Wed 20 Feb	10am – 1pm	20.110 20.104	Amir Zaidan Tijjay Mitchell Philippe Vande Wiele Darren Morris Philip Cragg
	BBS8020 MNGT	Monday 18th February Tuesday 19th February Wednesday 20th February	10am – 12 11am – 1pm 9am – 11am	20.108 20.108 20.116	Sinead Moriarty Dr. Layla AlHalwachi Anupam Shailaj
EDICT IT	DASY	18 Feb 2019	10:00 to 3:00 pm	26.101	Momir Radicevic
	MNIS	18 Feb 2019	10:00 to 3:00 pm	26.101	Alan Oxley
	NETW	18 Feb 2019	10:00 to 3:00pm	26.101	Omar Fayyad
	PROG	18 Feb 2019	10:00 to 3:00 pm	26.101	Paul Farrell
Engineering	Common First Year	18-21 Feb 2019	9:00 to 3:00pm	20.009 20.011	Payal Modi & Adel Aawan
	Mechanical		9:00 to 3:00pm	20.011	Adel Aawan
	Electronics		9:00 to 3:00pm	20.005	Dr Mohamed Aljerjawi
	Electrical		9:00 to 3:00pm	20.005	Dr Mohamed Aljerjawi



Study Plan: Degree courses by Programme for Semester 2, 2018-2019

المقررات الدراسية المطروحة لطلبة التخصص للفصل الدراسي الثاني من العام الأكاديمي 2018
2019

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 (ILM8000 / IL701)			
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 (for BILM)	EL5002	Introduction to English Communication 2 (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	EL6004	English Skills B (for BILM)
-	BILM Option / Other Elective	-	BILM Option / Other Elective
Year 3 - Semester 1		Year 3 - Semester 2	
TL7303*	Urban Public Transport	TL7009*	Research Methods for 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 Communications		
-	BILM Option / Other Elective		
-	BILM Option / Other Elective		
ILM8000 (IL701) Options			
TL7003*	Logistics Operations Management ⁺		
TL7200*	International Transport Organisations		
TL7201*	International Air Cargo		
TL7301*	Inventory and Warehouse Management ⁺		
TL7302*	Strategic Supply Chains and Retail Logistics ⁺		
TL7300*	Passenger Transport Management ⁺		
TL8302*	Supply Chains and Risk 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			
Select One Course only	IT6001	Computer Systems	
	IT6003	Networks and Data Communications 1	
	IT6004	Unix Systems	
	IT6008	Computer Programming 1	
	IT6005	Database Systems 1	
	IT6010	Maths for Computing	
Select One Course	EL5005	Reading and Writing English for EDICT	
	EL5006	Speaking and Listening English for EDICT	
Elective		15 credits elective (must be different from any of the above) or NRCs	
Elective		15 credits elective (must be different from any of the above) or NRCs	
Year 1 - Semester 2			
IT6005	Database Systems 1		
IT6003	Networks and Data Communications 1		
IT6008	Computer Programming 1		
Select One Course	EL5005	Reading and Writing English for EDICT	
	EL5006	Speaking and Listening English for EDICT	
	IT6001	Computer Systems	
	IT6003	Networks and Data Communications 1	
	IT6004	Unix Systems	
Year 2 - Semester 2			
Select Two Courses	IT7005*	Database Systems 2	
	IT7008*	Computer Programming 2	
	IT7004*	Operating Systems and Platforms	
	IT7003*	Networks and Data Communications 2	
Elective		15 credits elective (may be one of the above) or NRCs	
EL6002*		English for EDICT 4 (for ICT)	
Year 3 - Semester 2			
Select Two Courses	IT8118*	Advanced Programming	
	IT8415*	Database Programming 2	
	IT8108*	Mobile Programming	
	IT8212*	Cloud Computing	
	IT8213*	Data Centre Management	
	IT8323*	Advanced Networking	
	IT8416*	Data Mining	
Elective		15 credits elective (may be one of the above) or NRCs	
Elective		15 credits elective (may be one of the above) or NRCs	
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			

Important Information for IT Students

معلومات هامة لطلبة تقنية المعلومات

Foundation Students transferred to degree

Student may register for **one** of the ICT Core Courses listed below. **Please do not register for more than one course from this list**, as otherwise you will be dropped from registration.

IT6005
IT6003
IT6008
IT6001
IT6004
IT6010

Year 1 Registration

Students should choose **one** only of the below streams for the registration. **You should not mix classes from different streams** as in that case you will be dropped from all registered courses.

Stream 1	Stream 2
IT6005.001 IT6003.001 IT6008.001 EL5005.003 OR EL5006.004	IT6005.002 IT6003.002 IT6008.002 EL5005.003 OR EL5006.005
Stream 3	Stream 4
IT6005.003 IT6003.003 IT6008.003 EL5005.002 OR EL5006.005	IT6005.004 IT6003.004 IT6008.004 EL5005.003 OR EL5006.004
Stream 5	Stream 6
IT6005.005 IT6003.005 IT6008.005 EL5006.006	IT6005.006 IT6003.006 IT6008.006 EL5005.002 OR EL5006.006
<p>Note: If you wish to take your 3 ICT Core courses plus repeat 1 ICT Core Course instead of English, you can only register in the streams as shown: 3 ICT core courses plus IT6001: Streams 2,3,4,6 3 ICT core courses plus IT6004: Streams 1,2,5 3 ICT core courses plus IT6010: Stream 6</p>	

Year 2 Registration

Students should register for courses according to their selected Major. Choose **one** only of the below streams for the registration. **You should not mix classes from different streams** otherwise you will be dropped from all registered courses.

