



بوليتكنك البحرين  
Bahrain Polytechnic

# Registration Instructions

**Semester 1, 2019 - 2020**

إرشادات التسجيل

للفصل الدراسي الاول من السنة الأكاديمية

**2020 – 2019**

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

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



Registration and payment process	إجراءات التسجيل ودفع الرسوم الدراسية
<p><b>All students MUST register for courses and pay fees OR apply for a Leave of Absence</b> before the end of week 1.</p> <p>Please see the <a href="#">Academic Calendar</a> on the Website for all key dates.</p> <p>Based on HEC instructions, the student is not allowed to register in two or more different programmes simultaneously whether in Bahrain Polytechnic or in any other institutes.</p>	<p>على جميع الطلبة تسجيل المقررات الدراسية ودفع الرسوم الدراسية أو التقدم بطلب تأجيل الدراسة لمدة فصل أو فصلين دراسيين قبل نهاية الأسبوع الأول من بدأ الدراسة.</p> <p>الرجاء الاطلاع على <a href="#">التقويم الأكاديمي</a> في الموقع الإلكتروني</p> <p>طبقاً لتعليمات مجلس التعليم العالي فإنه لا يسمح للطلبة بالتسجيل في برنامجين مختلفين أو أكثر سواء في بوليتكنك البحرين أو أي مؤسسات تعليمية أخرى.</p>
Foundation students	طلبة التمهيدي
<p>All foundation students will have their courses registered by the Enrolment department in the Certificate in Academic Preparation (CAP) programme courses. Check your timetable on Self Service Banner (SSB) from 11<sup>th</sup> September 2019.</p> <p>See your Programme Manager to change - add or drop courses using the "Add &amp; Drop form".</p> <p><b>ALL students must check their account balance on SSB and pay course fees owing (see Fee payment below).</b></p>	<p>سيتم تسجيل جميع طلبة التمهيدي في المقررات المطلوبة من قبل قسم التسجيل، وسوف تنشر الجداول في نظام الخدمة الذاتية <b>SSB</b> في 11 سبتمبر 2019.</p> <p>في حالة الرغبة في حذف أو إضافة مقررات دراسية، على الطلبة استكمال الاستمارة الخاصة بالحذف أو الإضافة والحصول على موافقة مبدئية من قبل مدير البرنامج، ومن ثم تسليمها إلى قسم التسجيل لاستكمالها.</p> <p>على جميع الطلبة التأكد من مبلغ الرسوم الدراسية من خلال نظام الخدمة الذاتية <b>SSB</b>، ومن ثم دفع الرسوم المستحقة (كما هو مبين بالتفصيل في فقرة الرسوم).</p>
Degree students	طلبة برامج البكالوريوس
<p>Degree students must register themselves for classes online. Registration opens by programme (see the timing below) and ends <b>19<sup>th</sup> September 2019</b>.</p> <ol style="list-style-type: none"> <li>1. Check the <b>list of courses</b> you should register in (from page 13) and/or see your Academic Advisor.</li> <li>2. Check the <b>Class Schedule</b> on Self Service Banner (SSB) from 27<sup>th</sup> August 2019 <ul style="list-style-type: none"> <li>• Choose more than one option (CRN).</li> </ul> </li> <li>3. <b>Plan</b> your timetable using the table on page 21.</li> <li>4. Check your account balance on SSB and <b>pay fees</b> (see Fee payment below). Fees are due on 25 September 2019. Enrolled courses will be dropped due to unpaid fees on time.</li> </ol>	<p>على جميع طلبة برامج البكالوريوس تسجيل المقررات ذاتياً عن طريق نظام الخدمة الذاتية <b>SSB</b>. التسجيل حسب البرنامج في الأوقات المحددة (كما هو مبين في الجدول ادناه) وينتهي بتاريخ 19 سبتمبر 2019.</p> <ol style="list-style-type: none"> <li>1. يجب التحقق من المقررات الدراسية التي يجب التسجيل بها لهذا الفصل الدراسي (كما هو مبين في صفحة 13) أو مقابلة المرشد الأكاديمي.</li> <li>2. التحقق من أوقات المقررات الدراسية عن طريق <b>Class Schedule</b> عبر برنامج الخدمة الذاتية <b>SSB</b> اعتباراً من 27 أغسطس 2019. <ul style="list-style-type: none"> <li>- اختيار أكثر من CRN واحد لكل مقرر حتى يكون هناك خيارات بديلة في حال كانت المجموعات الدراسية ممتلئة.</li> </ul> </li> <li>3. تخطيط الجدول الدراسي باستخدام الجدول الموجود في صفحة 21.</li> <li>4. تأكد من رسوم التسجيل في (account balance) من خلال نظام الخدمة الذاتية <b>SSB</b> (كما هو مبين في فقرة الرسوم). آخر يوم لدفع الرسوم الدراسية بتاريخ 25 سبتمبر 2019. سيتم حذف المواد المسجلة في حالة عدم الدفع.</li> </ol>



<p><b>Registering for more than 65 credits</b></p> <p>All students can register up to 65 Credits if they are not on Probation.</p> <p>Students can register up to 75 Credits IF:</p> <ul style="list-style-type: none"> <li>• their programme structure requires it;</li> <li>• they have a CGPA of 3 or higher, OR</li> <li>• are eligible to graduate in that semester.</li> </ul> <p>You must submit an "Application to Increase Semester Credits" form to the SIC at least <b>one full working day</b> prior to your Programmes registration release date and time to be processed. Late applications will be processed. No guarantee of a place in a class is given.</p>	<p><b>تسجيل أكثر من 65 ساعة معتمدة في الفصل الدراسي</b></p> <p>يمكن للطلبة المنتظمين في بوليتكنك البحرين 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"> <li>• إذا كانت من متطلبات إنهاء البرنامج.</li> <li>• أن لا يقل المعدل التراكمي لا يقل عن 3 أو أكثر</li> <li>• أن يكون مسجلاً في آخر فصل للتخرج.</li> </ul> <p>يجب على الطلبة استكمال استمارة "طلب زيادة الساعات المعتمدة للفصل الدراسي" وتقديمها إلى مركز معلومات الطلبة قبل يوم عمل واحد على الأقل من بدء التسجيل الخاص بالبرنامج. ستتم زيادة عدد الساعات إذا تمت الموافقة، في حين لا يوجد ضمان لوجود مقاعد شاغرة في المقررات في حالة تقديم الطلب متأخراً.</p>
<p><b>Registration Notes</b></p> <ul style="list-style-type: none"> <li>• Programme Managers or Head of School advise if the tutors name is entered in Banner or not.</li> <li>• Changes may be made to class timing and tutor as required by Faculty.</li> <li>• Registration in a class is based on the class capacity. Seats are limited, see SSB.</li> <li>• Bahrain Polytechnic reserves the right to unenrol students from courses that have limited seats and are not a requirement.</li> </ul>	<p><b>ملاحظات</b></p> <ul style="list-style-type: none"> <li>- مدير البرنامج أو رئيس القسم الأكاديمي هو من يقرر إظهار أسماء المدرسين لكل مقرر أو عدمه.</li> <li>- التغييرات ممكن أن تطرأ على وقت المحاضرات أو أسماء المدرسين بحسب التغييرات المطلوبة من الكلية.</li> <li>- التسجيل في المجموعات الدراسية بناءً على قدرة الاستيعاب في الفصل الدراسي. عدد المقاعد محدودة (انظر SSB).</li> <li>- تحتفظ بوليتكنك البحرين بالحق في إلغاء تسجيل الطلبة من بعض المقررات ذات المقاعد المحدودة وغير المطلوبة في الخطة الدراسية.</li> </ul>
<p><b>Fee Payment</b></p> <p><b>Online Payment</b></p> <p>Students can pay their fees online starting from:</p> <ul style="list-style-type: none"> <li>• Online payment will be open from 3 February at 9am until 25 September.</li> <li>• ALL fees must be paid in full before 25 Sptember 2019.</li> </ul> <p>From 26 September 2019, any unpaid course fees will result in the course registration being dropped.</p>	<p><b>دفع الرسوم الدراسية</b></p> <p><b>دفع الرسوم إلكترونياً</b></p> <p>بإمكان الطلبة دفع الرسوم الدراسية إلكترونياً بدا من:</p> <ul style="list-style-type: none"> <li>- تاريخ 3 سبتمبر الساعة 9 صباحاً إلى 25 سبتمبر.</li> <li>- يجب دفع الرسوم بالكامل قبل تاريخ 25 سبتمبر 2019.</li> <li>- اعتباراً من تاريخ 26 سبتمبر 2019، سيتم حذف المقررات المسجلة للطلبة الذين لم يستكملوا إجراءات الدفع.</li> </ul>
<p><b>Scholarship students repeating courses are required to pay for those courses before the closing date.</b></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><b>For help or advise about fees</b></p> <p>See the <b>Student Services in building 19 (office number 19.126 or 19.128)</b> if you need any advice or help BEFORE fees are due. Normally no extensions for fee payment are given.</p>	<p><b>تطلب المساعدة أو النصيحة لدفع الرسوم</b></p> <p>على الطالب مراجعة وتطلب مساعدة من دائرة الخدمات الطلابية في مبنى رقم 19 (رقم المكتب 19.126 أو 19.128) في حالة عدم قدرته على دفع الرسوم المستحقة في الوقت المحدد. في العادة لا يسمح بتمديد فترة الدفع.</p>



