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</tbody>
</table>
Dear New Student,

It is my pleasure to welcome you to The College of The Bahamas (COB). We believe our mission and goals to support nation building extend beyond the classroom. The quality of our programmes and the integrity of our services will impact your experiences in a very significant way. Hence, we are committed to designing programmes that prepare you for your role in the Bahamian society and beyond. One of our most important core values is “Respect and Care for students”.

As you continue your educational journey, I invite you to take full advantage of the many opportunities you will have to grow academically, socially, and spiritually. As you join the various clubs and societies, they will provide avenues to build leadership qualities in you that will prepare you for your leadership roles here at The College and in your community.

Be assured that the Student Affairs team is here to support you as you take this most important step. We invite you to visit our offices at the Student Services Centre, Keva M. Bethel Building, the Wellness Centre, Student Union Building at the Oakes Field Campus and Campus Life, at the Northern Bahamas Campus. If you have concerns of any nature please drop us a line at studentrelations@cob.edu.bs or give us a call at 302-4342 or 302-4498.

Once again, thank you for making The College of The Bahamas your choice and have a productive year!

Eslyn Jones
Vice President, Student Affairs
### COLLEGE EMERGENCY CONTACTS

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Nurse</td>
<td>302-4556</td>
</tr>
<tr>
<td>Physical Plant Help Desk</td>
<td>302-4607</td>
</tr>
<tr>
<td>Security (Main Entrance) 24 hrs</td>
<td>302-4566</td>
</tr>
<tr>
<td>Security (Michael H. Eldon Complex)</td>
<td>397-2647</td>
</tr>
<tr>
<td>Security (Munnings Building)</td>
<td>302-4493/4</td>
</tr>
<tr>
<td>Security Director</td>
<td>302-4327</td>
</tr>
<tr>
<td>Security (Lost and Found)</td>
<td>302-4578</td>
</tr>
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### COLLEGE SERVICES

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Office</td>
<td>302-4499/4377</td>
</tr>
<tr>
<td>Campus Life (Oakes Field Campus)</td>
<td>302-4525</td>
</tr>
<tr>
<td>Campus Life (Northern Bahamas Campus)</td>
<td>351-3769</td>
</tr>
<tr>
<td>Chapter One Bookstore</td>
<td>397-2650/2649</td>
</tr>
<tr>
<td>COBUS Office</td>
<td>302-4562</td>
</tr>
<tr>
<td>Copy Right Business Centre</td>
<td>397-2651</td>
</tr>
<tr>
<td>Counselling &amp; Health Services Department</td>
<td>677-3263</td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td>302-4371</td>
</tr>
<tr>
<td>Graduate Programmes Office</td>
<td>397-2601/2</td>
</tr>
<tr>
<td>Harry C. Moore Library and Information Centre</td>
<td></td>
</tr>
<tr>
<td>&gt; Circulation Desk</td>
<td>302-4491</td>
</tr>
<tr>
<td>&gt; Reference Desk</td>
<td>302-4517</td>
</tr>
<tr>
<td>&gt; Special Collections</td>
<td>302-4453</td>
</tr>
<tr>
<td>&gt; Cataloguing/Acquisitions</td>
<td>302-4554</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>302-4578</td>
</tr>
<tr>
<td>Office of Communication</td>
<td>302-4366</td>
</tr>
<tr>
<td>Office of Health and Safety</td>
<td>677-3255</td>
</tr>
<tr>
<td>President’s Office</td>
<td>302-4318</td>
</tr>
<tr>
<td>Student Affairs Office</td>
<td>302-4342</td>
</tr>
<tr>
<td>Student Leadership and International Relations</td>
<td>302-4498</td>
</tr>
<tr>
<td>Wellness Centre</td>
<td>302-4573</td>
</tr>
</tbody>
</table>

### ACADEMIC SUPPORT SERVICES

<table>
<thead>
<tr>
<th>Service</th>
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<tbody>
<tr>
<td>Academic Affairs Office</td>
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</tr>
<tr>
<td>Language Lab</td>
<td>302-4497</td>
</tr>
<tr>
<td>Libraries and Instructional Media Services</td>
<td>302-4552</td>
</tr>
<tr>
<td>Records</td>
<td>302-4312</td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>302-4490</td>
</tr>
</tbody>
</table>

### ACADEMIC UNIT CONTACTS

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Business</td>
<td>302-4421</td>
</tr>
<tr>
<td>School of Chemistry, Environmental and Life Sciences</td>
<td>302-4436</td>
</tr>
<tr>
<td>School of Communication &amp; Creative Arts</td>
<td>302-4485</td>
</tr>
<tr>
<td>School of Education</td>
<td>397-2604</td>
</tr>
<tr>
<td>School of English Studies</td>
<td>302-4381</td>
</tr>
<tr>
<td>School of Mathematics, Physics and Technology</td>
<td>302-4406</td>
</tr>
<tr>
<td>School of Nursing &amp; Allied Health Professions</td>
<td>325-5551</td>
</tr>
<tr>
<td>School of Social Sciences</td>
<td>397-2607</td>
</tr>
<tr>
<td>Culinary &amp; Hospitality Management Institute</td>
<td>323-5804</td>
</tr>
</tbody>
</table>
There are many opportunities and organisations on campus for student leadership and participation. Among the most notable are the College of The Bahamas Union of Students (COBUS), which serves as the student voice to the faculty and administration. The president of COBUS sits on the Council of The College of The Bahamas. Additionally, under COBUS leadership, students are the initiators and planners of a large number of campus activities under the aegis of the Student Activities Department. Housed in the Student Union Building, COBUS has direct responsibility for the welfare of all campus clubs and organisations.

