



Kingdom of Saudi Arabia  
Ministry of Education  
Shaqraa university  
College of Science & Humanities



## English Department

# Admission and Registration Handbook

Academic year 1444H



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### Apply online:

All prospective students to Shaqra University must register through the ([Online Admissions.](#)) The link will be available during the Admissions period only in the university edu gate.

Admission and Registering at Shaqra university is one of the most important services provided by the deanship at the university, hence it is considered the engine and the primary orderly for the academic process from the technical part. It is considered the link the university and the community, and also between the professors and the students since the beginning of their university life and continue pursuing them until their graduation.

The Deanship also provides many administrative, technical, and electronic services such as:

1. ([request for rescheduling](#))
2. ([request of an apology for a course](#))
3. ([request to withdraw from university](#))
4. ([Study postponement request](#))
5. ([Request to apologize for a semester](#))
6. ([IBAN data update request](#))
7. ([Specialization choice request](#))
8. ([specialization change request](#))
9. ([Request to submit an inquiry about rewards](#))
10. ([Request for an additional opportunity](#))
11. ([transfer from outside university](#))
12. ([Request to withdraw from admission](#))
13. ([internal equation request](#))
14. ([external equation request](#))
15. ([outside university visit request](#))
16. ([Application for change of admission](#))
17. ([Deletion and addition through the electronic portal](#))
18. ([communication with the academic advisor service](#))
19. ([Electronic academic record service](#))
20. ([Visiting service from another university to Shaqra University](#))
21. ([Electronic certificate document service](#))
22. ([transfer to outside university service](#))
23. ([obtaining an electronic party evacuation form service](#))
24. ([identification of a student, graduate or reward](#))
25. ([An alternative test service for a student who is absent from the final exam](#))



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26. ([Inquire about the courses offered according to the plan](#))
27. ([modification of name in English service](#))
28. ([University digital identity service](#))
29. ([password reset](#))
30. ([Absenteeism review](#))
31. ([calculation of the expected grade service](#))
32. ([Review the final exam schedule service](#))

The deanship also informs students of the necessary regulations which they need during their academic careers such as( [the system of studying and exams](#)) and rewards. The Deanship also communicates with the secondary schools to familiarize the students with the admission requirements and provide them with the necessary information and admission guide. ([university admission guide](#))

It also contributes to the provision of electronic services for the professors such as ([showing the academic calendar](#)) , ([regulations of monitoring scores](#)). Sending emails showing ( [the technique of calculating absence and deprivation](#)) It also seeks to benefit from modern techniques continuously and to develop its various programs to provide the best services required. It also seeks to facilitate the support processes of the academic system at the university, which is one of the largest and most important systems in the university and the most needed for the modernization and development in terms of the establishment of programs and maintenance or modification according to academic changes within the university to keep abreast of the latest technical developments and to link them with the Deanship staff .which contributes to the development of the performance of employees and staff to shift to electronic work environment in accordance with directives of the wise leadership to implement the concept of government, to reach the level of admission and registering in the most prestigious universities.

### **Academic Requirements:**

Admission to the College of Science and humanities- shaqra university for high school graduates is based on the following criteria:

#### **In order to accept the student at the shaqra university the following is required:**

A. The student should have obtained a general high school certificate from inside or outside the kingdom of Saudi Arabia with minimum GPA 90% according to the unified regulations list of Admission.

B. The student should have obtained the GAT & SAAT test from the National Center



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for Assessment in Higher Education.

C. The student should successfully pass the interview in order to be accepted in the University. D. The student should be medically fit.

