

بوليتكنك البحرين
Bahrain Polytechnic

Registration Instructions

Semester 2, 2022 - 2023

إرشادات التسجيل

للفصل الدراسي الثاني من السنة الأكاديمية

2023 – 2022

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
Academic Advising	6
Logistic Study Plan	8
IT Study Plan.....	10
Important Information for IT Students	11
Visual Design Study Plan	12
Business Study Plan.....	13
Digital Marketing Study Plan.....	18
Web Media Study Plan.....	19
Film and Animation Study Plan	19
Engineering Study Plan	20
Electives Offers	22
Foundation required courses.....	23
Attendance.....	24
How to check your fees balance	26
Pay your fees online.....	28
How to plan your timetable	31
Description of Degree Electives	34
Error messages and what they mean	36
Timetable Planner	39

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

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



Registration and payment process	إجراءات التسجيل ودفع الرسوم الدراسية
<p>All students MUST register for courses and pay fees OR apply for a Leave of Absence before the end of week 1.</p> <p>Please see the Academic Calendar on the Website for all key dates.</p> <p>Based on HEC instructions, the student is not allowed to register in two or more different programmes simultaneously whether in Bahrain Polytechnic or in any other institutes.</p>	<p>على جميع الطلبة تسجيل المقررات الدراسية ودفع الرسوم الدراسية أو التقدم بطلب تأجيل الدراسة لمدة فصل أو فصلين دراسيين قبل نهاية الأسبوع الأول من بدأ الدراسة.</p> <p>الرجاء الاطلاع على التقويم الأكاديمي في الموقع الإلكتروني</p> <p>طبقاً لتعليمات مجلس التعليم العالي فإنه لا يسمح للطلبة بالتسجيل في برنامجين مختلفين أو أكثر سواء في بوليتكنك البحرين أو أي مؤسسات تعليمية أخرى.</p>
Foundation and Degree students	طلبة برامج التمهيد والباكالوريوس
<p>Foundation and Degree students must register themselves for classes online. Registration opens by programme (see the timing below) and ends 23th February 2023.</p> <ol style="list-style-type: none"> Online workshop on how to register in courses online will be available for: <ul style="list-style-type: none"> Degree students on 7th February at 4pm Foundation students on 13th February at 4pm 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 7th February 2023 <ul style="list-style-type: none"> Choose more than (CRN) one option (check the courses timetable before one day of your registration) 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 1 March 2023. 	<p>على جميع طلبة برامج التمهيد والباكالوريوس تسجيل المقررات ذاتياً عن طريق نظام الخدمة الذاتية SSB. التسجيل حسب البرنامج في الأوقات المحددة (كما هو مبين في الجدول أدناه) وينتهي بتاريخ 23 فبراير 2023.</p> <ol style="list-style-type: none"> ستتاح ورشة عبر الإنترنت حول كيفية التسجيل المواد عن طريق نظام التسجيل: <ul style="list-style-type: none"> طلبة التخصص بتاريخ 7 فبراير الساعة 4 مساءً طلبة التمهيد بتاريخ 13 فبراير الساعة 4 مساءً يجب التحقق من المقررات الدراسية التي يجب التسجيل بها لهذا الفصل الدراسي (كما هو مبين في صفحة 13) أو مقابلة المرشد الأكاديمي. التحقق من أوقات المقررات الدراسية عن طريق Class Schedule عبر برنامج الخدمة الذاتية SSB اعتباراً من 7 فبراير 2023 (الرجاء التحقق من جدول المقررات قبل التسجيل بيوم). <ul style="list-style-type: none"> اختيار أكثر من CRN واحد لكل مقرر حتى يكون هناك خيارات بديلة في حال كانت المجموعات الدراسية ممتلئة. تخطيط الجدول الدراسي باستخدام الجدول الموجود في صفحة 21. 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 1 مارس 2023.
Registering for more than 65 credits	تسجيل أكثر من 65 ساعة معتمدة في الفصل الدراسي
<p>All students can register up to 65 Credits if they are not on Probation.</p> <p>Students can register up to 75 Credits IF:</p> <ul style="list-style-type: none"> their programme structure requires it; they have a CGPA of 3 or higher, OR are eligible to graduate in that semester. <p>"Application to Increase Semester Credits" online form will be open from 4pm to 10pm on 15 to 18 February). No guarantee of a place in any class is given.</p>	<p>يمكن للطلبة المنتظمين في بوليتكنك البحرين 65 ساعة معتمدة كحد أقصى إذا لم يكن الطالب تحت الإنذار الأكاديمي.</p> <p>يجب أن تتوافر الشروط التالية في الطلبة الراغبين في تسجيل 75 ساعة معتمدة:</p> <ul style="list-style-type: none"> إذا كانت من متطلبات إنهاء البرنامج. أن لا يقل المعدل التراكمي لا يقل عن 3 أو أكثر أن يكون مسجلاً في آخر فصل للتخرج. <p>يجب على الطلبة استكمال استمارة "طلب زيادة الساعات المعتمدة للفصل الدراسي" التي ستفتح من الساعة 4 عصرًا إلى 10 ليلاً بتاريخ 15 إلى 18 فبراير. لا يوجد ضمان لوجود مقاعد شاغرة في المقررات في حالة تقديم الطلب متأخرًا.</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. 	<ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> Online payment will be open from 13 February at 9am until 2 March. ALL fees must be paid in full before 1 March 2023. From 2 March 2023, any unpaid course fees will result in the course registration being dropped. 	دفع الرسوم إلكترونياً يمكن الطلبة دفع الرسوم الدراسية إلكترونياً من: <ul style="list-style-type: none"> - تاريخ 13 فبراير الساعة 9 صباحاً إلى 2 مارس. - يجب دفع الرسوم بالكامل قبل تاريخ 1 مارس 2023. - اعتباراً من تاريخ 2 مارس 2023، 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 by sending email to Student.Services@polytechnic.bh 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, 2023-2024 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 عبر ارسال ايميل الى Student.Services@polytechnic.bh Abdulaziz.Muraghi@polytechnic.bh الإعفاء من الرسوم الدراسية خلال شهر مارس سيتم الاعلان عن فترة التقديم للإعفاء من دفع رسوم الفصل الدراسي الاول 2023-2024 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 inquires: Registration@polytechnic.bh Contact numbers: 17897471	ساعات العمل: من 9 صباحاً حتى 2 ظهراً للاستفسار عبر البريد الإلكتروني: Registration@polytechnic.bh أرقام 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 أرقام الاتصال: 17897111

