



بوليتكنك البحرين
Bahrain Polytechnic

Registration Instructions

Semester 2, 2020 - 2021

إرشادات التسجيل

للفصل الدراسي الثاني من السنة الأكاديمية

2021 – 2020

Table of Contents

Registration and payment process	3
Foundation and Degree students	3
Registering for more than 65 credits	3
Fee Payment	4
For help or advise about fees.....	4
Student Information Centre.....	4
ICT Services	4
Online Registration Starts (by programme).....	5
Study Plan: Degree courses by Programme for Semester 2, 2020-2021.....	7
Important Information for IT Students	10
Important information about Add/Drop for Business students	13
Important Information for Engineering	21
Foundation required courses.....	24
Attendance.....	25
How to check your fees balance	27
Pay your fees online.....	29
How to plan your timetable	32
Description of Degree Electives	35
Error messages and what they mean	37
Timetable Planner	40

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 All students MUST register for courses and pay fees OR apply for a Leave of Absence before the end of week 1. Please see the Academic Calendar on the Website for all key dates. 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.	إجراءات التسجيل ودفع الرسوم الدراسية 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. 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.
Foundation and Degree students Foundation and Degree students must register themselves for classes online. Registration opens by programme (see the timing below) and ends 25th February 2021. - Online workshop will be available for Foundation students on 6th February on how to register in courses online - Check the list of courses you should register in (from page 13) and/or see your Academic Advisor. - Check the Class Schedule on Self Service Banner (SSB) from 4th February 2021 - Choose more than one option (CRN). Plan your timetable using the table on page 21. - Check your account balance on SSB and pay fees (see Fee payment below). Fees are due before 2pm on 3 March 2021.	طلبة برامج التمهيد والبيكالوريوس على جميع طلبة برامج التمهيد والبيكالوريوس تسجيل المقررات ذاتياً عن طريق نظام الخدمة الذاتية SSB. التسجيل حسب البرنامج في الأوقات المحددة (كما هو مبين في الجدول أدناه) وينتهي بتاريخ 25 فبراير 2021. 1. ستتاح ورشة عبر الإنترنت لطلبة التمهيد بتاريخ 6 فبراير حول كيفية التسجيل المواد عن طريق نظام التسجيل. 2. يجب التحقق من المقررات الدراسية التي يجب التسجيل بها لهذا الفصل الدراسي (كما هو مبين في صفحة 13) أو مقابلة المرشد الأكاديمي. 3. التحقق من أوقات المقررات الدراسية عن طريق Class Schedule عبر برنامج الخدمة الذاتية SSB اعتباراً من 4 فبراير 2021. - اختيار أكثر من CRN واحد لكل مقرر حتى يكون هناك خيارات بديلة في حال كانت المجموعات الدراسية ممتلئة. 4. تخطيط الجدول الدراسي باستخدام الجدول الموجود في صفحة 21. 5. تأكد من رسوم التسجيل في (account balance) من خلال نظام الخدمة الذاتية SSB (كما هو مبين في فقرة الرسوم). آخر يوم لدفع الرسوم الدراسية قبل الساعة 2 ظهراً بتاريخ 3 مارس 2021.
Registering for more than 65 credits All students can register up to 65 Credits if they are not on Probation. Students can register up to 75 Credits IF: - their programme structure requires it; - they have a CGPA of 3 or higher, OR - are eligible to graduate in that semester. You must submit complete "Application to Increase Semester Credits" online form 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.	تسجيل أكثر من 65 ساعة معتمدة في الفصل الدراسي يمكن للطلبة المنتظمين في بوليتكنك البحرين 65 ساعة معتمدة كحد أقصى إذا لم يكن الطالب تحت الإنذار الأكاديمي. يجب أن تتوافر الشروط التالية في الطلبة الراغبين في تسجيل 75 ساعة معتمدة: • إذا كانت من متطلبات انتهاء البرنامج. • أن لا يقل المعدل التراكمي لا يقل عن 3 أو أكثر • أن يكون مسجلاً في آخر فصل للتخرج. يجب على الطلبة استكمال استمارة "طلب زيادة الساعات المعتمدة للفصل الدراسي" الإلكتروني 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.



Registration Notes	ملاحظات
- 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.	- مدير البرنامج أو رئيس القسم الأكاديمي هو من يقرر إظهار أسماء المدرسين لكل مقرر أو عدمه. - التغييرات ممكن أن تطرأ على وقت المحاضرات أو أسماء المدرسين بحسب التغييرات المطلوبة من الكلية. - التسجيل في المجموعات الدراسية بناءً على الطاقة الاستيعابية في الفصل الدراسي. عدد المقاعد محدود (انظر SSB). - تحتفظ بوليتكنك البحرين بالحق في إلغاء تسجيل الطلبة من بعض المقررات ذات المقاعد المحدودة وغير المطلوبة في الخطة الدراسية.
Fee Payment	دفع الرسوم الدراسية
Online Payment Students can pay their fees online starting from: - Online payment will be open from 10 February at 9am until 3 March. - ALL fees must be paid in full before 3 March 2021. - From 4 March 2021, any unpaid course fees will result in the course registration being dropped.	دفع الرسوم إلكترونياً بإمكان الطلبة دفع الرسوم الدراسية إلكترونياً بدا من: - تاريخ 11 فبراير الساعة 9 صباحاً إلى 3 مارس. - يجب دفع الرسوم بالكامل قبل تاريخ 3 مارس 2021. - اعتباراً من تاريخ 4 مارس 2021، سيتم حذف المقررات المسجلة للطلبة الذين لم يستكملوا إجراءات الدفع.
Scholarship students repeating courses are required to pay for those courses before the closing date. Check Scholarships Coordinator Heyam Juma Heyam.Juma@polytechnic.bh for more information.	على طلبة البعثات دفع رسوم المقررات الدراسية التي المعادة قبل التاريخ المحدد للدفع. لمزيد من المعلومات الرجاء مراجعة منسق شؤون البعثات والمنح هيام جمعة Heyam.Juma@polytechnic.bh
For help or advise about fees See the Student Services in building 19 (office number 19.126 or 19.128) or sending email to Abdulaziz.Muraghi@polytechnic.bh if you need any advice or help BEFORE fees are due. Normally no extensions for fee payment are given. Fee exemption Applications for fee exemption starting Semester 1, 2021-2022 will be announced during month of March. Please see the scholarships coordinator Heyam.Juma@polytechnic.bh for any further information.	لطلب المساعدة أو النصيحة لدفع الرسوم على الطالب مراجعة وطلب مساعدة من دائرة الخدمات الطلابية في مبنى رقم 19 (رقم المكتب 19.126 أو 19.128) أو إرسال إيميل إلى Abdulaziz.Muraghi@polytechnic.bh في حالة عدم قدرته على دفع الرسوم المستحقة في الوقت المحدد. في العادة لا يسمح بتمديد فترة الدفع. الإعفاء من الرسوم الدراسية خلال شهر مارس سيتم الاعلان عن فترة التقديم للإعفاء من دفع رسوم الفصل الدراسي الاول 2021-2022 شهر مارس. ولمزيد من المعلومات الرجاء مراجعة منسق شؤون البعثات والمنح Heyam.Juma@polytechnic.bh
Student Information Centre	مركز معلومات الطلبة
Working Hours: 9am to 2pm Email for inquiries: Registration@polytechnic.bh Contact numbers: 17897471	ساعات العمل: من 9 صباحاً حتى 2 ظهراً للاستفسار عبر البريد الإلكتروني: Registration@polytechnic.bh ارقام الاتصال: 17897471
ICT Services	خدمات تكنولوجيا المعلومات والاتصالات
For any technical issues in SSB, Moodle or Polytechnic email Email: ICT.Services@polytechnic.bh Contact numbers: 17897111	للمشاكل التقنية في نظام الخدمة الذاتية، المودل والبريد الإلكتروني الرجاء التواصل على البريد الإلكتروني: ICT.Services@polytechnic.bh ارقام الاتصال: 17897111

