




UNIVERSITY
OF THE BAHAMAS

COMPLETING THE COURSE REQUEST FORM

Office of Academic Affairs

Ensure that you are using the Course Request Form as shown below available at www.ub.edu.bs (Academics/Resources/Academic Forms & Policies)...

 UNIVERSITY OF THE BAHAMAS	COURSE REQUEST FORM FALL SEMESTER																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3">Student Number:</td> <td colspan="3">UB E-mail Address:</td> </tr> <tr> <td colspan="2">Last Name:</td> <td colspan="2">First Name:</td> <td colspan="2">Middle Name:</td> </tr> <tr> <td colspan="3">P. O. Box:</td> <td colspan="3">Island/Country:</td> </tr> <tr> <td colspan="2">Home Phone:</td> <td colspan="2">Work Phone:</td> <td colspan="2">Cell Phone:</td> </tr> <tr> <td colspan="3">Semester:</td> <td colspan="3">Year:</td> </tr> <tr> <td colspan="3">Degree:</td> <td colspan="3">Major:</td> </tr> </table>		Student Number:			UB E-mail Address:			Last Name:		First Name:		Middle Name:		P. O. Box:			Island/Country:			Home Phone:		Work Phone:		Cell Phone:		Semester:			Year:			Degree:			Major:		
Student Number:			UB E-mail Address:																																		
Last Name:		First Name:		Middle Name:																																	
P. O. Box:			Island/Country:																																		
Home Phone:		Work Phone:		Cell Phone:																																	
Semester:			Year:																																		
Degree:			Major:																																		
APPROVED COURSES					APPROVED ALTERNATIVES																																
ABBREV	NUMBER	SECTION	CREDITS	AUDIT	ABBREV	NUMBER	SECTION	CREDITS	AUDIT																												
TOTAL NUMBER OF CREDITS					TOTAL NUMBER OF CREDITS																																
Student's Signature: _____					Date: _____																																
Advisor's Signature: _____					Date: _____																																
Number of Credits Overload: _____			Academic Dean's Signature: _____			Date: _____																															


Complete the student information on the top of the form...

Your Student Number can be found on the UB acceptance letter.

Your UB E-mail address will be sent to you via e-mail.

Contact the Office of Information Technology (OIT) help desk at <ithelpdesk@ub.edu.bs> if you have not received your UB e-mail address.


You may continue to complete this form if you do not have your UB e-mail address at this time.

 UNIVERSITY OF THE BAHAMAS					COURSE REQUEST FORM FALL SEMESTER					
Student Number: <input type="text"/>					UB E-mail Address: <input type="text"/>					
Last Name: <input type="text"/>			First Name: <input type="text"/>		Middle Name: <input type="text"/>					
P. O. Box: <input type="text"/>			Island/Country: <input type="text"/>							
Home Phone: <input type="text"/>			Work Phone: <input type="text"/>		Cell Phone: <input type="text"/>					
Semester: 202110			Year: 2020							
Degree: <input type="text"/>			Major: <input type="text"/>							
APPROVED COURSES					APPROVED ALTERNATIVES					
ABBREV	NUMBER	SECTION	CREDITS	AUDIT	ABBREV	NUMBER	SECTION	CREDITS	AUDIT	
TOTAL NUMBER OF CREDITS					TOTAL NUMBER OF CREDITS					
Student's Signature: _____					Date: _____					
Advisor's Signature: _____					Date: _____					
Number of Credits Overload: _____					Academic Dean's Signature: _____					
					Date: _____					

Complete the student information at the top of the form...

Input one of the following:


- Bachelor of Architecture
- Bachelor of Arts
- Bachelor of Business Administration
- Bachelor of Education
- Bachelor of Science
- Associate of Applied Science
- Associate of Arts
- Associate of Business Administration
- Associate of Science

 UNIVERSITY OF THE BAHAMAS					COURSE REQUEST FORM FALL SEMESTER				
Student Number: 000-00-0000					UB E-mail Address: jane.doe@ub.edu.bs				
Last Name: Doe			First Name: Jane		Middle Name:				
P. O. Box: N-9999			Island/Country: Cat Island, Bahamas						
Home Phone: (242) 302-4300			Work Phone: (242) 302-4301		Cell Phone: (242) 302-4302				
Semester: 202110			Year: 2020						
Degree:			Major:						
APPROVED COURSES					APPROVED ALTERNATIVES				
ABBREV	NUMBER	SECTION	CREDITS	AUDIT	ABBREV	NUMBER	SECTION	CREDITS	AUDIT
TOTAL NUMBER OF CREDITS					TOTAL NUMBER OF CREDITS				
Student's Signature: _____					Date: _____				
Advisor's Signature: _____					Date: _____				
Number of Credits Overload: _____			Academic Dean's Signature: _____			Date: _____			

Input your major area of study; e.g., Accounting; English; Biology with Chemistry; Secondary Certification, Art; Psychology; Culinary Skills

Completing the Approved Courses Section: Gen Ed NUMERACY REQUIREMENT

Leave this section blank.