<p><b>Fee exemption</b> Applications for fee exemption starting Semester 2, 2019-2020 will be announced during month of October. Please see the scholarships coordinator in room 8.07 for any further information.</p>	<p>الإعفاء من الرسوم الدراسية خلال شهر اكتوبر سيتم الاعلان عن فترة التقديم للإعفاء من دفع رسوم الفصل الدراسي الثاني 2019-2020 شهر اكتوبر. ولمزيد من المعلومات الرجاء مراجعة منسق شؤون البعثات والمنح في مبنى/مكتب 8.07</p>
<p><b>Student Information Centre</b></p>	<p>مركز معلومات الطلبة</p>
<p><b>Working Hours:</b> 9am to 2pm <b>Email for inquires:</b> <a href="mailto:Registration@polytechnic.bh">Registration@polytechnic.bh</a> <b>Contact numbers:</b> 17897471 – 17897472</p>	<p>ساعات العمل: من 9 صباحاً حتى 2 ظهراً للاستفسار عبر البريد الإلكتروني: <a href="mailto:Registration@polytechnic.bh">Registration@polytechnic.bh</a> ارقام الاتصال: 17897471 – 17897472</p>
<p><b>ICT Services</b></p>	<p>خدمات تكنولوجيا المعلومات والاتصالات</p>
<p>For any technical issues in SSB, Moodle or Polytechnic email <b>Email:</b> <a href="mailto:ICT.Services@polytechnic.bh">ICT.Services@polytechnic.bh</a> <b>Contact numbers:</b> 17897111</p>	<p>للمشاكل التقنية في نظام الخدمة الذاتية، المودل والبريد الإلكتروني الرجاء التواصل على البريد الإلكتروني: <a href="mailto:ICT.Services@polytechnic.bh">ICT.Services@polytechnic.bh</a> ارقام الاتصال: 17897111</p>

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

Programme التخصص	Students الطلبة	Registration opens بدأ التسجيل
<b>Web Media and Visual Design</b>	All students	Tuesday, 3 September 2019 at 9.00am
<b>ICT</b>	Working Students Students with long term illness	Tuesday, 3 September 2019 at 10.00am
	All students	Tuesday, 3 September 2019 at 1.00pm
<b>Business</b>	Working Students Students with long term illness	Tuesday, 3 September 2019 at 10.00am
	Earned Credits 345 to 540	Wednesday, 4 September 2019 at 9.00am
	Earned Credits 300 to 340	Wednesday, 4 September 2019 at 10.00am
	Earned Credits 220 to 295	Wednesday, 4 September 2019 at 11.00am
	Earned Credits 110 to 215	Wednesday, 4 September 2019 at 12.00pm
	Earned Credits 0 to 105	Wednesday, 4 September 2019 at 1.00pm
<b>Engineering</b>	Working Students Students with long term illness	Tuesday, 3 September 2019 at 10.00am
	All students	Thursday, 5 September 2019 at 9.00am
<b>Logistics</b>	Working Students Students with long term illness	Tuesday, 3 September 2019 at 10.00am
	Earned Credits 360 and more	Thursday, 5 September 2019 at 9.00am
	Earned Credits 245 and more	Thursday, 5 September 2019 at 10.00am
	Earned Credits 120 and more	Thursday, 5 September 2019 at 11.00am
	All students	Thursday, 5 September 2019 at 12.00pm
<b>Electives &amp; National Requirements</b>	Earned Credits 300 and more	Thursday, 5 September 2019 at 3.00pm <b>Note:</b> Online Registration will be close for all programmes from 2.30 to 2.59 pm
	All Degree students	Sunday, 8 September 2019 at 10.00am <b>Note:</b> Online Registration will be close for all programmes from 9.30 to 9.59 am
<b>English for Degree</b>	All classes open to Business & Logistic	Thursday, 5 September 2019 at 2.00pm
	All classes open to EDICT	Sunday, 8 September 2019 at 10.00am
<b>For Help!</b>		<b>للمساعدة</b>
<ul style="list-style-type: none"> <li>➤ See your Academic Advisor.</li> <li>➤ General enquires - Building 8, Student Information Centre counter from 9am to 2pm.</li> <li>➤ Labs 5.19 and 5.20 are open from 9am to 2pm:</li> </ul>		<ul style="list-style-type: none"> <li>• الرجاء مراجعة المرشد الأكاديمي.</li> <li>• للرد على الاستفسارات العامة عن التسجيل (حذف أو إضافة) يمكن مراجعة مركز معلومات الطلبة في المبنى رقم 8 من الساعة 9 صباحًا حتى 2 ظهرًا.</li> <li>• مختبرات الحاسوب 5.19 و 5.20 مفتوحة من الساعة 9 صباحًا حتى 2 ظهرًا</li> </ul>



Academic Advising			الإرشاد الأكاديمي		
<p>Academic Advising is available for all students to discuss their progress and courses to enrol in.</p> <p>Students with any questions, those who <u>failed courses</u>, those allowed to continue on Academic Probation and for those who are expected to graduate <b>must</b> meet their Academic Advisors as below.</p> <p><b>Note: Please email your Academic Advisors below for an appointment.</b></p>			<p>الإرشاد الأكاديمي متوافر لجميع الطلاب لمناقشة تقدمهم الأكاديمي والمقررات المطلوب منهم التسجيل بها. كما أنه بإمكان الطلبة مراجعة مرشدهم الأكاديمي في حال لديهم أي استفسار عن الرسوب في مقرر دراسي، أو الفصل والسماح للطلاب بفرصة أخرى لاستكمال الدراسة، أو في حالة توقع تخرج الطالب لمعرفة المواد التي يجب عليه استكمالها.</p> <p><b>ملاحظة:</b> يجب طلب موعد للاجتماع مع المرشد الأكاديمي في التواريخ والأوقات المبينة في الجدول أدناه من خلال إرسال بريد إلكتروني إلى المرشد.</p>		
Faculty/Programme	Major	Date	Time	Location	Academic Advisors
Business	Year 1 & 2	03 Sep 04 Sep 05 Sep 08 Sep	By request for a meeting through email	20.102 20.107	Eman Askar Fahdia Khalid
	ACCT BBS8040	03 Sep 04 Sep 05 Sep 08 Sep		20.103 20.101 20.115 20.103	Najla Srouf Sana Al Amri Kubra Edhrabooh Qasim Albaqali
	BAFI BBS8030	03 Sep 04 Sep 05 Sep 08 Sep		20.112 20.116	Wafa Salman Dr Ghassan Alsoud
	MKTG BBS8010	03 Sep 04 Sep 05 Sep 08 Sep		20.110 29.110 20.104 20.104 20.110	Philip Cragg Amir Zaidan Darren Morris Dr Philippe Vande Wiele Tijjay Mitchell
	MNGT BBS8020	03 Sep 04 Sep 05 Sep 08 Sep		20.102 20.116 20.108	Shaima Aqeel Anupam Shailaj Sinead Moriarty
	HRM BBS8070	03 Sep 04 Sep 05 Sep 08 Sep		20.105	Dr Namrata Gulati
	Double Major BBS8090	03 Sep 04 Sep 05 Sep 08 Sep		Relevant Major Advisers listed above	

