Online Registration Procedures and Form - Fall 2020-2021 and Spring 2020-2021

1- The student will access the Required semester schedule through the University web page as follows

a-http://www.ucb.edu.bh.

b- Academic

c-Schedule

d- Click on the semester required schedule

2- The student will contact his/her adviser by email, phone or MICROSOFT Team for approval on the selected courses and semester.

3- The advisor will fill the below Registration form according to the semester with the required courses, sections, days, and times .The chosen courses must be in line with his/her study plan and academic status (Regular, Graduating, on Academic Probation or Academic warning).

4- The adviser will email:

a) The student his/her approval on the selected courses of the semester.

b) The Registration Office (kjanahi@ucb.edu.bh) a copy of his/her approved registration form.

5- The student will contact the Students' Accounting Office by email (email: fghuloom@ucb.edu.bh) with a copy of the approved/signed registration form for semester fee quotation. The student can also contact the Students' Accounting Office by phone (+973-17790828 Ext: *365).

6- The student will transfer the required fees for the semester (s) (A/C Name: University College of Bahrain,

IBAN NO: BH96BBKU00100000398955)

7- The student will Email a copy of the bank transfer confirmation with the approved Registration form to the Students' Accounting Office, taking into account:

a- The registered semester (s)

b- The student University ID number

8- The Registration Office will email the student a copy of his/her final schedule and another schedule copy will be emailed to the students/s adviser.



Admission & Registration Dept.

Registration Form

Date :

Name :

ID No. :

Concentration :

Semester : Fall Spring Summer 1 Summer 2 Academic Year :

Course Code	Course Title	Credits	Section	Time	Day	Room