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

التخصص Programme	الطلبة Students	بدأ التسجيل Registration opens
Web Media and Visual Design	All students	Tuesday, 9 February 2021 at 9.00am
ICT	Working Students	Tuesday, 9 February 2021 at 10.00am
	Students with long term illness	Tuesday, 9 February 2021 at 10.00am
	Earned Credits 200 and more	Tuesday, 9 February 2021 at 12.00pm
	All students	Tuesday, 9 February 2021 at 2.00pm
Business	Working Students	Tuesday, 9 February 2021 at 10.00am
	Students with long term illness	Tuesday, 9 February 2021 at 10.00am
	Earned Credits 345 to 540	Wednesday, 10 February 2021 at 9.00am
	Earned Credits 300 to 340	Wednesday, 10 February 2021 at 10.00am
	Earned Credits 220 to 295	Wednesday, 10 February 2021 at 11.00am
	Earned Credits 110 to 215	Wednesday, 10 February 2021 at 12.00pm
	Earned Credits 0 to 105	Wednesday, 10 February 2021 at 1.00pm
* Note: 11 February Student Information Centre & Registry will close before 11am due Bahrain Sport Day activates		
Engineering	Working Students	Tuesday, 9 February 2021 at 10.00am
	Students with long term illness	Tuesday, 9 February 2021 at 10.00am
	Earned Credits 360 and more	Sunday, 14 February 2021 at 9.00am
	Earned Credits 245 and more	Sunday, 14 February 2021 at 10.00am
	Earned Credits 120 and more	Sunday, 14 February 2021 at 11.00am
	Earned Credits 45 and more	Sunday, 14 February 2021 at 12.00pm
	All students	Sunday, 14 February 2021 at 1.00pm
Logistics	Working Students	Thursday, 11 February 2021 at 10.00am
	Students with long term illness	Thursday, 11 February 2021 at 10.00am
	Earned Credits 360 and more	Monday, 15 February 2021 at 9.00am
	Earned Credits 245 and more	Monday, 15 February 2021 at 10.00am
	Earned Credits 120 and more	Monday, 15 February 2021 at 11.00am
	Earned Credits 45 and more	Monday, 15 February 2021 at 12.00pm
	All students	Monday, 15 February 2021 at 1.00pm
Foundation (CAP)	All students	Monday, 15 February 2021 at 9.00am
Electives & National Requirements	Earned Credits 300 and more	Monday, 15 February 2021 at 11.00am
	All Degree students	Tuesday, 16 February 2021 at 10.00am Note: Online Registration will be close for all programmes from 9.00 to 9.59 am
	Foundation	Tuesday, 16 February 2021 at 1.00pm Note: national requirements of Arabic and History of Bahrain will be open, check page 19 in the Online Registration Instruction
For Help! ➤ See your Academic Advisor. ➤ General enquires about registration, please contact Registry from 9am to 2pm through: Email: Registration@polytechnic.bh Contact numbers: 17897471 – 17897472 ➤ Help is available by BPSC https://nmohammed116.wixsite.com/bpscsupport		للمساعدة • الرجاء مراجعة المرشد الأكاديمي. • للرد على الاستفسارات العامة عن التسجيل (حذف أو إضافة) يمكن مراجعة إدارة القبول والتسجيل من الساعة 9 صباحاً حتى 2 ظهراً عبر: Registration@polytechnic.bh البريد الإلكتروني: 17897471 – 17897472 • للمساعدة يمكنك التواصل مع مجلس الطلبة عبر https://nmohammed116.wixsite.com/bpscsupport



Academic Advising				الإرشاد الأكاديمي	
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. Note: Please email your Academic Advisors below for an appointment.				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. ملاحظة: يجب طلب موعد للاجتماع مع المرشد الأكاديمي في التواريخ والأوقات المبينة في الجدول أدناه من خلال إرسال بريد إلكتروني إلى المرشد.	
Faculty	Major	Date	Time	Academic Advisors	Email
Business	BBS8000 Year 1 & 2	9 to 18 Feb 2021	10.00 – 2.00 PM	Eman Askar	Eman.Askar@polytechnic.bh
	BBS8040 ACCT & BBS8030 BAFI			Wafa Salman	Wafa.Salman@polytechnic.bh
	BBS8010 MKTG			Philip Cragg	Philip.Cragg@polytechnic.bh
	BBS8020 MNGT & HRM BBS8070			Dr Namrata Gulati	Namrata.gulati@polytechnic.bh
	Double Major BBS8090			Relevant Major Advisers listed above	
EDICT	Visual Design			Ruqaya Ahmed	Ruqaya.Ahmed@polytechnic.bh
EDICT	Web Media			Owen Gallagher	Owen.Gallagher@polytechnic.bh
EDICT IT	Year 1 & 2				Anyone of the BICT PMs
	DASY			Ancy Cherian	Ancy.Cherian@polytechnic.bh
	MNIS			Alan Oxley	Alan.Oxley@polytechnic.bh
	NETW			Omar Fayyad	Omar.Fayyad@polytechnic.bh
	PROG			Osama Al Abedallat	Osama.AlAbedallat@polytechnic.bh
Engineering	Common First Year			Payal Modi & Adel Aawan	Payal.Modi@polytechnic.bh Adel.Aawan@polytechnic.bh
	Mechanical			Adel Aawan	Adel.Aawan@polytechnic.bh
	Electronics			Dr Mohamed Aljerjawi	Mohamed.Aljerjawi@polytechnic.bh
	Electrical			Dr Mohamed Aljerjawi	Mohamed.Aljerjawi@polytechnic.bh

Study Plan: Degree courses by Programme for Semester 2, 2020-2021

- المقررات الدراسية المطروحة لطلبة التخصص للفصل الدراسي الثاني من العام الأكاديمي 2020
2021

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 (BILM)	EL5002	Introduction to English Communication 2 (BILM)
Elective**	15 credits elective or NRCs	Elective**	15 credits elective or NRCs
Year 2 - Semester 1		Year 2 - Semester 2	
BU7003	Business Law (<i>New offering</i>)	BU6005	Intro to Accounting
EL6003*	English Skills A (<i>Offered in both Sem1 and 2</i>)	TL7202*	Maritime Shipping Systems and Practices
-	BILM Option / Other Elective / NRC	EL6403*	Speaking Skills for Interviews (5 credits)
-	BILM Option / Other Elective	-	BILM Option / Other Elective / NRC
-	-	-	BILM Option / Other Elective
Year 3 - Semester 1		Year 3 - Semester 2	
-	BILM Option / Other Elective / NRC	TL7009*	Research Methods for Logistics
-	BILM Option / Other Elective	-	BILM Option / Other Elective / NRC
-	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		
TL8303*	Urban Public Transport (<i>New offering</i>)		
-	BILM Option / Other Elective		
ILM8000 (IL701) Options			
TL7003*	Logistics Operations Management ⁺		
TL7201*	International Air Cargo		
TL7301*	Inventory and Warehouse Management ⁺		
TL7302*	Strategic Supply Chains and Retail Logistics ⁺		
TL7300*	Passenger Transport Management ⁺		
TL8405*	Airport Management (<i>Enrolment restricted to 2018 students only</i>)		
• 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			
Important: - BILM students can take either TL7001 International Transport Law or BU7003 Business Law (pending approval) Students who have already passed TL7001 will NOT be able to take BU7003			