Stream 1	Stream 2
PROG/DB Major: IT7008.001 IT7005.001 MIS/NET Major: IT7004.001 IT7003.001 EL6002.002 OR EL6002.004	PROG/DB Major: IT7008.002 IT7005.002 MIS/NET Major: IT7004.002 IT7003.002 EL6002.003 OR EL6002.004

Bachelor of Visual Design (BD701)			
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	EL6902	English for Specific Purposes 4 (for Visual Design)
EL5002	Introduction to English Communication 2 (for Visual Design)		
Year 3 - Semester 2		Year 4 - Semester 2	
	Courses not offered	VC8301	Visual Design 6: Portfolio Preparation and Design
Studio Options			
VC6911	Poster Design	VC8914	Advanced Publication Design
VC7910	The Power of Advertising	VC8916	User Experience Projects

Important information about Add/Drop for Business students

“Please submit properly completed add drop forms to the Faculty Administrators in room 20.015 or to the Faculty Admin Manager in room 20.022. Both offices are on the ground floor in building 20. It is your responsibility to ensure that the information on the form is correct; the Admin team will just receive the forms. The forms will then be reviewed by the (PM and/or Head of School) who will make decision. If your request is approved, you should see the change in Self Service Banner “SSB” and Moodle within 24 hours; if there is no change 24 hours after you submitted the form, then your request has been declined with a reason for the decline stated on the Add/Drop form. Add/ Drop requests to move from one class to another of the same course for convenience will automatically be rejected; you are advised not to submit such requests. Contact the appropriate academic advising team should you need advice; please do not linger on the first floor of building 20, waiting for an add/drop decision.”

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	BSB5001	Not being offered in 2018-19S2		BU6006	BSB5006	Quantitative Business Methods
BU6005	BSB5005	Introduction to Accounting		BU6007	BSB5007	Introduction to Economics
BU6008	BSB5008	Not being offered in 2018-19S2		BU6001	BSB5001	Introduction to Marketing
EL5001	ELB4902			EL5002	EL5001	English Communication for Research
Year 2 - Semester 1				Year 2 - Semester 2		
Course Code	Previous Code	Course Name / Comment		Course Code	Previous Code	Course Name / Comment
Elective		15 credits elective or NRCs		BU6011	BSB5011	Business Research Methods
BU6009	BSB5009	Introduction to Finance		BU7002*	BSB6002	Human Resource Management
BU6010	BSB5010	Management Information Systems		BU7003	BSB6003	Business Law
EL6003	EL6901	English Skills A		EL6004	EL6902	English Skills B
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 2018-19S2		BU6012	BSB5012	Project Management
BU7102*	BSB6102	Not being offered in 2018-19S2		BU7100*	BSB6100	Services Marketing
BU7103*	BSB6103	Not being offered in 2018-19S2		BU7104*	BSB6103	Social Media Marketing
Elective		15 credits elective or NRCs		BU8103*		Not being offered in 2018-19S2
				BU8104*		Advanced Digital Marketing
				Elective		15 credits elective or NRCs
						Cohort dependent
Year 4- Semester 1				Year 4 - Semester 2		
Course Code	Previous Code	Course Name		Course Code	Previous Code	Course Name
BU8101*	BSB7101	Not being offered in 2018-19S2		BU8199*	BSB7099	Industry Project: Marketing
BU8102*	BSB7102	Not being offered in 2018-19S2				
BU7104*	BSB6103	Social Media Marketing	Cohort dependent			
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. NRCs = National Requirements Courses						

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	Not being offered in 2018-19S2	BU6006	BSB5006	Quantitative Business Methods	
BU6005	BSB5005	Introduction to Accounting	BU6007	BSB5007	Introduction to Economics	
BU6008	BSB5008	Not being offered in 2018-19S2	BU6001	BSB5001	Introduction to Marketing	
EL5001	ELB4902		EL5002*	ELB4902	Introduction to English Communication 2 (for Business)	
Year 2 - Semester 1			Year 2 - Semester 2			
Course Code	Previous Code	Course Name / Comment	Course Code	Previous Code	Course Name / Comment	
Elective		15 Credit Elective or NRCs	BU6011	BSB5011	Business Research Methods	
BU6009	BSB5009	Introduction to Finance	BU7002*	BSB6002	Human Resource Management	
BU6010	BSB5010	Management Information System	BU7003	BSB6003	Business Law	
EL6003	EL6901	English Skills A	EL6004	EL6902	English Skills B	
Year 3 - Semester 1			Year 3 - Semester 2			
Course Code	Previous Code	Course Name / Comment	Course Code	Previous Code	Course Name / Comment	
BU7200*	BSB6200	Not being offered in 2018-19S2 Do either BU7202 and/or BU7205	BU6012*	BSB5012	Project Management	
BU7201*	BSB6201	Not being offered in 2018-19S2 Do either BU7202 and/or BU7205	BU7202*	BSB6202	Organisational Behaviour	Select 1 or 2 L7 course(s)
BU7204*		Not being offered in 2018-19S2				
Elective		15 Credit Elective or NRCs	BU8200*	BSB7200	International Business	
			Elective		15 credits elective or NRCs	
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 2018-19S2				
BU8203*	BSB7203	Not being offered in 2018-19S2				
BU8204*		Contemporary Management				
Elective		15 credits elective or NRCs				
Important: Pre-requisites apply for courses marked with *, check SSB for details Course code with ** Workshop and seminar must enrol in both. NRCs = National Requirements Courses						