VISION STATEMENT
To be an effective union that empowers students and meets students’ needs through promoting and executing advocacy, management, student pride, student involvement and volunteerism in order to aid in the creation of an ideal student experience on campus.

MISSION STATEMENT
To develop and unify the student body of The College of The Bahamas through fostering an environment for social interaction, opportunities for education and exchange of thought, services for COB students and commitment to their community and nation.

COBUS
Phone: (242) 302-4562
Email: cobus@cobmail.cob.edu.bs

Student Clubs and Organisations

There are a variety of clubs and organizations at The College to provide students with enriching experiences beyond the classroom and facilitate a vibrant campus life. All clubs and organisations are registered with the Campus Life Department.

• Agency Club
• Alpha Kappa Alpha Sorority Incorporated
• Bahamas Red Cross Collegiate Chapter
• Bahamas Youth Network
• The Business Club
• CHMI Toastmasters International
• Circle K International
• COB Flag Football
• Delta Sigma Theta Sorority Incorporated
• Economics Society of COB
• Environmental Pride Club
• Golden Z Club
• Institute of Internal Auditors COB Club
• Le Club Francais
• Luminaries Toastmasters Club 1510789
• National Society of Black Engineers
• Phi Beta Sigma Fraternity Inc. (Beta Beta Lambda Chapter)
• Rotaract Club
• Shakespeare in Paradise Collegiate Chapter
• Sigma Gamma Rho Sorority Inc.
• Sigma Tau Delta International English Honour Society
• Sister, Sister Collegiate Chapter Breast Cancer Support Group
• Student Christian Ministries
• Student Nurses Association
• Tau Nu Chapter (Alpha Kappa Alpha Sorority)
• Education Awareness Society
• Junior Bahamas Culinary Association
• The Law and Criminal Justice Society at The College of The Bahamas
• The Math Club
• The New Spectrum
• The Pre-Medical Sciences
• The Pro Society Art Club
• United Architects Movement
• Unity in Christ Campus Ministries
• Young Marine Explorers
• Youth Empowerment and Support Club
Students of The College of The Bahamas deserve an out of classroom experience that reinforces everything they learn in class while preparing them for the real world. The Campus Life Department works aggressively to facilitate transformative student experiences through community service programmes, club and organizational involvement, student leadership and other related social events. Teaching our students the power of service, unity and exposure is important to us in the Campus Life Department.

The CDL works closely with The College of The Bahamas Union of Students (COBUS), existing student clubs, organizations and other stakeholders around The college community to ensure that the social, educational and cultural needs of The College community are served.

MISSION STATEMENT
The mission of Campus Life Department is to enrich the university experience while preparing individuals to positively influence their communities. We strive to create opportunities that inspire students to become active citizens of their respective communities. Working in collaboration with faculty and staff, the department offers a variety of social, cultural, service, and recreational programming that foster student learning and development. As a result of such experiences, students will become more engaged, model citizens.

VISION STATEMENT
The Campus Life Department implements programmes that create a supportive environment, empower students, and enhance life management competencies thus improving retention, student development, school spirit and a greater involvement, firstly in The college community and secondly in the wider community.

Campus Life Signature Events
• New Student Orientation
• Passionately Pink Campaign
• Give N’ Get Campaign
• Go Red Campaign
• Club Intramurals
• Passion Concert
• Fall/Spring Kickoff

Campus Life Department
Omar Archer, Director of Campus Life
Phone: 302-4577
Email: omar.archer@cob.edu.bs
Athletics and Recreation

The Athletics Department has a comprehensive focus geared towards providing diversity in campus life and alternatives for a rich and well-rounded student experience. This includes recreational intramural activities that build school spirit, a vibrant intercollegiate agenda where our College teams compete locally and abroad, and vitally important sports and wellness programmes.

INTRAMURAL AND RECREATIONAL SPORTS
Students may choose from a diverse range of recreational sports, from leisurely favourites like connect four, backgammon, checkers and dominoes, to table tennis and recreational swimming. Other popular options are 5 on 5 men’s basketball tournament, co-ed soccer, flag football, and male/female bench press competition.

Students compete for bragging rights and trophies while building camaraderie through wholesome and fun sporting activities. Join a team or play as a free agent. There is no cost to participate.

INTERCOLLEGIATE ATHLETICS
The College has 7 varsity teams that compete nationally and against college teams in Florida who play in the National Association of Intercollegiate Athletics sun conference in the U.S. They are women’s basketball; men’s and women’s soccer; men’s and women’s volleyball; men’s and women’s track & field.

