



كلية العلوم والدراسات الانسانية بـرماح



جامعة المجمعة  
Majmaah University



---

# ADMISSIONS AND REGISTRATIONS

---

**Department of English  
College of Science and Humanities in  
Rumah**

1441-1442 H  
2020-2021



[DATE]  
2020

<b>Department of English</b>	
<b>Title: Admissions and Registrations</b>	
<b>Version 2</b>	<b>Date: 18/2/2020</b>
<b>Recommended:</b>	<b>Vice Dean for Quality &amp; Development</b>
<b>Approved by:</b>	<b>Head of the department Dr. Nouf Alkarzae</b>

<b>Table of Contents</b>		
1	<b>Introduction</b>	2
2	<b>Admission</b>	2
3	<b>Registration</b>	3
4	<b>Academic Load</b>	5
5	<b>Frequently Asked Questions</b>	6
6	<b>Re-registration</b>	11
7	<b>Links of Forms</b>	11

## **1. Introduction**

In general, students applying to the college are centrally admitted by the deanship of admission and registration to the preparatory year. The Department council decides the number of admitted students for each upcoming year according to the recommendation of the college board, which in turn take recommendations from the department council.

## **2. Admission**

For a student to be admitted to the department of English, the following conditions must be satisfied:

1. The student must have obtained a recent Secondary School Certificate (not earlier than five years), or its equivalent.
2. The student must be of Saudi nationality. Non-Saudis are treated in accordance with Majmaah University regulations of international student's scholarship.
3. The student must have good behaviour and conduct.
4. The student must be physically fit and in a good health for the purpose of study.
5. Admission is based on a combination of the student score in the General Certificate of Secondary Education (GCSE), known as THANAWIA, and scores in two standard national exams organized and administered by the "National Centre for Assessment in Higher

Education” (QIYAS). These two Exams are: 1. General Aptitude Test, known as QUDRAT. 2. Scientific Track Admission Test, known as TAHSEEL.

If all the above conditions are satisfied, admission is granted to the preparatory year. Students who have an initial acceptance to the college before the preparatory year must maintain a GPA not less than 3.0 / 5 in order to be eligible to continue in the college. After completing the preparatory year, students are distributed to the various programs of the university according to three criteria: their preference, GPA from the preparatory year, and the capacity of each program.

### **3. Registration**

The admission process for all students of MU is performed mainly electronically via the EduGate electronic system. Electronic admission starts by student’s applying via the internet and ends by MU sending the acceptance letter and files of those who are accepted. A In order to accept a new student at Majmmah University the student should have the following requirements:

- 1) He/she holds a high school diploma or its equivalent from inside the kingdom or outside.
- 2) He/she should have received his high school degree or its equivalent for five years or less.

- 3) He/she must succeed any test/ interview appointed by the university.
  - 4) He/she must be of good conduct.
  - 5) He/she must get a study approval in case he works for a governmental or private sector.
  - 6) He/she must be medically fit.
  - 7) He/she should meet any other conditions specified by the University Council.
  - 8) He/she should not be expelled from another university for disciplinary or educational reasons.
  - 9) It is not permitted to accept people obtaining a bachelor's degree.
  - 10) It is not permitted to accept students enrolled in another university degree to get another bachelor's degree from the same university or another.
2. The process of the registration of the courses for the student is done in consultation with his academic supervisor. The student bears the responsibility of any deficiency or errors caused by ignorance of the instructions.
  3. The student must complete the procedures of registration by himself, he is not entitled to assign this responsibility to his representative at all.
  4. The registration process can be performed automatically for students of a certain college or level if necessary.

5. If the student does not register for any course during the regular registration period, he shall be considered as leaving study.

#### **4. Academic Load**

1. Academic load refers to the total credit hours for the courses the student registers for in the semester. It is determined in accordance to the following regulations:

1. The minimum academic load is 12 credit hours for a semester. - The maximum academic load is 20 credit hours per semester and 10 credit hours for the summer semester.

2. The student who has an academic probation shall not be allowed to increase his academic load to more than 14 credit hours.

3. The student who has a Pass Grade shall not be allowed to increase his academic load to more than 16 credit hours.

4. The student on the threshold of graduation is allowed to exceed the maximum, the increase being not more than three credit hours.

**Academic Probation:** The student shall be given an academic probation if his CGPA becomes less than 2.00 out of 5.00.

# **Frequently Asked Questions**

1- What is the Academic Warning? The Academic warning is a notification to the university student due to his/her low GPA (Grade Point t Average), which is (2 out of 5) according to the Academic regulations.

2- What is the meaning of Semester Formative Marks? Formative Marks are marks given to a student for his/her academic participation, research or educational activities during a given semester.