## Study Plan: Degree courses by Programme for Semester 1, 2019-2020

المقررات الدراسية المطروحة لطلبة التخصص للفصل الدراسي الاول من العام الأكاديمي 2019  
2020

Notes:

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

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

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

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

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

Bachelor of International Logistics Management (IL701)			
Year 1 - Semester 1		Year 1 - Semester 2	
BU6010	Management Information Systems	TL6302	Intro to Supply Chains & Procurement <sup>+</sup>
TL6303	Humanitarian Aid & Disaster Logistics	TL6000	International Transport Geography
TL6300	Managing in the T&L Environment <sup>+</sup>	TL6001	Freight & Warehouse Operations
EL5001	Introduction to English Communication (for BILM)	EL5002	English Communications for Research, Reading & Writing in the Disciplines
Year 2 - Semester 1		Year 2 - Semester 2	
TL7001*	International Transport Law	EL6004*	English Skills B (BBUS & BILM)
EL6003*	English Skills A	TL7202*	Maritime Shipping Systems and Practices
-	ILM8000 Option / Other Elective	BU6005	Introduction to Accounting
-	ILM8000 Option / Other Elective	-	ILM8000 Option / Other Elective
Year 3 - Semester 1		Year 3 - Semester 2	
TL7303*	Urban Public Transport	TL7009*	Research Methods for Transport and Logistics
-	ILM8000 Option / Other Elective	-	ILM8000 Option / Other Elective
-	ILM8000 Option / Other Elective	-	ILM8000 Option / Other Elective
-	ILM8000 Option / Other Elective	-	ILM8000 Option / Other Elective
Year 4 - Semester 1		Year 4 - Semester 2 (Final Semester)	
TL8002*	Transport and Energy	TL8501*	Industry-Based Project
TL8003*	Transport and Communication		
-	ILM8000 / Other Elective		
-	ILM8000 / Other Elective		
IL701 Options			
TL7003*	Logistics Operations Management <sup>+</sup>		
TL7300*	Passenger Transport Management <sup>+</sup>		
TL7301*	Inventory and Warehouse Management <sup>+</sup>		
TL7302*	Strategic Supply Chain and Retail Logistic <sup>+</sup> (Replaces TL7000 Economics and Finance)		
TL7200*	International Transport Organisations		
TL7201*	International Air Cargo		
<b>Important:</b> Pre-requisites apply for courses marked with *, check SSB for details			
Courses mark with an <sup>+</sup> contain an <u>external</u> exam (or exams)			



## Important Information for IT Students

معلومات هامة لطلبة تقنية المعلومات

### 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
IT6001.001 IT6004.001 IT6010.001 EL5005.004 OR EL5006.004	IT6001.002 IT6004.002 IT6010.002 EL5005.003 OR EL5006.003
Stream 3	Stream 4
IT6001.003 IT6004.003 IT6010.003 EL5005.004 OR EL5006.004	IT6001.004 IT6004.004 IT6010.004 EL5005.004 OR EL5006.004
Stream 5	
IT6001.005 IT6004.005 IT6010.005 EL5005.003 OR EL5006.003	

### 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
IT6011.001 IT6012.001 IT7001.001 EL6001.005 OR EL6001.008	IT6011.002 IT6012.002 IT7001.002 EL6001.006
Stream 3	Stream 4
IT6011.003 IT6012.003 IT7001.003 EL6001.005	IT6011.004 IT6012.004 IT7001.004 EL6001.006 OR EL6001.008
Stream 5	Stream 6
IT6011.005 IT6012.005 IT7001.005 EL6001.007 OR EL6001.008	IT6011.006 IT6012.006 IT7001.006 EL6001.007

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

Year 1 - Semester 1			
IT6001	Computer Systems		
IT6004	Unix Systems		
IT6010	Maths for Computing		
EL5005 or	Reading and Writing English for EDICT		
Year 2 - Semester 1&2			
IT6011	Introduction to Information Security		
IT6012	Web Fundamentals		
IT7001*	Systems Analysis and Design 1		
EL6001	English for EDICT 3		
Year 3 - Semester 1			
IT8108*	Mobile programming	IT8303*	Network Security (Networking)
IT7006*	Object-Oriented Design (Programming)	IT7301*	Ethical Hacking (Networking)
IT8101*	Games Development (Programming)	IT8313*	Wireless Communication (Networking)
IT8202*	Infrastructure for eCommerce (MIS)	IT8405*	Database Programming 1 (Database)
IT7202*	Enterprise Resource Planning (MIS)	IT8406*	Database Administration (Database)
IT8203*	Systems Administration (MIS)	IT7007*	Web Infrastructure (Database)
Year 4 – Semester 1		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)

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

## Bachelor of Visual Design (BD701)

Year 1 - Semester 1		Year 2 - Semester 1	
VC6100	Visual Design I: Colour Theory and Design Theories & Methods	VC7200	Visual Design III: Advanced Typography
VC6102	Computer Practical I: Design Principles	VC7202	Computer Practical III: Graphic Design & Online Media
VC6104	Historical Studies in Design	VC6902	Video
EL5005 or EL5006	Reading and Writing English for EDICT Speaking and Listening English for EDICT	EL6001	English for EDICT 3
Year 3 - Semester 1		Year 4 - Semester 1	
VC7300	Visual Design V: Sustainable Design	VC8303	Internship
Studio Options			
VC7904	Publication Design	VC7908	Package Design

## Important information about Add/Drop for Business students

“Please submit properly completed add drop forms to the Faculty Administrators in room 20.015. the office is 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 48 hours; if there is no change 48 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	Course Code	Previous Code	Course Name
BU6004	<i>BSB5004</i>	Introduction to Management	BU6001	<i>BSB5001</i>	Introduction to Marketing
BU6005 Or BU6001	<i>BSB5005</i>	Introduction to Accounting Introduction to Marketing	BU6006	<i>BSB5006</i>	Quantitative Business Methods
BU6008	<i>BSB5008</i>	Applied Communication	BU6007	<i>BSB5007</i>	Introduction to Economics
EL5001	<i>ELB4902</i>	English for Special Purposes 1	EL5002	<i>ELB4902</i>	Not being offered
Year 2 - Semester 1			Year 2 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU6009	<i>BSB5009</i>	Introduction to Finance	BU6011	<i>BSB5011</i>	Business Research Methods
BU6010	<i>BSB5010</i>	Management Information Systems	BU7002*	<i>BSB6002</i>	Human Resource Management
NRCs/Elect		National Requirements/ Elective	BU7003	<i>BSB6003</i>	Business Law
EL6003*		English Skills A	EL6004*		English Skills B
Year 3 - Semester 1			Year 3 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU7101*	<i>BSB6101</i>	Integrated Marketing Communication	BU6012	<i>BSB5012</i>	Project Management
BU7102*	<i>BSB6102</i>	Digital Marketing	BU7100*	<i>BSB6100</i>	<b>Not being offered this semester</b>
BU7103*	<i>BSB6103</i>	Market Research	BU7104*	<i>BSB6104</i>	
NRCs/Elect		National Requirements/ Elective	BU8103*	<i>BSB7103</i>	
			BU8104*	<i>BSB7104</i>	
Year 4 - Semester 1			Year 4 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU7104	<i>BSB6104</i>	<b>Social Media Marketing</b>	BU8199*	<i>BSB7099</i>	Industry Project: Marketing
BU8100*	<i>BSB7100</i>	<b>Not being offered</b>			
BU8101*	<i>BSB7101</i>	Marketing Management			
BU8102*	<i>BSB7102</i>	Marketing Planning			
NRCs/Elect		National Requirements/ Elective			