Try-outs: Potential new athletes are recruited during try-outs typically held in Summer and Fall depending on the teams. Try-outs for men’s and women’s basketball and track and field are held in August/September, while men’s & women’s volleyball and soccer try-outs are scheduled for Spring.

Contact:
Kimberley Rolle, Director of Athletics
Phone: (242) 302-4521
Email: kimberley.rolle@cob.edu.bs

HEALTH & WELLNESS
The College’s Wellness Centre, located on the main campus, is fully equipped with state-of-the-art fitness and physical training equipment, exercise and dance studios, shower and locker facilities. Health planning programmes and wellness counseling are also available to help students, faculty and staff make wiser lifestyle decisions.

Contact:
Sean Bastian, Assistant Director, Athletics
Email: sean.bastian@cob.edu.bs
Phone: (242) 302-4591
The centre also has personal trainers on staff. Wellness coaching includes dietary advice and aerobic and body sculpting classes are also available. Membership comes with a free health and fitness assessment, which is compulsory for all patrons.

Contact:
Bradley Cooper, Manager, Wellness Centre
Email: bradley.cooper@cob.edu.bs
Phone: (242) 302-4573

Student Leadership and International Relations

The College of The Bahamas’ strategic plan references a commitment to promoting “the values of learning, leadership, and service”. To realise the same, the Department of Student Leadership and International Relations, facilitates:

The **Emerging Leaders Programme** which targets freshmen and sophomores with a stated interest in leadership development and civic engagement;

The **President’s Scholars Programme (PSP)**, a highly competitive four year programme offered to incoming freshmen who have distinguished themselves in leadership, scholarship and service;

The **National Society of Leadership and Success** which focuses on building leaders who will make our nation and our world better;

**Golden Key Honour Society** which fosters high scholastic achievement and upholds the values of integrity, respect, collaboration and diversity, and;

**Alumni-Mentoring Programme** which provides networking, training, and professional development opportunities for first year students.

Additionally, the Department advances The College’s vision of internationalization by establishing relationships with “university partners in other countries” and facilitating exchanges for students, faculty and staff.

Contact:
Timyka Davis, Director, Student Leadership and International Relations
Email: timyka.davis@cob.edu.bs
studentleadership@cob.edu.bs
Phone: (242) 302-4439
Completing your Enrollment
Advisement, Course Reservation and Scholarship Processing

Sample Advisement Form

Advisement & Registration Locations

Accessing College E-mail

Completing Your Registration

Academic Terms

Financial Planning

Making Technology Work for You
Advisement, Course Reservation And Scholarship Processing

1. ADVISEMENT
   - Have your assigned advisor advise you for your courses.
   - Ensure that alternate courses are identified.

2. RESERVE SEATS
   - Log on to www.cob.edu.bs/Register
   - Read page 21 download or view the online instructions for Registration.
   - Follow the Reserving Seats instructions.
   - Scholarship students go to Step 3.
   - Non-scholarship students go to Step 4.

3. SCHOLARSHIP PROCESSING
   This step only applies if you have a scholarship.
   - Take your bill and scholarship letter to the Office of Financial Aid in the Student Services Centre for signature.
   - Return to Business Office with signed documents.

4. PAYMENT
   - Print your schedule and bill.
   - Pay your bill (cash, bank certified cheque, Visa, MasterCard or Suncard)
   - Check your receipt for name and correct amount paid.
   - Leave with a stamped receipt.

5. IDENTIFICATION CARD
   - Go to the Foyer of the Performing Arts Centre – Keva M. Bethel Building.
   - Ensure that you have your payment receipt.
   - Carry your ID card to the cashier who will apply the validation sticker/decal.
   - Leave with an ID card.
Sample Advisement Form

<table>
<thead>
<tr>
<th>Approved Courses</th>
<th>School</th>
<th>Course</th>
<th>Section</th>
<th>No. of Credits</th>
<th>Total Credits</th>
<th>Student's Signature</th>
<th>Advisor's Signature</th>
<th>Number of Credits Overload</th>
</tr>
</thead>
<tbody>
<tr>
<td>SES</td>
<td>ENG 119</td>
<td>06</td>
<td>03</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Find this on your acceptance letter

Use this section to identify alternate courses in the event your first selection is not available.

012013
### Advisement & Registration Locations

#### Oakes Field Campus

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>ABBREVIATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Culinary and Hospitality Management Institute</td>
<td>CHMI</td>
</tr>
<tr>
<td>School of Communication and Creative Arts</td>
<td>SCCA</td>
</tr>
<tr>
<td>School of Chemistry, Environmental and Life Sciences</td>
<td>SCELS</td>
</tr>
<tr>
<td>School of Nursing and Allied Health Professions</td>
<td>SNAHP</td>
</tr>
<tr>
<td>School of Mathematics, Physics and Technology</td>
<td>SMPT</td>
</tr>
<tr>
<td>School of Education</td>
<td>SEDUC</td>
</tr>
<tr>
<td>School Social Sciences</td>
<td>SOSC</td>
</tr>
<tr>
<td>School of Business</td>
<td>SBUS</td>
</tr>
<tr>
<td>Centre for Continuing Education and Extension Services</td>
<td>CEES</td>
</tr>
</tbody>
</table>