- TL7303 Urban Public Transport is now a **level 8** course - TL8303.
Students who have already passed TL7303 will NOT be able to take TL8303
- TL8405 Airport Management is a new BILM option. All 2018+ students must take additional Level 8 courses as part of the completion requirements and initial registration into this course will be restricted to those students. Students who need to take TL7200 next semester in order to graduate, will be able to take this course instead.
- The above is a guide only. In Semester 2 2020-21 **ALL** the above courses will be offered (except TL7001 and TL7200).
- Students must **NOT** skip English courses to avoid delaying their expected graduation date.
- All students are strongly encouraged to **re-take** any courses that they have previously failed (or failed to complete).
- BILM students will have access to BU6005 Accounting courses in Semester 2. This course is NOT offered to BILM students in Semester 1.
- It is the students' responsibility to manage their National Requirement courses and Elective credits. They should follow the academic advice given to them and take these courses when they are offered. Leaving these courses to the end of your studies can delay your graduation.
- **All BILM (TL) courses will be delivered differently next semester. Students will have to register into **two** CRNs per course; one CRN for the content-delivery session (max. 60 students) and one CRN for the workshop (max. 20 students):**



- Please note, we are expecting to continue with online delivery next semester due to the ongoing COVID-19 crisis. However, if/when you are allowed to return to campus, then the 'Applied Learning Tutorials' can be delivered face-to-face in classrooms. The Content Delivery sessions will remain ONLINE regardless.

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
IT8101*	Games Programming
IT8313*	Mobile Communication

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)
		IT8098*	IT Research Project
		IT8097*	Entrepreneurship Lean Start Up

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 IT6005.001 IT6008.001 *IT6010.001 EL5006.005 OR EL5005.006	IT6003.002 IT6005.002 IT6008.002 EL5006.005 OR EL5005.006
Stream 3	Stream 4
IT6003.003 IT6005.003 IT6008.003 EL5006.005 OR EL5005.006	IT6003.004 IT6005.004 IT6008.004 IT6010.001 EL5006.005 OR EL5005.006
Stream 5	Stream 6
IT6003.005 IT6005.005 IT6008.005 *IT6010.001 EL5006.004 OR EL5005.005	IT6003.006 IT6005.006 IT6008.006 *IT6010.001 EL5006.004 OR EL5005.005
Stream 7	
*IT6003.007 IT6005.007 IT6008.007 EL5006.004 OR EL5005.005	
*Note: not confirmed yet by ICT Faculty	

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

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
IT7003.001	IT7003.002
IT7004.001	IT7004.002
EL6002.012	EL6002.013
Stream 3	
IT7005.003	
IT7008.003	
IT7003.003	
IT7004.003	
EL6002.014	

Bachelor of Visual Design (BD701 & DES8000)			
Year 1 - Semester 2		Year 2 - Semester 2	
VC6101	Visual Design II: Typography	VC7201	Visual Design IV: Branding and Branding Methods
VC6103	Computer Practical II: Layout Principles and Graphic Design	VC7203	Computer Practical IV: Digital Type & Type in Motion
VC6901	Digital Photography Basics	EL6002	English for EDICT 4
EL5005 Or EL5006	Reading and Writing English for EDICT or Speaking and Listening English for EDICT	NRCs/Elect	15 credits elective or NRCs
Year 3 - Semester 2		Year 4 - Semester 2	
	Studio Option	VC8301	Visual Design 6: Portfolio Preparation and Design
NRCs/Elect	15 credits elective or NRCs	VC8409	Degree Project Implementation
NRCs/Elect	15 credits elective or NRCs	NRCs/Elect	15 credits elective or NRCs
Studio Options			
VC7906	Digital Design for the Web	VC7205	Animation Design
VC7904	Publication Design & Typography		
VC7203	Type 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 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 & 2					
Select 3 courses only	Course Code	Previous Code	Course Name		
	BU6001	BSB5001	Introduction to Marketing		
	BU6004	BSB5004	Introduction to Management		
	BU6005	BSB5005	Introduction to Accounting		
	BU6006	BSB5006	Quantitative Business Methods		
	BU6007	BSB5007	Introduction to Economics		
	BU6008	BSB5008	Applied Communication		
	BU6010	BSB5010	Management Information Systems		
EL5001		ELB4902	Introduction to English Communication (for BBUS & BILM)		
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 2020-21	BU6012	BSB5012	Project Management
BU7102*	BSB6102	Not being offered in S2 2020-21	BU7100*	BSB6100	Services Marketing
BU7103*	BSB6103	Not being offered in S2 2020-21	BU7104*	BSB6104	Not being offered in S2 2020-21
NRCs/Elect		National Requirements/ Elective	BU8103*	BSB7103	Brand Management
			BU8104*	BSB7104	Not being offered in S2 2020-21
Year 4- Semester 1			Year 4 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU7104	BSB6104	Not being offered in S2 2020-21	BU8199*	BSB7099	Industry Project: Marketing
BU8100*	BSB7100	Not being offered in S2 2020-21			
BU8101*	BSB7101	Not being offered in S2 2020-21			
BU8102*	BSB7102	Not being offered in S2 2020-21			
BU8105*		Not being offered in S2 2020-21			
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 & 2

Select 3 courses only	Course Code	Previous Code	Course Name
	BU6001	BSB5001	Introduction to Marketing
	BU6004	BSB5004	Introduction to Management
	BU6005	BSB5005	Introduction to Accounting
	BU6006	BSB5006	Quantitative Business Methods
	BU6007	BSB5007	Introduction to Economics
	BU6008	BSB5008	Applied Communication
	BU6010	BSB5010	Management Information Systems
EL5001		ELB4902	Introduction to English Communication (for BBUS & BILM)

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	Not being offered in S2 2020-21
			BU7203*	BSB6203	Leadership
BU7201*	BSB6201	Operations Management	BU7204*	NA	Not being offered in S2 2020-21
BU7202*	BSB6202	Not being offered in S2 2020-21	BU7205*	NA	New Ventures
NRCs/Elect		National Requirements/ Elective	BU8200*	BSB7200	International Business
			TL8302*	NA	Not being offered in S2 2020-21
			NRCs/Elect		National Requirements/ Elective

Year 4 - Semester 1

Year 4 - Semester 2

Course Code	Previous Code	Course Name	BU8099*	BSB7099	Course Name
BU7203*	BSB6203	Leadership			Industry Project
BU8202*	BSB7202	Not being offered in S2 2020-21			
BU8203*	BSB7203	Not being offered in S2 2020-21			
BU8204*	BSB7204	Not being offered in S2 2020-21			
NRCs/Elect		National Requirements/ Elective	BU8099*	BSB7099	

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

BBS8030 Bachelor of Business (Banking & Finance)

Year 1 - Semester 1 & 2

Select 3 courses only	Course Code	Previous Code	Course Name
	BU6001	<i>BSB5001</i>	Introduction to Marketing
	BU6004	<i>BSB5004</i>	Introduction to Management
	BU6005	<i>BSB5005</i>	Introduction to Accounting
	BU6006	<i>BSB5006</i>	Quantitative Business Methods
	BU6007	<i>BSB5007</i>	Introduction to Economics
	BU6008	<i>BSB5008</i>	Applied Communication
	BU6010	<i>BSB5010</i>	Management Information Systems
EL5001		<i>ELB4902</i>	Introduction to English Communication (for BBUS & BILM)

