



بوليتكنك البحرين
Bahrain Polytechnic

Registration Instructions

Semester 2, 2019 - 2020

إرشادات التسجيل

للفصل الدراسي الثاني 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.



<p>Registration and payment process</p> <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>إجراءات التسجيل ودفع الرسوم الدراسية</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>
<p>Foundation and Degree students</p> <p>Foundation and Degree students must register themselves for classes online. Registration opens by programme (see the timing below) and ends 27th February 2020.</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 6th 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 4 March 2020. 	<p>طلبة برامج التمهيدي والبيكالوريوس</p> <p>على جميع طلبة برامج التمهيدي والبيكالوريوس تسجيل المقررات ذاتياً عن طريق نظام الخدمة الذاتية SSB. التسجيل حسب البرنامج في الأوقات المحددة (كما هو مبين في الجدول ادناه) وينتهي بتاريخ 27 فبراير 2020.</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 6 فبراير 2020. <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 4 مارس 2020.
<p>Registering for more than 65 credits</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"> • 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>تسجيل أكثر من 65 ساعة معتمدة في الفصل الدراسي</p> <p>يمكن للطلبة المنتظمين في بوليتكنك البحرين تسجيل 65 ساعة معتمدة كحد أقصى إذا لم يكن الطالب تحت الإنذار الأكاديمي.</p> <p>يجب أن تتوافر الشروط التالية في الطلبة الراغبين في تسجيل 75 ساعة معتمدة:</p> <ul style="list-style-type: none"> • إذا كانت المقررات المطلوبة من متطلبات إنهاء البرنامج. • أن لا يقل المعدل التراكمي عن 3 أو أكثر. • أن يكون مؤهلاً للتخرج في نهاية الفصل الذي يرغب في التسجيل فيه. <p>يجب على الطلبة استكمال استمارة "طلب زيادة الساعات المعتمدة للفصل الدراسي" وتقديمها إلى مركز معلومات الطلبة قبل يوم عمل واحد على الأقل من بدء التسجيل الخاص بالبرنامج. ستتم زيادة عدد الساعات إذا تمت الموافقة، في حين لا يوجد ضمان لوجود مقاعد شاغرة في المقررات في حالة تقديم الطلب متأخراً.</p>



Registration Notes	ملاحظات
<ul style="list-style-type: none"> Programme Managers or Head of School advise if the tutors name is entered in Banner or not. Changes may be made to class timing and tutor as required by Faculty. Registration in a class is based on the class capacity. Seats are limited, see SSB. Bahrain Polytechnic reserves the right to unenrol students from courses that have limited seats and are not a requirement. 	<p>- مدير البرنامج أو رئيس القسم الأكاديمي هو من يقرر إظهار أسماء المدرسين لكل مقرر أو عدمه.</p> <p>- التغييرات ممكن أن تطرأ على وقت المحاضرات أو أسماء المدرسين بحسب التغييرات المطلوبة من الكلية.</p> <p>- التسجيل في المجموعات الدراسية بناءً على الطاقة الاستيعابية في الفصل الدراسي. عدد المقاعد محدود (انظر SSB).</p> <p>- تحتفظ بوليتكنك البحرين بالحق في إلغاء تسجيل الطلبة من بعض المقررات ذات المقاعد المحدودة وغير المطلوبة في الخطة الدراسية.</p>
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 11 February at 9am until 4 March. ALL fees must be paid in full before 4 March 2020. From 5 March 2020, any unpaid course fees will result in the course registration being dropped. 	<p>دفع الرسوم إلكترونياً</p> <p>بإمكان الطلبة دفع الرسوم الدراسية إلكترونياً بدا من:</p> <p>- تاريخ 11 فبراير الساعة 9 صباحاً إلى 4 مارس.</p> <p>- يجب دفع الرسوم بالكامل قبل تاريخ 4 مارس 2020.</p> <p>- اعتباراً من تاريخ 5 مارس 2020، 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 <u>BEFORE</u> 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>نطلب 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</p>	<p>ساعات العمل: من 9 صباحاً حتى 2 ظهراً</p> <p>للاستفسار عبر البريد الإلكتروني: Registration@polytechnic.bh</p> <p>ارقام الاتصال: 17897471</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, 11 February 2020 at 9.00am
ICT	Working Students	Tuesday, 11 February 2020 at 10.00am
	Students with long term illness	
	All students	Tuesday, 11 February 2020 at 1.00pm
* Note: 11 February Student Information Centre will close before 11am due Bahrain Sport Day activates		
Business	Working Students	Tuesday, 11 February 2020 at 10.00am
	Students with long term illness	
	Earned Credits 345 to 540	Wednesday, 12 February 2020 18 at 9.00am
	Earned Credits 300 to 340	Wednesday, 12 February 2020 at 10.00am
	Earned Credits 220 to 295	Wednesday, 12 February 2020 at 11.00am
	Earned Credits 110 to 215	Wednesday, 12 February 2020 at 12.00pm
Engineering	Working Students	Tuesday, 11 February 2020 at 10.00am
	Students with long term illness	
	All students	Thursday, 13 February 2020 at 9.00am
Logistics	Working Students	Thursday, 13 February 2020 at 10.00am
	Students with long term illness	
	Earned Credits 360 and more	Sunday, 16 February 2020 at 9.00am
	Earned Credits 245 and more	Sunday, 16 February 2020 at 10.00am
	Earned Credits 120 and more	Sunday, 16 February 2020 at 11.00am
	Earned Credits 45 and more	Sunday, 16 February 2020 at 12.00pm
Foundation (CAP)	All students	Monday, 17 February 2020 at 9.00am
	Earned Credits 300 and more	Monday, 17 February 2020 at 11.00am
Electives & National Requirements	All Degree students	Tuesday, 18 February 2020 at 10.00am Note: Online Registration will be close for all programmes from 9.00 to 9.59 am
	Foundation	Wednesday, 19 February 2020 at 10.00am Note: national requirements of Arabic and History of Bahrain will be open, check page 19 in the Online Registration Instruction
	For Help!	
<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. 		<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 2 ظهراً • طلبة التخصص في مبنى رقم 5، مختبر 5.19 ومختبر 5.20. • طلبة التمهيدي 19.112