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

BBS8020 Bachelor of Business (Management)					
Year 1 - Semester 1			Year 1 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU6004	BSB5004	Introduction to Management	BU6001	BSB5001	Introduction to Marketing
BU6005 Or BU6001	BSB5005	Introduction to Accounting Introduction to Marketing	BU6006	BSB5006	Quantitative Business Methods
BU6008	BSB5008	Applied Communication	BU6007	BSB5007	Introduction to Economics
EL5001	ELB4902	English for Special Purposes 1	EL5002	ELB4902	Not being offered
Year 2 - Semester 1			Year 2 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU6009	BSB5009	Introduction to Finance	BU6011	BSB5011	Business Research Methods
BU6010	BSB5010	Management Information Systems	BU7002*	BSB6002	Human Resource Management
NRCs/Elect		National Requirements/ Elective	BU7003	BSB6003	Business Law
EL6003*		English Skills A	EL6004*		English Skills B
Year 3 - Semester 1			Year 3 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU7200*	BSB6200	Advanced Supervisory Management	BU6012	BSB5012	Project Management
BU7201*	BSB6201	Operations Management	BU7204*		<b>Not being offered this semester</b>
			BU7205*		
			BU8200*	BSB7200	
BU7202*	BSB6202	Organisational Behaviour	TL8302*		<b>National Requirements/ Elective</b>
NRCs/Elect		National Requirements/ Elective	NRCs/Elect		
Year 4 - Semester 1			Year 4 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU7203*	BSB6203	Leadership	BU8099*	BSB7099	<b>Industry Project</b>
BU8202*	BSB7202	Strategic Management			
BU8203*	BSB7203	<b>Not offered this semester</b>			
BU8204*	BSB7204	Contemporary Management			
NRCs/Elect		National Requirements/ Elective			
			BU8099*	BSB7099	
<b>Important:</b> Pre-requisites apply for courses marked with *, check SSB for details					

### BBS8030 Bachelor of Business (Banking & Finance)

Year 1 - Semester 1			Year 1 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU6004	BSB5004	Introduction to Management	BU6001	BSB5001	Introduction to Marketing
BU6005 Or BU6001	BSB5005	Introduction to Accounting Introduction to Marketing	BU6006	BSB5006	Quantitative Business Methods
BU6008	BSB5008	Applied Communication	BU6007	BSB5007	Introduction to Economics
EL5001	ELB4902	English for Special Purposes 1	EL5002	ELB4902	Not being offered
Year 2 - Semester 1			Year 2 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU6009	BSB5009	Introduction to Finance	BU6011	BSB5011	Business Research Methods
BU6010	BSB5010	Management Information Systems	BU7002*	BSB6002	Human Resource Management
NRCs/Elect		National Requirements/ Elective	BU7003	BSB6003	Business Law
EL6003*		English Skills A	EL6004*		English Skills B
Year 3 - Semester 1			Year 3 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU7300	BSB6300	Corporate Finance	BU6012	BSB5012	Project Management
BU7301*	BSB6301	<b>Not being offered this semester</b>	BU7302*	BSB6302	Investment & Portfolio Management
BU7303*	BSB6303	Islamic Finance I	BU8303*	BSB7303	<b>Not being offered this semester</b>
BU7304*		Social Business	NRCs/Elective		National Requirements/ Elective
NRCs/Elective		National Requirements/ Elective			
Year 4 - Semester 1			Year 4 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU7302*	BSB6302	Investment & Portfolio Management	BU8099*	BSB7099	Industry Project
BU8300*	BSB7300	Financial Risk Management			
BU8301*	BSB7301	Derivatives & Alternative Investments			
BU8302*	BU7302	International Finance			
BU8305*		Behavioural Finance			
NRCs/Elective		National Requirements/ Elective			

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



BBS8040 Bachelor of Business (Accounting)					
Year 1 - Semester 1			Year 1 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU6004	BSB5004	Introduction to Management	BU6001	BSB5001	Introduction to Marketing
BU6005 Or BU6001	BSB5005	Introduction to Accounting Introduction to Marketing	BU6006	BSB5006	Quantitative Business Methods
BU6008	BSB5008	Applied Communication	BU6007	BSB5007	Introduction to Economics
EL5001	ELB4902	English for Special Purposes 1	EL5002	ELB4902	Not being offered
Year 2 - Semester 1			Year 2 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU6009	BSB5009	Introduction to Finance	BU6011	BSB5011	Business Research Methods
BU6010	BSB5010	Management Information Systems	BU7002*	BSB6002	Human Resource Management
NRCs/Elect		National Requirements/ Elective	BU7003	BSB6003	Business Law
EL6003*		English Skills A	EL6004*		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	Financial Accounting	BU6012	BSB5012	Project Management
BU7402*	BSB6402	Accounting Systems	BU7403*	BSB6403	Cost Accounting
BU7404*		Financial Management	BU8402*	BSB7402	Financial Reporting
NRCs/Elect		National Requirements/ Elective	NRCs/Elect		National Requirements/ 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	Industry Project
BU8400*	BSB7400	Auditing			
BU8401*	BSB7401	Taxation			
NRCs/Elect		National Requirements/Elective			

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

### BBS8070 Bachelor of Business (HRM)

Year 1 - Semester 1			Year 1 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU6004	BSB5004	Introduction to Management	BU6001	BSB5001	Introduction to Marketing
BU6005 Or BU6001	BSB5005	Introduction to Accounting Introduction to Marketing	BU6006	BSB5006	Quantitative Business Methods
BU6008	BSB5008	Applied Communication	BU6007	BSB5007	Introduction to Economics
EL5001	ELB4902	English for Special Purposes 1	EL5002	ELB4902	Not being offered
Year 2 - Semester 1			Year 2 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU6009	BSB5009	Introduction to Finance	BU6011	BSB5011	Business Research Methods
BU6010	BSB5010	Management Information Systems	BU7002*	BSB6002	Human Resource Management
NRCs/Elect		National Requirements/ Elective	BU7003	BSB6003	Business Law
EL6003*		English Skills A	EL6004*		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 & Talent Management	BU8700*		<b>Not being Offered this semester</b>
BU7701*		Employee Relations	NRCs/Elect		National Requirements/ Elective
NRCs/Elect		National Requirements/ Elective			
Year 4 - Semester 1			Year 4 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU7702*		International HRM	BU8099	BSB7099	Industry Project
BU8701*		Rewards Management			
BU8702*		Strategic HRM			
NRCs/Elect		National Requirements/ Elective			

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

Bachelor of Engineering Technology (ENT8000)			
Year 1 - Semester 1			
EL5005 or EL5006	Reading and Writing English for EDICT Speaking and Listening English for EDICT		
EL5004	English for EDICT 2		
EN6907	Mathematics for Engineers 1		
EN6990	Engineering Practice		
EN6000	Electrical Fundamentals		
EN6903	Mechanical fundamentals		
EN6010	Engineering Computing Fundamentals		
EN6914	Mathematics for Engineers 2		
Year 1 in Engineering is a common year between Mechanical, Electronics and Electrical Engineering. All engineering students must undertake all courses.			
Year 1 Semester 1: students are required to enrol in 60 credits per semester:			
<ul style="list-style-type: none"> <li>- English: ALL Students are required to enrol in <b>EL5005 or EL5006</b> (Unless exempt by English department), repeating students must get advise from English department.</li> <li>- ALL students are required to enrol in <b>EN6907</b></li> <li>- Students can choose to enrol in <b>EN6990 or EN6903</b> in semester 1, these courses will run in both semester 1 and 2. Student will be required to alternate in the second semester.</li> <li>- Students can choose to enrol in <b>EN6000 or EN6010</b> in semester 1, these courses will run in both semester 1 and 2. Student will be required to alternate in the second semester.</li> <li>- Repeating students <b>MUST</b> give priority to enrol in failed courses.</li> </ul>			
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	
EL6001	English for EDICT 3	Not offered	
	Choose 3 courses from your Major		
Mechanical Major (ENT8020)		Mechanical Major (ENT8020)	
EN6904	Engineering Graphics	Not offered	
EN7917	Fluid Mechanics		
EN6902	Engineering Mechanics 2		
Electronics Major (ENT8030)		Electronics Major (ENT8030)	
EN6001	Engineering Computing( EN803)	Not offered	
EN6060	Analogue Electronics ( EN803)		
EN6080	Alternating Current (AC) Circuit Theory ( EN803)		
Year 3 - Semester 1		Year 3 - Semester 2	
Mechanical Major (ENT8020)		Mechanical Major (ENT8020)	
EN7920	Mechanical Project	Not offered	
EN8921	Project Management, Quality and Reliability Engineering		
Electronics Major (ENT8030)		Electronics Major (ENT8030)	
EN7007	Electronics Circuits Design	Not offered	
EN7060	Telecommunications A		
EN7032	Embedded Systems		
EN7035	PLC Programming and Applications		
Year 4 - Semester 1		Year 4 - Semester 2	
Mechanical Major (ENT8020)		Mechanical Major (ENT8020)	
EN8905	Energy, Environment and Sustainability	EN8903	Co-operative Learning Project (Mechanical Engineering)