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	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
BU7301*	<i>BSB6301</i>	Money and Banking	BU6012	<i>BSB5012</i>	Project Management
BU7300*	<i>BSB6302</i>	Corporate Finance	BU7305*		Financial Markets and Institutions
BU7400*	<i>BSB6400</i>	Financial Accounting II	BU8300*	<i>BSB7300</i>	Financial Risk Management
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
BU7301*	<i>BSB6301</i>	Money and Banking	BU8099*	<i>BSB7099</i>	Industry Project
BU8302*	<i>BU7302</i>	International Finance			
BU8303*		Islamic Finance II			
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 & 2

Select 3 courses only	Course Code	Previous Code	Course Name
	BU6001	BSB5001	Introduction to Marketing
	BU6004	BSB5004	Introduction to Management
	BU6005	BSB5005	Introduction to Accounting
	BU6006	BSB5006	Quantitative Business Methods
	BU6007	BSB5007	Introduction to Economics
	BU6008	BSB5008	Applied Communication
	BU6010	BSB5010	Management Information Systems
EL5001		ELB4902	Introduction to English Communication (for BBUS & BILM)

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
BU7400*	BSB6400	Financial Accounting II	BU6012	BSB5012	Project Management
BU7403*	BSB6403	Cost Accounting	BU8402*	BSB7402	Financial Reporting
BU7402*		Accounting Systems	BU7401*		Not being offered in S2 2020-21
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
BU8403*		Financial Management	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 & 2

Select 3 courses only	Course Code	Previous Code	Course Name
	BU6001	BSB5001	Introduction to Marketing
	BU6004	BSB5004	Introduction to Management
	BU6005	BSB5005	Introduction to Accounting
	BU6006	BSB5006	Quantitative Business Methods
	BU6007	BSB5007	Introduction to Economics
	BU6008	BSB5008	Applied Communication
	BU6010	BSB5010	Management Information Systems
EL5001		ELB4902	Introduction to English Communication (for BBUS & BILM)

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
BU7701*		Employee Relations	BU8703		Performance Management
NRCs/Elect		National Requirements/ Elective	BU7203	BSB6203	Leadership
			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 2020-21	BU8099	BSB7099	Industry Project
BU8701*		Not being offered in S2 2020-21			
BU8702*		Not being offered in S2 2020-21			
NRCs/Elect		National Requirements/ Elective			

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

Bachelor of Web Media (BWM8000)

Year 1 - Semester 2		Year 2 - Semester 2	
WM6004	Website Authoring 2	WM7001	Mobile Web Development
WM6005	Internet & Multimedia Technology 2	WM7002	3D Modeling & Animation
WM6009	Introduction to eMarketing and Social Media	NRCs/Elect	National Requirements/ Elective
EL5006	Speaking and Listening English for EDICT	EL6002	English for EDICT 4
Year 3 - Semester 2		Year 4 - Semester 2	
WM7007	Web Marketing	WM8003	eBusiness
WM8001	Audio & Video 2 (Advanced)	WM8008	Cooperative Learning Project (30 credits)
WM8002	Web Programming 2	NRCs/Elect	National Requirements
NRCs/Elect	National Requirements/ Elective		
Additional Courses Offered in S2 2020-2021			
WM6003	Web Design		
WM6008	Strategic Web Communication		
WM6011	Digital Animation		
WM6012	Digital Publishing		
WM6013	Stop Motion Production		
WM7009	Storyboarding		
EL5005	Reading and Writing English for EDICT		

Bachelor of Engineering Technology (EN701 & ENT8000)

Year 1 - Semester 2

EL5005 Or EL5006	Reading and Writing English for EDICT Or 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 as per below
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
	EN8924	Quality, and Reliability Engineering
	EN7907	Mechanical Transmission and IC engines
Electronics Major (ENT8030)	Electronics Major (ENT8030)	
Not offered	EN7035	PLC Programming and Applications
	EN8072	Electronics Prototype Design
Electrical Major (ENT8040)	Electrical Major (ENT8040)	

Not offered	EN7008	Power Electronics
	EN7032	Electrical Machines
Year 4 - Semester 1	Year 4 - Semester 2	
Mechanical Major (ENT8020)	Mechanical Major (ENT8020)	
Not offered	EN8914 or EN8911	Cooperative Learning Project or Engineering Research Project
	EN8912	Applied Thermodynamics
	EN8905	Energy, Environment, and Sustainability
	Electronics Major (ENT8030)	
Not offered	EN8904	Co-operative Learning Project (Electronics Engineering)
	EN8030	Microcontrollers
	EN8060	Telecommunications networks

Important Information for Engineering

معلومات هامة لطلبة الهندسة

Streams for the Common 1st Year in Engineering

Streams	Streams for the Common First Year in Engineering			
1a	EN6990.001	EN6907.001	EN6000.001	Any English that fits
1b	EN6990.001	EN6914.001	EN6000.001	Any English that fits
1c	EN6903.001	EN6907.001	EN6000.001	Any English that fits
1d	EN6903.001	EN6914.001	EN6000.001	Any English that fits
1e	EN6990.001	EN6907.001	EN6903.001	Any English that fits
1f	EN6990.001	EN6914.001	EN6903.001	Any English that fits
2a	EN6990.002	EN6907.002	EN6000.002	Any English that fits
2b	EN6990.002	EN6907.002	EN6010.001	Any English that fits
2c	EN6903.002	EN6907.002	EN6000.002	Any English that fits
2d	EN6903.002	EN6907.002	EN6010.001	Any English that fits
2e	EN6990.002	EN6907.002	EN6903.002	Any English that fits
2f	EN6000.002	EN6907.002	EN6010.001	Any English that fits
3a	EN6990.003	EN6907.003	EN6010.002	Any English that fits
3b	EN6990.003	EN6914.002	EN6010.002	Any English that fits
3c	EN6903.003	EN6907.003	EN6010.002	Any English that fits
3d	EN6903.003	EN6914.002	EN6010.002	Any English that fits
3e	EN6990.003	EN6907.003	EN6903.003	Any English that fits
3f	EN6990.003	EN6914.002	EN6903.003	Any English that fits
4a	EN6990.004	EN6907.004	EN6000.003	Any English that fits
4b	EN6903.004	EN6907.004	EN6000.003	Any English that fits
4c	EN6990.004	EN6907.004	EN6903.004	Any English that fits
5a	EN6990.001	EN6914.004	EN6000.004	Any English that fits
5b	EN6903.005	EN6914.004	EN6000.004	Any English that fits
5c	EN6990.001	EN6914.004	EN6903.005	Any English that fits
6a	EN6903.006	EN6907.004	EN6000.005	Any English that fits
6b	EN6903.006	EN6907.004	EN6010.003	Any English that fits
6c	EN6903.006	EN6914.003	EN6000.005	Any English that fits
6d	EN6903.006	EN6914.003	EN6010.003	Any English that fits
6e	EN6000.005	EN6907.004	EN6010.003	Any English that fits
6f	EN6000.005	EN6914.003	EN6010.003	Any English that fits

Streams for Mechanical Engineering Year 2, 3, and 4

Mechanical Engineering students must follow one of the streams below depending on their year of study