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	16 Feb 2020 17 Feb 2020 18 Feb 2020 19 Feb 2020	10.00 –2.00 PM	20.102	Eman Askar
	BBS8040 ACCT	16 Feb 2020 17 Feb 2020 18 Feb 2020 19 Feb 2020	10.00 –2.00 PM	20.103 20.101 20.115 20.115	Najla Srouf Sana Al Amri Kubra Edhraboh Qasim Albaqali
	BBS8030 BAFI	16 Feb 2020 17 Feb 2020 18 Feb 2020 19 Feb 2020	10.00 –2.00 PM	20.112 20.117 20.116 20.113	Wafa Salman Latifa AlFadhel Dr. Ghassan AlSoud Aisha Bu Haji
	BBS8010 MKTG	16 Feb 2020 17 Feb 2020 18 Feb 2020 19 Feb 2020	10.00 –2.00 PM	20.110 29.110 20.104 20.104 20.110	Philip Cragg Amir Zaidan Darren Morris Dr Philippe Vande Wiele Tijjay Mitchell
	BBS8020 MNGT	16 Feb 2020 17 Feb 2020 18 Feb 2020 19 Feb 2020	10.00 –2.00 PM	20.102 20.116 20.108	Shaima Aqeel Anupam Shailaj Sinead Moriarty
	HRM BBS8070	16 Feb 2020 17 Feb 2020 18 Feb 2020 19 Feb 2020	10.00 –2.00 PM	20.113 20.117 20.116	Dr Namrata Gulati Ms Fahdia Khalid Mr Chris Bridgett
	Double Major BBS8090	16 Feb 2020 17 Feb 2020 18 Feb 2020 19 Feb 2020			Relevant Major Advisers listed above
EDICT IT	Year 1 & 2	17 Feb 2020	9:00 to 3:00 pm	26.101	Anyone of the BICT PMs
	DASY	17 Feb 2020	9:00 to 3:00 pm	26.101	Momir Radicevic
	MNIS	17 Feb 2020	9:00 to 3:00 pm	26.101	Alan Oxley
	NETW	17 Feb 2020	9:00 to 3:00pm	26.101	Omar Fayyad
	PROG	17 Feb 2020	9:00 to 3:00 pm	26.101	Paul Farrell
Engineering	Common First Year	18-21 Feb 2020	9:00 to 2:00pm	20.009 20.011	Paya Modi & Adel Aawan
	Mechanical		9:00 to 2:00pm	20.011	Adel Aawan
	Electronics		9:00 to 2:00pm	20.005	Dr Mohamed Aljerjawi
	Electrical		9:00 to 2:00pm	20.005	Dr Mohamed Aljerjawi

Study Plan: Degree courses by Programme for Semester 2, 2019-2020

المقررات الدراسية المطروحة لطلبة التخصص للفصل الدراسي الثاني 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 15 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	
BU6010	Management 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)
Elective**	15 credits elective or NRCs	Elective**	15 credits elective or NRCs
Year 2 - Semester 1		Year 2 - Semester 2	
TL7001*	International Transport Law	BU6005	Intro to Accounting
EL6003*	English Skills A	TL7202*	Maritime Shipping Systems and Practices
-	BILM Option / Other Elective	EL6401*	Skills for Academic Writing (5 credits)
-	BILM Option / Other Elective	-	BILM Option / Other Elective
-	-	-	ILM8000 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 ⁺		
Important: Pre-requisites apply for courses marked with *, check SSB for details			
Courses mark with an ⁺ contain an <u>external</u> exam (or exams)			
** Register in elective or national requirements courses if Logistic courses are full			

Bachelor of Information and Communications Technology (IT701 & ICT8000)

Year 1 - Semester 1			
IT6010	Maths for Computing		
EL5005 Or EL5006	Reading and Writing English for EDICT or Speaking and Listening English for EDICT		
Elective	15 credits elective or NRCs		
Year 1 - Semester 2			
IT6005	Database Systems 1		
IT6003	Networks and Data Communications 1		
IT6008	Computer Programming 1		
EL5005 Or EL5006	Reading and Writing English for EDICT or Speaking and Listening English for EDICT		
Year 2 - Semester 2			
IT7003*	Networks and Data Communications 2	IT7004*	Operating Systems and Platforms
IT7005*	Database Systems 2	EL6002	English for EDICT 4
IT7008*	Computer Programming 2		
Year 3 - Semester 2			
IT8118*	Advanced Programming		
IT8212*	Cloud Computing		
IT8213*	Data Centre Management		
IT8416*	Data Mining		
IT8323*	Advanced Networking		
IT8415*	Database Programming 2		
IT7202*	Enterprise Resource Planning		
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			

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.