EN8906	Vibration, Noise and Mechanics of Machines	ENB8098	Engineering Research Project
EN8908	Manufacturing Processes		
EN8913	Project Proposal		
<b>Electronics Major (ENT8030)</b>		<b>Electronics Major (ENT8030)</b>	
EN8231	Control Systems Design	EN8904	Co-operative Learning Project (Electronic Engineering)
EN8060	Telecommunications B	EN8913	Project Proposal

## Important Information for Engineering Students

معلومات هامة لطلبة الهندسة

**All students must follow the streams as detailed below, any student registering courses outside this system will be dropped by the end of every day during registration**

### **BEngTech Year 1 (Common Year) Semester 1 2019/20**

Stream 1			
EN6990.001 or EN6990.003	EN6907.001	EN6000.001	EL5005.006 or Any other EDICT English
Stream 2			
EN6990.002 or EN6990.004	EN6907.002	EN6000.002	EL5005.007 or Any other EDICT English
Stream 3			
EN6990.003 or EN6903.001 or EN6903.002	EN6907.003	EN6000.003	EL5006.006 or Any other EDICT English
Stream 4			
EN6990.004 or EN6903.003	EN6907.004	EN6010.001	EL5006.007 or Any other EDICT English
EN6990.004 or EN6903.004	EN6907.004	EN6000.004	EL5006.007 or Any other EDICT English
Stream 5			
EN6903.003	EN6907.005 or EN6914.001	EN6010.001	EL5006.007 or Any other EDICT English
EN6990.004	EN6907.004 or EN6914.001	EN6000.004	EL5006.007 or Any other EDICT English
Stream 6			
EN6903.005 or EN6903.006	EN6907.002	EN6010.003 or EN6000.002	EL5005.007 or Any other EDICT English
Stream 7			
EN6903.005 or EN6903.006	EN6914.001	EN6010.004	EL5005.006 or Any other EDICT English

**Year 2 BEngTech (Mechanical Engineering) Semester 1 2019/20**

Stream 1			
EN7917.001	EN6902.001	EN6904.001	EL6001.010 or Any other EDICT English
EN7917.002	EN6902.002	EN6904.001	EL6001.010 or Any other EDICT English

Stream 2			
EN7917.003	EN6902.003	EN6904.002	EL6001.011 or EL6001.014 Any other EDICT English
EN7917.004	EN6902.004	EN6904.002	EL6001.010 or EL6001.014 Any other EDICT English

Stream 3			
EN7917.005	EN6902.005	EN6904.003	EL6001.012 or Any other EDICT English
EN7917.006	EN6902.006	EN6904.003	EL6001.012 or Any other EDICT English

Stream 4			
EN7917.007	EN6902.007	EN6904.004	EL6001.013 or Any other EDICT English
EN7917.008	EN6902.008	EN6904.004	EL6001.013 or Any other EDICT English

**Year 3 BEngTech (Mechanical Engineering) Semester 1 2019/20**

Stream 1		
EN7920.001	EN8921.001	30 credits of Electives or National Requirements

Stream 2		
EN7920.002	EN8921.002	30 credits of Electives or National Requirements

Stream 3		
EN7920.003	EN8921.003	30 credits of Electives or National Requirements

**Year 4 BEngTech (Mechanical Engineering) Semester 1 2019/20**

Stream 1			
EN8905.001	EN8906.002	EN8908.001	EN8918.001

Stream 2			
EN8905.002	EN8906.001	EN8908.002	EN8918.002

Bachelor of Web Media (BMW8000)			
Year 1 - Semester 1		Year 2 - Semester 1	
WM6001	Website Authoring 1	WM6006	Audio Video 1
WM6002	Internet & Multimedia Technology 1	WM6007	Content Management 1
WM6003	Web Design 1	WM6008	Strategic Web Communication
EL5005 or EL5006	Reading and Writing English for EDICT Speaking and Listening English for EDICT	EL6001	English for EDICT 3
Year 3 - Semester 1		Year 4 - Semester 1	
WM7003	HCI	WM8004	Advanced Interactive Applications
WM7005	Web Programming 1	WM8006	eCommerce and Entrepreneurship
WM8005	Advanced Design for the Web	WM7008	Web Media Project (30 credits)
Elective	15 credits elective		

General Electives					
Code	Course Title	Credits	Code	Course Title	Credits
GS6202	Work Placement	15			
National Requirements					
GS5104	Arabic Language	5	GS5103	Modern Economic History of Bahrain	5
* GS3104	Introductory Arabic	5	GS6102	Introduction to Human Rights	5
<p><b>Important:</b></p> <ul style="list-style-type: none"> <li>* See <a href="#">Moodle/Electives/ Electives General Information</a> for details, forms and requirements for this course</li> <li>This course is meant for students who did not do Arabic during their high school studies. You can enrol in this course through application only. Kindly refer to the Arabic tutor in B. 19 (middle floor).</li> <li>Details about electives are saved in Moodle&gt;Electives&gt;Elective General Information, please visit the following link: <a href="http://moodle.polytechnic.bh/moodle/course/view.php?id=429">http://moodle.polytechnic.bh/moodle/course/view.php?id=429</a></li> <li>*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).</li> <li>* 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. <ul style="list-style-type: none"> <li>** Registration will start on Thursday, 5 Sep 2019 at 3.00pm to students with earned credits 300 and more, then it will be open to all degree on Sunday 8 Sep at 10.00am.</li> </ul> </li> </ul>					