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	Not being offered in 2018-19S2	BU6006	BSB5006	Quantitative Business Methods	
BU6005	BSB5005	Introduction to Accounting	BU6007	BSB5007	Introduction to Economics	
BU6008	BSB5008	Not being offered in 2018-19S2	BU6001	BSB5001	Introduction to Marketing	
EL5001	ELB4902		EL5002*	ELB4902	Introduction to English Communication 2 (for Business)	
Year 2 - Semester 1			Year 2 - Semester 2			
Course Code	Previous Code	Course Name / Comment	Course Code	Previous Code	Course Name / Comment	
Elective		15 credits elective or NRCs	BU6011	BSB5011	Business Research Methods	
BU6009	BSB5009	Introduction to Finance	BU7002*	BSB6002	Human Resource Management	
BU6010	BSB5010	Management Information System	BU7003	BSB6003	Business Law	
EL6003	EL6901	English Skills A	EL6004	EL6902	English Skills B	
Year 3 - Semester 1			Year 3 - Semester 2			
Course Code	Previous Code	Course Name / Comment	Course Code	Previous Code	Course Name / Comment	
BU7300	BSB6300	Corporate Finance	BU6012	BSB5012	Project Management	
Or	BU7301*	BSB6301	Money and Banking	BU7302*	BSB6302	Investment & Portfolio Management
	BU7303*	BSB6303	Not being offered in 2018-19S2	BU7304*		Not being offered in 2018-19S2
BU7400*	BSB6400	Not being offered S2 2018-19	BU8302*	BSB7302	International Finance	
Elective		15 Credit Elective or NRCs	BU8303*	BSB7303	Islamic Finance II	
Elective		15 Credit Elective or NRCs	BU8305		Behavioural Finance	
			Elective		15 credits elective or NRCs	
					Select one L7 course	
					Select one L8 course	
Year 4 - Semester 1						
Course Code			Previous Code			
BU7302*	BSB6302	Investment & Portfolio Management	BU8099	BSB7099	Industry Project	
BU7305		Financial Markets and Institutions				
BU7303*	BSB6303	Not being offered in 2018-19S2				
BU8300*	BSB7300	Not being offered in 2018-19S2				
BU8302*	BSB7302	International Finance				
BU8303*	BSB7303	Islamic Finance II				
BU8305		Behavioural Finance				
Elective		15 credits elective or NRCs				
Important: Pre-requisites apply for courses marked with *, check SSB for details Course code with ** Workshop and seminar must enrol in both. NRCs = National Requirements Courses						



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	Not being offered in 2018-19S2	BU6006	BSB5006	Quantitative Business Methods
BU6005	BSB5005	Introduction to Accounting	BU6007	BSB5007	Introduction to Economics
BU6008	BSB5008	Not being offered in 2018-19S2	BU6001	BSB5001	Introduction to Marketing
EL5001	ELB4902		EL5002*	ELB4902	Introduction to 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
Elective		15 credits course	BU6011	BSB5011	Business Research Methods
BU6009	BSB5009	Introduction to Finance	BU7002*	BSB6002	Human Resource Management
BU6010	BSB5010	Management Information System	BU7003	BSB6003	Business Law
EL6003	EL6901	English Skills A	EL6004	EL6902	English Skills B
Year 3 - Semester 1			Year 3 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU7400*	BSB6400	Not being offered in S2 2018-19	BU6012	BSB5012	Project Management
BU7402*	BSB6402	Not being offered in S2 2018-19	BU7403*	BSB6403	Cost Accounting
BU7404*		Financial Management	BU8402*	BSB7402	Financial Reporting
Elective		15 credits elective or NRCs	Elective		15 Credit Elective or NRCs
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	Industry Project
BU8400*	BSB7400	Auditing			
BU8401*	BSB7401	Taxation			
Elective		15 credits elective or NRCs			
<p>Important: Pre-requisites apply for courses marked with *, check SSB for details Course code with ** Workshop and seminar must enrol in both. NRCs = National Requirements Courses</p>					