 UNIVERSITY OF THE BAHAMAS				COURSE REQUEST FORM FALL SEMESTER					
Student Number: 000-00-0000				UB E-mail Address: jane.doe@ub.edu.bs					
Last Name: Doe		First Name: Jane		Middle Name:					
P. O. Box: N-9999		Island/Country: Cat Island, Bahamas							
Home Phone: (242) 302-4300		Work Phone: (242) 302-4301		Cell Phone: (242) 302-4302					
Semester: 202110				Year: 2020					
Degree: Bachelor of Arts				Major: Music					
APPROVED COURSES				APPROVED ALTERNATIVES					
ABBREV	NUMBER	SECTION	CREDITS	AUDIT	ABBREV	NUMBER	SECTION	CREDITS	AUDIT
MATH	140		3						
TOTAL NUMBER OF CREDITS				TOTAL NUMBER OF CREDITS					
Student's Signature: _____				Date: _____					
Advisor's Signature: _____				Date: _____					
Number of Credits Overload: _____				Academic Dean's Signature: _____		Date: _____			

1. If you have BGCSE Math with grade "A" or "B", you are either in MATH 163 (Non-Science Majors) or MATH 167 (Science Majors), 3 credits.
2. If you have BGCSE Math with grade "C", you are in MATH 140, 3 credits.
3. If you have BGCSE Math with grade "D", you are in MATH 048, 0 credits.
4. If you have BGCSE Math with grade "E", you are in MATH 047, 0 credits.
5. If you took the UB Math Placement Exam, register for the Math course indicated on your acceptance letter.

You will select the course section as you build the schedule/timetable once logged on to the Banner Self Service portal.

Completing the Approved Courses Section: Gen Ed LITERACY REQUIREMENT

Leave this section blank.

 UNIVERSITY OF THE BAHAMAS				COURSE REQUEST FORM FALL SEMESTER					
Student Number: 000-00-0000				UB E-mail Address: jane.doe@ub.edu.bs					
Last Name: Doe		First Name: Jane		Middle Name:					
P. O. Box: N-9999		Island/Country: Cat Island, Bahamas							
Home Phone: (242) 302-4300		Work Phone: (242) 302-4301		Cell Phone: (242) 302-4302					
Semester: 202110				Year: 2020					
Degree: Bachelor of Arts				Major: Music					
APPROVED COURSES				APPROVED ALTERNATIVES					
ABBREV	NUMBER	SECTION	CREDITS	AUDIT	ABBREV	NUMBER	SECTION	CREDITS	AUDIT
MATH	140		3						
ENGL	119		3						
TOTAL NUMBER OF CREDITS				TOTAL NUMBER OF CREDITS					
Student's Signature: _____				Date: _____					
Advisor's Signature: _____				Date: _____					
Number of Credits Overload: _____				Academic Dean's Signature: _____					
				Date: _____					

1. If you have AP English Grade 4 or higher or IB English Higher Level 5, you are in ENGL 120, 3 credits.
2. If you have BGCSE English grade "A", "B", or "C", you are in ENGL 119, 3 credits.
3. If you have BGCSE English grade "D", you are in ENGL 019, 0 credits.
4. If you have BGCSE English grade "E", you are in ENGL 018, 0 credits.
5. If you took the UB English Placement Exam, register for the English course indicated on your acceptance letter.

You will select the course section as you build the schedule/timetable once logged on to the Banner Self Service portal.

Completing The Approved Courses Section:

Gen Ed STUDENT DEVELOPMENT REQUIREMENT

Leave this section blank.

APPROVED COURSES				APPROVED ALTERNATIVES					
ABBREV	NUMBER	SECTION	CREDITS	AUDIT	ABBREV	NUMBER	SECTION	CREDITS	AUDIT
MATH	140		3						
ENGL	119		3						
COUN	100		1						
TOTAL NUMBER OF CREDITS					TOTAL NUMBER OF CREDITS				

Student's Signature: _____ Date: _____
Advisor's Signature: _____ Date: _____
Number of Credits Overload: _____ Academic Dean's Signature: _____ Date: _____

All students take COUN 100 (1 credit), the First Year Seminar course, currently a twelve-week orientation seminar.


You will select the course section as you build the schedule/timetable once logged on to the Banner Self Service portal.

Completing the Approved Courses Section: Gen Ed COMPUTER LITERACY REQUIREMENT

Leave this section blank.

There are four Computer Literacy courses available to UB students.

1. ARCH 102, Architectural Computing (Architecture majors), 3 credits.
2. EDUC 103, Computer Literacy for Educators Education majors), 3 credits.
3. CISB 106, Computer Concepts & Applications I (Business majors), 3 credits.
4. CISB 100, Computer Literacy, 1 credit. You may be exempted from CISB 100 on the basis of your high school transcript with a 'C' grade or higher in Computer Studies or a related area at grade 10 and above.