#### Northern Bahamas Campus

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>ABBREVIATION</th>
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</thead>
<tbody>
<tr>
<td>Culinary and Hospitality Management Institute</td>
<td>CHMI</td>
</tr>
<tr>
<td>School of Communication and Creative Arts</td>
<td>SCCA</td>
</tr>
<tr>
<td>School of Chemistry, Environmental and Life Sciences</td>
<td>SCELS</td>
</tr>
<tr>
<td>School of Nursing and Allied Health Professions</td>
<td>SNAHP</td>
</tr>
<tr>
<td>School of Mathematics, Physics and Technology</td>
<td>SMPT</td>
</tr>
<tr>
<td>School of Education</td>
<td>SEDUC</td>
</tr>
<tr>
<td>School Social Sciences</td>
<td>SOSC</td>
</tr>
<tr>
<td>School of Business</td>
<td>SBUS</td>
</tr>
<tr>
<td>Centre for Continuing Education and Extension Services</td>
<td>CEES</td>
</tr>
</tbody>
</table>
STUDENT ADVISEMENT LOCATIONS

Conference Room (CHMI)
S-6 (Room 6, S-Block)
G-6 & G7 (Bio./Chem.)
G8 (Geog., Small Island Sust.)
T-1 (Room 1, T-Block)
T-26 (Room 26, T-Block)
Michael H. Eldon Complex (Rooms 2A & 2B)
Michael H. Eldon Complex (Rooms 3A & 3B)
B-Block (Rooms 1, 2, 4, 5 and 7)
D-1, 2 & 3 (Rooms 1, 2, & 3, D-Block)

<table>
<thead>
<tr>
<th>ADVISEMENT ROOM</th>
<th>REGISTRATION ROOM</th>
<th>HOLDING ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>A210</td>
<td>Records Office</td>
<td>CHMI</td>
</tr>
<tr>
<td>A210</td>
<td>Records Office</td>
<td>SCCA</td>
</tr>
<tr>
<td>A203</td>
<td>Records Office</td>
<td>SCELS</td>
</tr>
<tr>
<td>A211</td>
<td>Records Office</td>
<td>SNAHP</td>
</tr>
<tr>
<td>A201</td>
<td>Records Office</td>
<td>SMPT</td>
</tr>
<tr>
<td>A105/106</td>
<td>Records Office</td>
<td>SEDUC</td>
</tr>
<tr>
<td>A101</td>
<td>Records Office</td>
<td>SOSC</td>
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<td>A202</td>
<td>Records Office</td>
<td>SBUS</td>
</tr>
<tr>
<td>CEES Office</td>
<td>CEES Office</td>
<td>CEES</td>
</tr>
</tbody>
</table>
Accessing Your College E-Mail

At **www.cob.edu.bs**
> Click Webmail: Students (under log-on to: in the left navigation menu)
> Follow the instructions there.
> Or, go directly to **http://outlook.com**

At **http://outlook.com**
> Log in as indicated below:

**Windows Live ID:**
your_username@cobmail.cob.edu.bs
(Replace “your_username” with the user name assigned to you by The College)

**Password:**
Enter the password assigned to you by The College.

Click Sign in.

You may be presented with a screen requiring that you set your language and time zone preferences. The time zone for The Bahamas is “-5GMT Eastern Time (US & Canada)”. Make your choices and click OK.

**Note:** If you have entered your log-on information correctly and you receive either of the following messages, contact the **IT Help Desk** at ihelpdesk@cob.edu.bs.

- “That Windows Live ID does not exist”
- “That password is incorrect”

Be sure to include your full name, COB Student ID number and a detailed description of the problem in your e-mail to the IT Help Desk.
Completing Your Registration

A. Online Course Reservation


2. Log on with your COB username and password.

   Note: If you do not yet have a COB username and password, collect these from one of the following locations:

   • Campus Life (Student Union Building, 2nd floor)
   • Libraries (Main Campus, Hilda Bowen Library, Northern Bahamas Campus)
   • Northern Bahamas Campus Resource Centre
   • Your school’s main office http://www.cob.edu.bs/Register/SchoolOffices.pdf

   If you are unable to log on, contact the IT Help Desk at 302-4588 or email ITHelpdesk@cob.edu.bs.

3. Select the Register tab.
   The welcome message confirms that you have correctly logged onto Self Service.

4. Select the Traditional Courses menu item to select available courses for the current semester. The status message should say “OK to register”.

5. Select the Period for which you want to register.
   Note: If the status for the period does not read “OK to register”, you should contact your advisor.

B. Finding Your Course Sections

1. Select Section Search to specifically choose courses.

2. Enter your search criteria (e.g., MATH140 or ENG 119) in the Course Code field, enter the semester you want to register for in the Period drop down field, and enter the session the course is under in the Session drop down field, select 01. Click the Search button to search once you have filled in these fields.