التسجيل بحسب التخصص (by programme) Online Registration Starts

التخصص Programme	الطلبة Students	بدأ التسجيل Registration opens
Web Media, Visual Design, Digital Marketing & Film and Animation	All students	Wednesday, 8 February 2023 at 9.00am
ICT	Earned Credits 190 and more	Thursday, 9 February 2023 at 9.00am
	Earned Credits 80 and more	Thursday, 9 February 2023 at 10.00am
	Earned Credits 60 and more	Thursday, 9 February 2023 at 11.00am
	All students	Thursday, 9 February 2023 at 12.00pm
Logistics	Earned Credits 360 and more	Sunday, 12 February 2023 at 9.00am
	Earned Credits 245 and more	Sunday, 12 February 2023 at 10.00am
	Earned Credits 120 and more	Sunday, 12 February 2023 at 11.00am
	Earned Credits 45 and more	Sunday, 12 February 2023 at 12.00pm
	Earned Credits 15 and more	Sunday, 12 February 2023 at 1.00pm
	All students	Sunday, 12 February 2023 at 2.00pm
Business	Earned Credits 345 to 540	Monday, 13 February 2023 at 9.00am
	Earned Credits 300 to 340	Monday, 13 February 2023 at 10.00am
	Earned Credits 220 to 295	Monday, 13 February 2023 at 11.00am
	Earned Credits 110 to 215	Monday, 13 February 2023 at 12.00pm
	Earned Credits 0 to 105	Monday, 13 February 2023 at 1.00pm
Engineering	Earned Credits 360 and more	Tuesday, 14 February 2023 at 9.00am
	Earned Credits 245 and more	Tuesday, 14 February 2023 at 10.00am
	Earned Credits 120 and more	Tuesday, 14 February 2023 at 11.00am
	Earned Credits 45 and more	Tuesday, 14 February 2023 at 12.00pm
	All students	Tuesday, 14 February 2023 at 1.00pm
Foundation (CAP)	All students	Wednesday, 15 February 2023 at 10.00am
Electives & National Requirements	Earned Credits 240 and more	Wednesday, 15 February 2023 at 9.00am
	All Degree students	Wednesday, 15 February 2023 at 12.00pm Note: Online Registration will be close for all programmes from 11.00 to 11.59 am
	Foundation	Thursday, 16 February 2023 at 10.00am To Register only in National Requirements Note: Online Registration will be close for all programmes from 9.00 to 9.59 am
For Help! <ul style="list-style-type: none"> ➤ See your Academic Advisor. ➤ Add/Drop form will be open: <ul style="list-style-type: none"> - Time: 4pm to 10pm - Date: 15 to 18 February ➤ General enquires about registration, please contact Registry from 9am to 2pm through: <p>Email: Registration@polytechnic.bh</p> <p>Contact numbers: 17897471 – 17897472</p> ➤ Help is available by BPSC https://moodle.polytechnic.bh/moodle/course/view.php?id=1038		للمساعدة <ul style="list-style-type: none"> • الرجاء مراجعة المرشد الأكاديمي. • استمارة الحذف والإضافة ستفتح: <ul style="list-style-type: none"> - الوقت: 4 عصرا إلى 10 ليلاً - التاريخ: 15 إلى 18 فبراير • للرد على الاستفسارات العامة عن التسجيل (حذف أو إضافة) يمكن مراجعة إدارة القبول والتسجيل من الساعة 9 صباحاً حتى 2 ظهراً عبر: <p>البريد الإلكتروني: Registration@polytechnic.bh</p> <p>أرقام الاتصال: 17897471 – 17897472</p> • للمساعدة يمكنك التواصل مع مجلس الطلبة عبر https://moodle.polytechnic.bh/moodle/course/view.php?id=1038



Academic Advising				الإرشاد الأكاديمي	
<p>Academic Advising is available for all students to discuss their progress and courses to enrol in.</p> <p>Students with any questions, those who <u>failed courses</u>, those allowed to continue on Academic Probation and for those who are expected to graduate 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.</p> <p>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	Academic Advisors	Email
Foundation & electives		12– 16 Feb	10.00 –2.00 PM Prashant Sawat	Mona Abdulla	Mona.Abdulla@polytechnic.bh
Business	BBS8000 Year 1 & 2			Kubra Edhrabooh	Kubra.Edhrabooh@polytechnic.bh
	BBS8040 ACCT &			Kubra Edhrabooh Sana Alamri Qasim Albaqali Mohammed Alsharmani Fatema Murad Dr. Mary Agnes Dr. Koteswara	Kubra.Edhrabooh@polytechnic.bh Sana.Alamri@polytechnic.bh Qasim.Albaqali@polytechnic.bh Mohammed.Alsharmani@polytechnic.bh fatema.murad@polytechnic.bh Mary.Agnes@polytechnic.bh Koteswara.Vemavara@polytechnic.bh
	BBS8030 BAFI			Latifa Alfadhel Dr. Ghassan Alsoud Maryam Alsaei Sankara Muthu Wafa Salman Dr. Zakir Hossen Prashant Sawant Emma Salari Fatema Rajab Dr. Manju Babu	Latifa.Alfadhel@polytechnic.bh Ghassan.Alsoud@polytechnic.bh maryam.alsaei@polytechnic.bh Sankara.Muthu@polytechnic.bh Wafa.Salman@polytechnic.bh Zakir.Hossen@polytechnic.bh Prashant.Sawant@polytechnic.bh Emma.Salari@polytechnic.bh Fatema.Rajab@polytechnic.bh manju.babu@polytechnic.bh
	BBS8010 MKTG			Maryam Al Shaikh Amir Zaidan Darren Morris Dr Philippe Vande Wiele Tijjay Mitchell Sara Mahmood Irfan Shaikh Myrna Cabria Jeanibeth Sotaridona Nusrat Rayin	Mariam.Alshaikh@polytechnic.bh Amir.Zaidan@polytechnic.bh Darren.Morris@polytechnic.bh Philippe.VandeWiele@polytechnic.bh Tijjay.Mitchell@polytechnic.bh Sara.Mahmood@polytechnic.bh Irfan.Shaikh@polytechnic.bh Myrna.Cabria@polytechnic.bh Jeanibeth.Sotaridona@polytechnic.bh Nusrat.Rayin@polytechnic.bh
	BBS8020 MNGT			Sinead Moriarty Layla Alhalwachi Shaima Aqeel Amani Shajera	Sinead.AnneMoriarty@polytechnic.bh Layla.Alhalwachi@polytechnic.bh Shaima.Aqeel@polytechnic.bh amani.shajera@polytechnic.bh
	HRM BBS8070			Ameera Alhejair Namrata Gulati Neetu Dora Devi Mani Harris Saseendran	Ameera.Alhejair@polytechnic.bh Namrata.gulati@polytechnic.bh devi.mani@polytechnic.bh Harris.Saseendran@polytechnic.bh
	Double Major BBS8090			Relevant Major Advisers listed above	
Logistic	-			Dr Wesley Lee (HOS BILM)	Wesley.Lee@polytechnic.bh

				Eman Askar (PM BILM)	Eman.Askar@polytechnic.bh
Business & Logistic	English			Hassan AlShaikh	Hassan.AlShaikh@polytechnic.bh
EDICT	Visual Design			Marwa Isa	Marwa.Isa@polytechnic.bh
EDICT	Web Media			Anand Omanakuttan	Anand.Omanakuttan@polytechnic.bh
EDICT IT	Year 1 & 2				Anyone of the BICT PMs
	DASY			Ancy Cherian	Ancy.Cherian@polytechnic.bh
	MNIS/IS			Cyril Anthony	Cyril.Anthoni@polytechnic.bh
	NETW			Muhammad Ateeq	Muhhammad.Ateeq@polytechnic.bh
	PROG			Osama Al Abedallat	Osama.AlAbedallat@polytechnic.bh
School of Engineering	ALL			All student inquiries regarding registration and student advising to be sent to the School of Engineering email: engineering@polytechnic.bh	

Study Plan: Degree courses by Programme for Semester 2, 2022-2023

المقررات الدراسية المطروحة لطلبة التخصص للفصل الدراسي الثاني من العام الأكاديمي 2022 - 2023

Notes:

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

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

Logistic Study Plan

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 ⁺
TL6000	International Transport Geography	TL6303	Humanitarian Aid & Disaster Relief Logistics
TL6300	Managing in the T&L Environment ⁺	TL6001	Freight & Warehouse Operations ⁺
EL5001	Introduction to English Communication (BILM)	EL5002	Introduction to English Communication 2 (BILM)
<i>Elective</i> [*]	15 <i>Credits elective or NRCs</i>	<i>Elective</i> ^{**}	15 <i>Credits elective or NRCs</i>
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 / NRC	EL6005 [*] EL6401 [*] EL6402 [*] EL6403 [*]	English Communication Skills 4 (15 credits) Skills for Academic Writing (5 credits) Research Skills (5 credits) Speaking Skills for Interviews (5 credits)
-	BILM Option / Other Elective	TL7009	Research Methods for Logistics
-	-	-	BILM Option / Other Elective
Year 3 - Semester 1		Year 3 - Semester 2	
-	BILM Option / Other Elective / NRC	-	BILM Option / Other Elective / NRC
-	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		

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

- Courses mark with an ⁺ contain an external exam (or exams)
- **Register in elective or national requirements courses if Logistic courses are full
- TL7303 Urban Public Transport is now a level 8 course - TL8303.
- Students who have already passed TL7303 will NOT be able to take TL8303
- 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 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.

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.

Some BILM (TL6000, TL6001, TL6300, TL6302 and TL6303) courses will be delivered as seminar and workshop. Students will have to register into two CRNs per course; one CRN for the content-delivery session and one CRN for the workshop.

Guidelines for Enrolling in English Courses
FoBL: Business and Logistics

- If you have just completed Foundation English, you can enroll in EL5002.
- If you have completed or not completed EL5001, you can enroll in EL5002.
- If you have completed both EL5001 and EL5002, you should enroll in EL6003.
- If you have completed EL6003, you should enroll in EL6005.
- If you have completed one or two of the five-credit courses (EL6401, EL6402 & EL6403), you should take the remaining five-credit course(s). Note that EL6401, EL6402 & EL6403 will be run for the last time.

IT Study Plan

Bachelor of Information and Communications Technology (IT701 & ICT8000)			
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	EL6005	English Communication Skills 4
IT7008*	Computer Programming 2		
Year 3 - Semester 2			
IT8415*	Database Programming 2		
IT8416*	Data Mining		
IT8101*	Games Programming		
IT8118*	Advanced Programming		
IT8202*	Infrastructure for eCommerce		
IT8213*	Data Centre Management		
IT8212*	Cloud Computing		
IT8323*	Advanced Networking		
IT8313*	Wireless Communication		
IT7203	Cloud Solutions Architecture (Elective)		
IT7009	Artificial Intelligence (Elective)		
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			

Guidelines for Enrolling in English Courses

EDICT: Engineering, ICT, Visual Design, Web Media & Film and Animation Students:

- If you have just completed Foundation English, you should enroll in EL5005. Alternatively, you can enroll in EL5006.
- If you have completed both EL5005 & EL5006, you should enroll in EL6001.
- If you have completed EL6001, you should enroll in EL6005. Note that EL6002 is going to be replaced with EL6005.

Important Information for IT Students

معلومات هامة لطلبة تقنية المعلومات

Foundation Students transferred to degree

Student may register for **one** of the year 1 ICT Core Courses. **Please do not register for more than one course from this list**, as otherwise you will be dropped from registration.

Year 1 Registration

Students should choose **courses from the same stream** (for example you can select stream 007 which includes IT6003.007 and IT6005.007 and IT6008.007).

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 DASY and PROG Majors allowed to register
- IT7003, IT7004: Only MIS and NETW Majors allowed to register

Students should register for courses according to their selected Major.

Year 3 Registration

Year 3 courses are open only for students in the majors that the courses are part of.

ICT Electives

BICT students seeking elective credits are advised to take courses IT7203 and IT7009, as they cover important ICT topics.

Visual Design Study Plan

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	EL6005	English Communication Skills 4
EL5005 Or EL5006	Reading and Writing English for EDICT or Speaking and Listening English for EDICT	NRCs/Elect /SO	15 credits elective or NRCs or VC7205
Year 3 - Semester 2		Year 4 - Semester 2	
	Studio Option	VC8301	Visual Design 6: Portfolio Preparation and Design
NRCs/Elect /SO	15 credits elective or NRCs	VC8409	Degree Project Implementation
NRCs/Elect /SO	15 credits elective or NRCs	NRCs/Elect	15 credits elective or NRCs
Studio Options			
VC6901	Photography Basics	VC7205	Animation Design
VC8916	User Experience	VC7300	Sustainable Design
VC7907	Type Design		

Guidelines for Enrolling in English Courses

EDICT: Engineering, ICT, Visual Design, Web Media & Film and Animation Students:

- If you have just completed Foundation English, you should enroll in EL5005. Alternatively, you can enroll in EL5006.
- If you have completed both EL5005 & EL5006, you should enroll in EL6001.
- If you have completed EL6001, you should enroll in EL6005. Note that EL6002 is going to be replaced with EL6005.

Business Study Plan

BBS8010 Bachelor of Business (Marketing)			
Year 1 - Semester 1 & 2			
Select 3 courses only	Course Code	Course Name	
	BU6001	Introduction to Marketing	
	BU6004	Introduction to Management	
	BU6005	Introduction to Accounting	
	BU6006	Quantitative Business Methods	
	BU6007	Introduction to Economics	
	BU6008	Applied Communication	
	BU6010	Management Information Systems	
EL5001 (semester 1) EL5002 (semester 2)		Introduction to English Communication (for BBUS & BILM) English Communication for Research, Reading and Writing in the Disciplines	
Year 2 - Semester 1		Year 2 - Semester 2	
Course Code	Course Name	Course Code	Course Name
BU6009	Introduction to Finance	BU6011	Business Research Methods
BU6010	Management Information Systems	BU7002*	Human Resource Management
NRCs/Elect	National Requirements/ Elective	BU7003	Business Law
EL6003*	English Skills A	EL6005* EL6401*/ EL6402*/ EL4603*	English Communication Skills 4 (15 credit) Skills for Academic Writing (5 credits) Research Skills (5 credits) Speaking Skills for Interviews (5 credits)
Year 3 - Semester 1		Year 3 - Semester 2	
Course Code	Course Name	Course Code	Course Name
BU7101*	Not being offered in S2 2022-23	BU6012	Project Management
BU7102*	Not being offered in S2 2022-23	BU7100*	Services Marketing
BU7103*	“Course will only be available if there are 15 candidates” in S2 2022-23	BU8105*	Social Media Marketing Strategy
NRCs/Elect	National Requirements/ Elective	BU8103*	
		BU8104*	Not being offered in S2 2022-23
EL6401*/ EL6402*/ EL4603*	One of the following: Skills for Academic Writing (5 credits) Research Skills (5 credits) Speaking Skills for Interviews (5 credits)	EL6401*/ EL6402*/ EL4603*	One of the following: Skills for Academic Writing (5 credits) Research Skills (5 credits) Speaking Skills for Interviews (5 credits)
Year 4- Semester 1		Year 4 - Semester 2	
Course Code	Course Name	Course Code	Course Name
BU7104	Not being offered in S2 2022-23	BU8199*	Industry Project: Marketing
BU8100*	Not being offered in S2 2022-21		
BU8101*	Marketing Management	BU8198*	Industry Project: Enterprise & Marketing
BU8102*	Marketing Planning		
BU8104 *	Advanced Digital Marketing	BU8197*	Industry Project: Enterprise
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	Course Name
	BU6001	Introduction to Marketing
	BU6004	Introduction to Management
	BU6005	Introduction to Accounting
	BU6006	Quantitative Business Methods
	BU6007	Introduction to Economics
	BU6008	Applied Communication
	BU6010	Management Information Systems
EL5001 (semester 1)		Introduction to English Communication (for BBUS & BILM)
EL5002 (semester 2)		English Communication for Research, Reading and Writing in the Disciplines