Streams for Year 2 in Mechanical Engineering				
1	EN7919.001	EN6107.001	EN7908.001	Any English that fits
2	EN7919.002	EN6107.002	EN7908.002	Any English that fits
3	EN7919.003	EN6107.003	EN7908.003	Any English that fits
4	EN7919.004	EN6107.004	EN7908.004	Any English that fits

Streams for Year 3 in Mechanical Engineering			
1	EN7920.001	Any EN8924 that fits	Any Elective if required
2	EN7920.002	Any EN8924 that fits	Any Elective if required
3	EN7920.003	Any EN8924 that fits	Any Elective if required
4	EN7920.004	Any EN8924 that fits	Any Elective if required

Streams for Year 4 in Mechanical Engineering			
1	EN8912.001	EN8914.001	Any Elective if required
2	EN8912.002	EN8914.001	Any Elective if required
3	EN8912.003	EN8914.001	Any Elective if required

Streams for Electronics/Electrical Engineering Years 2, 3, and 4

Streams for Year 2 in Electronics/Electrical Engineering				
1	EN6020.001	EN7230.001	Any Elective if required	Any English that fits
2	EN6020.002	EN7230.002	Any Elective if required	Any English that fits

Streams for Year 3 in Electronics/Electrical Engineering				
1	EN7035.001	EN8033.001	EN8061.001	
2	EN7035.001	EN8030.001	Any Elective if required	
3	EN7035.001	EN8060.001	Any Elective if required	
4	EN7035.001	EN8060.001	EN8030.001	

Streams for Year 4 in Electronics/Electrical Engineering			
1	EN8060.001	EN8030.001	Any Elective if required
2	EN8904.001	EN88060.001	Any Elective if required
3	EN8904.001	EN8030.001	Any Elective if required

Exam Schedule for the School of Engineering 2020/21

Date		10:00-12:00	13:00-15:00
Sunday	20.06.2021	EN6914 EN6020	EN7919 EN7920
Monday	21.06.2021	EN6903 EN7908 EN7230	EN8912 EN8924
Tuesday	22.06.2021	EN6907 EN8905 EN8030	EN6107 EN7035
Wednesday	23.06.2021	EN6000 EN8061	EN8060
Thursday	24.06.2021	EN6010	

General Electives					
Degree Students Only					
Code	Course Title	Credits	Code	Course Title	Credits
GS5105**	Korean Language (Level 5)	15	GS6383	Intercultural and International Business & Market Approach (Understanding Europe and France) Only for Business & Engineering	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	WM6005*	Internet & Multimedia 2 (Game Design)	15
WM6008*	Web Communication	15	WM6009*	Intro to eMarketing / Social Media	15
WM6011*	Digital Animation	15	WM6012*	Digital Publishing	15
WM7009*	Storyboarding	15	WM6013*	- Stop Motion Production	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
TL6303*	Disaster Relief and Humanitarian Logistics	15			
National Requirements					
GS5103**	Modern Economic History of Bahrain	5	GS6102**	Introduction to Human Rights	5
GS5104**	Arabic Language	5	GS3104**	Introductory Arabic ⁺	5
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 Maitham AlMuharraqi Maitham.AIMuharraqi@polytechnic.bh and Sam Martin Sam.Martin@polytechnic.bh. [*] Priority will be given to degree students to enrol in the courses online as electives on Tuesday, 16 Feb 2021 depending on the availability of seats. ** Registration will start on Monday, 15 Feb 2021 at 11.00am to students with earned credits 300 and more, then it will be open to all degree on Tuesday 16 Feb. National requirements Arabic and History of Bahrain as below will be open Foundation students on Wednesday 16 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.

Course Code المقرر	Course Title	Stream 1	Stream 2	Stream 3	Stream 4
AP3101	Math 1	1,2	3,4	5	6
AP4101	Math 2 (General)	1,2	3,4	5,6	7
AP4102	Math 2 (Technical)	1,2	3	4	5
AP4306	IT	1	2	3	4
AP3201	English 1	1	2	3	4
AP4203	English 2	3	3	3	2
GS5306	Web Media	-	-	1	-
GS5301	Visual Comm	-	-	1	-
GS5302	Engineering Physics	-	-	-	1

Notes:

ملاحظات:

- Online workshop will be available for Foundation students on 6th February on how to register in courses online.
- Online Registration starts on 15th February 2021 at 9am.
- For help take an appointment with BPSC <https://nmohammed116.wixsite.com/bpscsupport> on 15th February 2021. Please watch the Online Registration video posted on the website to understand how to register.
- Please email 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 15 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).
- Please **do not enrol yourself** in IT if you have a NYC or WA grade in this courses from Semester 1.

• ستتاح ورشة عبر الإنترنت لطلبة التمهيدي بتاريخ 6 فبراير حول كيفية التسجيل المواد عن طريق نظام التسجيل.

• سيبدأ التسجيل الإلكتروني الساعة 9 صباحاً بتاريخ 15 فبراير 2021.

• للمساعدة يمكنك التواصل وطلب موعد مع مجلس الطلبة عبر <https://nmohammed116.wixsite.com/bpscsupport> بتاريخ 15 فبراير 2021، 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 عبر البريد الإلكتروني بتاريخ 15 فبراير (من الساعة 9 صباحاً إلى 12 ظهراً). لن يقوم المرشد الأكاديمي بشرح كيفية التسجيل الإلكتروني.

• سيفصل الطالب تلقائياً في حالة الرسوب بمقرر الرياضيات أو اللغة الإنجليزية مرتين، وعلى الطالب التقديم بطلب لإعادة دراسة المقرر للمرة الثالثة كما تنص عليه السياسة.

• لا تعيد تسجيل نفسك مرة أخرى في مادة IT إذا كانت درجتك NYC أو WA في الفصل الدراسي الأول.

Attendance Refer to the Student Attendance Policy and Procedures on Moodle.	متطلبات الحضور: الرجاء الرجوع إلى سياسة وإجراءات حضور الطلبة على Moodle.
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. 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%. 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. Check your attendance % on SSB. See your tutor if you think there is an error.	متطلبات الحضور: 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. يتوقع منك حضور المحاضرات الدراسية في الوقت المحدد، ويجب ألا يقل حضورك عن 80% في جميع المقررات المسجلة، حيث يمكن الاستفادة من 20% للغياب في حالة المرض أو في حالة تعرضك لأي ظرف خلال الفصل الدراسي. تعتمد نسبة الحضور على عدد المحاضرات المقررة في الفصل الدراسي. 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. يمكنك التحقق من نسبة حضورك وغيابك عن طريق SSB ، الرجاء مراجعة المدرس في حالة وجود خطأ
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.	التسجيل المبكر إذا كان الطالب موظفاً أو يعاني من مرض مزمن، فيجب عليه إعلام قسم التسجيل بظروفه قبل بدء كل فصل دراسي، والتقدم بطلب التسجيل المبكر للنظر فيه. سيتم النظر في الطلبات المتأخرة إلى 10 فبراير 2019.
Alternative Study Arrangements (ASA) See the Student Attendance Policy for all details. Aim: Ensures students have opportunities to meet the session / learning outcomes. Apply for Alternative Study Arrangements (ASA) if: - required to attend events for your programme of study for /by Polytechnic. - competing in International sports events officially representing Bahrain, in good	إجراءات الدراسة البديلة (الإعفاء) لمزيد من المعلومات الرجاء مراجعة سياسة الحضور الهدف: لضمان تحقيق الطلبة لنتائج التعلم. شروط التقديم: - حضور الفعاليات المتعلقة بالبرنامج الدراسي المنظمة من قبل بوليتكنك البحرين. - تمثيل مملكة البحرين رسمياً في مسابقات رياضية دولية، ولابد أن يكون المستوى الأكاديمي للطلبة المتقدمين جيداً وكذلك حضورهم ومشاركتهم.