   NOTE: The Course Code is a four (4) alph, a three (3) numeric field. (e.g. MATH140, ENG_119 or CA__250).
3. From the list of courses shown, select the Add button for the desired time and date.

- For any “open” course section you want to take, select ‘Add’ to place it in your Cart.
- For any “closed” course section you want to take, select ‘Wait’ to add yourself to the Waitlist.

**NOTE:** It is important to note that sections that end with the letter “F” are only available to Northern Bahamas Campus students. Sections that end with the letter “X” are only available for Exuma Campus students.
4. Review the “Course Added” confirmation message that appears above the list of Section Search Results. This appears each time a course is added for your registration.

5. To add additional course sections to your shopping cart click “New Search” and repeat steps 2 and 3.

6. When you have added all courses to your cart, click the “Proceed to Registration” button in the “Course Added” message box.

Ensure that the check box at the left of the course name is selected for all the course sections you intend to register for this semester.

7. Click “Next” to finalize your schedule or click “Remove” to drop a class.

8. Click “Next” to finalize your registration.
   • The system will alert you to any errors in your schedule at the top of the page. If you cannot resolve the error, remove the flagged course and complete the course reservation process.

9. The “Finalize” page shows the course sections for which you are registered.

10. Congratulations! You have now reserved seats in the sections listed in your schedule.
C  Viewing Your Academic Plan

You can view information about your current academic plan.
1. Select the Register tab.

2. Select the Academic Plan menu item.

3. Select the Academic Plan you want to view. The plan lists 3 levels of information:
   • The name of your Programme, Degree, and Curriculum will appear with a summary of the course and credit information compiled for each associated Discipline and Classification.
   • Each Discipline will appear with a summary of the course and credit information for each associated classification.
   • Each Classification will appear with a summary of the associated courses.

5. Select Change.

6. If you chose the My Academic Plan or My Progress view, review the information about the courses assigned to your academic plan:
   Step 7 looks like a repeat of step 6.
**Academic Terms**

**Academic Plan** The Academic Plan is an electronic Contract of Study that outlines the courses a student is required to take while pursuing a degree at The College of The Bahamas. Access your academic plan using self-service.

**Academic Standing** A student’s official enrolment status at The College as evaluated at the end of each semester; used to assess whether students are meeting the standards prescribed for continuing in The College and/or their programmes.

**Co-requisite** A course that must be taken concurrently with the course as a co-requisite.

**Course** A unit of work in a particular subject normally extending through one semester or session, the successful completion of which carried credit toward the requirements of a degree.

**Credit** The measure used to reflect the relative weight of a given course toward the fulfillment of degree requirements. Most courses are 3-credits.

**Degree** A credential awarded upon successful completion of a predefined set of major, general education and elective courses as specified by a programme.

**Exemption** Awarded on the basis of success on an internal examination, or prior learning or professional experience.

**Major** A prescribed set of courses within a programme, normally requiring 66 – 80 credit hours of study.
Minor A prescribed set of courses within a programme, normally requiring 18 – 24 credit hours of study in a particular field.

Prerequisite A course that must be successfully completed prior to commencing a second course for which it is required.

Programme A series of courses, the successful completion of which qualifies the candidate for a formal credential, provided all other academic and financial requirements are met.

Grade Points Grade points are assigned to every grade issued at The College and are used in the calculation of the student’s GPA. For more on the Grading Policy, please visit The College’s website at www.cob.edu.bs/policies/grading.pdf

Registration The process of selecting, enrolling in, and paying for courses.

Semester An instructional period of fourteen weeks in the Fall and Spring plus a final examination period.

Summer Session Seven weeks in the Summer plus two days for final examinations.

Transcript The complete report of a student’s academic record.

Transfer credit Academic credit granted for work completed at an institution other than The College of The Bahamas.
## Financial Planning

### SECTION A: Sample Bill

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$1,500.00</td>
<td>Student taking 5 courses</td>
</tr>
<tr>
<td>Security Deposit</td>
<td>$100.00</td>
<td>Refundable on graduation, $200 for non-Bahamian</td>
</tr>
<tr>
<td>Orientation</td>
<td>$50.00</td>
<td>One time fee, non-refundable</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$120.00</td>
<td>Payable each semester</td>
</tr>
<tr>
<td>Capital Development</td>
<td>$100.00</td>
<td>Payable each semester</td>
</tr>
<tr>
<td>ID Card</td>
<td>$25.00</td>
<td>One time fee, $15 to replace</td>
</tr>
<tr>
<td>Library Fee</td>
<td>$50.00</td>
<td>Payable annually</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$50.00</td>
<td>Payable each semester</td>
</tr>
<tr>
<td><strong>Total Fees</strong></td>
<td><strong>$520.00</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,020.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