Year 2 - Semester 1

Year 2 - Semester 2

Course Code	Course Name	Course Code	Course Name
BU6009	Introduction to Finance	BU6011	Business Research Methods
BU6010	Management Information Systems	BU7002*	Human Resource Management
NRCs/Elect	National Requirements/ Elective	BU7003	Business Law
EL6003*	English Skills A	EL6005*	English Communication Skills 4 (15 credit)
		EL6401*/	Skills for Academic Writing (5 credits)
		EL6402*/	Research Skills (5 credits)
		EL4603*	Speaking Skills for Interviews (5 credits)

Year 3 - Semester 1

Year 3 - Semester 2

Course Code	Course Name	Course Code	Course Name
BU7200*	Advanced Supervisory Management	BU6012	Project Management
		BU7202*	Not being offered in S2 2021-22
		BU7203*	Leadership
BU7201*	Operations Management* "Course will be available if approved"	BU7204*	Not being offered in S2 2021-22
BU7202*	Organizational Behaviour	BU7205*	New Ventures
NRCs/Elect	National Requirements/ Elective	BU8200*	International Business
		TL8302*	Not being offered in S2 2021-22
		BU8204	Contemporary Management
EL6401*/	One of the following: Skills for Academic Writing (5 credits) Research Skills (5 credits) Speaking Skills for Interviews (5 credits)	NRCs/Elect	National Requirements/ Elective
EL6402*/		EL6401*/	One of the following: Skills for Academic Writing (5 credits) Research Skills (5 credits) Speaking Skills for Interviews (5 credits)
EL4603*		EL6402*/	
		EL4603*	

Year 4 - Semester 1

Year 4 - Semester 2

Course Code	Course Name	Course Code	Course Name
BU7203*	Leadership	BU8099*	Industry Project
BU8202*	Strategic Management		
BU8203*	Enterprise Development		
BU8204*	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 & 2

Select 3 courses only	Course Code	Course Name
	BU6001	Introduction to Marketing
	BU6004	Introduction to Management
	BU6005	Introduction to Accounting
	BU6006	Quantitative Business Methods
	BU6007	Introduction to Economics
	BU6008	Applied Communication
	BU6010	Management Information Systems
EL5001 (semester 1)		Introduction to English Communication (for BBUS & BILM)
EL5002 (semester 2)		English Communication for Research, Reading and Writing in the Disciplines

Year 2 - Semester 1

Year 2 - Semester 2

Course Code	Course Name	Course Code	Course Name
BU6009	Introduction to Finance	BU6011	Business Research Methods
BU6010	Management Information Systems	BU7002*	Human Resource Management
NRCs/Elect	National Requirements/ Elective	BU7003	Business Law
EL6003*	English Skills A	EL6005*	English Communication Skills 4 (15 credit)
		EL6401*/	Skills for Academic Writing (5 credits)
		EL6402*/	Research Skills (5 credits)
		EL6403*	Speaking Skills for Interviews (5 credits)

Year 3 - Semester 1

Year 3 - Semester 2

Course Code	Course Name	Course Code	Course Name
BU7300*	Corporate Finance – Core Course	BU6012	Project Management
BU7302*	Investment & Portfolio Management	BU8300	Financial Risk Management
		BU7301	Money & Banking
		BU8308	Islamic finance & Takaful
BU7306	Financial Technology	NRCs/Elective	National Requirements/ Elective
NRCs/Elective	National Requirements/ Elective		
EL6401*/	One of the following: Skills for Academic Writing (5 credits) Research Skills (5 credits) Speaking Skills for Interviews (5 credits)	EL6401*/	One of the following: Skills for Academic Writing (5 credits) Research Skills (5 credits) Speaking Skills for Interviews (5 credits)
EL6402*/		EL6402*/	
EL6403*		EL6403*	

Year 4 - Semester 1

Year 4 - Semester 2

Course Code	Course Name	Course Code	Course Name
BU832	International Finance	BU8099*	Industry Project
BU8301	Derivatives & Alternative Investments		
BU8305	Behavioural Finance		
NRCs/Elective	National Requirements/ Elective		

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

BBS8040 Bachelor of Business (Accounting)

Year 1 - Semester 1 & 2

Course Code		
Select 3 courses only	BU6001	Introduction to Marketing
	BU6004	Introduction to Management
	BU6005	Introduction to Accounting
	BU6006	Quantitative Business Methods
	BU6007	Introduction to Economics
	BU6008	Applied Communication
	BU6010	Management Information Systems
EL5001 (semester 1)		Introduction to English Communication (for BBUS & BILM)
EL5002 (semester 2)		English Communication for Research, Reading and Writing in the Disciplines

Year 2 - Semester 1

Year 2 - Semester 2

Course Code	Course Name	Course Code	Course Name
BU6009	Introduction to Finance	BU6011	Business Research Methods
BU6010	Management Information Systems	BU7002*	Human Resource Management
NRCs/Elect	National Requirements/ Elective	BU7003	Business Law
EL6003*	English Skills A	EL6005* EL6401* / EL6402* / EL4603*	English Communication Skills 4 (15 credit) Skills for Academic Writing (5 credits) Research Skills (5 credits) Speaking Skills for Interviews (5 credits)

Year 3 - Semester 1

Year 3 - Semester 2

Course Code	Course Name	Course Code	Course Name
BU7400*	Financial Accounting II	BU6012	Project Management
BU7403*	Cost Accounting	BU8402*	Financial Reporting
BU7402*	Accounting Systems	BU7401*	Management Accounting
NRCs/Elect	National Requirements/ Elective	NRCs/Elect	National Requirements/ Elective
EL6401* / EL6402* / EL4603*	One of the following: Skills for Academic Writing (5 credits) Research Skills (5 credits) Speaking Skills for Interviews (5 credits)	EL6401* / EL6402* / EL4603*	One of the following: Skills for Academic Writing (5 credits) Research Skills (5 credits) Speaking Skills for Interviews (5 credits)

Year 4 - Semester 1

Year 4 - Semester 2

Course Code	Course Name	Course Code	Course Name
BU8403*	Financial Management	BU8099*	Industry Project
BU8400*	Auditing		
BU8401*	Taxation		
NRCs/Elect	National Requirements/Elective		

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

Students can take BU8402 and BU8400 together in the same semester but should not take BU8400 alone before BU8402.