E. The student should satisfy any other conditions the University Committee determines, announced during application.

F. The student should not be a regular student in another university.

### **Applicants will be asked to submit the following documents:**

- 1. Two copies of the High School Certificate with the original provided for verification.**
- 2. (the original certificate will be retained in event of acceptance).**
- 3. Two copies of the Saudi ID card with the original provided for verification.**
- 4. A copy of the Good Conduct Certificate plus four personal photos.**
- 5. A copy of the Achievement Exam result.**
- 6. A copy of the Aptitude Exam result.**

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### The course plan of 1442-1443

Required	Number of Hours	course name	Course Code	Term	Year
U	2	Intro to Islamic culture	SLM 101	1	1
U	2	Linguistic skills	ARAB 101		
D	3	Basic language skills	ENG111		
D	2	Speaking 1& Listening	ENG112		
D	2	Reading comprehension 1	ENG113		
D	2	Vocabulary building	ENG120		
C	3	Computer	TEC 130		
	16	Total			
U	2	Islam and Society building	SLM102	2	
D	3	Paragraph writing	ENG114		
D	3	Reading comprehension 2	ENG115		
D	3	English grammar	ENG116		
D	2	Translation from Arabic into English	ENG118		
D	2	Speaking 2& Listening	ENG122		
D	2	Intro to literary genres	ENG182		
	17	Total			
Total hours of the first year	33				

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Required	credit hours	Course name	Course code	Term	YEAR	
U	2	Economic system in Islam	SLM 103		2	
U	2	Arabic editing	ARAB 103			
D	2	Translation 1	ENG 212			
D	2	Writing 2	ENG213			
D	2	Appreciating Drama	ENG241			
D	3	The Rise of the Novel	ENG251			
D	3	linguistics 1	ENG320	1		
	16	Total				
U	2	Fundamentals of Political system in Islam	SLM104			
U	3	Literary Studies	ARAB104			
D	2	Appreciating Poetry	ENG231			
D	2	Essay Writing	ENG312			
D	2	Linguistics 2	ENG323			
D	2	Phonetics	ENG 328			
D	3	Intro to American Literature	ENG 371	2		
	16	Total				
Total hours of the second year		32				

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required	Credit hours	Course name	Course code	Term	Year
D	3	Linguistic studies	Arab105	1	3
D	3	Applied linguistics	ENG324		
D	3	Language acquisition	ENG329		
D	2	Romantic Poetry	ENG333		
D	2	Speech Modes	ENG412		
D	2	Linguistics 3	ENG427		
	15	Total			
D	3	Techniques in educational linguistics	ENG406	2	
D	2	Translation 2	ENG411		
D	2	Language Evaluation	ENG420		
D	2	English Phonology	ENG422		
D	3	English Morphology	ENG423		
D	3	Transformational Syntax	ENG424		
	15	Total			
Number of hours in the third year	30				

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Required	credit hours	Course name	Course code	Term	YEAR
D	3	Shakespeare	ENG344	1	
D	3	Century Novel th19	ENG351		
D	3	History of Literary Criticism 1	ENG361		
D	3	Advanced Writing	ENG413		
D	2	History of English Language	ENG421		
D	3	Modern Poetry	ENG431		
	17	Total			
D	3	Society &Language	ENG407	2	
D	3	Stylistics&Prose	ENG429		
D	3	Modern Poerty	ENG429		
D	3	Modern Drama	ENG443		
D	3	Modern British Novel	ENG451		
D	2	History of Literary Criticism 2	ENG461		
	17	Total			
Total hours of the Fourth year			34		

\* Include additional levels if needed (NOT ANY )

\*\* Add a table for each track (if any) (NOT ANY)

### College Requirements for Graduation in English Department

Required	Credit hours	course name	course code	Term	Year
C	3	Computer Skills	TEC 130	1	Year 1
	3	Total			

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### University requirements for graduation in English department

Required	Number of Hours		Course Name	Course Code	Term	Year
U		2	Intro to Islamic culture	SLM 101		1
U		2	Linguistic skills	ARAB 101	1	
		4	Total			
U		2	Islam and Society building	SLM102	2	
		2	Total			2
U		2	Economic system in Islam	SLM 103	1	
U		2	Arabic editing	ARAB 103		
		4	Total			
U		2	Fundamentals of Political system in Islam	SLM104	2	
U		3	Literary Studies	ARAB104		
		5	Total			
		15	Total number of credit hours of university requirements			

**In order for the English department student to graduate he or she should complete all the total credit hours of the program (111 hours ) which are program requirements along with (3 hours) college requirements and (15 hours ) university requirements. The total credit hours required for graduation will be (129)**