academic standing and attendance and participation in courses is good. with significant and/or chronic health conditions. 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.	الطلبة الذين يعانون من أمراض مزمنة أو ظروف صحية. 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.
WA grade change request To apply for a Change of WA grade to W <u>WHO</u>: Students with a WA (absent more than 20%) and Exceptional Circumstances <u>WHEN</u>: Apply within 10 days of the WA being assigned and before the last day of the semester. <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 - A Medical report is required for illnesses. - Medical certificates for one or two days are NOT acceptable evidence! 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.	طلب تغيير درجة WA للتقدم بطلب تغيير درجة WA (الانسحاب بدرجة رسوب بسبب الغياب) إلى W <u>لمن</u>: للطلبة الحاصلين على درجة WA (غيابهم أكثر من 20% وتعرضوا لظروف استثنائية) متى: التقديم خلال 10 أيام من تاريخ حصولهم على درجة WA وقبل آخر يوم من انتهاء الفصل الدراسي. كيف: عن طريق ملء استمارة طلب تغيير درجة WA وإرفاقها بجميع الأدلة الداعمة وتقديمها إلى مركز معلومات الطالب في مبنى 8. - يجب تقديم تقرير طبي في حالة تقديم الطلب بسبب المرض. - إن تقديم شهادات طبية لمدة يوم أو يومين عذر غير مقبول. 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.

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 'Self Service Banner' interface. At the top, there's a navigation bar with 'Personal Information' and 'Student' tabs. Below this is a search bar and a 'Go' button. The 'Main Menu' section lists several options: 'Welcome', 'Personal Information', 'Student' (highlighted with a red box), 'Moodle, E-learning Tool', and 'RELEASE: 8.2'. The 'Student' link is the one to be clicked.

Click on **Student Accounts**



The screenshot shows the 'Student Accounts' page. The 'Student' tab is active. The 'Student Accounts' link is highlighted with a red box. Other links visible include 'Registration', 'Student Records', 'Attendance Report', 'Student Attendance Tracking Details', and 'Make Online Payment'. The 'RELEASE: 8.2.1' version number is also displayed.

Click on **Account Detail for Term** link



The screenshot shows the 'Student Account' page. The 'Student' tab is active. The 'Account Detail for Term' link is highlighted with a red box. Other links visible include 'Account Summary by Term', 'Statement and Payment History', and 'View Holds'. The 'RELEASE: 8.1' version number is also displayed.

Select Term **Semester 2 2015-2016**



The screenshot shows the 'Select Term' page. The 'Student' tab is active. The 'Select a Term' dropdown menu is highlighted with a red box. The dropdown shows 'Semester 2 2010-2011'. A 'Submit' button is located below the dropdown. The 'RELEASE: 8.1' version number is also displayed.

Account Balance, this is how much you must pay

Personal Information **Student**

Search

RETURN TO MENU SITE MAP HELP EXIT

Account Detail for Term

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

201002 Semester 2 2010-2011 Term Detail

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

Bahrain Polytechnic  **Self Service Banner**

Personal Information **Student**

Search

RETURN TO MENU SITE MAP HELP EXIT

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Aug 04, 2011	None	20894	VIB	5901	001	Bachelor	15.000	Achievement Based	Digital Photography Basics
Web Registered on Aug 04, 2011	None	20895	ELB	4602	001	Bachelor	15.000	Achievement Based	English Com for Visual Desn 2

Total Credit Hours: 30.000

Billing Hours: 30.000 ← Billing Hours for calculating the fees

Minimum Hours: 0.000

Maximum Hours: 65.000

Date: Aug 17, 2011 01:11 pm

Add Classes Worksheet

Billing hours (total number of enrolled credits) multiplied by fee rate (below)

Nationality	Fees	calculate
Bahraini	BD 2 for one credits	Fees = Total Billing hours * BD 2 e.g. 60 * 2 = BD 120
Non Bahraini	BD 42 for one credits	Fees = Total Billing hours * BD 42 e.g. 60 * 42 = BD 2520

Note:

Finalise your timetable before paying your fees.

- BD 20 is the non refundable fee if you add/drop a class or withdraw after paying your fees.

Pay your fees online

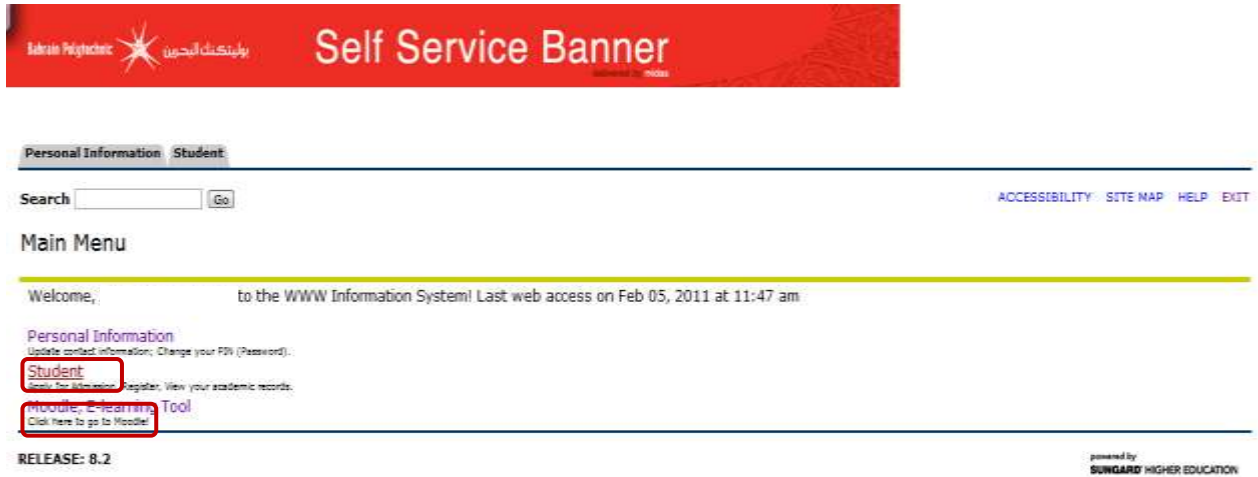
دفع الرسوم إلكترونياً

To pay your semester courses fee you need to:

Step 1: Login to SSB

Step 2: Go to Main Menu

Step 3: Click on **Student** link



The screenshot shows the 'Self Service Banner' header with the Bahrain Polytechnic logo. Below the header, there is a navigation bar with 'Personal Information' and 'Student' links. A search bar is present with a 'Go' button. On the right, there are links for 'ACCESSIBILITY', 'SITE MAP', 'HELP', and 'EXIT'. The 'Main Menu' section displays a welcome message and a list of links: 'Personal Information', 'Student' (highlighted with a red box), 'Moodle', 'E-learning', and 'Tool'. The 'Student' link is also highlighted with a red box. At the bottom, it says 'RELEASE: 8.2' and 'powered by SUNGARD HIGHER EDUCATION'.

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



The screenshot shows the 'Self Service Banner' header. Below the header, there is a navigation bar with 'Personal Information' and 'Student' links. A search bar is present with a 'Go' button. On the right, there are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The 'Online Payment' section displays a message: 'Please note: Late fee charge will be applied from 8-03-2015 to 12-05-2016.' Below this, it shows the student's details: 'Student ID: 201000', 'Student Name: 201000', and 'Amount Due (BHD): 70'. A 'Continue to Payment' button is highlighted with a red box. At the bottom, it says 'For more account details click here'.