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
IT6003.001	IT6003.002
IT6005.001	IT6005.002
IT6008.001	IT6008.002
IT6010.001	IT6010.002
EL5006.005	EL5006.005 OR EL5005.006
Stream 3	Stream 4
IT6003.003	IT6003.004
IT6005.003	IT6005.004
IT6008.003	IT6008.004
IT6010.003	IT6010.004
EL5005.005	EL5006.005 OR EL5005.006
Stream 5	Stream 6
IT6003.005	IT6005.006
IT6005.005	IT6008.006
IT6008.005	EL5006.004 OR EL5005.005
EL5006.004 OR EL5005.005	

Year 2 Registration

Year 2 courses will be restricted by Major in the first week of registration (Major restriction will be lifted on 16th Feb)

- IT7005, IT7008: Only DB and PROG Majors allowed to register
- IT7003, IT7004: Only MIS and NET Majors allowed to register
- IT7202: Only MIS Majors allowed to register

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
IT7005.001	IT7005.002
IT7008.001	IT7008.002
EL6002.012	EL6002.013
Stream 3	Stream 4
IT7005.003	IT7003.001
IT7008.003	IT7004.001
EL6002.014	IT7202.001
	EL6002.015
Stream 5	
IT7003.002	IT7202.001
IT7004.002	EL6002.012

Bachelor of Visual Design (BD701 & DES8000)			
Year 1 - Semester 2		Year 2 - Semester 2	
VC6101	Visual Design II: Typography	VIB6201	Visual Design IV: Branding and Branding Methods
VC6103	Computer Practical II: Layout Principles and Graphic Design	VIB6203	Computer Practical IV: Digital Type & Type in Motion
VC5901	Digital Photography Basics	EL6002	English for EDICT 4
EL5005 Or EL5006	Reading and Writing English for EDICT or Speaking and Listening English for EDICT		
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
VC7203	Type Design	VC7205	Animation Design

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 teams 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	BSB5004	Introduction to Management	BU6001	BSB5001	Introduction to Marketing
BU6005	BSB5005	Introduction to Accounting	BU6006	BSB5006	Quantitative Business Methods
BU6008	BSB5008	Applied Communication	BU6007	BSB5007	Introduction to Economics
EL5001		Not being offered in S2 2019-20	EL5002		English Communication for Research/Reading/Writing
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	EL6401*		Skills for Academic Writing 1 of 3 5-credit courses = 15 credits total
Year 3 - Semester 1			Year 3 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU7101*	BSB6101	Not being offered in S2 2019-20	BU6012	BSB5012	Project Management
BU7102*	BSB6102	Not being offered in S2 2019-20	BU7100*	BSB6100	Services Marketing
BU7103*	BSB6103	Not being offered in S2 2019-20	BU7104*	BSB6104	Social Media Marketing
NRCs/Elect		National Requirements/ Elective	BU8103*	BSB7103	Not being offered in S2 2019-20
			BU8104*	BSB7104	Advanced Digital Marketing
Year 4 - Semester 1			Year 4 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU7104	BSB6104	Social Media Marketing	BU8199*	BSB7099	Industry Project: Marketing
BU8100*	BSB7100	Not being offered in S2 2019-20			
BU8101*	BSB7101	Not being offered in S2 2019-20			
BU8102*	BSB7102	Not being offered in S2 2019-20			
BU8105*		Not being offered in S2 2019-20			
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	BSB5005	Introduction to Accounting	BU6006	BSB5006	Quantitative Business Methods
BU6008	BSB5008	Applied Communication	BU6007	BSB5007	Introduction to Economics
EL5001		Not being offered in S2 2019-20	EL5002		English Communication for Research
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	EL6401*		Skills for Academic Writing 1 of 3 5-credit courses = 15 credits total
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
			BU7202*	BSB6202	Organisational Behaviour
			BU7203*	BSB6203	Leadership
BU7201*	BSB6201	Operations Management	BU7204*	NA	Not being offered in S2 2019-20
BU7202*	BSB6202	Organisational Behaviour	BU7205*	NA	New Ventures
NRCs/Elect		National Requirements/ Elective	BU8200*	BSB7200	International Business
			TL8302*	NA	Not being offered in S2 2019-20
			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
BU7203*	BSB6203	Leadership	BU8099*	BSB7099	Industry Project
BU8202*	BSB7202	Not being offered in S2 2019-20			
BU8203*	BSB7203	Not being offered in S2 2019-20			
BU8204*	BSB7204	Contemporary Management			
NRCs/Elect		National Requirements/ Elective			
Important: 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	BSB5005	Introduction to Accounting	BU6006	BSB5006	Quantitative Business Methods
BU6008	BSB5008	Applied Communication	BU6007	BSB5007	Introduction to Economics
EL5001		Not being offered in S2 2019-20	EL5002		English Communication for Research
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	EL6401*		Skills for Academic Writing <small>1 of 3 5-credit courses = 15 credits total</small>
Year 3 - Semester 1			Year 3 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU7301*	BSB6301	Money and Banking	BU6012	BSB5012	Project Management
BU7302*	BSB6302	Investment & Portfolio Management	BU7305*		Financial Markets and Institutions
BU7400*	BSB6400	Financial Accounting II	BU8300*	BSB7300	Financial Risk Management
BU7305*		Financial Markets and Institutions	BU8302*	BU7302	International Finance
NRCs/Elective		National Requirements/ Elective	BU8303*		Not being offered in S2 2019-20
Year 4 - Semester 1			Year 4 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU7400*	BSB6400	Financial Accounting II	Course Code BU8099*	Previous Code BSB7099	Course Name Industry Project
BU7305*		Financial Mkts & Institutions			
BU8300*	BSB7300	Financial Risk Management			
BU8302*	BU7302	International Finance			
BU8303*		Not being offered in S2 2019-20			
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	BSB5005	Introduction to Accounting	BU6006	BSB5006	Quantitative Business Methods
BU6008	BSB5008	Applied Communication	BU6007	BSB5007	Introduction to Economics
EL5001		Not being offered in S2 2019-20	EL5002		English Communication for Research
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	EL6401*		Skills for Academic Writing <i>1 of 3 5-credit courses = 15 credits total</i>
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*		Not being offered in S2 2019-20	BU8401*	BSB7401	Taxation
NRCs/Elect		National Requirements/ Elective	BU8402*	BSB7402	Financial Reporting
			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	BSB5005	Introduction to Accounting	BU6006	BSB5006	Quantitative Business Methods
BU6008	BSB5008	Applied Communication	BU6007	BSB5007	Introduction to Economics
EL5001		Not being offered in S2 2019-20	EL5002		English Communication for Research
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	EL6401*		Skills for Academic Writing 1 of 3 5-credit courses = 15 credits total
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*		Learning & Talent Development
			BU8703		Performance Management
BU7701*		Employee Relations	BU7203	BSB6203	Leadership
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*		Not being offered in S2 2019-20	BU8099	BSB7099	Industry Project
BU8701*		Not being offered in S2 2019-20			
BU8702*		Not being offered in S2 2019-20			
NRCs/Elect		National Requirements/ Elective			