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	Not being offered in 2018-19S2	BU6006	BSB5006	Quantitative Business Methods
BU6005	BSB5005	Introduction to Accounting	BU6007	BSB5007	Introduction to Economics
BU6008	BSB5008	Not being offered in 2018-19S2	BU6001	BSB5001	Introduction to Marketing
EL5001	ELB4902		EL5002*	ELB4902	Introduction to 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
Elective		15 Credits Elective or NRCs	BU6011	BSB5011	Business Research Methods
BU6009	BSB5009	Introduction to Finance	BU7002*	BSB6002	Human Resource Management
BU6010	BSB5010	Management Information System	BU7003	BSB6003	Business Law
EL6003	EL6901	English Skills A	EL6004	EL6902	English Skills B
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 and Talent	BU7703*		Performance Management
BU7701*		Employee Relations	BU8700*		Learning and Talent Development
Elective		15 credit Elective or NRCs	Elective		15 credits elective or NRCs
Year 4 - Semester 1			Year 4 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU7702*		Not being offered in Sem 2 2018_2019	BU8099*	BSB7099	Industry Project
BU8701*		Not being offered in Sem 2 2018_2019			
BU8702*		Strategic HRM			
Elective		15 credits elective or NRCs			
<p>Important: Pre-requisites apply for courses marked with *, check SSB for details Course code with ** Workshop and seminar must enrol in both. NRCs = National Requirements Courses</p>					

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, 2018/2019	WM6004	WMB5004	Website Authoring 2
			WM6005	WMB5005	Internet & Multimedia Technology 2
			WM6009	WMB5009	Intro to eMarketing/SocMedia
			EL5004	EL5902	Speaking & Listening English for EDICT
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, 2018/2019	WM7001	WMB6001	Mobile Web Development
			WM7002	WMB6002	3D Modeling & Animation
			EL6002*	EL6902	English for EDICT 4 (for Web Media)
			Elective		15 credit elective(s)
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, 2018/2019	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, 2018/2019	WM8003	WMB7003	eBusiness
			WM8008	WMB7008	Cooperative Learning Project
			Elective		15 credit elective(s)

Bachelor of Engineering Technology (EN701 & ENT8000)

Year 1 - Semester 2

EL5005	Reading and Writing English for EDICT
EL5006	Speaking and Listening English for EDICT
EN6914	Mathematics for Engineers 2
EN6990	Engineering Practice
EN6000	Electrical Fundamentals
EN6903	Mechanical fundamentals
EN6010	Engineering Computing Fundamentals
EN6907	Mathematics for Engineers 1

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

For Foundation students: students coming to Engineering degree in semester 2:

- 1- Students are strongly advised to give priority to enroll in Mathematics for Engineers 1 (EN6907)
- 2- Students are eligible to enroll in year one courses depending on available capacity in each class.
- 3- Students are not allowed to enroll in Mathematics for Engineers 2 (EN6914).

For other student: Year 1 Semester 2: students are required to enrol in 60 credits per semester:

- English: ALL Students are required to enrol in **EL5005 or EL5006** (Unless exempt by English department), repeating students must take advice from English department.
- All students who passed **EN6907** are required to enrol in **EN6914**.
- All students who failed **EN6907** are required to enrol in **EN6907** again this semester and **NOT in EN6914**
- Students can choose to enrol in **EN6990 or EN6903** in semester 2, these courses will run in both semester 1 and semester 2.
- Students can choose to enrol in **EN6000 or EN6010** in semester 2, these courses will run in both semester 1 and semester 2.
- Repeating students **MUST** give priority to enrol in courses they have failed in.

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

Year 2 - Semester 1	Year 2 - Semester 2	
Not offered	EL6902	English for EDICT 4
		Enrol in 3 courses from your Major
Mechanical Major (ENT8020)	Mechanical Major (ENT8020)	
Not offered	EN7908	Manufacture, Environment & Control
	EN6107	Material Science
	EN7919	Thermodynamics
Electronics Major (ENT8030)	Electronics Major (ENT8030)	
Not offered	EN6020	Digital Devices and Systems
	EN7230	Instrumentation and Control
Year 3 - Semester 1		
Mechanical Major (ENT8020)	Mechanical Major (ENT8020)	
Not offered	EN7920	Mechanical Project
	EN8921	Project Management, Quality, and Reliability Engineering
Electronics Major (ENT8030)	Electronics Major (ENT8030)	
Not offered	EN7035	PLC Programming and Applications
	EN8072	Electronics Prototype Design
Year 4 - Semester 1		
Mechanical Major (ENT8020)	Mechanical Major (ENT8020)	
Not offered	EN8910 or EN8911	Cooperative Learning Project (Mechanical Engineering) or Engineering Research Project (Mechanical Engineering)
	EN8912	Applied Thermodynamics
	Mechanical Major (EN701) – Old Degree	

		EN8903 or EN8098	Co-operative Learning Project (Mechanical Engineering) or Engineering Research Project (Mechanical Engineering)
Electronics Major (ENT8030)		Electronics Major (ENT8030)	
EN8060	Telecommunications B	EN8904	Co-operative Learning Project (Electronics Engineering)
EN8030	Microcontrollers		

Common First Year in Engineering

طلبة الهندسة سنة اولى

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

For Foundation students: students coming to Engineering degree in semester 2:

- 4- Students are strongly advised to give priority to enroll in Mathematics for Engineers 1 (EN6907)
- 5- Students are eligible to enroll in year one courses depending on available capacity in each class.
- 6- Students are not allowed to enroll in Mathematics for Engineers 2 (EN6914).