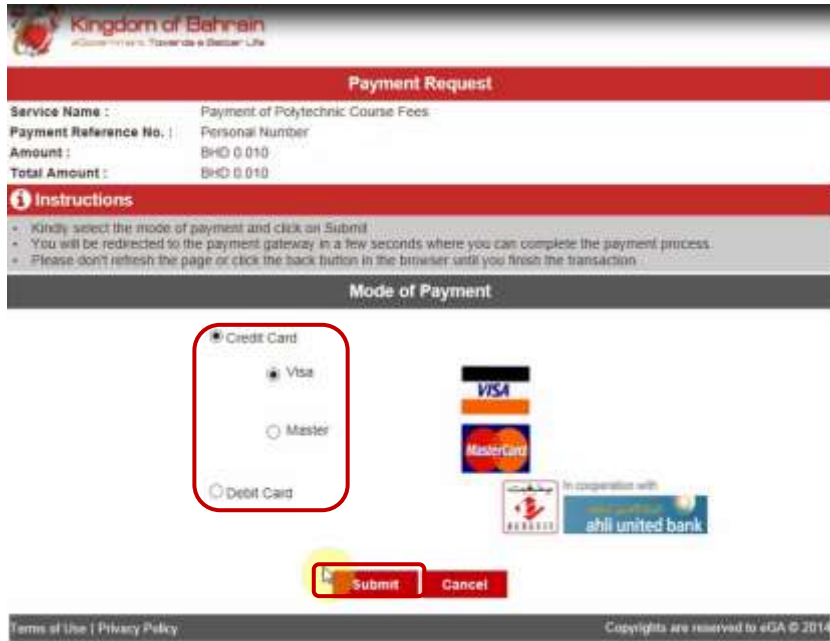
Online Payment screen will show student ID, Name and the total courses enrolled fee

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



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

☐ MasterCard

☐ Debit Card



 In cooperation with
ahli united bank

Submit **Cancel**

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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:

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



Purchase Amount: BHD 50.010

Verified by VISA

Don't miss out on the latest in any VISA discount to benefit of TESTING PHASE MERCHANT

Copyright © 2007 VISA Payment Technology, Inc. All Rights Reserved.

The processing might take time

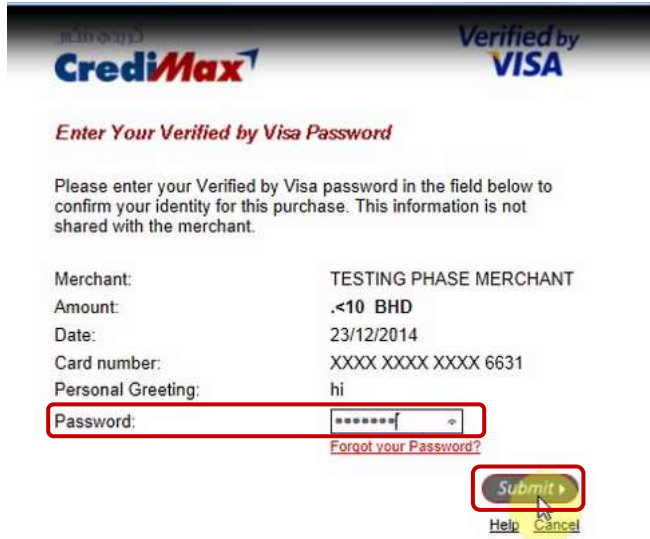


VERIFIED by VISA

Processing, please wait...

Step 9: Add your Credit or Debit Card password

Step 10: Click submit



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?](#)

[Submit](#) [Help](#) [Cancel](#)

Confirming the payment might take time



Transaction Results

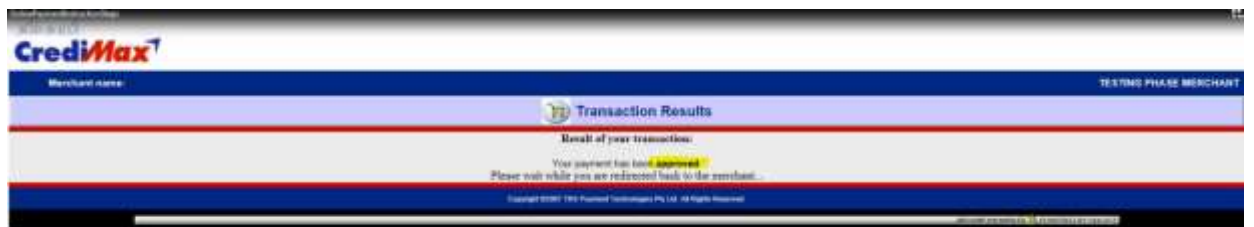
Result of your transaction:

Your payment has been **approved**.

Please wait while you are redirected back to the merchant.

Copyright © 2014 TNS Payment Technologies Pte Ltd. All Rights Reserved.

Payment confirmation message



Transaction Results

Result of your transaction:

Your payment has been **approved**.

Please wait while you are redirected back to the merchant.

Copyright © 2014 TNS Payment Technologies Pte Ltd. All Rights Reserved.

Payment Receipt will be shown.

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



Self Service Banner

Online Payment

23-DEC-2014 10:04:28

Receipt No.: 19237

Receipt ID:

WARNING
 --No Address--

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

How to plan your timetable

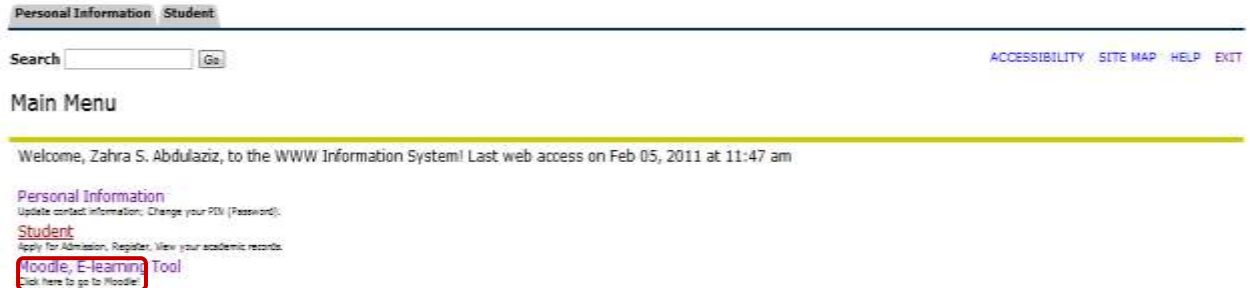
كيف تخطط جدولك

To plan your timetable use the planner on page 22 and check the Class Schedule before Online

Registration starts. To view the classes schedule in SSB from 4 February 2016, follow the steps below:

Go to SSB Main Menu

Click on **Student** link



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 PIN (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 transcript

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 Notes

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 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

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 left. Key on your keyboard to select more than one subject.**

In the **Title** line, you may search for a portion of the course title by using the **%** key. For example, searching for %Marketing% (case sensitive) will return **any** course with Marketing in the title.