### SECTION B: Sample Payment Schedule

#### Lower Level Courses (1st & 2nd Year Students)

<table>
<thead>
<tr>
<th></th>
<th>3 courses (9 Credits)</th>
<th>4 courses (12 Credits)</th>
<th>5 courses (15 Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees</td>
<td>$495.00</td>
<td>$520.00</td>
<td>$520.00</td>
</tr>
<tr>
<td>Tuition</td>
<td>900.00</td>
<td>1,200.00</td>
<td>1,500.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,395.00</strong></td>
<td><strong>$1,720.00</strong></td>
<td><strong>$2,020.00</strong></td>
</tr>
<tr>
<td>Installment Payment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initial Payment due immediately</td>
<td>$515.00</td>
<td>$625.00</td>
<td>$725.00</td>
</tr>
<tr>
<td>2nd Installment Jan. 31, 2013</td>
<td>$465.00</td>
<td>$572.50</td>
<td>$672.50</td>
</tr>
<tr>
<td>3rd Installment Feb 28, 2013</td>
<td>$465.00</td>
<td>$572.50</td>
<td>$672.50</td>
</tr>
<tr>
<td><strong>Total amount due</strong></td>
<td><strong>$1,445.00</strong></td>
<td><strong>$1,770.00</strong></td>
<td><strong>$2,070.00</strong></td>
</tr>
</tbody>
</table>

#### Upper Level Courses (3rd & 4th Year Students)

<table>
<thead>
<tr>
<th></th>
<th>3 courses (9 Credits)</th>
<th>4 courses (12 Credits)</th>
<th>5 courses (15 Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees</td>
<td>$495.00</td>
<td>$520.00</td>
<td>$520.00</td>
</tr>
<tr>
<td>Tuition</td>
<td>1,350.00</td>
<td>1,800.00</td>
<td>2,250.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,845.00</strong></td>
<td><strong>$2,320.00</strong></td>
<td><strong>$2,770.00</strong></td>
</tr>
<tr>
<td>Installment Payment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initial Payment</td>
<td>$665.00</td>
<td>$825.00</td>
<td>$975.00</td>
</tr>
<tr>
<td>2nd Installment Jan. 31, 2013</td>
<td>$615.00</td>
<td>$772.50</td>
<td>$922.50</td>
</tr>
<tr>
<td>3rd Installment Feb 28, 2013</td>
<td>$615.00</td>
<td>$772.50</td>
<td>$922.50</td>
</tr>
<tr>
<td><strong>Total amount due</strong></td>
<td><strong>$1,895.00</strong></td>
<td><strong>$2,370.00</strong></td>
<td><strong>$2,820.00</strong></td>
</tr>
</tbody>
</table>
SECTION C: Tuition Refund Policy

A Drop/Add form must be completed, approved by an authorized COB official and a $20.00 fee paid if a student wants to withdraw from class(es). NB: Bills must be paid in full before withdrawals can be effected.

<table>
<thead>
<tr>
<th>Amount Refundable</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal before second week in January/last week in August</td>
<td>90% of tuition only</td>
</tr>
<tr>
<td>Withdrawal during third to forth week in January/last week in August</td>
<td>75% of tuition only</td>
</tr>
<tr>
<td>Withdrawal during third week in January/first week in September</td>
<td>50% of tuition only</td>
</tr>
<tr>
<td>Withdrawal after last week in January/first week in September</td>
<td>NIL</td>
</tr>
</tbody>
</table>

A Drop/Add form must be completed, approved by an authorized COB official and a $20.00 fee paid if a student wants to withdraw from class(es).

NOTE: Bills must be paid in full before withdrawals can be effected.

* For exact deadline dates see tuition refund policy addendum.

SECTION D: Payment Method

Fees are payable in cash, by money order or certified cheque made payable to “The College of The Bahamas”. Credit and debit cards are accepted. American Express credit cards are not accepted.

* Parking Fee $ 50.00 (Only if parking on campus)
When is the last day to withdraw from classes?
Each semester, students are allowed to withdraw from courses before the end of the semester without academic penalty. When you withdraw from a course, your transcript will reflect a “W” grade and your GPA is not affected. Students should note that they must withdraw officially by filling out a Drop/Add Form. This can be found in the Schools, Records Department or at the Cashier’s Window. A fee of $20.00 is charged for each Drop/Add Form but not each course. Students should note that the deadline to withdraw from classes without academic penalty is always the last Friday after the Mid-Term Period ends. Confirm dates using the Academic Calendar, which can be accessed at [www.cob.edu.bs](http://www.cob.edu.bs).

What is an academic calendar?
The College of The Bahamas produces an Academic Calendar every year to assist its stakeholders with advance planning and to advise of important dates. The most recent calendar is always posted on the College’s website at [http://www.cob.edu.bs/DOCS/AcademicCalendar2013.pdf](http://www.cob.edu.bs/DOCS/AcademicCalendar2013.pdf). Always confirm important dates using the online calendar.

What is the Waitlist Function?
Even though a course section may be closed because it is full, you may still have an opportunity to enroll for the section using the Waitlist function. The College deregisters students for non-payment after seven-days, therefore space may become available in sections that are seemingly full. Students are sent an e-mail informing them that the waitlisted class is now available and they have 24 hours to respond. Failure to respond will result in the student being dropped from the waitlist. The second student on the waitlist is then offered the seat. Students on the waitlist are offered seats in the section in the order in which they joined the waitlist. For more on the Online Registration Waitlist Process, please go to [http://www.cob.edu.bs/Register/OnlineRegistrationWaitlistProcess.pdf](http://www.cob.edu.bs/Register/OnlineRegistrationWaitlistProcess.pdf) or scan the QR code with your smart phone.