<p><b>Attendance</b> Refer to the Student Attendance Policy and Procedures on <a href="#">Moodle</a>.</p>	<p><b>متطلبات الحضور:</b> الرجاء الرجوع إلى سياسة وإجراءات حضور الطلبة على Moodle.</p>
<p><b>Attendance Requirements</b> Implicit in your enrolment in any course is the acceptance of the need to <u>attend all scheduled classes</u>. You need to have taken into account work, family, religious your health and all other commitments and to have made arrangements to plan and organise your time so that you can attend as required.</p> <p>You are expected to attend classes on time and must attend at least 80% of all scheduled classes. This allows for occasional sickness and other absences during the semester up to 20%.</p> <p>Attendance % is based on the number of sessions in a semester for that course. If you are absent for more than 20% of total class sessions you <b>will be automatically withdrawn</b> from that class with a failing grade of <b>WA</b> (Withdrawn Attendance). An email will be sent from Registry informing both you and tutor that you have been withdrawn with WA. You cannot attend class. This is a Fail grade.</p> <p>Check your attendance % on SSB. See your tutor if you think there is an error.</p>	<p><b>متطلبات الحضور:</b></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 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><b>Early Registration</b></p>	<p><b>التسجيل المبكر</b></p>
<p>If you are working or have an on-going medical condition, you MUST apply and declare your circumstances before every semester starts to be considered for early registration.</p>	<p>إذا كان الطالب موظفًا أو يعاني من مرض مزمن، فيجب عليه إعلام قسم التسجيل بظروفه قبل بدء كل فصل دراسي، والتقدم بطلب التسجيل المبكر للنظر فيه.</p>
<p><b>Alternative Study Arrangements (ASA)</b></p>	<p><b>إجراءات الدراسة البديلة (الإعفاء)</b></p>
<p>See the Student Attendance Policy for all details.</p> <p>Aim: Ensures students have opportunities to meet the session / learning outcomes.</p> <p><b>Apply</b> for Alternative Study Arrangements (ASA) if:</p> <ul style="list-style-type: none"> <li>required to attend events for your programme of study for /by Polytechnic.</li> <li>competing in International sports events officially representing Bahrain, in good academic standing and attendance and participation in courses is good.</li> <li>with significant and/or chronic health conditions.</li> </ul>	<p>لمزيد من المعلومات الرجاء مراجعة سياسة الحضور</p> <p>الهدف: لضمان تحقيق الطلبة لنتائج التعلم.</p> <p>شروط التقديم:</p> <ul style="list-style-type: none"> <li>حضور الفعاليات المتعلقة بالبرنامج الدراسي المنظمة من قبل بوليتكنك البحرين.</li> <li>تمثيل مملكة البحرين رسمياً في مسابقات رياضية دولية، ولا بد أن يكون المستوى الأكاديمي للطلبة المتقدمين جيداً وكذلك حضورهم ومشاركتهم.</li> <li>الطلبة الذين يعانون من أمراض مزمنة أو ظروف صحية.</li> </ul>



<p>Students must apply by filling the Alternate Study Arrangements form BEFORE the event / absences reach 20%. Faculty will review, and if approved it will be processed by Registry.</p>	<p>يجب على الطلبة ملء استمارة ترتيب الدراسة البديلة المتوافرة في مركز معلومات الطلبة قبل <b>الفعالية</b>/ أن تصل نسبة الغياب إلى <b>20%</b>. ستقوم الكلية بمراجعة الطلب، وإذا ما تمت الموافقة عليه، سيتم تجهيزه من قبل قسم التسجيل.</p>
<p><b>WA grade change request</b></p>	<p><b>طلب تغيير درجة WA</b></p>
<p>To apply for a Change of WA grade to W</p> <p><b>WHO:</b> Students with a WA (absent more than 20%) and Exceptional Circumstances</p> <p><b>WHEN:</b> Apply within 10 days of the WA being assigned and before the last day of the semester.</p> <p><b>HOW:</b> Complete and submit the Change of WA grade Form and ALL the evidence to support your request to the SIC in building 8</p> <ul style="list-style-type: none"> <li>• A <b>Medical report</b> is required for illnesses.</li> <li>• Medical certificates for one or two days are NOT acceptable evidence!</li> </ul> <p>The Deans will review all applications and the Academic Board will review and approve the grade decision with all results at the end of the semester.</p>	<p>للتقدم بطلب تغيير درجة WA (الانسحاب بدرجة رسوب بسبب الغياب) إلى W</p> <p><b>لمن:</b> للطلبة الحاصلين على درجة WA (غيابهم أكثر من 20% وتعرضوا لظروف استثنائية)</p> <p>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>

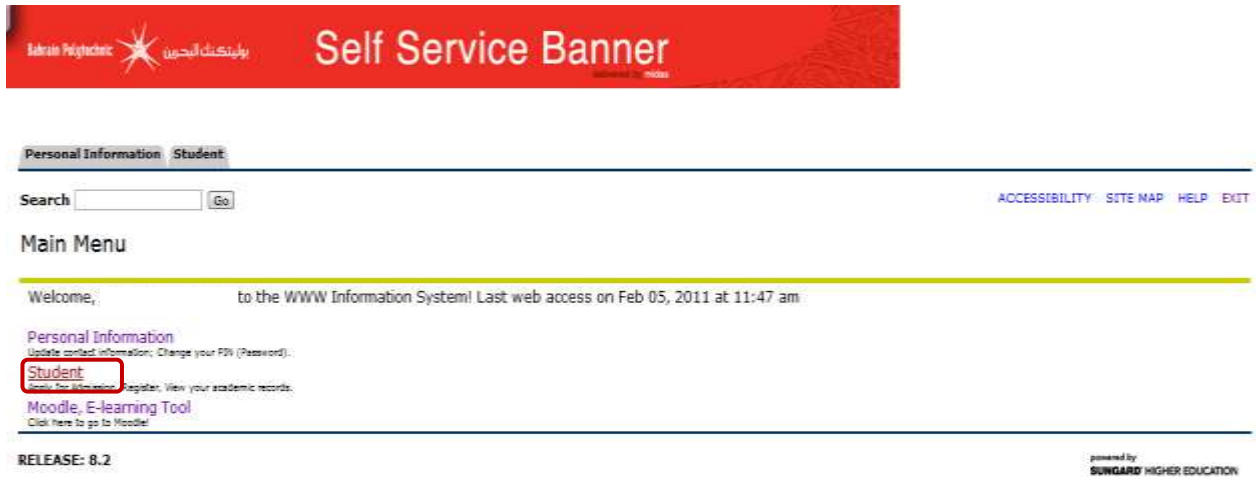
## How to check your fees balance

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 with the following elements:

- Navigation tabs: Personal Information, **Student**
- Search bar with a 'Go' button
- Links: ACCESSIBILITY, SITE MAP, HELP, EXIT
- Section: Main Menu
- Welcome message: Welcome, [Name] to the WWW Information System! Last web access on Feb 05, 2011 at 11:47 am
- Personal Information: Update contact information; Change your FDI (Password)
- Student**: Home for Information; 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**



The screenshot shows the SSB Student Accounts menu with the following elements:

- Navigation tabs: Personal Information, **Student**
- Search bar with a 'Go' button
- Links: RETURN TO MENU, SITE MAP, HELP, EXIT
- Section: Student
- Registration: Check your registration status and view schedule
- Student Records: View your academic records and transcripts
- Student Accounts**: See student fees
- Attendance Report: View student attendance tracking status
- Student Attendance Tracking Details
- Make Online Payment
- RELEASE: 8.2.1
- powered by: SUNGARD HIGHER EDUCATION


Click on **Account Detail for Term** link



The screenshot shows the SSB Student Account menu with the following elements:

- Navigation tabs: Personal Information, **Student**
- Search bar with a 'Go' button
- Links: RETURN TO MENU, SITE MAP, HELP, EXIT
- Section: Student Account
- Account Summary by Term
- Account Detail for Term**
- Statement and Payment History
- View Holds
- RELEASE: 8.1
- powered by: SUNGARD HIGHER EDUCATION

Select Term **Semester 2 2015-2016**



The screenshot shows the SSB Select Term dropdown menu with the following elements:

- Navigation tabs: Personal Information, **Student**
- Search bar with a 'Go' button
- Links: RETURN TO MENU, SITE MAP, HELP, EXIT
- Section: Select Term
- Select a Term: Semester 2 2010-2011
- Submit button
- RELEASE: 8.1
- 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	26-09-11	120.00	
<b>Net Term Balance:</b>			120.00	
<b>Net Balance for Other Terms:</b>			0.00	
<b>Account Balance:</b>			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

