

# REGISTRATION PROCEDURE

## Spring 2025

### I- Pre-Registration: December 02 to 06, 2024.

- 1- Log in to Student Information System (SIS) to retrieve your payment slip.
- 2- Before registration, kindly pay a **non-refundable Payment On Account** in the amount of 10,000,000 L.P and 1000 US dollars in cash at the university to be deducted from the tuition fees if registered.
- 3- Check the course offering to decide which courses you need to register.
- 4- Register online according to the following schedule:

Days	Student ID
Monday December 02, 2024	XXXXXX – A2020999
Tuesday December 03, 2024	A2110001 – A2120999
Wednesday December 04, 2024	A2210001 – A2220999
Thursday December 05, 2024	A2310001 – A2320999
Friday December 06, 2024	A2410001 – A2412XXX

- 5- Log in and get your courses registered; in case you face any problem, kindly ask your advisor for assistance or call the Office of the Registrar at extensions 1213, 1670, or 1245 to solve your problem.
- 6- Print your course schedule and make sure that all the information is correct ( ID, name, semester, major, courses, and sections). **You are fully responsible for all data listed on your printout.**
- 7- **Log out and make sure you click the X button on the top right-hand corner.**
- 8- Log in to Student Information System (SIS) to print your payment slip, 72 hours following your pre-registration.

### II- Final Registration:

Pay at the Bank before January 02, 2025 as a deadline; **otherwise, your pre-registration will be cancelled.**

### III- Late Registration:

From January 20 to January 24, 2025.  
A fee of 2,000,000 L.P. will be charged.



University of Bahrain  
REGISTRAR'S  
Rana G. Chahine  
Registrar

### IV- Withdrawals

If, for justifiable reasons, a student decided to withdraw after registration, fees are refunded according to the following policy:

Before the official beginning of semester	75% of full tuition fees
During the first week of semester	50% of full tuition fees
During the second week of semester	25% of full tuition fees
After the second week of semester	0% (The student will receive a grade of " W " on all courses and will be 100% financially responsible.)