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



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
WM6003	elective	Web Design 1	WM6005	WMB5005	Internet & Multimedia Technology 2
WM6009	WMB5009	Intro to eMarketing/SocMedia	WM6009	WMB5009	Intro to eMarketing/SocMedia
EL5005 Or EL5006		Reading and Writing English for EDICT or Speaking and Listening English for EDICT	WM6008	elective	Strategic Web Communication
Elective or NRCs		15 credit Elective or National Requirements	EL5005 Or EL5006		Reading and Writing English for EDICT or Speaking and 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, 2019/2020	WM7001	WMB6001	Mobile Web Development
			WM7002	WMB6002	3D Modeling & Animation
			EL6002*	EL6902	English for EDICT 4 (for Web Media)
			Elective or NRCs		15 credit Elective or National Requirements
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, 2019/2020	WM7005		Web Programming 1
			WM7007	WMB6007	Web Marketing
			WM8001	WMB7001	Audio & Video Advanced
			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, 2019/2020	WM8003	WMB7003	eBusiness
			WM8008	WMB7008	Cooperative Learning Project
			Elective		15 credit elective(s)
Electives					
WM6003	Web Design (one stream)		WM6008	Strategic Web Communication (one stream)	
WM6009	Introduction to eMarketing and Social Media (one stream)		WM6011	Digital Animation (one stream)	
WM6012	Digital Publishing (onestream)		WM7009	Storyboarding (one stream)	
GS6003	Special Project: Stop Motion (two streams)				

Bachelor of Engineering Technology (EN701 & ENT8000)

Year 1 - Semester 2

EL5005	Reading and Writing English for EDICT
Or	Or
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.

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 exempted 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.
- If you are a foundation transfer students, give priority to enrol in **EN6907**

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

Year 2 - Semester 1	Year 2 - Semester 2	
Not offered	EL6002	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	Year 3 - Semester 2	
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
	Electrical Major (ENT8040)	
	EN7008	Power Electronics
	EN7032	Electrical Machines
Year 4 - Semester 1	Year 4 - Semester 2	

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
	EN8913	Project Proposal
	Electronics Major (ENT8030)	Electronics Major (ENT8030)
Not offered	EN8904	Co-operative Learning Project (Electronics Engineering)
	EN8030	Microcontrollers
	EN8060	Telecommunications B

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.

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 exempted 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.
- If you are a foundation transfer students, give priority to enrol in **EN6907**
- Student must follow one of the given combinations of courses.

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

For any inquiry or assistance, you can contact or arrange a meeting with:

- 1- Ms Payal Modi, Common First Year PM, office 20.003A payal.modi@polytechnic.bh
- 2- Adel Aawan, Mechanical Engineering PM, office 20.011 adel.aawan@polytechnic.bh

General Electives

Degree Students Only

Code	Course Title	Credits	Code	Course Title	Credits
GS5105**	Korean Language (Level 5)	15	GS6003**	Special Project (Web Media)	15
GS6203**	Market Yourself (Level 6)	15	GS6205**	Thinking Outside the Box (Level 6)	15
BU7501*	Events Management	15	GS6507**	Debate and Public Speaking (Level 6)	15
BU6005*	Introduction to Accounting	15	BU6006*	Quantitative Business Methods	15
BU6009*	Introduction to Finance	15	BU6007*	Introduction to Economics	15
BU6010*	Management Information System	15	BU6001*	Introduction to Marketing	15
BU7003*	Business Law	15	BU6011*	Business Research Methods	15
WM6003*	Web Design 1	15	WM6009*	Intro to eMarketing / Social Media	15
WM6011*	Digital Animation	15	WM6012*	Digital Publishing	15
WM7009*	Storyboarding	15	WM6008*	Web Communication	15
TL6000*	International Transport Geography	15	TL6001*	Freight & Warehouse Operations	15
TL6300*	Managing in the T&L Environment	15	TL6302*	Intro to top Supply Chains & Procurement	15

National Requirements

GS5103**	Modern Economic History of Bahrain	5	GS6102**	Introduction to Human Rights	5
GS5104**	Arabic Language	5	GS3104**	Introductory Arabic ⁺	5

Important:

- Details about electives are saved in Moodle>Electives>Elective General Information, please visit the following link: <http://moodle.polytechnic.bh/moodle/course/view.php?id=429>
- ⁺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, 18 Feb 2020 depending on the availability of seats.
^{**} Registration will start on Monday, 17 Feb 2020 at 11.00am to students with earned credits 300 and more, then it will be open to all degree on Tuesday 18 Feb. **National requirements Arabic and History of Bahrain as below will be open Foundation students on Wednesday 19 Feb**

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	1,5	
AP4101	Math 2 (General)	1	AP3101
AP4102	Math 2 (Technical)	1	AP3101
AP3201	English 1	1	
AP4203	English 2	1,2	AP3201
AP4306	IT	1,2	
AP4004	Web Media	-	
AP4007	Visual Comm	-	
GS5302	Engineering Physics	1	