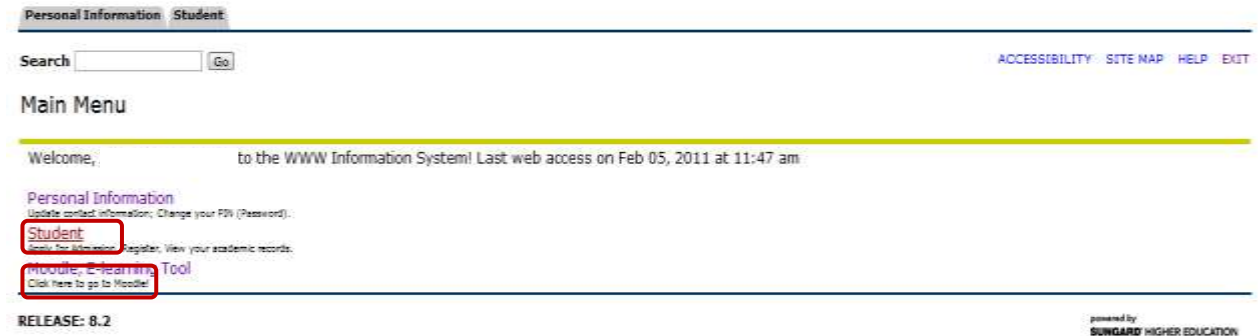
## دفع الرسوم إلكترونياً

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



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



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

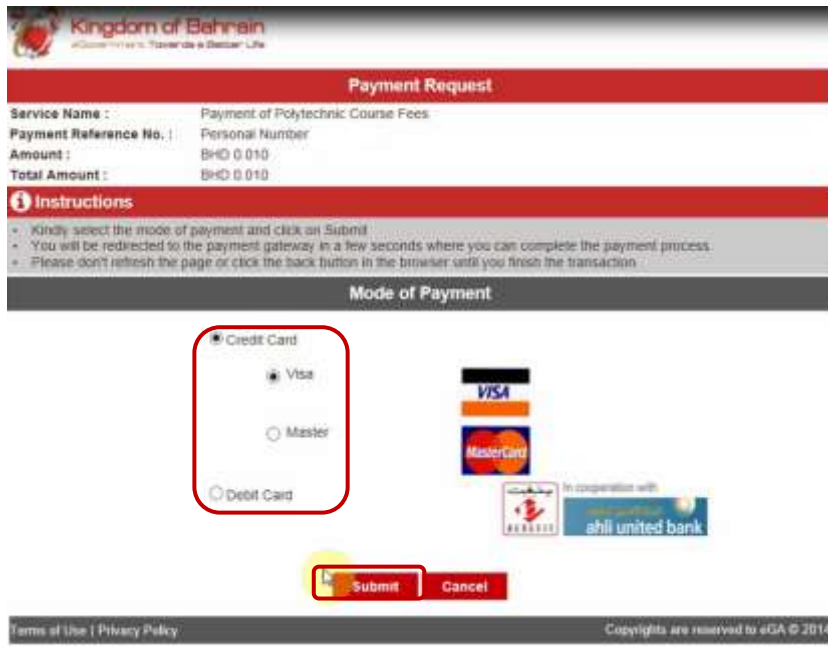
Step 5: Click on **Continue to Payment** bottom



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:   
Expiry Date:   
Security Code:

Purchase Amount: BHD 80 8.818

Verified by VISA

Copyright © 2014 Bahrain Polytechnic. All Rights Reserved

The processing might take time

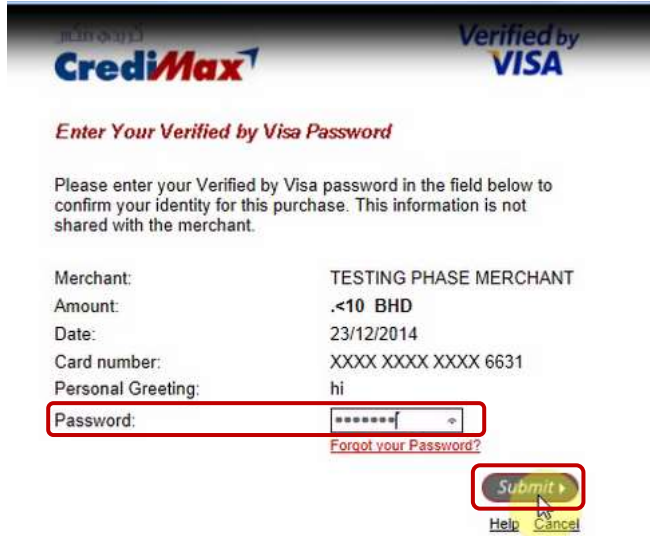


VERIFIED by VISA

Processing, please wait...

Step 9: Add your Credit or Debit Card password

Step 10: Click submit



**CrediMax<sup>1</sup>** Verified by **VISA**

*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

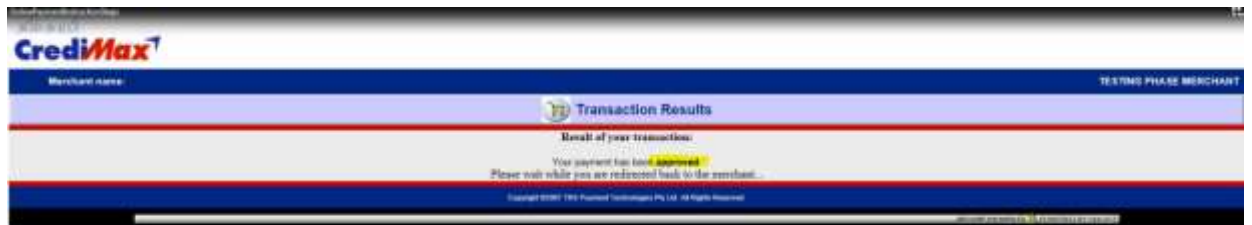
Password:

[Forgot your Password?](#)

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.



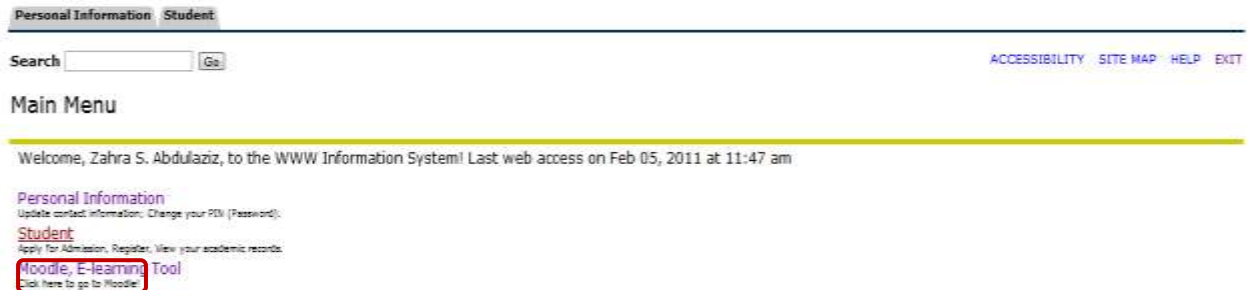
## How to plan your timetable

## كيف تخطط جدولك

To plan your timetable use the planner on page 22 and check the Class Schedule before Online Registration starts. To view the classes schedule in SSB from 4 February 2016, follow the steps below:

Go to SSB Main Menu

Click on **Student** link



Personal Information Student

Search  Go

ACCESSIBILITY SITE MAP HELP EXIT

### Main Menu

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

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

[Student](#)  
Apply for Admission; Register; View your academic records

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

Click on Student Records link



Personal Information Student

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

### Student

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

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

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

[Student Attendance Tracking Details](#)

Click Class Schedule link



Personal Information Student

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

### Student Records

[View Student Information](#)

[Class Schedule](#)

[View Holds](#)

[Final Grades](#)

[Grade Detail](#)

[Academic Transcript](#)

[Course Catalog](#)

Select Semester 2 2015 -2016

Click **Submit** at the bottom



Personal Information Student

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

### Select Term or Date Range

20090534 Zahra S. Abdulaziz  
Feb 05, 2011 12:51 pm

Search by Term:

None  
None  
Semester 2 2015-2016 (View only)  
Semester 1 2010-2011 (View only)  
OK

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

From:  To:

[Submit](#) [Reset](#)

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. **courses are, on the other hand, key on your keyboard to narrow 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-data based courses only

