

Kingdom of Saudi Arabia
Ministry of Education
Shaqa University
College of science and humanities



Guidance and Counselling Services Manual 1444

English Language Department



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1- Introduction:

1-Academic advising is a professional service that aims to identify the problems that hinder the student's ability to achieve academic achievement and interact with the requirements of university life. Through it, assistance and support is provided by increasing students' awareness of their academic responsibilities and encouraging them to make more effort in solving academic and personal problems that prevent them from achieving their educational goals, by providing students with various academic skills that raise their academic achievement and discuss their academic aspirations.

2- The main objective of the academic advisor's presence is to; guide student and guide him in choosing the appropriate courses according to the academic plan established to obtain the scientific degree successfully, and to assist him in overcoming the obstacles he encounters in his studies, and to provide advice on matters that affect his education. Therefore, the advisor must study the system. The academic is the main reference for knowing the policies he will work with.

2- Academic Advising Terminology

Academic year: There are two main semesters and a summer semester.

Semester: A period of time not less than fifteen weeks during which the academic courses are studied, and the registration

Summer Term: A period of time that does not exceed eight weeks, and does not include the two registration periods and final exams, during which the period allotted for each course is doubled.

Academic level: This is the study stage, according to the approved study plans.

Course: A subject within the approved study plan in each major (program), and each course has a number, code, name, and detailed description of its vocabulary that distinguishes them in terms of content and level above other courses, and some courses may have a requirement, a competing requirement, or concurrent with it.

Semester work degree: The degree awarded to the work that shows the student's achievement during a semester in terms of tests, research, and educational activities related to the course.

Final Exam: A course test held once at the end of the semester.

Final Exam Score: The score obtained by the student in each course in the final exam for the semester. **Final Score:** The sum of the grades of the semester work in addition to the grade of the final exam for each course, and the grade is calculated out of one hundred.

Grade: A description of the percentage or alphabetical symbol of the final grade obtained by the student in any course.

Semester average: It is the result of dividing the total points obtained by the student by the total units prescribed for all the courses he studied in a semester, and it is calculated by multiplying the course in the course he studied in the course of his study.

Academic Advising: Academic advising is a method used in the credit hour system, where each student has an academic advisor who takes care of and guides him from joining the college until graduating from it. Academic achievement rates.

Academic advisor: a faculty member who is charged with supervising, directing and following up on the student during his/her studies at the university to provide all need support for the students.

Apologizing for Studying: The student's failure to continue studying for the academic year or semester in which he was registered with an acceptable excuse, while calculating the period of apology within the regular period of graduation.

Postponement of Study: The student does not register for courses for the year or semester in which the study is to be postponed at the request of the student, and the postponement period is not counted within the regular period of graduation.

Students' drop out: The student does not register for any academic courses for any year or semester without notifying the university with his excuse.

3- Curriculum:

A: Curriculum Structure:

Program Structure	Required/ Elective	No. of courses	Credit Hours	Percentage
Institution Requirements	Required	9	21	13.9%
	Elective			
College Requirements	Required			
	Elective			
Program Requirements	Required	43	108	83.8%
	Elective			
Capstone Course/Project				
Field Experience/ Internship				
Others				
Total			129	100

B-English Program Study Plan:

1.

	Course Code	Course Title	Required or Elective	Pre- Requisite Courses	Credit Hours	Type of requirements <small>(Institution, College or Department)</small>
Level- 1	ENG 111	Basic Language Skills 1	R	-	3	D
	ENG 112	Listening and Speaking Skills 1	R	-	2	D
	ENG 113	Reading comprehension	R	-	2	D
	ENG 120	Vocabulary Building	R	-	2	D
	SLM 101	Introduction to Islamic Culture	R	-	2	I
Level -2	ENG 114	Writing 1 (Paragraph Writing)	R	-	3	D
	ENG 115	Reading Comprehension 2	R	113 ENG	3	D
	ENG 116	English Grammar	R	111 ENG	3	D
	ENG 122	Listening and Speaking Skills 2	R	112 ENG	2	D