What do I need to complete in order to change my programme of study or my major?
A Programme Change Form is used when a student is desirous of moving from his/her current program to a new programme (major) of study. This is done by obtaining a Programme Change Form from either the Records Department or your school office. Complete the form and secure the indicated signatures prior to submitting the form to the Records Department. Self-Service will indicate when the programme change is complete.

What is an Academic Plan?
The academic plan is an online tool designed to assist students and advisors in the determination of the student’s progress toward the completion of a particular degree. The academic plan keeps track of your courses, transfer credits and course substitutions. Effective Fall 2012, the academic plan replaces the paper contract of study that new students used to receive at advisement.
How do I verify that I have properly registered for my classes?

Students are encouraged to use Self-Service to verify that every course for which they are registered is listed on their current semester’s bill and schedule. In the event that a course is missing from the bill or schedule, please inform the cashier or the Records Department.
College Services
Staying Connected to COB
Libraries and Instructional Media Services
Office of Health and Safety
Counselling and Health Services Department
Student Leadership and International Relations
Student Relations Helpdesk
Staying Connected to COB

Communication is a big part of college life and staying connected through official channels is a priority. There are three ways that students can ensure that they are always informed of the latest, official College announcements, notices and events:-

> COB student email
> COB website
> COB facebook page.

If you are a full-time student, then you should immediately activate your student email. This is how The College communicates all of its notices, college happenings and announcements. You can stay connected by forwarding your college email to your personal email address.

The College’s website is a convenient and accurate source of information for you. Visit the site regularly and explore the tabs to become familiar with all of the information you need on academics, student services, student leadership and staying involved. Updates are posted regularly, so visit www.cob.edu.bs as part of your daily routine.

Our Facebook page is so much more than a social networking source. While the COB email and website allow The College to notify you of important announcements, our Facebook page (search for The College of The Bahamas) allows you to remain engaged with us in a captivating way. Visit today and “like” the page to find out more.

Now that you have the inside track on how to stay connected, take a few moments to:

1. Activate your student email; forward it to your personal email for your convenience;
2. Visit the COB website regularly as a trusted information source and
3. Search for The College of The Bahamas on Facebook and “like” the page.

Students, remember to follow all of these steps as the best way to stay connected.

Libraries And Instruction
Media Services (Libraries and Instructional Media Services)

HARRY C. MOORE LIBRARY AND INFORMATION CENTRE

Oakes field Campus
Tucker Road & Thompson Blvd
Telephone: Circulation Desk 302-4491
Office: 302-4550
Fax: 302-4531

Reference Desk 302-4517
Law Reference Desk 323-8972
Media 302-4460

Opening Hours:
Monday-Thursday 8:00 a.m. – 9:00 p.m.
Saturday 9:00 a.m. – 5:00 p.m.
Sunday 1:00 p.m. – 5:00 p.m.

Information Commons 24 hours 7 days a week

HILDA BOWEN LIBRARY
School of Nursing and Allied Health Professions
Grosvenor Close Campus
Shirley Street

Opening Hours:
Monday-Thursday 8:00 a.m. – 9:00 p.m.
Friday 8:00 a.m. – 5:00 p.m.
Saturday 9:00 a.m. – 5:00 p.m.
Sunday 1:00 p.m. – 5:00 p.m.

NORTHERN BAHAMAS CAMPUS LIBRARY
Grand Bahama Highway,
East Grand Bahama

Monday-Thursday 9:00 a.m. – 9:00 p.m.
Friday 9:00 a.m.-5:00 p.m.
Saturday 9:00 a.m. – 5:00 p.m.
Circulation Desk 688-5934

*Current COB Identification card is required to gain access to the library.

Contact:
Libraries And Instructional Media Services (LIMS)
Phone: (242) 302-4552 or (242) 302-4491
E-mail referencedesk@cob.edu.bs

The College of The Bahamas Libraries on Facebook to get up to date news and information.
College is full of new, exciting, fun activities but it can also be stressful as you go about trying to balance academic work, social life, and the responsibilities that go with both. As you begin this new phase of your education here at The College, the Office of Health and Safety is here to provide you with some tips on how to be safe and healthy while pursuing your higher education goals.

GET A MEDICAL CHECK-UP
Visit the Campus Nurse located in the Portia M. Smith Student Services Centre to make sure that you can identify and correct any health concerns. Also ensure that all your vaccinations are up to date.

SLEEP WELL
Insufficient rest can make you sick. Sleep deprivation can cause sluggishness, difficulty in concentrating and problems in making decisions. Have a good sleep environment without things that can distract you like loud noise or bright lights.

MAINTAIN A BALANCED DIET
Have a balanced diet. Eat healthy meals to help maintain your energy level. Talk with a nutritionist or dietician at a health clinic on campus or in the community about improving your diet.