 UNIVERSITY OF THE BAHAMAS				COURSE REQUEST FORM FALL SEMESTER					
Student Number: 000-00-0000				UB E-mail Address: jane.doe@ub.edu.bs					
Last Name: Doe		First Name: Jane		Middle Name:					
P. O. Box: N-9999		Island/Country: Cat Island, Bahamas							
Home Phone: (242) 302-4300		Work Phone: (242) 302-4301		Cell Phone: (242) 302-4302					
Semester: 202110				Year: 2020					
Degree: Bachelor of Arts				Major: Music					
APPROVED COURSES				APPROVED ALTERNATIVES					
ABBREV	NUMBER	SECTION	CREDITS	AUDIT	ABBREV	NUMBER	SECTION	CREDITS	AUDIT
MATH	140		3						
ENGL	119		3						
COUN	100		1						
CISB	106		3						
TOTAL NUMBER OF CREDITS				TOTAL NUMBER OF CREDITS					
Student's Signature: _____				Date: _____					
Advisor's Signature: _____				Date: _____					
Number of Credits Overload: _____				Academic Dean's Signature: _____					
				Date: _____					

...build your schedule/timetable once logged on to the Banner Self Service portal...


Completing the Approved Courses Section: Major Area and Elective Courses

Leave this section blank.

Refer to your programme of study AND consult your academic advisor to identify the Major Area and Elective courses you should take.

Although elective courses provide an opportunity for you to take courses in an area of interest to you, some programmes specify the elective courses needed to fulfill programme and graduation requirements.


You will select the course section as you build your schedule/timetable once logged on to the Banner Self Service portal.

 UNIVERSITY OF THE BAHAMAS				COURSE REQUEST FORM FALL SEMESTER					
Student Number: 000-00-0000				UB E-mail Address: jane.doe@ub.edu.bs					
Last Name: Doe		First Name: Jane		Middle Name:					
P. O. Box: N-9999		Island/Country: Cat Island, Bahamas							
Home Phone: (242) 302-4300		Work Phone: (242) 302-4301		Cell Phone: (242) 302-4302					
Semester: 202010				Year: 2019					
Degree: Bachelor of Arts				Major: Music					
APPROVED COURSES				APPROVED ALTERNATIVES					
ABBREV	NUMBER	SECTION	CREDITS	AUDIT	ABBREV	NUMBER	SECTION	CREDITS	AUDIT
MATH	140		3						
ENGL	119		3						
COUN	100		1						
CISB	106		3						
TOTAL NUMBER OF CREDITS				TOTAL NUMBER OF CREDITS					
Student's Signature: _____				Date: _____					
Advisor's Signature: _____				Date: _____					
Number of Credits Overload: _____				Academic Dean's Signature: _____					
				Date: _____					

Add courses to meet desired programme & credit requirements.

Completing the Approved Alternatives Section:

Leave this section blank.

 UNIVERSITY OF THE BAHAMAS					COURSE REQUEST FORM FALL SEMESTER				
Student Number: 000-00-0000					UB E-mail Address: jane.doe@ub.edu.bs				
Last Name: Doe			First Name: Jane		Middle Name:				
P. O. Box: N-9999			Island/Country: Cat Island, Bahamas						
Home Phone: (242) 302-4300			Work Phone: (242) 302-4301		Cell Phone: (242) 302-4302				
Semester: 202110			Year: 2020						
Degree: Bachelor of Arts					Major: Music				
APPROVED COURSES					APPROVED ALTERNATIVES				
ABBREV	NUMBER	SECTION	CREDITS	AUDIT	ABBREV	NUMBER	SECTION	CREDITS	AUDIT
MATH	140		3						
ENGL	119		3						
COUN	100		1						
TOTAL NUMBER OF CREDITS			7		TOTAL NUMBER OF CREDITS				
Student's Signature: _____					Date: _____				
Advisor's Signature: _____					Date: _____				
Number of Credits Overload: _____					Academic Dean's Signature: _____				
					Date: _____				

This section is for alternative courses should no seats be available in your preferred approved courses.

It is important that you identify alternative courses in the event that the courses for which you wish to register, i.e., your preferred courses, are already full.

Your advisor will help you identify alternative courses you might have to take.

NEXT STEPS: Online Reservation of Courses and Payment

- Sign and date the Course Request Form and forward to your academic advisor.
- Using any desktop or mobile device, go online and access Banner at <http://www.ub.edu.bs/banner/> to reserve your courses and complete credit and debit card transactions online.
- Use the 'Registration How to Video' for step-by-step information on how to register using Banner:

<https://www.youtube.com/watch?reload=9&v=RckHaoulGYE&feature=youtu.be>



WELCOME TO



UNIVERSITY
OF THE BAHAMAS

HOME OF THE MINGOES



www.ub.edu.bs