BBS8070 Bachelor of Business (HRM)

Year 1 - Semester 1 & 2

Select 3 courses only	Course Code	Course Name
	BU6001	Introduction to Marketing
	BU6004	Introduction to Management
	BU6005	Introduction to Accounting
	BU6006	Quantitative Business Methods
	BU6007	Introduction to Economics
	BU6008	Applied Communication
	BU6010	Management Information Systems
EL5001 (semester 1)		Introduction to English Communication (for BBUS & BILM)
EL5002 (semester 2)		English Communication for Research, Reading and Writing in the Disciplines

Year 2 - Semester 1

Year 2 - Semester 2

Course Code	Course Name	Course Code	Course Name
BU6009	Introduction to Finance	BU6011	Business Research Methods
BU6010	Management Information Systems	BU7002*	Human Resource Management
NRCs/Elect	National Requirements/ Elective	BU7003	Business Law
EL6003*	English Skills A	EL6005*	English Communication Skills 4 (15 credit)
		EL6401*/	Skills for Academic Writing (5 credits)
		EL6402*/	Research Skills (5 credits)
		EL4603*	Speaking Skills for Interviews (5 credits)

Year 3 - Semester 1

Year 3 - Semester 2

Course Code	Course Name	Course Code	Course Name
BU7203*	Leadership	BU6012	Project Management
BU7700*	Resourcing & Talent Management	BU8700*	Learning & Talent Development
BU7701*	Employee Relations	BU8703	Performance Management
NRCs/Elect	National Requirements/ Elective	NRCs/Elect	National Requirements/ Elective
EL6401*/	One of the following: Skills for Academic Writing (5 credits)	EL6401*/	One of the following: Skills for Academic Writing (5 credits)
EL6402*/	Research Skills (5 credits)	EL6402*/	Research Skills (5 credits)
EL4603*	Speaking Skills for Interviews (5 credits)	EL4603*	Speaking Skills for Interviews (5 credits)

Year 4 - Semester 1

Year 4 - Semester 2

Course Code	Course Name	Course Code	Course Name
BU7702*	International HRM	BU8099	Industry Project
BU8701*	Compensation & Rewards Management		
BU8702*	Strategic HRM		
NRCs/Elect	National Requirements/ Elective		

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

Digital Marketing Study Plan

DMK8012 Bachelor of Digital Marketing	
Year 1 - Semester 2	
Course Code	Course Title
VC6101	Visual Design 2
BU6001	Introduction to Marketing
VC6901	Digital Photography
EL5002	English Communication for Research

Guidelines for Enrolling in English Courses

FoBL: Business and Logistics

- If you have just completed Foundation English, you can enroll in EL5002.
- If you have completed or not completed EL5001, you can enroll in EL5002.
- If you have completed both EL5001 and EL5002, you should enroll in EL6003.
- If you have completed EL6003, you should enroll in EL6005.
- If you have completed one or two of the five-credit courses (EL6401, EL6402 & EL6403), you should take the remaining five-credit course(s). Note that EL6401, EL6402 & EL6403 will be run for the last time.

Web Media Study Plan

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
EL5005 Or EL5006	Reading and Writing English for EDICT Or Speaking and Listening English for EDICT	EL6005	English Communication Skills 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/ Elective
NRCs/Elect	National Requirements/ Elective	NRCs/Elect	National Requirements/ Elective
Additional Courses Offered in S2 2022-2023 (open to all Polytechnic students to register)			
WM6003	Web Design		
WM6002	Internet & Multimedia Technology 1		
WM6008	Strategic Web Communication		
WM6009	Introduction to eMarketing and Social Media (Section 006)		
WM7002	3D Modeling & Animation (Section 005)		
WM6012	Digital Publishing		
WM7009	Storyboarding		

Film and Animation Study Plan

Bachelor of Film and Animation (BFA8800)	
Year 1 – Semester 2 Courses (February to June only)	
WM6011	Digital Animation
WM6013	Stop Motion Production
WM8001	Audio & Video 2
FA6002	Mixing Techniques
EL5006	Speaking & Listening English for EDICT

Guidelines for Enrolling in English Courses

EDICT: Engineering, ICT, Visual Design, Web Media & Film and Animation Students:

- If you have just completed Foundation English, you should enroll in EL5005. Alternatively, you can enroll in EL5006.
- If you have completed both EL5005 & EL5006, you should enroll in EL6001.
- If you have completed EL6001, you should enroll in EL6005. Note that EL6002 is going to be replaced with EL6005.

Engineering Study Plan

Bachelor of Engineering Technology (EN701 & ENT8000)			
Year 1 – Semester 1 and 2			
EL5005 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 ALL Engineering specialisations. All engineering students must undertake all courses during the first semesters of their studies in the degree.			
Year 1 Semester 2: students are required to enrol in 60 credits per semester:			
<ul style="list-style-type: none">- 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	
EL6001	English for EDICT 3	EL6005	English for EDICT 4
Enrol in 3 courses from your Major as per below			Enrol in all courses from your Major as per below
Mechanical Major (ENT8020)		Mechanical Major (ENT8020)	
EN6902	Engineering Mechanics 2	EN7908	Manufacture, Environment & Control
EN6904	Engineering Graphics	EN6107	Material Science
EN7917	Fluid Mechanics	EN7919	Thermodynamics
Electronics Major (ENT8031) and Electrical Major (ENT8040)		Electronics Major (ENT8031) and Electrical Major (ENT8040)	
EN6001	Engineering Computing	EN6020	Digital Devices and Systems
EN6080	AC Circuit Theory	EN7230	Instrumentation and Control
EN7061	Analogue Electronics		
Electromechanical Major		Electromechanical Major	
EN6904	Engineering Graphics	EN6020	Digital Devices and Systems
EN6080	AC Circuit Theory	EN7230	Instrumentation and Automatic Control
EN7917	Fluid Mechanics	EN7919	Thermodynamics
Communication and Networks Major		Communication and Networks Major	
Not Offered		EN6020	Digital Devices and Systems
		EN7003	Random Signals and Systems
		IT6003	Networks and Communications 1

Year 3 - Semester 1	Year 3 - Semester 2	
Mechanical Major (ENT8020)	Mechanical Major (ENT8020)	
Not offered	EN7924	Mechanical Project 2
	EN8924	Quality, and Reliability Engineering
Electronics Major (ENT8031)	Electronics Major (ENT8031)	
Not offered	EN7035	PLC Programming and Applications
	EN8072	Electronics Prototype Design
Electrical Major (ENT8040)	Electrical Major (ENT8040)	
Not offered	EN7035	PLC Programming and Applications
	EN8151	Low Voltage Electrical Systems
Year 4 - Semester 1	Year 4 - Semester 2	
Mechanical Major (ENT8020)	Mechanical Major (ENT8020)	
Not offered	EN8914	Cooperative Learning Project (Mechanical)
	EN8912	Applied Thermodynamics
	EN8913	Project Proposal*
	EN8905	Energy, Environment, and Sustainability*
Electronics Major (ENT8031)	Electronics Major (ENT8030 and ENT8031)	
	EN8913	Project Proposal*
	EN8030	Microcontrollers
	EN8060	Telecommunications networks
	EN8914	Cooperative Learning Project (Electronics)
	EN8905	Energy, environment, and sustainability*
Electrical Major (ENT8040)	Electrical Major (ENT8040)	
Not offered	EN8904	Co-operative Learning Project (Electrical)
	EN8905	Energy, environment, and sustainability*
	EN8923	Engineering Project Management*

*Courses are common in year 3 and 4 in Engineering Programme

Guidelines for Enrolling in English Courses

EDICT: Engineering, ICT, Visual Design, Web Media & Film and Animation Students:

- If you have just completed Foundation English, you should enroll in EL5005. Alternatively, you can enroll in EL5006.
- If you have completed both EL5005 & EL5006, you should enroll in EL6001.
- If you have completed EL6001, you should enroll in EL6005. Note that EL6002 is going to be replaced with EL6005.