Morning classes "Stream 2"			
Time: from 8am to 4pm			
Course Code المقرر	Course Title	Section No رقم الصف	Prerequisite متطلب مسبق
AP3101	Math 1	2,6	
AP4101	Math 2 (General)	3	AP3101
AP4102	Math 2 (Technical)	2	AP3101
AP3201	English 1	2	
AP4203	English 2	3,4	AP3201
AP4306	IT	3	
AP4004	Web Media	1	
AP4007	Visual Comm	1	
GS5302	Engineering Physics	3	

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)	4	AP3101
AP4102	Math 2 (Technical)	3	AP3101
AP3201	English 1	-	
AP4203	English 2	5	AP3201
AP4306	IT	4,5	
AP4004	Web Media	2	
AP4007	Visual Comm	2	
GS5302	Engineering Physics	2	

Afternoon Classes "Stream 4"			
Time: from 12pm* to 6pm			
Course Code المقرر	Course Title	Section No رقم الصف	Prerequisite متطلب مسبق
AP3101	Math 1	4	
AP4101	Math 2 (General)	5	AP3101
AP4102	Math 2 (Technical)	4	AP3101
AP3201	English 1	3	
AP4203	English 2	6	AP3201
AP4306	IT	6	
AP4004	Web Media	-	
AP4007	Visual Comm	-	

Notes:

- Online Registration starts on 17th February 2020 at 9am.
- Help is available in 19.112 on 17th February 2020. Please watch the Online Registration video posted on the website to understand how to register.
- Please talk to your Academic Advisor if you are not sure of which course(s) you will need to enroll yourself in. Academic Advisors will be available on 17 February 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 17 فبراير 2020.
- تتوفر المساعدة في مختبر الحاسوب 19.112 بتاريخ 17 فبراير 2020، يرجى التأكد من مشاهدة فيلم الإرشادات الخاص بالتسجيل الإلكتروني الموجود في الموقع الإلكتروني لمعرفة كيفية التسجيل.
- يمكنك الرجوع لمرشدك الأكاديمي للرد على الاستفسارات الخاصة بتسجيل المواد فقط بتاريخ 17 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.
- لا تعيد تسجيل نفسك مرة أخرى في مادة IT إذا كانت درجتك NYC أو WA في الفصل الدراسي الأول.



- Please **do not enrol yourself** in IT if you have a NYC or WA grade in this courses from Semester 1.

<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</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>سيتم النظر في الطلبات المتأخرة إلى 10 فبراير 2019.</p>
<p>Alternative Study Arrangements (ASA) See the Student Attendance Policy for all details.</p> <p>Aim: Ensures students have opportunities to meet the session / learning outcomes.</p> <p>Apply for Alternative Study Arrangements (ASA) if:</p> <ul style="list-style-type: none"> required to attend events for your programme of study for /by Polytechnic. competing in International sports events officially representing Bahrain, in good 	<p>إجراءات الدراسة البديلة (الإعفاء)</p> <p>لمزيد من المعلومات الرجاء مراجعة سياسة الحضور</p> <p>الهدف: لضمان تحقيق الطلبة لنتائج التعلم.</p> <p>شروط التقديم:</p> <ul style="list-style-type: none"> حضور الفعاليات المتعلقة بالبرنامج الدراسي المنظمة من قبل بوليتكنك البحرين. تمثيل مملكة البحرين رسميًا في مسابقات رياضية دولية، ولا بد أن يكون المستوى الأكاديمي للطلبة المتقدمين جيدًا وكذلك حضورهم ومشاركتهم.



<p>academic standing and attendance and participation in courses is good.</p> <ul style="list-style-type: none"> with significant and/or chronic health conditions. <p>Students must apply by filling the Alternate Study Arrangements form BEFORE the event / absences reach 20%. Faculty will review, and if approved it will be processed by Registry.</p>	<ul style="list-style-type: none"> الطلبة الذين يعانون من أمراض مزمنة أو ظروف صحية. <p>يجب على الطلبة ملء استمارة ترتيب الدراسة البديلة المتوافرة في مركز معلومات الطلبة قبل الفعالية/ أن تصل نسبة الغياب إلى 20%. ستقوم الكلية بمراجعة الطلب، وإذا ما تمت الموافقة عليه، سيتم تجهيزه من قبل قسم التسجيل.</p>
<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> <ul style="list-style-type: none"> - يجب تقديم تقرير طبي في حالة تقديم الطلب بسبب المرض. - إن تقديم شهادات طبية لمدة يوم أو يومين عذر غير مقبول. <p>سيتم عرض الطلبات على عمداء الكليات لمراجعتها مع الأدلة المرفقة. وبدوره، سيقوم المجلس الأكاديمي بالاطلاع عليها وإبداء موافقته على قرار تغيير الدرجة مع النتائج النهائية للفصل الدراسي.</p>


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.
- Student Accounts**: See student fees.
- Attendance Report: View student attendance tracking status.
- Student Attendance Tracking Details: View student attendance tracking details.
- Make Online Payment: 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 page 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

