

Registration period - Frequently asked questions

1. Where, and how can I view the course schedule for the next semester?

The course schedule can be accessed at the link on the Announcement page on the University website (www.uob.edu.bh).

2. How can I find out when my own courses will be scheduled for the next semester?

This can be done through the Announcement page on the University website.

3. How do I know who my academic advisor is?

You can know the advisor's name on the student's academic data screen on SIS website. If your academic advisor's name does not appear on the screen, you can contact the academic department concerned.

4. What do I do if the section I want to register in is full?

The system will allow you to send a request to the head of the department concerned if there are no seats in all the sections of the course you require. Your application will be listed in the "Waiting List" to be considered during or after the registration period.

5. What can I do if the course I want to enroll in is conditional to the approval of the head of the academic department of the course?

- The system will allow you to send a request to the head of department in case:

A) the application is to register in a practical training course.

B) the application is to register in a course that requires the approval of the head of the academic department.

6. How do I choose and select a minor or the exact track?

By consulting the head of the academic department that offers the major program of the student.

7. After completing my registration for the next semester, when should I pay the fees?

Between the two semesters, in the period of add & drop, before the start of study.

8. What are the circumstances that require the use of the Help desk?

Cases that require approaching the Help desk include:

A) If one or more courses are included in the study plan and not listed in the list of options available to the student on the registration screen.

- B) If the student's registration screen is free of any options (courses) to register in.
- C. If there is an error in one or more of the basic information of the student, such as the major or minor specialization, the year of the study plan, the academic burden, the name of the sponsor, the rate of academic hours completed, remaining or currently registered, or so on.

9. What can I do if I want to register a new course whose laboratory time runs in conflict with the time of another scheduled course of study or a lecture time?

There will appear two options that reflect that conflict for the student: to cancel the application for registration of the course or to apply for registration of the course to the head of the concerned academic department who has the right to accept or reject the application according to objective academic considerations.

10. Can undergraduates, postgraduates, and students of the Bahrain Teachers College do the first stage of registration?

- They cannot do that, but they can register during the period of add & drop.

11. How can the student know what has been accomplished in his/her study plan and the remaining of it, so that he/she can plan what he/she wants to register for the next semester?

This can be done through the sub-heading titled "Degree audit" on the student's academic data screen.

12. Is there a way for a student to know, on the basis of a precise assumption, his/her cumulative average?

This can be done through the sub-heading "GPA Simulator" listed also on the student's academic data screen.