

## How to Register Courses

This guide explains the key elements of the course registration page and walks you through the registration process step by step.

### Understanding the Registration Page:

The screenshot displays the Classster Course Registration interface for the Bachelor of Business Administration in Finance, Semester 3. The page is organized into several key sections:

- Navigation Sidebar:** Located on the left, it includes links for Dashboard, Online Registration, Financial, Timetable, My Instructors, Academic Data, Attendance, Sessions, and Reporting.
- Course List:** The main area shows a table of available courses. Each row includes a course name, its semester, and a toggle button for enrollment. The table columns are: Semester, Enroll, Section, Hours, Credits 1, Credits 2, Course Category, Mark, and Marking Period.
- Summary Box:** At the top right, a box displays the current registration status: 0 Courses, 0 Credits, 0 Hours, and 0 Marks.
- Registration Process:** A green box highlights the 'Submit Registration' button, indicating the final step in the process.

- You will see the number of courses and the total number of credits you have registered for.

- Each course will show the recommended semester in which it should be taken.

- To register for a course, click the toggle next to it.

- After selecting a course, choose the section you wish to enroll in.

- The credit hours for each course are listed in a separate column.

- A summary at the bottom will show the total number of selected courses and credits before submission.

#### Note:

- In Fall and Spring semesters, you must register for a minimum of 6 credits and a maximum of 18 credits.

- In the Summer semester, the maximum credit limit is 9 credits.

## Step-by-Step: Registering for a Course

The screenshot shows the Clasper Course Registration interface for a Bachelor of Business Administration in Finance, Semester 3. The interface includes a sidebar with navigation options like Dashboard, Online Registration, Course Registration, Financial, Timetable, My Instructors, Academic Data, Attendance, Sessions, and Reporting. The main area displays a list of courses under various requirement categories. A modal window is open, showing a list of sections for 'Composition I'. The steps are numbered 1 through 5:

- Click on the toggle next to the course.
- Click on "Please choose" to select a section.
- A box will appear showing available sections, including time and location.
- Click the section you wish to enroll in.
- Click Save.

1. Click on the toggle next to the course.
2. Click on "Please choose" to select a section.
3. A box will appear showing available sections, including time and location.
4. Click the section you wish to enroll in.
5. Click Save.

The screenshot shows the Clasper Course Registration interface after a course has been selected. A summary box is visible on the right side of the screen, listing the selected courses. The steps are numbered 1 through 3:

1. Click on the toggle next to the course.
2. Click on "Please choose" to select a section.
3. A box will appear showing available sections, including time and location.

After selecting your course (e.g., Composition I), a summary box will appear listing your selected courses before final submission. In this example, the course is recommended for Semester 1, and the student is registering as a new student.

You can continue selecting additional courses. Once you're finished, click Submit.

## Common Issues You Can Fix Yourself

### 1. Exceeding Credit Limits in a Course Category

The screenshot displays a course registration interface. On the left, a sidebar lists course categories and individual courses. The 'General Education Electives (5 credits)' category is expanded, showing a list of courses. A warning box is overlaid on the interface, stating: 'Warning: The maximum number of registered Credits has been exceeded (General Education Electives (5 credits)).' A green circle with the number '2' highlights the 'OK' button on the warning box. Another green circle with the number '1' highlights the 'Clear' button next to the 'Please Choose' text. A third green circle with the number '3' highlights the '2' credit value for the 'CULT 101 Cultural Criticism' course in the right-hand table.