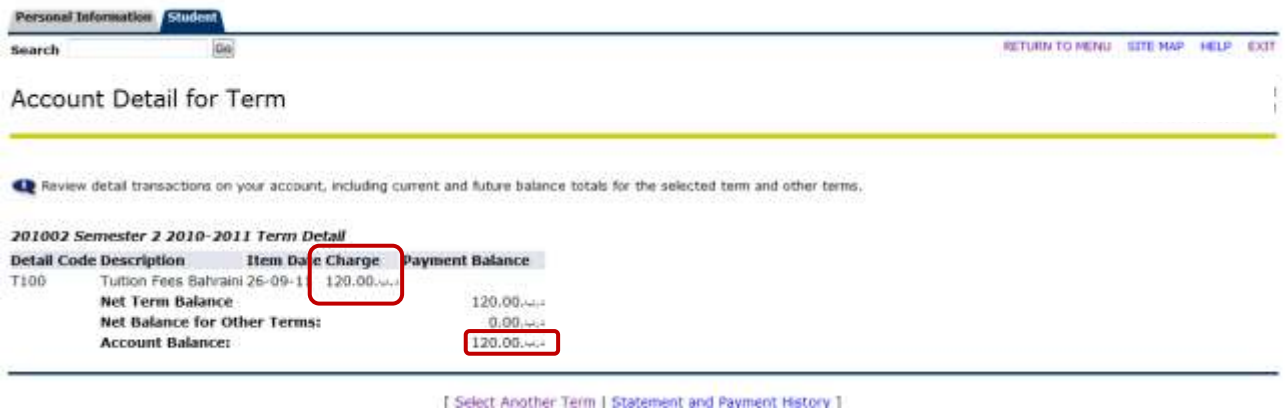
Select Term **Semester 2 2015-2016**



The screenshot shows the SSB Select Term page 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

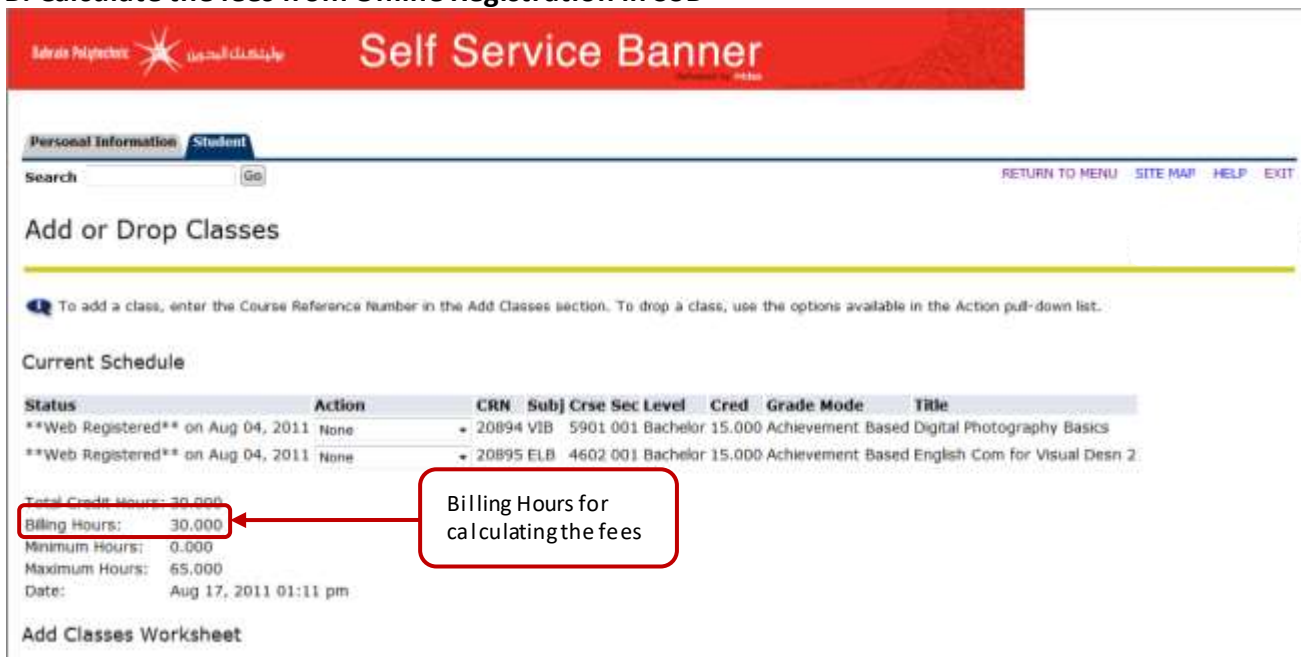
Review detail transactions on your account, including current and future balance totals for the selected term and other terms.

201002 Semester 2 2010-2011 Term Detail

Detail Code	Description	Item Date	Charge	Payment Balance
T100	Tuition Fees Bahraini 26-09-1		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



Sabha 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

Minimum Hours: 0.000

Maximum Hours: 65.000

Date: Aug 17, 2011 01:11 pm

Add Classes Worksheet

Billing Hours for calculating the fees

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



Bahrain Polytechnic بوليتكنك البحرين Self Service Banner

Personal Information Student

Search Go ACCESSIBILITY SITE MAP HELP EXIT

Main Menu

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


Personal Information
Update contact information; Change your FDI (Password).

Student
Click here 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

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



Bahrain Polytechnic بوليتكنك البحرين Self Service Banner

HELP EXIT

PERSONAL INFORMATION Student

Search Go RETURN TO MENU SITE MAP HELP EXIT

201000
FEB 25, 2018 12:03 AM

Online Payment

Please note: Late fee charge will be applied from 8-03-2013 to 12-05-2016.