Subject: Business Bachelor
Cert Academic Preparation
Engineering Bachelor

Course Number:

Title:

Credit Range: hours to hours

Course Level: All
Bachelor
Certificate

Part of Term: All
Full Term CAP
Full Term Degree

Part of Term: Non-date based courses only

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

Attribute Type: All
Global Awareness
Personal Development

Start Time: Hour: Minute: am/pm:

End Time: Hour: Minute: am/pm:

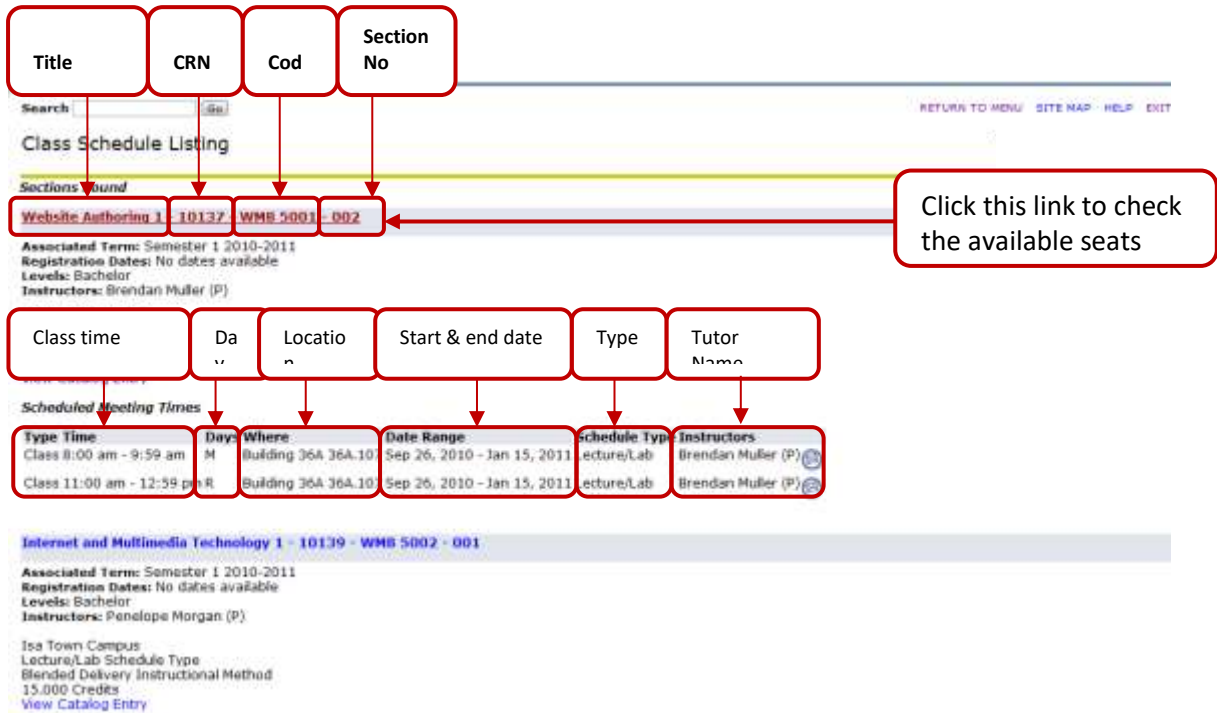
Days: ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun

Class Search Reset

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.



The screenshot shows the 'Class Schedule Listing' page. Annotations include:

- Red boxes around the header fields: Title, CRN, Cod, and Section No.
- A red box around the 'Website Authoring 1 - 10137 - WMB 5001 - 002' link with the text: "Click this link to check the available seats".
- Red boxes around the 'Scheduled Meeting Times' table headers: Class time, Day, Location, Start & end date, Type, and Tutor Name.
- Red boxes around the 'Scheduled Meeting Times' table rows, highlighting the 'Type Time', 'Days', 'Where', 'Date Range', 'Schedule Type', and 'Instructors' columns.
- Red boxes around the 'Internet and Multimedia Technology 1 - 10139 - WMB 5002 - 001' section header and its details.

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

Class Size

Capacity
20

Registered

Actual
20

Seats Available

Remaining
0

Pre-requisites

Restrictions cannot be ignored or overridden.

Description of Degree Electives

وصف للمواد الاختيارية

Level 5 Electives		
Course Title: Korean Language	Course Code GS5105	Credits 5
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.		
Level 6 Electives		
Course Title Thinking Outside the Box	Course Code GS6205	Credits 15
Are you looking for something different? Are you willing to explore the way you perceive yourself, others, and the world? In Life, we are constantly facing challenges of how best to find new and creative ways to address a variety of issues and problems. This course offers a practical approach to developing the critical thinking and problem solving skills we need to meet the challenges of Life in the 21st Century. We will do this via lots of thinking, experimenting, and discussion, based around a series of hands-on workshop activities. This will involve the development of individual and teamwork skills, which will serve you in your personal life, the workplace, and studies. Interested? Good! Be prepared to be challenged and to come away with some very valuable skills.		
Course Title: Market Yourself	Course Code GS6203	Credits 15
This rewarding course aims to enable the participants to understand how the employment market works and develop the skills needed to market oneself to employers in written and verbal format. It provides students with detailed knowledge and understanding of the Bahraini world of work and how the needs of the economy and society influence the nature and structure of work. Students apply basic and some advanced skills including constructing CVs and cover letters that are tailored to specific job requirements. Students are also required to take part in simulated job interviews.		
Course Title: Debate and Public Speaking	Course Code GS6507	Credits 15
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.		

Course Title: Intercultural and International Business & Market Approach (Understanding Europe and France)	Course Code GS6383	Credits 15
This course aims to provide students with a detailed understanding of the historic, socio-economic, intercultural and business dimensions of Europeans, to develop broader bases for partnerships with different European countries. Note: This course is only School of Business and the School in Engineering		

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
"Academic Standing Prohibits Registration"  Academic Standing prohibits registration	Check your online transcript to check what your Academic Standing is. See your Programme Manager.
"Anti-requisite"  Registration Add Errors Status CRN Subj Crse Sec This course is Anti-requisite with BSB 5000 20693 BSB 5019 003	Anti-requisite means that you have taken a course that is similar or the same choose another course.
"Approval Required from Dean"  Registration Add Errors Status CRN Subj Crse Sec Approval Required from Dean 20693 BSB 5019 003	You must seek permission from the Dean to be enrolled on this CRN.
"Approval Required from Tutor"  Registration Add Errors Status CRN Subj Crse Sec Approval Required from Tutor 20693 BSB 5019 003	You must seek permission from the Tutor that teaches this course to be enrolled on this CRN.
"Approval Required from PM (Program Manager)"  Registration Add Errors Status CRN Subj Crse Sec Approval Required from PM 20693 BSB 5019 003	You must seek permission from the Program Manager to be enrolled on this CRN.
"Class Restriction "  Registration Add Errors Status CRN Subj Crse Sec Class Restriction 20693 BSB 5019 003	You have not completed the minimum number of credits to register in this course.
"Close Section"  Registration Add Errors Status CRN Subj Crse Sec Level Cred Closed Section 20693 BSB 5019 003 Bachelor 15.000	The class is full. Choose another CRN.
"Co-requisite "Course" (CRNXXXX) required"  Registration Add Errors Status CRN Subj Crse Sec Corequisite GSP 4804 (CRN 20602) required 20693 BSB 5019 003	You must register for the two courses at the same time.
"Duplicate CRN"  Registration Add Errors Status CRN Subj Crse Sec DUPLICATE CRN 21069 BSB 6002 003	You have already registered in this CRN.
"Invalid or undefined Enrolment Status or Date Range Invalid"  Invalid or undefined Enrollment Status or date range invalid	Contact Student Information Centre (SIC)



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

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

Timetable Planner

تخطيط الجدول

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