For other student: Year 1 Semester 2: students are required to enrol in 60 credits per semester:

- English: ALL Students are required to enrol in **EL5005 or EL5006** (Unless exempt by English department), repeating students must take advice from English department.
- All students who passed **EN6907** are required to enrol in **EN6914**.
- All students who failed **EN6907** are required to enrol in **EN6907** again this semester and **NOT in EN6914**
- Students can choose to enrol in **EN6990 or EN6903** in semester 2, these courses will run in both semester 1 and semester 2.
- Students can choose to enrol in **EN6000 or EN6010** in semester 2, these courses will run in both semester 1 and semester 2.
- Repeating students **MUST** give priority to enrol in courses they have failed in.

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.

Follow one of the streams combinations below for year 1 courses to avoid any conflicts with your courses. For any inquiry or assistance, you can go to Common First Year PM office (Payal Modi 20.009) or Mechanical Engineering PM (Adel Aawan 20.011)

Streams	Courses			
1	Engineering Practice .001 Engineering Practice .002	Mathematics for Engineers2 .001	Electrical Fundamentals .001	English
2	Engineering Practice .003 Engineering Practice .004	Mathematics for Engineers2 .002 OR Mathematics for Engineers1 .001	Computing Fundamentals .001	English
3	Mechanical Fundamentals.001 & .002	Mathematics for Engineers2 .003	Electrical Fundamentals .002	English
4	Mechanical Fundamentals.003 &.004	Mathematics for Engineers2 .004	Electrical Fundamentals .003	English
5	Mechanical Fundamentals.005 & .006	Mathematics for Engineers1 0.01	Computing Fundamentals .002	English
6	Mechanical Fundamentals.007 & .008	Mathematics for Engineers1 .002	Computing Fundamentals .003	English
7	Engineering Practice .005	Mathematics for Engineers1 .003 OR Mathematics for Engineers 2 .003 (with computing only)	Electrical Fundamentals .004 AND/OR Computing Fundamentals .004	English
8	Mechanical Fundamentals.007 & .008 AND/OR Engineering Practice .004	Mathematics for Engineers1 .002 OR Mathematics for Engineers2 .002	Electrical Fundamentals .005 AND/OR Computing Fundamentals .005	English

General Electives					
Degree Students Only					
Code	Course Title	Credits	Code	Course Title	Credits
GS6309	Comics and Culture	15	GS6202	Work Placement (check with your Faculty)	15
GS6203	Market Yourself	15	GS6003	Special Project (Web Media)	15
GS6304	Foods that Changed History	15	GS6205	Thinking Outside the Box	15
GS6308	Football and Globalization	15	GS6507	Debate and Public Speaking	15
GS6501	Reading the World	15	BU6006*	Quantitative Business Methods	15
BU6005*	Introduction to Accounting	15	BU6007*	Introduction to Economics	15
BU6009*	Introduction to Finance	15	BU6001*	Introduction to Marketing	15
BU6010*	Management Information System	15	BU6011*	Business Research Methods	15
BU7003*	Business Law	15	WM6009*	Intro to eMarketing / Social Media	15
WM6003*	Web Design 1	15	WM6012*	Digital Publishing	15
WM6011*	Digital Animation	15	IT6005*	Database Systems 1	15
WM7009*	Storyboarding	15	IT6008*	Computer Programming 1	15
IT6003*	Networks and Data Communications 1	15	TL6001*	Freight & Warehouse Operations	15
TL6000*	Transport Geography	15	TL6302*	Intro to top Supply Chains & Procurement	15
TL6300*	Managing in the T&L Environment	15	TL6501*	Health and Safety in a Transport & Logistics Environment	15
TL6303*	Humanitarian Aid & Disaster Relief Logistics	15			
National Requirements					
GS5103**	Modern Economic History of Bahrain	5	GS6102**	Introduction to Human Rights	5
GS5104**	Arabic Language	5	GS3104**	Introductory Arabic ⁺	5
<p>Important:</p> <ul style="list-style-type: none"> • 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 • *This course is meant for non-native speakers of Arabic. You can enrol on this course through application only. Kindly refer to the Arabic tutor in B. 19 (middle floor). • * Priority will be given to degree students to enrol in the courses online as electives on Tuesday, 19 Feb 2019 depending on the availability of seats. <p>** Registration will start on Monday, 18 Feb 2018 at 10.00am to students with earned credits 300 and more, then it will be open to all degree on Tuesday 19 Feb. Some elective and national requirements courses as below will be open Foundation students on Wednesday 20 Feb:</p> <ol style="list-style-type: none"> 1. National Requirement courses 2. Foods that Changed History (GS6304) 3. Reading the World (GS6501) [only in the second class] 4. Debate and Public Speaking (GS6507) [classes 5 & 6] 					

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	
AP4101	Math 2 (General)	1,2,3	AP3101
AP4102	Math 2 (Technical)	1,2,3	AP3101
AP3201	English 1	1	
AP4203	English 2	1,2	AP3201
AP4306	IT	1,2	
AP4004	Web Media	1	
AP4007	Visual Comm	2	

Morning classes "Stream 2" Time: from 8am to 4pm			
Course Code المقرر	Course Title	Section No رقم الصف	Prerequisite متطلب مسبق
A3101	Math 1	2	
AP4101	Math 2 (General)	4,5,6	AP3101
AP4102	Math 2 (Technical)	4,5,6	AP3101
AP3201	English 1	-	
AP4203	English 2	3,4	AP3201
AP4306	IT	3,4	
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	3	
AP4101	Math 2 (General)	7,8,9	AP3101
AP4102	Math 2 (Technical)	7,8	AP3101
AP3201	English 1	-	
AP4203	English 2	5,6	AP3201
AP4306	IT	5	
AP4004	Web Media	-	
AP4007	Visual Comm	-	