Course	Semester	Credits
[ENGL 205] Business Communication		3
[SUST 101] Principles of Sustainability	Semester 1	3
[POLS 321] Comparative Political Ideology	Semester 1	3
[PSYC 101] Introduction to Psychology	Semester 1	3
[SOCS 101] Introduction to Sociology	Semester 1	3
[ANTH 152] Introduction to Cultural Anthropology	Semester 1	3
[COMS 356] Intercultural Communication	Semester 1	3
[ENGL 103] Public Speaking	Semester 1	3
[HUMS 101] Forms & Ideas in the Humanities	Semester 1	3
[PHIL 101] Introduction to Philosophy	Semester 1	3
[PHIL 201] Oriental and Islamic Philosophy	Semester 1	0
[PSYC 202] Mind Matters: A Practical Exploration	Semester 1	0
[CULT 101] Cultural Criticism	Semester 1	2
[MDIA101] New Media and Society	Semester 1	0
[MUSC 101] Music Appreciation	Semester 1	0

If you try to register for a course in a category where you've already reached the credit limit, a warning will appear.

Example: If the category “General Education Electives” has a 5-credit limit and you try to register more than that, the system will block you.

Solution: Register a course with fewer credits (e.g., 2 credits) so that the total does not exceed the category limit.

## 2. Time Conflicts Between Courses

[illegible]

If two selected courses overlap in time, a warning icon will appear beside each conflicting course.

When you attempt to submit, an error message will appear detailing the conflict.

Solution: Change the section of one of the conflicting courses so that the schedules no longer overlap.

### 3. Registering Outside the Allowed Credit Range

**Warning**  
The maximum number of registered Credits has been exceeded.

Course	Semester	Hours	Credits 1	Credits 2	Course Category	Mark	Waiting For
PHIL 101 Introduction to Philosophy	Semester 1	3.0	3.0	0.0	Lecture	—	—
PHIL 201 Oriental and Islamic Philosophy	Semester 1	0.0	3.0	0.0	Lecture	—	—
PHYS 202 Mind Matters: A Practical Exploration	Semester 1	0.0	3.0	0.0	Lecture	—	—
CHLT 101 Cultural Criticism	Semester 1	0.0	2.0	0.0	Lecture	—	—
MDIA101 New Media and Society	Semester 1	0.0	2.0	0.0	Lecture	—	—
MUSC 101 Music Appreciation	Semester 1	0.0	2.0	0.0	Lecture	—	—
<b>Business Core Requirements (29 Credits)</b>							
ACCT 201 Introduction to Financial Accounting	Semester 1	0.0	3.0	0.0	Lecture	—	—
BUOW 101 Introduction to Business	Semester 1	3.0	3.0	0.0	Lecture	—	—
ACCT 202 Introduction to Managerial Accounting	Semester 1	3.0	3.0	0.0	Lecture	—	—
ECOW 201 Principles of Macroeconomics	Semester 1	3.0	3.0	0.0	Lecture	—	—
ECOW 202 Principles of Macroeconomics	Semester 1	3.0	3.0	0.0	Lecture	—	—
PHNC 201 Essentials of Financial Analysis	Semester 1	0.0	3.0	0.0	Lecture	—	—
BUOW 301 Business Law	Semester 1	0.0	3.0	0.0	Lecture	—	—
MGMT 101 Principles of Management	Semester 1	3.0	3.0	0.0	Lecture	—	—
MGMT 201 Organizational Behavior	Semester 1	3.0	3.0	0.0	Lecture	—	—
MGMT 410 Business Policy and Strategic Management	Semester 1	3.0	3.0	0.0	Lecture	—	—
MGMT 101 Principles of Marketing	Semester 1	3.0	3.0	0.0	Lecture	—	—
MGMT 302 Business Ethics	Semester 1	3.0	3.0	0.0	Lecture	—	—
MGMT 201 Principles of Management Information Systems	Semester 1	3.0	3.0	0.0	Lecture	—	—
<b>Major Requirements (23 Credits)</b>							
PHNC 321 Banking	Semester 1	0.0	3.0	0.0	Project	—	—
PHNC 201 Managerial Finance	Semester 1	3.0	3.0	0.0	Lecture	—	—
ACCT 310 Intermediate Accounting	Semester 1	0.0	3.0	0.0	Lecture	—	—
PHNC 310 Corporate Finance	Semester 1	3.0	3.0	0.0	Lecture	—	—
PHNC 312 International Finance	Semester 1	3.0	3.0	0.0	Lecture	—	—
PHNC 411 Investments and Portfolio Management	Semester 1	0.0	3.0	0.0	Lecture	—	—
PHNC 421 Alternative Investments	Semester 1	0.0	3.0	0.0	Lecture	—	—
BUOW 401 Research Methods in Business	Semester 1	3.0	3.0	0.0	Lecture	—	—

If you attempt to register for less than 6 credits or more than 18 credits (Fall/Spring), or more than 9 credits (Summer), the system will not allow submission.