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	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
Level-3	130 TEC	Computer skills	R	-	3	I
	182 NGL	Introduction to Literary Studies	R	-	2	D
	102 SLM	Islam and Society Building	R	-	2	I
	101 ARB	Language Skills	R	-	2	I
	118 NGL	Translation	R	-	2	D
Level-4	ENG 213	Composition -2-	R	114 ENG	2	D
	ARB 103	Arabic Editing	R	-	2	I
	ENG 320	Linguistic-I-	R	-	3	D
	SLM 103	Economic System in Islam	R	-	2	I
	ENG 251	The Rise of the Novel	R	182 ENG	2	D
Level-5	ENG 312	Essay Writing	R	114 ENG	3	D
	ENG 241	Appreciating Drama	R	182 ENG	3	D
	ENG 323	Linguistics 2	R	320 ENG	3	D
	212 NGL	Translation 1	R	118ENG	3	D
	104 SLM	Fundamentals of Political System in Islam	R	-	3	I
Level-6	ENG 104	Literary Studies	R	-	4	I
	ENG 328	Phonetics	R	320 ENG	3	D
	ENG 231	Appreciating Poetry	R	182 ENG	3	D
	ENG 371	Introduction to American Literature	R	-	4	D
Level-7	ENG 324	Applied Linguistics	R	-	3	D

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	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
	ENG 423	Morphology and Syntax in English	R	-	3	D
	ENG 412	Speech	R	-	2	D
	ENG 427	Linguistics III	R	323 ENG	2	D
Level -8	ENG 422	English Phonology	R	328 ENG	2	D
	ENG 333	Romantic Poetry	R	231 ENG	3	D
	ARB 105	Language Studies	R	-	3	I
	ENG 329	Language Acquisition	R	-	3	D
Level -9	ENG 424	Transformational Generative Grammar	R	423 ENG	3	D
	ENG 420	Language Evaluation	R	-	2	D
	ENG 411	Translation 2	R	212 ENG	2	D
	ENG 406	Techniques and Principles in Language Teaching	R	-	3	D
Level -10	ENG 361	Criticism-1	R	-	3	D
	ENG 413	Advanced Writing	R	312 ENG	3	D
	ENG 344	Shakespeare	R	241 ENG	3	D
	ENG 351	Nineteenth century novel	R	251 ENG	3	D
Level-11	ENG 429	Stylistics	R	-	2	D
	ENG 461	Criticism II	R	361 ENG	2	D
	ENG 431	Victorian Poetry	R	231 ENG	3	D

	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
	ENG 451	Modern Novel	R	351 ENG	3	D
Level-12	ENG443	Modern Drama	R	241 ENG	3	D
	ENG 407	Language and Society	R	-	3	D
	ENG 432	Modern Poetry	R	431 ENG	3	D
	ENG 421	The History of English Language	R	-	2	D

4-Academic Advising committee:

This unit is concerned with providing support and guidance to male and female college students in an effort to benefit from their own capabilities, work on developing their skills, and encourage them to excel and academic creativity, to graduate within the specified period of time after they have acquired scientific expertise and practical skills that provide them with a successful opportunity to work as well as study their psychological , emotional physical health problems and contribute to their problem solution.

Unit Vision: That the Academic Advising Unit at the College of Sciences and Humanities at Shaqra University be distinguished in its performance and a pioneer in managing and developing the academic advising process.