Afternoon Classes "Stream 4" Time: from 12pm* to 6pm			
Course Code المقرر	Course Title	Section No رقم الصف	Prerequisite متطلب مسبق
P3101	Math 1	4	
AP4101	Math 2 (General)	10,11	AP3101
AP4102	Math 2 (Technical)	9,10	AP3101
AP3201	English 1	2	
AP4203	English 2	7,8	AP3201
AP4306	IT	6	
AP4004	Web Media	2	
AP4007	Visual Comm	1	

* Afternoon classes will start earlier on Tuesday and Thursday

Notes:

- Online Registration starts on 18th February 2019 at 9am.
- Help is available in 19.112 on 18th February 2019. Please watch the Online Registration video posted on the website to understand how to register.
- You can refer to your Academic Advisor on 18th February for any further information about your courses (from 9am to 12pm). Academic Advisors **will not** provide information on how to register on-line.
- 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 9 صباحا بتاريخ 18 فبراير 2019.
- تتوفر المساعدة في مختبر الحاسوب 19.112 بتاريخ 18 فبراير 2019، يرجى التأكد من مشاهدة فيلم الإرشادات الخاص بالتسجيل الإلكتروني الموجود في الموقع الإلكتروني لمعرفة كيفية التسجيل.
- يمكنك الرجوع لمرشدك الأكاديمي للرد على الاستفسارات الخاصة بالمواد فقط بتاريخ 18 فبراير (من الساعة 9 صباحا الى 12 ظهرا). لن يقوم المرشد الأكاديمي بشرح كيفية التسجيل الإلكتروني.
- سيفصل الطالب تلقائيا 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 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 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 10th February 2019.</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 10 فبراير 2019.</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 standing and attendance and participation in courses is good. with significant and/or chronic health conditions. 	<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 رسمياً في مسابقات رياضية دولية، ولا بد أن يكون المستوى الأكاديمي للطلبة المتقدمين جيداً وكذلك حضورهم ومشاركتهم. الطلبة الذين يعانون من أمراض مزمنة أو ظروف صحية.



<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><u>WHO</u>: Students with a WA (absent more than 20%) and Exceptional Circumstances</p> <p><u>WHEN</u>: Apply within 10 days of the WA being assigned and before the last day of the semester.</p> <p><u>HOW</u>: Complete and submit the Change of WA grade Form and ALL the evidence to support your request to the SIC in building 8</p> <ul style="list-style-type: none"> • 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><u>لمن</u>: للطلبة الحاصلين على درجة WA (غيابهم أكثر من 20% وتعرضوا لظروف استثنائية)</p> <p>متى: التقديم خلال 10 أيام من تاريخ حصولهم على درجة WA وقبل اخر يوم من انتهاء الفصل الدراسي.</p> <p>كيف: عن طريق ملء استمارة طلب تغيير درجة WA وإرفاقها بجميع الأدلة الداعمة وتقديمها إلى مركز معلومات الطالب في مبنى 8.</p> <p>- يجب تقديم تقرير طبي في حالة تقديم الطلب بسبب المرض. - إن تقديم شهادات طبية لمدة يوم أو يومين عذر غير مقبول.</p> <p>سيتم عرض الطلبات على عمداء الكليات لمراجعتها مع الأدلة المرفقة. وبدوره، سيقوم المجلس الأكاديمي بالاطلاع عليها وإبداء موافقته على قرار تغيير الدرجة مع النتائج النهائية للفصل الدراسي.</p>

How to check your fees balance

للتحقق من مجموع الرسوم بعد التسجيل

There are two ways to check your Polytechnic account balance:

A. Check Student Account link in SSB

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



The screenshot shows the SSB Main Menu. At the top, there is a red banner with the text "Self Service Banner". Below the banner, there is a navigation bar with "Personal Information" and "Student" tabs. A search bar is present with a "Go" button. The "Main Menu" section contains several links: "Welcome, [Name] to the WWW Information System! Last web access on Feb 05, 2011 at 11:47 am", "Personal Information" (with sub-links: Update contact information; Change your FDI (Password)), "Student" (highlighted with a red box), "Moodle, E-learning Tool" (with sub-link: Click here to go to Moodle), and "RELEASE: 8.2". The footer indicates "powered by SUNGARD HIGHER EDUCATION".

Click on **Student Accounts**




The screenshot shows the SSB Student Accounts page. At the top, there is a red banner with the text "Self Service Banner". Below the banner, there is a navigation bar with "Personal Information" and "Student" tabs. A search bar is present with a "Go" button. The "Student" section contains several links: "Registration" (with sub-link: Check your registration status and fees status), "Student Records" (with sub-link: View your academic records), "Student Accounts" (highlighted with a red box), "Attendance Report" (with sub-link: View student attendance tracking status), "Student Attendance Tracking Details", and "Make Online Payment". The footer indicates "RELEASE: 8.2.1" and "powered by SUNGARD HIGHER EDUCATION".