EXERCISE REGULARLY
Develop a regular exercise routine. Be active for at least 2 1/2 hours a week. Regular physical activity helps improve your overall health and fitness, and reduces your risk for many chronic diseases. Include activities that raise your breathing and heart rates and that strengthen your muscles. Find something you enjoy, such as jogging or running, dancing, or playing sports.

AVOID DRUGS AND EXCESSIVE ALCOHOL
There is significant pressure on college students to use drugs and alcohol, but try to resist as this can lead to high-risk behaviors and reduce your decision-making ability.

Contact:
Office Of Health And Safety
Tel: (242) 302-4336
Email: wendyi.poitier@cob.edu.bs
The Counselling and Health Services Department offers a range of personal development programmes and health services to students, staff and faculty throughout the year to nurture personal, intellectual and social growth. There is also a competent registered nurse on staff to deal with any medical situation that arises.

The Department offers the following services:

- Student Development Seminars
- Career & Placement Services
- Campus Health Services
- Academic Counselling
- Individual and Group Counselling
- Higher Education Information
- Peer Tutoring
- On-Campus Job and College Recruitment
- College Transfer Seminars
- Anger Management Seminars
- Crisis Intervention
- Referral/Consultation

HOW DO YOU MAKE AN APPOINTMENT?

Call 302-4439/4380, Monday to Friday, 9 a.m. - 5 p.m.

Campus Nurse, ground floor, Keva M. Bethel Building, Oakes Field Campus

Clinic Operating Hours are:
9:30 a.m. - 10:00 p.m. Monday - Friday
9:00 a.m. - 8:00 p.m. Saturday

Closed on public holidays

Contact:

Campus Health Services
tel: (242) 302-4556 or 302-4439
fax: (242) 302-4448 or 326-7834
E-mail: campusnurse@cob.edu.bs
Student Leadership and International Relations (SLIR)

Student Leadership and International Relations (SLIR) at The College seeks to build community and inspire the growth of the whole student by being a support system of guidance, service and leadership. The College of The Bahamas is an integrated academic institution and the SLIR is committed to the full development of students through partnerships with faculty, students, staff, alumni and the wider community in an effort to assist students in:

1. Discovering leadership potential
2. Fostering student development in culture, scholarship, social and recreation.
3. Helping students gain confidence and so much more.

All of which we have made available through our Leadership programmes such as:

1. The Emerging Leaders Programme
2. The Golden Key International Honour Society
3. The National Society of Leadership & Success
4. The Annual Leadership Conference
5. Leadership workshops

Contact:

Timyka Davis, Director, Student Leadership and International Relations
Email: timyka.davis@cob.edu.bs
Phone: (242) 302-4439
The Student Relations Helpdesk is specially designed to facilitate the timely response to concerns and questions posed by students. Once students email or call in those concerns, they are directed to the appropriate administrator and responses are, in turn, released on a weekly basis.

Email: studentrelations@cob.edu.bs

Phone: (242)302-4498
Policies and Procedures
Student Identification Policy
Student Parking Policy
Student Identification Policy

Students are issued official identification cards at the time of registration. The ID card, which must be validated each semester, carries a non-refundable fee of $25.00 and must be worn at all times. It is required for entrance to the libraries, examinations and other services/events on campus. You may report a lost or stolen ID card to the Admissions Office to get a replacement at a cost of $15.00. Contact the Admissions Office, located on the ground floor of the Student Services Centre in the Keva M. Bethel Building, at 302-4319 or 302-4499.

Student Parking Policy

Students are expected to comply with campus traffic and parking regulations and park in areas designated for student parking. Parking for students is restricted to the lot south of the T Block building, accessible via Tucker Road. A second parking area is available on the south side of the Culinary and Hospitality Management Institute on Thompson Blvd. There is no student parking at the Michael H Eldon Complex. Students with valid identification who wish to park on campus are required to purchase a parking tag for the nominal charge of $50 annually which does not guarantee a parking space will be available on campus. Only one tag per enrolled student will be issued annually.

Students are prohibited from parking in areas designated for administration, faculty and staff or at building entrances, areas reserved for the handicapped, near walkways, on the grass, fire lanes and ambulance zones and in areas where ‘No Parking’ signs are posted. Vehicles in violation of these parking rules will be towed away at the owner’s expense. The College will not be responsible for any vehicle in violation of these and other parking regulations.

Special Needs Students: Students with special needs (sickness, temporary disability, etc.) may apply to the Office of Campus Security in the Munnings Building for the issue of a temporary parking permit to use the Faculty and Staff parking areas. Issuance will be at the sole discretion of the Director of Security. Permanently disabled students may use designated handicapped parking in any lot on campus at any time.

To access all academic, administrative and student life policies visit: http://www.cob.edu.bs/POLICIES/

Contact:

Security Department
Munnings Building | Nassau Street
Tel: (242) 302-4493 or 302-4494
302-4566 [24 hours]
Oakes Field Campus
New Providence, The Bahamas
Phone: (242) 302-4525
E-mail: studentrelations@cob.edu.bs

Northern Bahamas Campus
East Grand Bahama, The Bahamas
Phone: (242) 351-3769/688-5900
E-mail: aughterine.turnquest@cob.edu.bs