Electives Offers

General Electives					
Degree Students Only					
Code	Course Title	Credits	Code	Course Title	Credits
GS6507	Debate and Public Speaking (Level 6)	15	GS6205	Thinking Outside the Box (Level 6)	15
National Requirements					
GS5103	Modern Economic History of Bahrain	5	GS5102	Human Rights - Labour Rights	5
GS5104	Arabic Language	5	GS3104	Introductory Arabic ⁺	5
<p>Important:</p> <ul style="list-style-type: none"> - Details about electives are saved in Moodle>Electives>Elective General Information, please visit the following link: http://moodle.polytechnic.bh/moodle/course/view.php?id=429 - ⁺This course is meant for non-native speakers of Arabic. You can enrol on this course through application only. Kindly refer to Mona Abdulla Mona.abdulla@polytechnic.bh 					



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/ Stream	Stream 1	Stream 2	Stream 3	Stream 4 (afternoon)
AP3201 English 1	1			3
AP4203 English 2	1,2	3,4	5,6	7,8
AP3101 Math 1	1			
AP4101 Math 2 (General)	1,2	3,6	4,7	5
AP4102 Math 2 (Technical)	1			2
GS5307 Information Technology	1			2
GS5301 Introduction to Visual Communication		1		
GS5302 Engineering Physics	1	2		
GS5306 Introduction to Web Media		1		

Notes:

- Online workshop will be available for Foundation students on 13th February on how to register in courses online.
- Online Registration starts on 15th February 2023 at 10am.

For help take an appointment with BPSC

<https://moodle.polytechnic.bh/moodle/course/view.php?id=1038>

- on 12th February 2023. 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 12 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:

- ستتاح ورشة عبر الإنترنت لطلبة التمهيدي بتاريخ 13 فبراير حول كيفية التسجيل المواد عن طريق نظام التسجيل.

- سيبدأ التسجيل الإلكتروني الساعة 10 صباحاً بتاريخ 15 فبراير 2023.

- للمساعدة يمكنك التواصل وطلب موعد مع مجلس الطلبة عبر <https://moodle.polytechnic.bh/moodle/course/view.php?id=1038> بتاريخ 12 فبراير 2023، 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 12 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.



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% للغيب 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 10 th 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: <ul style="list-style-type: none"> required to attend events for your programme of study for /by Polytechnic. competing in International sports events officially representing Bahrain, in good academic standing and attendance and participation in courses is good. with significant and/or chronic health conditions. 	إجراءات الدراسة البديلة (الإعفاء) لمزيد من المعلومات الرجاء مراجعة سياسة الحضور الهدف: لضمان تحقيق الطلبة لنتائج التعلم. شروط التقديم: <ul style="list-style-type: none"> 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. الطلبة الذين يعانون من أمراض مزمنة أو ظروف صحية.



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.	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	طلب تغيير درجة WA
To apply for a Change of WA grade to W	للتقدم بطلب تغيير درجة WA (الانسحاب بدرجة رسوب بسبب الغياب) إلى W
<u>WHO</u> : Students with a WA (absent more than 20%) and Exceptional Circumstances	<u>لمن</u> : للطلبة الحاصلين على درجة WA (غيابهم أكثر من 20% وتعرضوا لظروف استثنائية)
<u>WHEN</u> : Apply within 10 days of the WA being assigned and before the last day of the semester.	متى: التقديم خلال 10 أيام من تاريخ حصولهم على درجة WA وقبل آخر يوم من انتهاء الفصل الدراسي.
<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	كيف: عن طريق ملء استمارة طلب تغيير درجة WA وإرفاقها بجميع الأدلة الداعمة وتقديمها إلى مركز معلومات الطالب في مبنى 8.
<ul style="list-style-type: none"> A Medical report is required for illnesses. Medical certificates for one or two days are NOT acceptable evidence! 	<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.
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.	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**



Personal Information **Student**

Search [ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Main Menu

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


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

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

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

RELEASE: 8.2 powered by
SUNGARD HIGHER EDUCATION

Click on **Student Accounts**

Bahrain Polytechnic  Self Service Banner

Personal Information **Student**

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student

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

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

Student Accounts
View student fees

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

[Student Attendance Tracking Details](#)

[Make Online Payment](#)

RELEASE: 8.2.1 powered by
SUNGARD HIGHER EDUCATION

Click on **Account Detail for Term** link

Personal Information **Student**

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student Account

[Account Summary by Term](#)

Account Detail for Term

[Statement and Payment History](#)

[View Holds](#)

Select Term **Semester 2 2015-2016**

Personal Information **Student**

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Select Term

Select a Term: Semester 2 2010-2011

RELEASE: 8.1 powered by
SUNGARD HIGHER EDUCATION

Account Balance, this is how much you must pay

Personal Information **Student**
RETURN TO MENU SITE MAP HELP EXIT

Search

Account Detail for Term

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

201002 Semester 2 2010-2011 Term Detail

Detail Code	Description	Item Date	Charge	Payment Balance
T100	Tuition Fees Bahraini	26-09-11	120.00, د.ب.	
	Net Term Balance			120.00, د.ب.
	Net Balance for Other Terms:			0.00, د.ب.
	Account Balance:			120.00, د.ب.

[\[Select Another Term | Statement and Payment History \]](#)

B. Calculate the fees from Online Registration in SSB

Bahrain Polytechnic
بوليتكنك البحرين
Self Service Banner
Delivered by midas

Personal Information **Student**
RETURN TO MENU SITE MAP HELP EXIT

Search

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

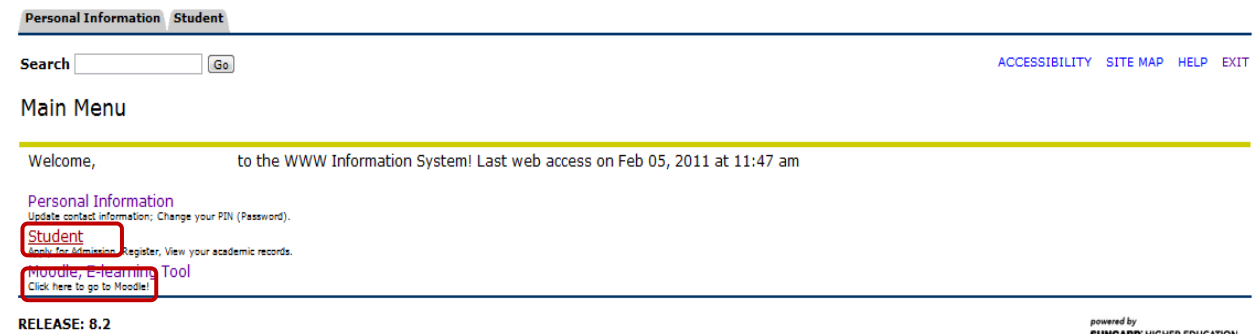
دفع الرسوم إلكترونياً

To pay your semester courses fee you need to:

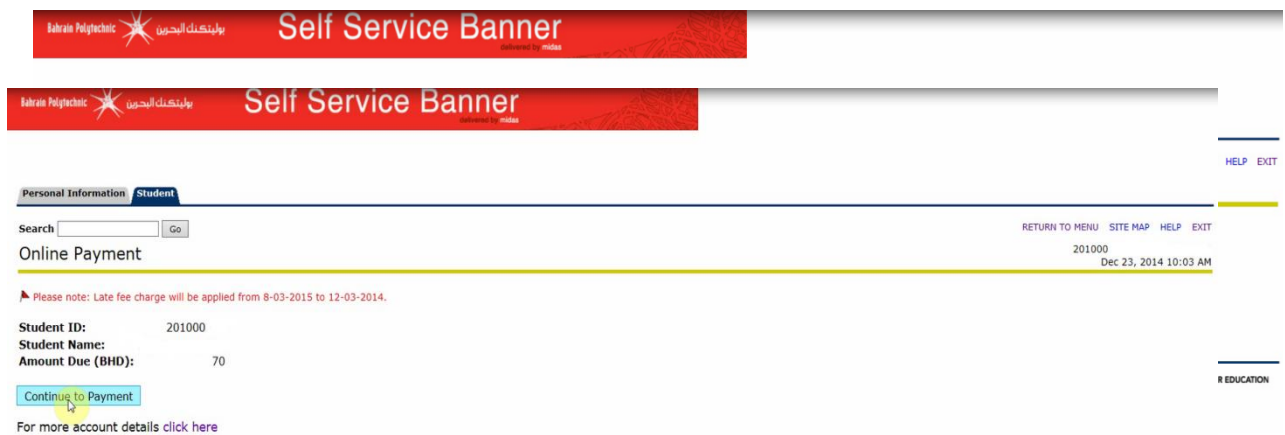
Step 1: Login to SSB

Step 2: Go to Main Menu

Step 3: Click on **Student** link



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



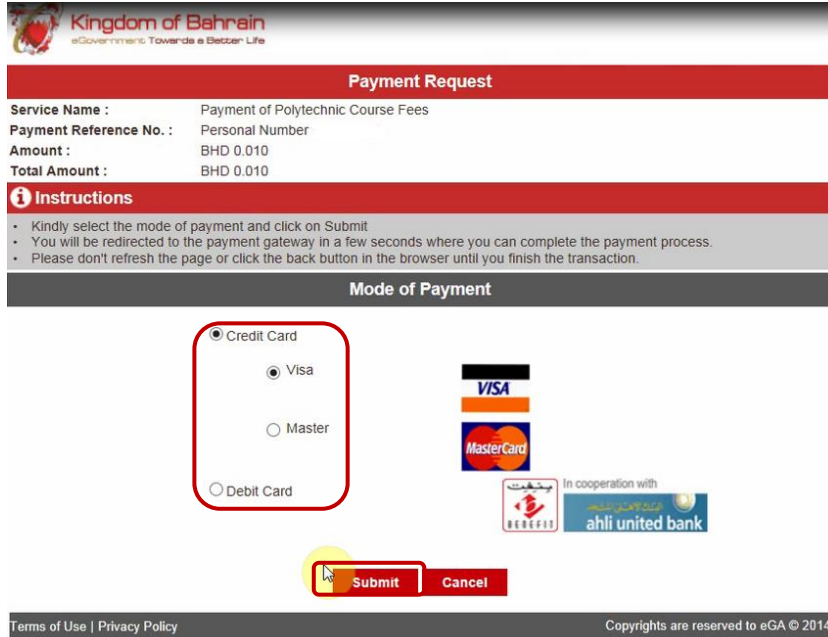
Online Payment screen will show student ID, Name and the total courses enrolled fee

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

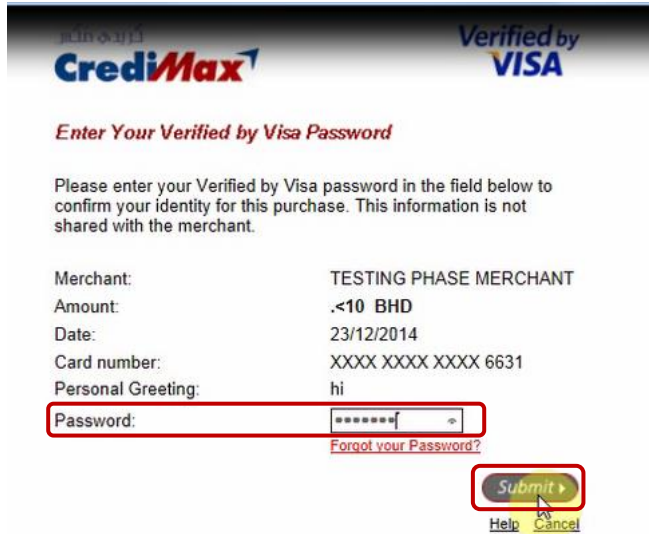


The processing might take time



Step 9: Add your Credit or Debit Card password

Step 10: Click submit



Enter Your Verified by Visa Password

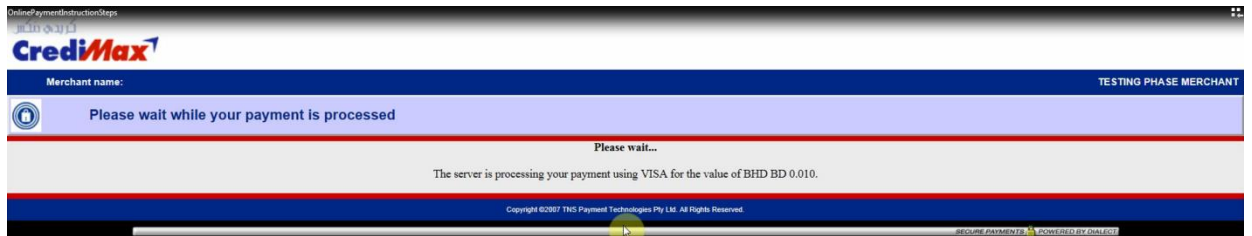
Please enter your Verified by Visa password in the field below to confirm your identity for this purchase. This information is not shared with the merchant.

Merchant: TESTING PHASE MERCHANT
 Amount: .<10 BHD
 Date: 23/12/2014
 Card number: XXXX XXXX XXXX 6631
 Personal Greeting: hi
 Password:

[Forgot your Password?](#)

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

Confirming the payment might take time



Merchant name: TESTING PHASE MERCHANT


Please wait while your payment is processed

Please wait...

The server is processing your payment using VISA for the value of BHD BD 0.010.

Copyright ©2007 TNS Payment Technologies Pty Ltd. All Rights Reserved.

Payment confirmation message



Merchant name: TESTING PHASE MERCHANT

Transaction Results

Result of your transaction:

Your payment has been **approved**

Please wait while you are redirected back to the merchant...