Click on **Account Detail for Term** link



The screenshot shows the SSB Student Account page. At the top, there is a navigation bar with "Personal Information" and "Student" tabs. A search bar is present with a "Go" button. The "Student Account" section contains several links: "Account Summary by Term", "Account Detail for Term" (highlighted with a red box), "Statement and Payment History", and "View Holds". The footer indicates "RELEASE: 8.1" and "powered by SUNGARD HIGHER EDUCATION".

Select Term **Semester 2 2015-2016**



The screenshot shows the SSB Select Term page. At the top, there is a navigation bar with "Personal Information" and "Student" tabs. A search bar is present with a "Go" button. The "Select Term" section contains a dropdown menu labeled "Select a Term: Semester 2 2010-2011" (highlighted with a red box) and a "Submit" button. The footer indicates "RELEASE: 8.1" and "powered by SUNGARD HIGHER EDUCATION".

Account Balance, this is how much you must pay

Personal Information Student

Search Go 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 26-09-1		120.00	
Net Term Balance:				120.00
Net Balance for Other Terms:				0.00
Account Balance:				120.00

[Select Another Term | Statement and Payment History]

B. Calculate the fees from Online Registration in SSB

Sabrah Polytechnic  بوليتكنك البحرين

Self Service Banner

Personal Information Student

Search Go 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 Desgn 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



The screenshot shows the 'Self Service Banner' interface. At the top, there is a search bar and navigation links for 'Personal Information' and 'Student'. Below the search bar, there is a 'Main Menu' section with a welcome message: 'Welcome, to the WWW Information System! Last web access on Feb 05, 2011 at 11:47 am.' Underneath, there are links for 'Personal Information', 'Student', and 'Moodle'. The 'Student' link is highlighted with a red box. At the bottom, there is a 'RELEASE: 8.2' and 'powered by SUNGARD HIGHER EDUCATION'.

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



The screenshot shows the 'Online Payment' page. At the top, there is a search bar and navigation links for 'Personal Information' and 'Student'. Below the search bar, there is a 'Online Payment' section with a warning message: 'Please note: Late fee charge will be applied from 8-03-2013 to 12-05-2016.' Underneath, there is a table showing student information: 'Student ID: 201000', 'Student Name:', and 'Amount Due (BHD): 70'. A 'Continue to Payment' button is visible. At the bottom, there is a link for 'For more account details click here'.

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

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

Step 9: Add your Credit or Debit Card password

Step 10: Click submit



Enter Your Verified by Visa Password

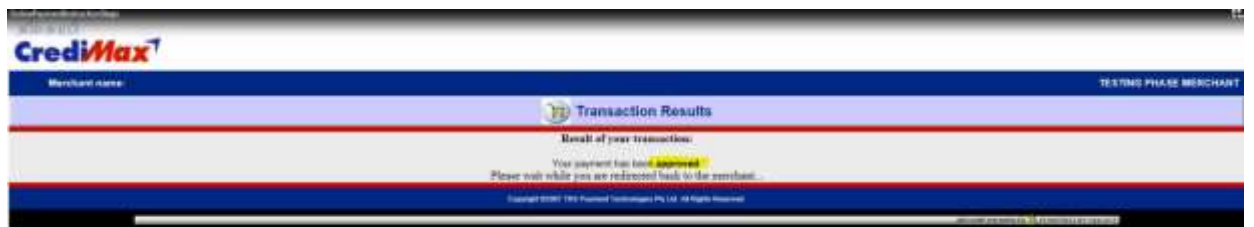
Please enter your Verified by Visa password in the field below to confirm your identity for this purchase. This information is not shared with the merchant.

Merchant: TESTING PHASE MERCHANT
 Amount: <10 BHD
 Date: 23/12/2014
 Card number: XXXX XXXX XXXX 6631
 Personal Greeting: hi
 Password: [password field]
[Forgot your Password?](#)
[Submit](#)
[Help](#) [Cancel](#)

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.



Self Service Banner

Online Payment

23-DEC-2014 10:04:28

Receipt

Receipt No: 11237
 ID: [blank]

WARNING
 --No Address--

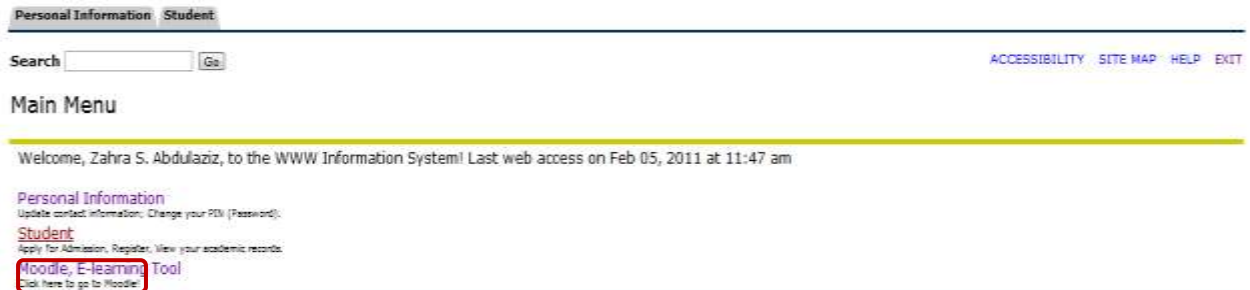
CODE	DESCRIPTION	TERM	GL DATE	CHARGE	PAYMENT
CRDO	Credit Card: Online Payment	301401	23-DEC-2014	BD	BD 70
TOTALS				BD	BD 70

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 and 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 sub-links 'Update contact information', 'Change your PDI (Password)'), 'Student' (with sub-links 'Apply for Admission', 'Register', 'View your academic records'), and ' Moodle, E-learning Tool' (with sub-link 'Click here to go to Moodle').