**Instruction:**

**Attribute Type:**

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

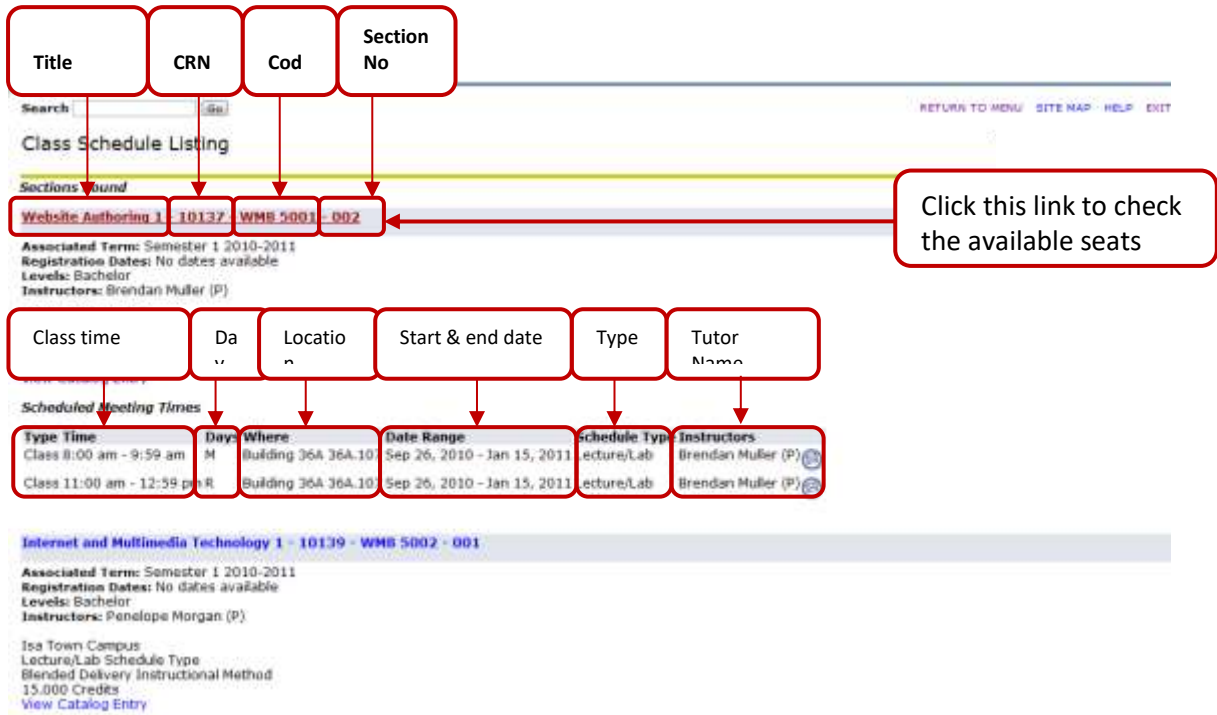
**End Time:** Hour:  Minute:  am/pm:

**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.



**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
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	R	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](#)

**Class Capacity and available seats**

**Detailed Class Information**

*Detailed Class Information*

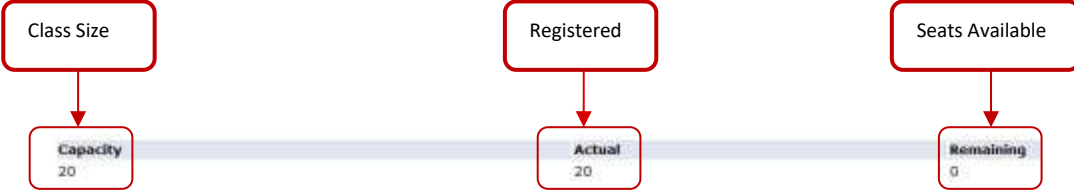
Human Resource Management - 20047 - BSB 6002 - 001

Associated Term: Semester 2 2013-2014  
 Levels: Bachelor

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

**Registration Availability**

Seats



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

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

**Pre-requisites**

**Restrictions cannot be ignored or overridden.**

## Description of Degree Electives

## وصف للمواد الاختيارية

Level 5 Electives			
<b>Course Title:</b> Work Placement	<b>Course ID:</b> GS6202	<b>Credits:</b> 15	<b>Tutors:</b> Please see the table below
<p>This course offers students the opportunity to gain real work experience in an authentic workplace. Students will integrate the skills and knowledge gained through academic study with real workplace experience. The experience must be current and a minimum of 140 working hours must be completed to pass the course.</p> <p><b><i>For more information please check <u>Moodle</u> –course requires pre-approval.</i></b></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><b>“Academic Standing Prohibits Registration”</b></p> <p> <b>Academic Standing prohibits registration</b></p>	<p>Check your online transcript to check what your Academic Standing is. See your Programme Manager.</p>
<p><b>“Anti-requisite”</b></p> <p> <b>Registration Add Errors</b></p> <p><b>Status</b> <b>CRN</b> <b>Subj</b> <b>Crse</b> <b>Sec</b> This course is Anti-requisite with BSB 5000 20693 BSB 5019 003</p>	<p>Anti-requisite means that you have taken a course that is similar or the same choose another course.</p>
<p><b>“Approval Required from Dean”</b></p> <p> <b>Registration Add Errors</b></p> <p><b>Status</b> <b>CRN</b> <b>Subj</b> <b>Crse</b> <b>Sec</b> Approval Required from Dean 20693 BSB 5019 003</p>	<p>You must seek permission from the Dean to be enrolled on this CRN.</p>
<p><b>“Approval Required from Tutor”</b></p> <p> <b>Registration Add Errors</b></p> <p><b>Status</b> <b>CRN</b> <b>Subj</b> <b>Crse</b> <b>Sec</b> Approval Required from Tutor 20693 BSB 5019 003</p>	<p>You must seek permission from the Tutor that teaches this course to be enrolled on this CRN.</p>
<p><b>“Approval Required from PM (Program Manager)”</b></p> <p> <b>Registration Add Errors</b></p> <p><b>Status</b> <b>CRN</b> <b>Subj</b> <b>Crse</b> <b>Sec</b> Approval Required from PM 20693 BSB 5019 003</p>	<p>You must seek permission from the Program Manager to be enrolled on this CRN.</p>
<p><b>“Class Restriction “</b></p> <p> <b>Registration Add Errors</b></p> <p><b>Status</b> <b>CRN</b> <b>Subj</b> <b>Crse</b> <b>Sec</b> Class Restriction 20693 BSB 5019 003</p>	<p>You have not completed the minimum number of credits to register in this course.</p>
<p><b>“Close Section”</b></p> <p> <b>Registration Add Errors</b></p> <p><b>Status</b> <b>CRN</b> <b>Subj</b> <b>Crse</b> <b>Sec</b> <b>Level</b> <b>Cred</b> Closed Section 20693 BSB 5019 003 Bachelor 15.000</p>	<p>The class is full. Choose another CRN.</p>
<p><b>“Co-requisite “Course” (CRNXXXX) required”</b></p> <p> <b>Registration Add Errors</b></p> <p><b>Status</b> <b>CRN</b> <b>Subj</b> <b>Crse</b> <b>Sec</b> Corequisite GSP 4804 (CRN 20602) required 20693 BSB 5019 003</p>	<p>You must register for the two courses at the same time.</p>
<p><b>“Duplicate CRN”</b></p> <p> <b>Registration Add Errors</b></p> <p><b>Status</b> <b>CRN</b> <b>Subj</b> <b>Crse</b> <b>Sec</b> DUPLICATE CRN 21069 BSB 6002 003</p>	<p>You have already registered in this CRN.</p>
<p><b>“Invalid or undefined Enrolment Status or Date Range Invalid”</b></p> <p> <b>Invalid or undefined Enrollment Status or date range invalid</b></p>	<p>Contact Student Information Centre (SIC)</p>
<p><b>“Field of Study Restriction – Major”</b></p> <p> <b>Registration Add Errors</b></p> <p><b>Status</b> <b>CRN</b> <b>Subj</b> <b>Crse</b> <b>Sec</b> Field of Study Restriction - Major 20693 BSB 5019 003</p>	<p>You are not enrolled in this Major.</p>





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



## Timetable Planner

## تخطيط الجدول

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