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

Continue to Payment

For more account details click here

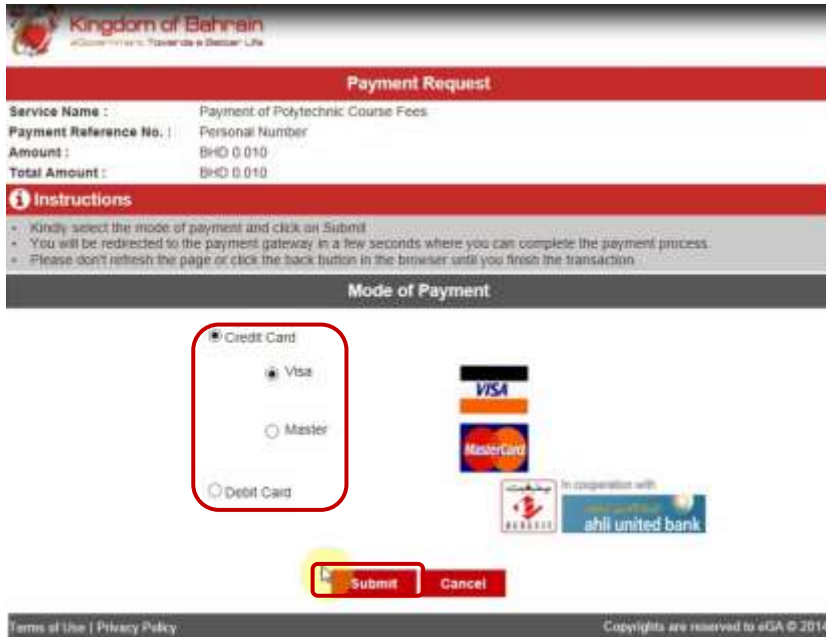
Online Payment screen will show student ID, Name and the total courses enrolled fee

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

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

- Credit Card
- Debit Card

Step 7: Then click on submit



Step 8: fill the following:

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

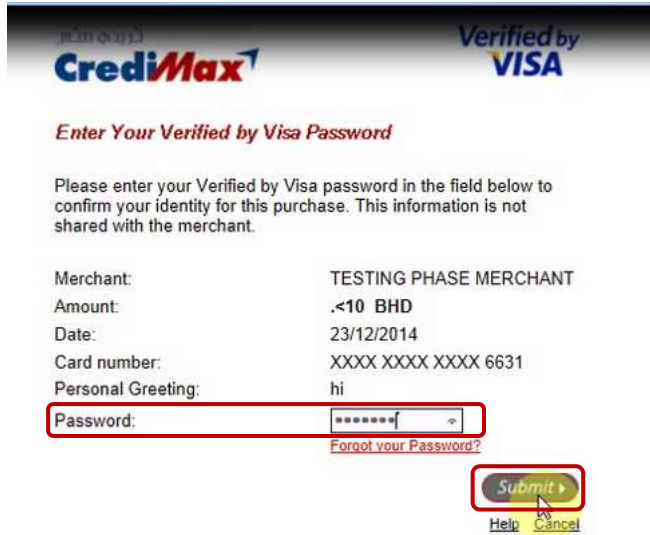


The processing might take time



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:

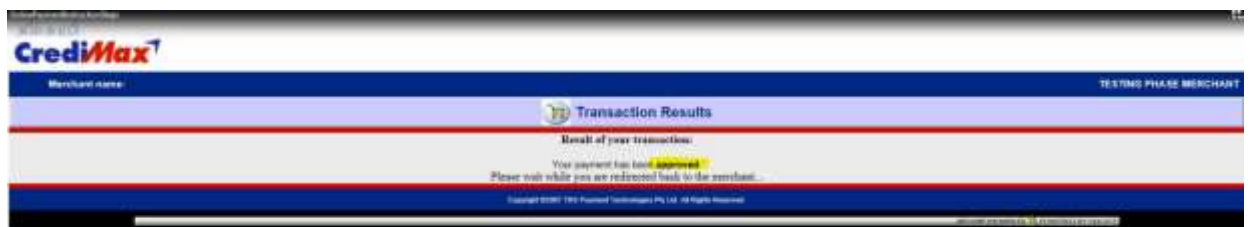
[Forgot your Password?](#)

[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

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

Receipt ID: 11227

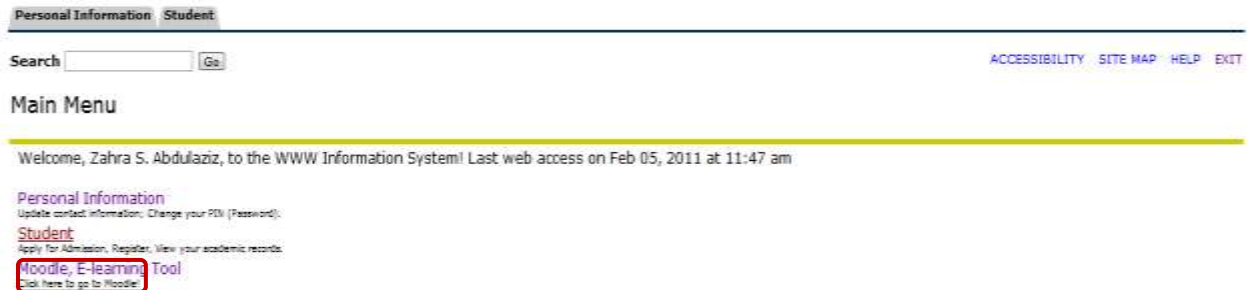
Receipt ID:

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:

- o 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-links 'View your tests, grades and transcript'), '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' (highlighted with a red box), 'View Notes', '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 date range selection form. The form has a 'Search by Term:' section with a dropdown menu showing 'None', 'Semester 1 2010-2011 (View only)', and 'OK'. Below this 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. The 'Submit' button is highlighted with a red box.

