

## Online Registration Procedures and Form - Spring 2022-2023

- 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 ( [layla@ucb.edu.bh](mailto:layla@ucb.edu.bh)) a copy of his/her approved registration form.
- 5- The student will contact the Students' Accounting Office by email (email: [fg huloom@ucb.edu.bh](mailto:fg huloom@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.