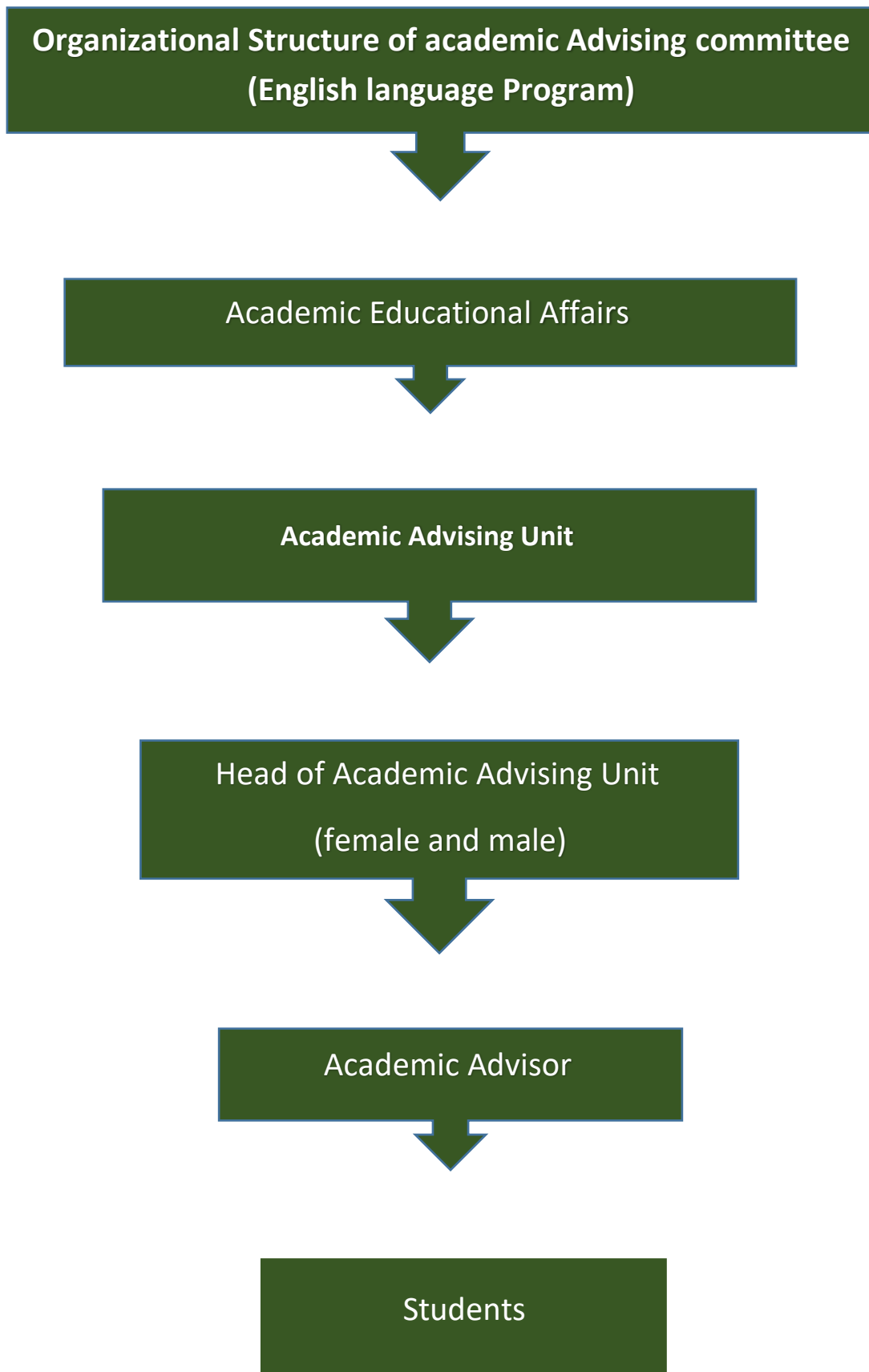
Unit Mission: Providing integrated counselling services for students to enable them to deal and interact with the college’s study plans and programs, which helps to produce high-quality competencies that meet the requirements of the labour market and satisfying the needs of society.

5-Academic Advising Goals

- Introducing students to the university life, the study rules and regulations, and the services provided to them by the university.
- Helping students to solve problems and obstacles that directly affect their academic achievement.
- Following-up students' progress during their studies.

- Helping students to get acquainted with the scientific disciplines that suit their intellectual and intellectual abilities in a way that guarantees them the best ways to plan for the future.
- Encouraging outstanding students to continue and to make good use of the methods provided by the university to help them in academic achievement.

6-Academic Advising Unit Structure:



7-Academic Advising Unit tasks:

- 1-Working to spread and strengthen the culture of academic guidance among students and to provide the service to those who need it even if they did not request for the service.
- 2- Discovering and supporting outstanding students through periodic follow-up with the academic advisor.
- 3- Discovering and supporting defaulting students whom has academic problems through periodic follow-up with the academic advisor.
- 4- Helping students to find direct solutions to the academic problems they face and providing advice on matters that affect the educational achievement.
- 5- Giving students the opportunity to benefit directly and indirectly from the expertise of faculty members outside the classroom.
- 6- Planning therapeutic activities for students whom has achievement problems.
- 7- Providing the necessary advice, guidance and awareness and working to modify the undisciplined behaviour of students.
- 8- Helping students to integrate adapt and adapt to the academic and educational environment.
- 9- Motivating students to excel and raise the level of performance in all fields through the ideal of student competition in an academic effective environment.
- 10- Encouraging and motivating excellent students to improve them scientifically and rise their activity participation.
- 11- Working on benefiting from the discovered talents of students and helping them to provide their best and of the highest quality through directing to the Student Activities Unit.
- 12- Guiding student with the instructions that lead to continuing to excel and achieving the desired success.
- 13- Guiding and directing students to choose the appropriate specializations that suitable with their abilities and capabilities.