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

Personal Information Faculty 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** + **click** on the **Search** key on your keyboard to search 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:

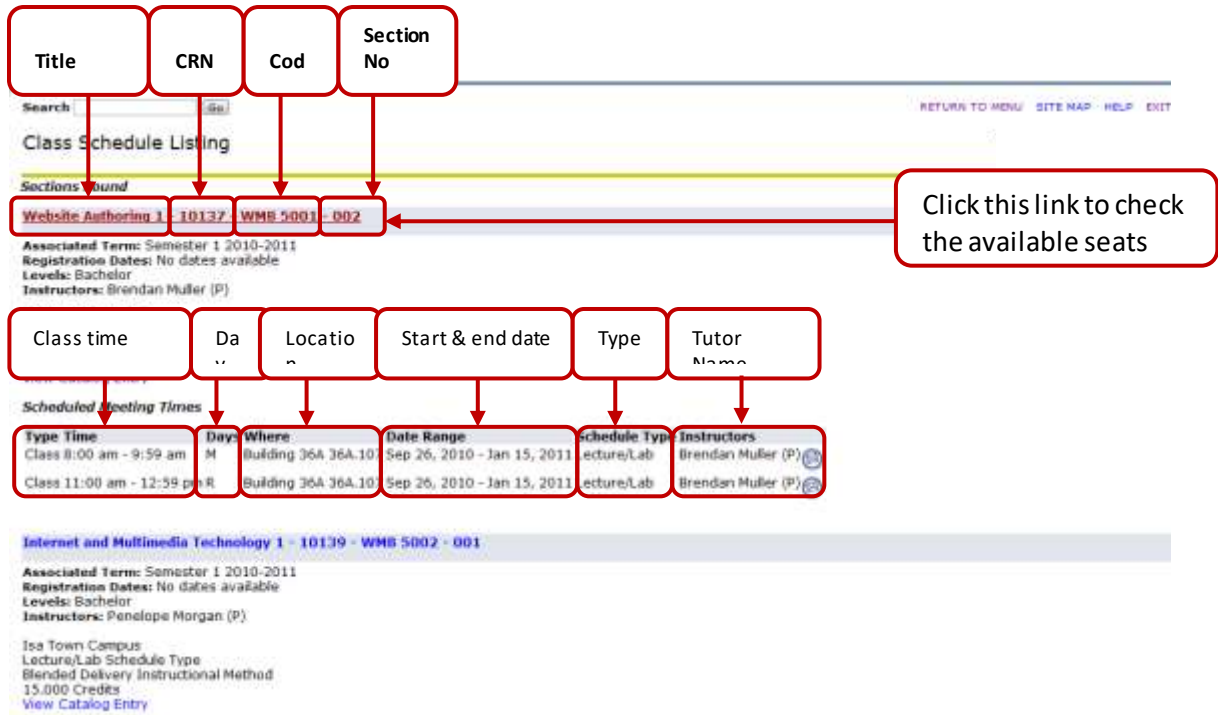
End Time: Hour: Minute: am/pm:

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 Refrence 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

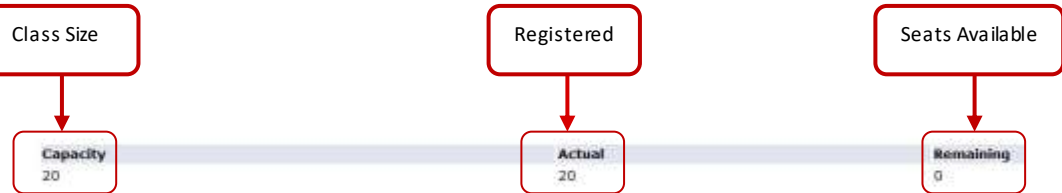
Human Resource Management - 20047 - BSB 6002 - 001

Associated Term: Semester 1 2013-2014
 Levels: Bachelor

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

Registration Availability

Seats



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

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

Pre-requisites

Restrictions cannot be ignored or overridden.



Description of Degree Electives

وصف للمواد الاختيارية

Level 5 Electives

Course Title:	Course Code	Credits
Korean Language	GS5105	5
<p>This course aims to enable students to use a range of Korean Language skills that will allow them to communicate in practical situations. Students will produce and respond to a variety of oral and aural Korean language related to everyday situations and challenges. Participants will be able to make oral communications such as introductions, asking about location, talking about the weekend, shopping, and making an appointment.</p>		

Level 6 Electives

Course Title	Course Code	Credits
Thinking Outside the Box	GS6205	15
<p>Are you looking for something different? Are you willing to explore the way you perceive yourself, others, and the world?</p> <p>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:	Course Code	Credits
Market Yourself	GS6203	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:	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>	<p>Check your online transcript to check what your Academic Standing is. See your Programme Manager.</p>
<p>“Anti-requisite”</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec This course is Anti-requisite with BSB 5000 20693 BSB 5019 003</p>	<p>Anti-requisite means that you have taken a course that is similar or the same choose another course.</p>
<p>“Approval Required from Dean”</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec Approval Required from Dean 20693 BSB 5019 003</p>	<p>You must seek permission from the Dean to be enrolled on this CRN.</p>
<p>“Approval Required from Tutor”</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec Approval Required from Tutor 20693 BSB 5019 003</p>	<p>You must seek permission from the Tutor that teaches this course to be enrolled on this CRN.</p>
<p>“Approval Required from PM (Program Manager)”</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec Approval Required from PM 20693 BSB 5019 003</p>	<p>You must seek permission from the Program Manager to be enrolled on this CRN.</p>
<p>“Class Restriction “</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec Class Restriction 20693 BSB 5019 003</p>	<p>You have not completed the minimum number of credits to register in this course.</p>
<p>“Close Section”</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec Level Cred Closed Section 20693 BSB 5019 003 Bachelor 15.000</p>	<p>The class is full. Choose another CRN.</p>
<p>“Co-requisite “Course” (CRNXXXXX) required”</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec Corequisite GSP 4804 (CRN 20602) required 20693 BSB 5019 003</p>	<p>You must register for the two courses at the same time.</p>
<p>“Duplicate CRN”</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec DUPLICATE CRN 21069 BSB 6002 003</p>	<p>You have already registered in this CRN.</p>
<p>“Invalid or undefined Enrolment Status or Date Range Invalid”</p> <p> Invalid or undefined Enrollment Status or date range invalid</p>	<p>Contact Student Information Centre (SIC)</p>



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



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

Timetable Planner

تخطيط الجدول

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