Solution: Adjust your course selection by adding or removing courses to stay within the allowed credit range.

### What Happens After You Submit?

**Bachelor of Business Administration in Finance**  
Semester 1

Course	Semester	Hours	Credits 1	Credits 2	Course Category	Mark	Waiting For
<b>English Requirements (6 credits)</b>							
ENGL 101 Composition I	Semester 1	3.0	3.0	0.0	Lecture	—	—
ENGL 102 Composition II	Semester 1	3.0	3.0	0.0	Lecture	—	—
<b>National Requirements (7 credits)</b>							
<b>Arabic Language (3 credits) - Choose one based on your Nationality</b>							
ARHS 101 Arabic for Non-Arabic Speakers	Semester 1	3.0	3.0	0.0	Lecture	—	—
ARHS 102 Arabic for Arabic Speakers	Semester 1	3.0	3.0	0.0	Lecture	—	—
<b>National Requirements -</b>							
ARHS 100 Modern History of Bahrain	Semester 1	2.0	2.0	0.0	Lecture	—	—
ARHS 101 Global Human Rights	Semester 1	2.0	2.0	0.0	Lecture	—	—
<b>ICT Requirements (1 credits)</b>							
ECSC 101 Introduction to Computing	Semester 1	3.0	3.0	0.0	Lecture	—	—
<b>Mathematics Requirements (5 credits) - Choose one based on your Nationality</b>							
MATH 092 Pre-Algebra	Semester 1	4.0	0.0	0.0	Lecture	—	—
MATH 111 Introductory Probability and Statistics	Semester 1	3.0	3.0	0.0	Lecture	—	—
MATH 130 College Algebra	Semester 1	3.0	3.0	0.0	Lecture	—	—
<b>Natural Science Requirements (4 credits) - Choose one course and its lab</b>							
ASTR 352J Current Development in Astronomy	Semester 1	3.0	3.0	0.0	Lecture	—	—
ASTR 352L Current Development in Astronomy Laboratory	Semester 1	1.0	1.0	0.0	Lab	—	—
BIOK 101 Principles of Biology I	Semester 1	3.0	3.0	0.0	Lecture	—	—
BIOK 101L Principles of Biology I Laboratory	Semester 1	1.0	1.0	0.0	Lab	—	—
CHEM 101 General Chemistry	Semester 1	3.0	3.0	0.0	Lecture	—	—
CHEM 101L General Chemistry Laboratory	Semester 1	1.0	1.0	0.0	Lab	—	—
<b>Lifelong Learning Requirements (1 credits)</b>							
ENGL 101 University Success	Semester 1	1.0	1.0	0.0	Lecture	—	—
<b>Arts and Humanities Requirements (3 credits) - Choose one course</b>							
MATH 152 Introduction to Cultural Anthropology	Semester 1	3.0	3.0	0.0	Lecture	—	—
ECWH 101 Spoken Mandarin	Semester 1	3.0	3.0	0.0	Lecture	—	—
ECWH 354J Intercultural Communication	Semester 1	3.0	3.0	0.0	Lecture	—	—
HIST 201 World History Through Art & the Humanities	Semester 1	3.0	3.0	0.0	Lecture	—	—
HUMS 101 Forms & Ideas in the Humanities	Semester 1	3.0	3.0	0.0	Lecture	—	—

You can still modify your registration until the end of the online registration period.

You may revisit the page to add or drop courses as needed.

For example, Composition I and Global Human Rights were unregistered successfully in one case.