Copyright ©2007 TNS Payment Technologies Pty 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 10:04:24

Receipt No.: 19257

Receipt

ID:

WARNING
--No Address--

CODE	DESCRIPTION	TERM	GL DATE	CHARGE	PAYMENT
CRD0	Credit Card: Online Payment	201401	23-DEC-2014	BD	BD 70
TOTALS				BD	BD 70

How to plan your timetable

كيف تخطط جدولك

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

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

Go to SSB Main Menu

Click on **Student** link

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 holds, grades and transcripts

Attendance Report
View student attendance tracking actions

Student Attendance Tracking Details

Click Class Schedule link

Personal Information Student

Search (Go)

RETURN TO MENU SITE MAP HELP EXIT

Student Records

View Student Information

Class Schedule

View Holds

Final Grades

Grade Detail

Academic Transcript

Course Catalog

Select Semester 2 2015 -2016

Click **Submit** at the bottom

Personal Information Student

Search (Go)

RETURN TO MENU SITE MAP HELP EXIT

Select Term or Date Range

20090554 Zahra S. Abdulaziz
Feb 05, 2011 12:51 pm

Search by Term:

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

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

From: To:

Submit Reset

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

Personal Information
Faculty Services

R

Class Schedule Search

Use any combination of selection options to narrow your search for courses. You must choose at least one Subject. When your selection is complete, perform the search. You may use the **Ctrl** key on your keyboard to select more than one subject from the list, or the **Shift** key on your keyboard to select an entire group of subjects. In the **Title** line, you may search for a portion of the course title by using the **%** key. For example, searching for %Marketing% (case sensitive) will return **any** course with Marketing in the title.

Subject:

Business Bachelor
 Cert Academic Preparation
 Engineering Bachelor

Course Number:

Title:

Credit Range: hours to hours

Course Level:

All
 Bachelor
 Certificate

Part of Term:
Non-date based courses only

All
 Full Term CAP
 Full Term Degree

Instructor:

All
 Aawan, 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

Subject:

- Business Bachelor (BU courses) **Degree students**
- Cert Academic Preparation (AP courses) **Foundation students**
- Engineering Bachelor (EN courses) **Degree students**
- English Communication Bachelor (EL courses) **Degree students**
- General Studies (GS courses) **Degree students**
- IT Bachelor (IT courses) **Degree students**
- Transport and Logistic Bachelor (TL courses) **Degree students**
- Visual Design Bachelor (VC courses) **Degree students**
- Web Media Bachelor (WM courses) **Degree students**

Class Schedule Listing shows the class schedule for each course within a programme. It includes Course Title; CRN (Course Reference Number) is used to identify the class; Class time; Day; Location; Tutor Name; Class Capacity and the available seats.

Title

CRN

Cod

Section No

[RETURN TO MENU](#)
[SITE MAP](#)
[HELP](#)
[EXIT](#)

Class Schedule Listing

Sections Found

Website Authoring 1	10137	WMB 5001	002
-------------------------------------	-----------------------	--------------------------	---------------------

Associated Term: Semester 1 2010-2011
Registration Dates: No dates available
Levels: Bachelor
Instructors: Brendan Muller (P)

Click this link to check the available seats

Class time	Day	Location	Start & end date	Type	Tutor Name
Scheduled Meeting Times					
Type Time	Days	Where	Date Range	Schedule Type	Instructors
Class 8:00 am - 9:59 am	M	Building 36A 36A.10	Sep 26, 2010 - Jan 15, 2011	Lecture/Lab	Brendan Muller (P)
Class 11:00 am - 12:59 pm	R	Building 36A 36A.10	Sep 26, 2010 - Jan 15, 2011	Lecture/Lab	Brendan Muller (P)

[Internet and Multimedia Technology 1 - 10139 - WMB 5002 - 001](#)

Associated Term: Semester 1 2010-2011
Registration Dates: No dates available
Levels: Bachelor
Instructors: Penelope Morgan (P)

Isa Town Campus
 Lecture/Lab Schedule Type
 Blended Delivery Instructional Method
 15,000 Credits
[View Catalog Entry](#)

Class Capacity and available seats

Detailed Class Information

Detailed Class Information

Human Resource Management - 20047 - BSB 6002 - 001

Associated Term: Semester 2 2013-2014
Levels: Bachelor

Isa Town Campus
 Lecture Schedule Type
 Blended Delivery Instructional Method
 15,000 Credits
[View Catalog Entry](#)

Registration Availability

Seats

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

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

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: Information Technology	Course Code GS5307	Credits 15
<p>The demand for people who are knowledgeable about computer software has expanded tremendously in a society that is becoming increasingly defined by technology. This course will improve students' computer skills in a variety of apps by integrating Google Workspace and Office 365 to improve their IT skills and meet industry standards. This course prepares students with the IT skills to undertake first year degree level study. Based on the principles of student-centered learning, the content, exercises, instruction and materials for this course have been designed to give students the opportunity to demonstrate ability in the area of information and communication technology. This will include applications for word processing, spreadsheets, presentation tools and email. Synchronous and independent learning are all strategies that will be utilized in this course.</p>		
Course Title: Introduction to Visual Communication	Course Code GS5301	Credits 15
<p>The course aims to provide students with a generalized knowledge of visual communication design, its main theories, and processes. Students will improve their visual vocabulary, design techniques, and develop creative design knowledge that is required for degree entry consideration.</p>		
Course Title: Introduction to Engineering Physics	Course Code GS5302	Credits 15
<p>This course prepares students to undertake first year Engineering Degree level of study. It demonstrates knowledge and applies mathematical techniques of mechanical and electrical concepts encountered in first year Engineering study.</p>		
Course Title: Introduction to Web Media	Course Code GS5306	Credits 15
<p>This course aims to provide students with a robust starting point to web media, its main theories and terminology. Students will develop their digital literacy skills and will gain practical knowledge of digital content creation for the web, while improving their proficiency for web media as an area of practice through planning and managing problem-based projects.</p>		
Level 6 Electives		
Course Title: Debate and Public Speaking	Course Code GS6507	Credits 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>		
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	Course Code	Credits
Skills for Academic Study	GS6099	15

The course aims to equip students with the academic skills that will enhance their study experience. Students will develop a range of skills in communication, critical thinking, and research, and explore their learning. Based on the principles of student-centered learning, the content, assessment, instruction, and materials for this course have been designed to give students the opportunity to demonstrate ability in the four study skill areas.

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 <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> Status CRN Subj Crse Sec This course is Anti-requisite with BSB 5000 20693 BSB 5019 003 </div>	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 <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> Status CRN Subj Crse Sec Approval Required from Dean 20693 BSB 5019 003 </div>	You must seek permission from the Dean to be enrolled on this CRN.
"Approval Required from Tutor"  Registration Add Errors <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> Status CRN Subj Crse Sec Approval Required from Tutor 20693 BSB 5019 003 </div>	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 <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> Status CRN Subj Crse Sec Approval Required from PM 20693 BSB 5019 003 </div>	You must seek permission from the Program Manager to be enrolled on this CRN.
"Class Restriction "  Registration Add Errors <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> Status CRN Subj Crse Sec Class Restriction 20693 BSB 5019 003 </div>	You have not completed the minimum number of credits to register in this course.
"Close Section"  Registration Add Errors <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> Status CRN Subj Crse Sec Level Cred Closed Section 20693 BSB 5019 003 Bachelor 15.000 </div>	The class is full. Choose another CRN.
"Co-requisite "Course" (CRNXXXX) required"  Registration Add Errors <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> Status CRN Subj Crse Sec Corequisite GSP 4804 (CRN 20602) required 20693 BSB 5019 003 </div>	You must register for the two courses at the same time.
"Duplicate CRN"  Registration Add Errors <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> Status CRN Subj Crse Sec DUPLICATE CRN 21069 BSB 6002 003 </div>	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
<p><i>"You may not add or drop classes due to holds on your record"</i></p> <p> You may not add or drop classes due to holds on your record</p>	<p>Please select the "View holds" link in SSB to view existing holds.</p> <p>FN = pay your outstanding fees.</p>

Timetable Planner

تخطيط الجدول

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