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 and 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 sub-link 'Check your registration status and class schedule'), 'Student Records' (with sub-link 'View your tests, grades and transcripts'), 'Attendance Report' (with 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 and 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', '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 'Select Term or Date Range' screen of the SSB. At the top, there are tabs for 'Personal Information' and 'Student'. Below the tabs is a search bar and 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. In this section, there is a dropdown menu with the following options: 'None', 'Semester 1 2015-2016 (View only)', 'Semester 2 2015-2016 (View only)', and 'OK'. The 'Semester 2 2015-2016 (View only)' option is selected. Below the dropdown menu, there is a 'Search by Date Range (MM/DD/YYYY):' section with 'From:' and 'To:' input fields. At the bottom, there are 'Submit' and 'Reset' buttons.

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

Personal Information Faculty Search

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. **Ctrl** + **Shift** + **Click** on the **Subject** list will select all subjects in the list. **Ctrl** + **Click** on the **Subject** list will select only one subject in the list. **Ctrl** + **Click** on the **Subject** list will select only one subject in the list.

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: Business Bachelor
Cert Academic Preparation
Engineering Bachelor

Course Number:

Title:

Credit Range: hours to hours

Course Level: All
Bachelor
Certificate

Part of Term: All
Full Term CAP
Full Term Degree

Part of Term: Non-data based courses only

Instruction: All
Ahwan, Adel A.
Abduljalil, Abdulrahman S.

Attribute Type: All
Global Awareness
Personal Development

Start Time: Hour: Minute: am/pm:

End Time: Hour: Minute: am/pm:

Days: Mon Tue Wed Thur Fri Sat Sun

Class Search

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**



Description of Degree Electives

وصف للمواد الاختيارية











Level 6 Electives		
Course Title Thinking Outside the Box	Course Code GS6205	Credits 15
<p>Are you looking for something different? Are you willing to explore the way you perceive yourself, others, and the world? In Life, we are constantly facing challenges of how best to find new and creative ways to address a variety of issues and problems. This course offers a practical approach to developing the critical thinking and problem solving skills we need to meet the challenges of Life in the 21st Century. We will do this via lots of thinking, experimenting, and discussion, based around a series of hands-on workshop activities. This will involve the development of individual and teamwork skills, which will serve you in your personal life, the workplace, and studies.</p> <p>Interested? Good! Be prepared to be challenged and to come away with some very valuable skills.</p>		
Course Title Foods that Changed History	Course Code GS6304	Credits: 15
<p>We are what we eat. This course will explore how farming and hunting have shaped notions of gender and community; how surplus food has created wealth and poverty; what cinnamon had to do with the discovery of America and the story of coffee from its discovery on a hill in ancient Abyssinia to the advent of Starbucks. Students will see how the spice trade resulted in the first great wave of globalization and how salt was so valuable it served as currency and influenced the establishment of trade routes and cities, provoked and financed wars, secured empires, and inspired revolutions.</p>		
Course Title Reading the World	Course Code GS6501	Credits: 15
<p>This exciting course will lead you on an exploration through a variety of literacies. Texts studied will bring you back to your childhood as we look at the importance of children's picture books and encourage you to reflect on how traditional tales change across cultures. We shall also consider the media form of a text, like film and advertisements. Here you will learn how to read the visual signs that are displayed and how authors seek to manipulate their audience. Through studying this course, you shall develop your critical thinking skills and cultural awareness.</p>		
Course Title: Market Yourself	Course Code GS6203	Credits 15
<p>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.</p>		
Course Title: Comics and Culture	Course Code GS6309	Credits 15
<p>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.</p>		
Course Title: Football and Globalization	Course Code GS6308	Credits 15
<p>This course aims at developing students' understanding of Globalization, within the medium of Sport with a focus on football. Students will acquire knowledge through active self-study and collaboration. The course will encourage active self-motivated learning, creativity, curiosity and critical thinking. Topics covered include history and rules of the game, and problems in world football such as politics and corruption at the international level. Students are required to research a topic on the globalization of football applying concepts learned and present their findings in a written report.</p> <p>ALL students are welcome on the course. If you know very little or know a great deal you are welcome. Female students are welcome.</p>		
Course Title:	Course Code	Credits

Debate and Public Speaking	GS6507	15
<p>This course aims at developing students' critical thinking, reasoning, research and listening skills through debate and public speaking. The course will introduce students to systematic strategies that will help them form arguments, synthesize information from a variety of sources to draw conclusions and present them coherently. Students will form thoughtful, creative, and specific questions relevant to the topic of the argument. Students will use appropriate note-taking techniques for listening and/or researching to include succinct key facts and statistics which directly answer identified research questions.</p>		

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)



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
<p><i>"You may not add or drop classes due to holds on your record"</i></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.</p> <p>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					