8-Duties of the Head of Academic Advising Unit:

- 1) Make a plan for the Academic Advising Unit at the beginning of each semester.
- 2) Distribute students to academic advisors at the beginning of each semester.
- 3) General supervision of academic advisors and follow up of their academic students with problems.
- 4) Receiving and welcoming new students on the first day of study and explaining to them about the college and university system and the university environment.
- 5) Distribute students equitably according to specialization among faculty members of the college
- 6) Receiving cases sent to him by academic advisors and solving their problems or submitting them to the Vice Dean for Academic Affairs or to the Dean of the College, if necessary.

9-Academic advisor duties:

- 1- Preparing a special file for each student who was entrusted with the task of supervising them.
- 2-Directing the student to someone who can answer his inquiries and discuss the following topics: -
 - A) **Course registration process:** The academic advisor studies the student's file and specialization, and the registration form for each student are filled out before the date of registration.
 - B) **Choosing a Course:** The advisor must use the list of courses of the academic specialization while assisting students in choosing their courses
- 3-**Study schedule:** The advisor must ensure that students know the place and time in which the lectures begin, and that there is no conflict in the student's academic schedule.

4-Change of specialization: The student is allowed to change his major at the end of the specialization, provided that the student's cumulative average is not less than (3.50) at least, and the student is transferred from one specialization to another after the approval of the Dean of the college to transfer in light of the regulations set by the College Council.

5-Deleting and adding courses: The academic advisor must distribute the forms prepared for deletion or addition of courses to students who wish to during the first week of the semester.

6-Withdrawing from a Course: The advisor must sign the form for students wishing to withdraw from a course and obtain a mark (Withdrawal) in their academic record during the period from the third week until the end of the eighth week, provided that the number of credit hours is not less than (12) hours. The form from the college administration.

7-Student Absence: Absence is calculated from the first day of study, as the general policy of the college requires that a first warning be given to the student if he / she is absent for 5% of the approved teaching hours for the course, and a second warning is given to the student if he is absent for 10% of the approved teaching hours for the course, and the student is derived from attending the final exam for the course if he misses 25% of the number of credit hours for the course.

8-Postponement and Dropout: It is a temporary withdrawal for a specified period of time (for a maximum of two or three consecutive semesters), according to which the student may apply for a study postponement before the end of the first week of study, by submitting a study postponement form to the Student Affairs Unit at the college.

9-Withdrawal from the university: Withdrawal means permanent leaving the college without the possibility of returning, except in rare and special cases estimated by the college. A college release form is obtained from the Deanship of Admission and Registration.

Target groups in academic advising:

1)New students: Basically, to introduce the study system, plan and tests and achieve the necessary adaptation to university studies, and to inform them of their rights and duties to help them improve their academic and achievement level.

2) **Students with special needs:** In order to achieve the highest levels of psychological, emotional and social adaptation and academic achievement, and to provide training opportunities for them, each according to his field and needs.

3) **Troubled students:** To help them overcome their academic problems and help them overcome the obstacles and problems they face.

4) **Outstanding Students:** To help them continue to excel, encouraging them and motivating other students.

How to benefit from academic advising unit:

- ✚ Contact the Academic Advising Unit and come to the unit's headquarters to request the service, starting from the first week of study
- ✚ It is necessary for the student to get acquainted with the academic advisor responsible for him throughout the years of study to benefit from him/her in their academic achievement.
- ✚ Conducting an initial consultative interview with the academic advisor in the department to determine the appropriate type of service suitable for the student
- ✚ The student should go to the academic advisor to help him/her choose the courses that suit him/her, and write these courses in the designated form and sign it.
- ✚ The recorded data is recorded on the computer, while keeping a copy of the form in the student's file
- ✚ The student obtains his/her schedule from his/her website, and it is printed and kept in the student's file.
- ✚ When selecting courses, the student must take into account that he/she has passed the previous course if there is a prerequisite for the course.
- ✚ The student must complete the compulsory courses.
- ✚ The student must receive appropriate guidance, training, and workshops of academic advising.

- ✚ The student should consult the academic advisor if any course is deleted or added.

Responsibilities, tasks and role of the students in the academic advising process:

- The student has a key role in the academic advising process, so he is responsible for academic progress and seeking advice and guidance from the student advisor, who provides assistance to the student in choosing study programs quickly and successfully and to achieve the greatest return from academic advising interviews. The student must prepare for these interviews by following these steps:

1- Before interviewing the academic advisor:

- ❖ Knowing the hours of academic advising.
- ❖ Write all the questions and concerns that concern the student and bring them to the academic interview.

Editorial board

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