3- What is an Incomplete Grade? Incomplete Grade is a temporary grade given to a student because of his/her failure to meet the course requirements at the specific time. It is coded as (IC) in the student Academic Transcript.

4- What is the meaning of a Continual Grade?

It is a temporary grade for a course that takes more than a semester to finish. It is coded as (IP)

5- How can calculate my semester grade? The semester grade is the quotient of the student's total points divided by the total prescribed units of all the courses of a given semester. Points are calculated by multiplying the prescribed unit by the weighed grade obtained by the student in each course

6- How is the GPA calculated? It is the quotient of the total points obtained by the student in all the courses he/she has studied since joining university divided by the total prescribed units of such courses.

7- How many units can I register in one semester? The minimum limit of units a student can register is 12 hours (one unit) in a single semester, and the maximum limit is 20 hours (unit) considering the Student Cumulative Grade. The number of units must fit the student cumulative grade.



8- What is the Level System at the university? It is a study system of 2 semesters each year. The summer semester accounts for half of a spring or fall semester. Graduation requirements are distributed over levels according to the study plan.

9- When are courses of the next semester registered? Courses are automatically registered at the Deanship of Admission and Registration before the beginning of a given semester.

10- IS the student required to confirm his/her automatic registration? Yes. A student must take his/her timetable out of the University portal before the end of the first week of study, or he/she would be considered a dropout.

11- Can a student add courses to or delete courses from his/her timetable? Yes. A student can delete courses he/she does not want to study or add courses he/she wants to study within one week of the beginning of a semester and in the academic evaluation period of the university. Student study load mustn't be less than 12 credit hours (units) or more than 20 credit hours (units).

12- Can I register courses or credit hours even if I get an academic warning because of my lower cumulative grade (2 out of 5)? No. A student who received an academic warning cannot register more than 14 hours.

13- I have got a mediocre grade. How many hours or study units I can register? A student who received a mediocre grade cannot register more than 16 hours.

14- I am expected to graduate this semester, and my grade is mediocre. I still have more than 16 hours or study units to graduate. What should I do to register the study units or credit hours? A graduate student can exceed the maximum hours by only 3 hours.

15- What is the permissible proportion of the student absence hours according to the university regulations? A regular student must attend lectures and sessions. He/she will be denied access to final examinations and fail the course if his/her absence hours exceeded the proportion set by

the University Council. Attendance percentage mustn't be less than 75% of the total lectures and classes of each course.

16- What should I do if I did not attend the final examination of a course without a plausible excuse? If a student misses the final examination of a course without a plausible excuse, he/she will be marked zero in that exam. Only his/her Formative assessment marks are marked and calculated.

17- What should I do if I miss the final examination due to a plausible excuse? If a student misses a final examination of a course due to compelling and necessary conditions, the College Council may accept his/her excuse and allow him/her to sit the final exam during the next semester. He/she is given the mark he/she obtains at the exam.

18- Can a student apologize for a semester because of emergency, and how? A student can apologize for a semester due to emergency if he/she submits a plausible excuse to the Dean of his/her college at least 3 weeks before the final examinations according to the academic calendar. But for those students whose colleges apply the Study Year System, they could apologize for the semester at least 5 weeks before the final exams according to the approved academic calendar.

19- How many times can I cancel for a semester throughout my university study? You can only cancel for two consecutive semesters or three separate ones. However, students in the colleges that apply the annual system cannot cancel two or more consecutive years throughout the student period of study at the university.

20- Can I cancel for a course, and do not take a fail grade in it? Yes, you can cancel for one or more courses according to the determined period, although the course load mustn't be less than the minimum limit (12 hours), and the cancelling is within the predetermined period.

21- Can I delay the course for specific reasons? Yes, you can delay any course before the end of the first week of study, but the reason of delay has to be accepted by your college dean, and the delay should not exceed 2 consecutive semesters or more than two separate semesters. Moreover, the

delay cannot take 2 consecutive years or 3 separate years. (However, students in the colleges that apply the annual system cannot cancel two or more consecutive years throughout the student period of study at the university.)

22- Is the delay period calculated in the required graduating period? No, the delay period is not calculated in within the required period for graduation.

23- I dropped out of college for personal reasons without submitting any excuses or cancelling terms. What is my status then? If a student drops out of college for a semester without the submission of any excuses, he/she is considered dismissed from the university. The college council can decide the student dismissal due to a period less than above. The distant learner is dismissed if he/she has not taken all semester final examinations without excuse.

25- What are the conditions of student dismissal? The conditions that lead to student dismissal are: 1- Dropping out 2- Withdrawal without plausible excuse 3- Academic dismissal.

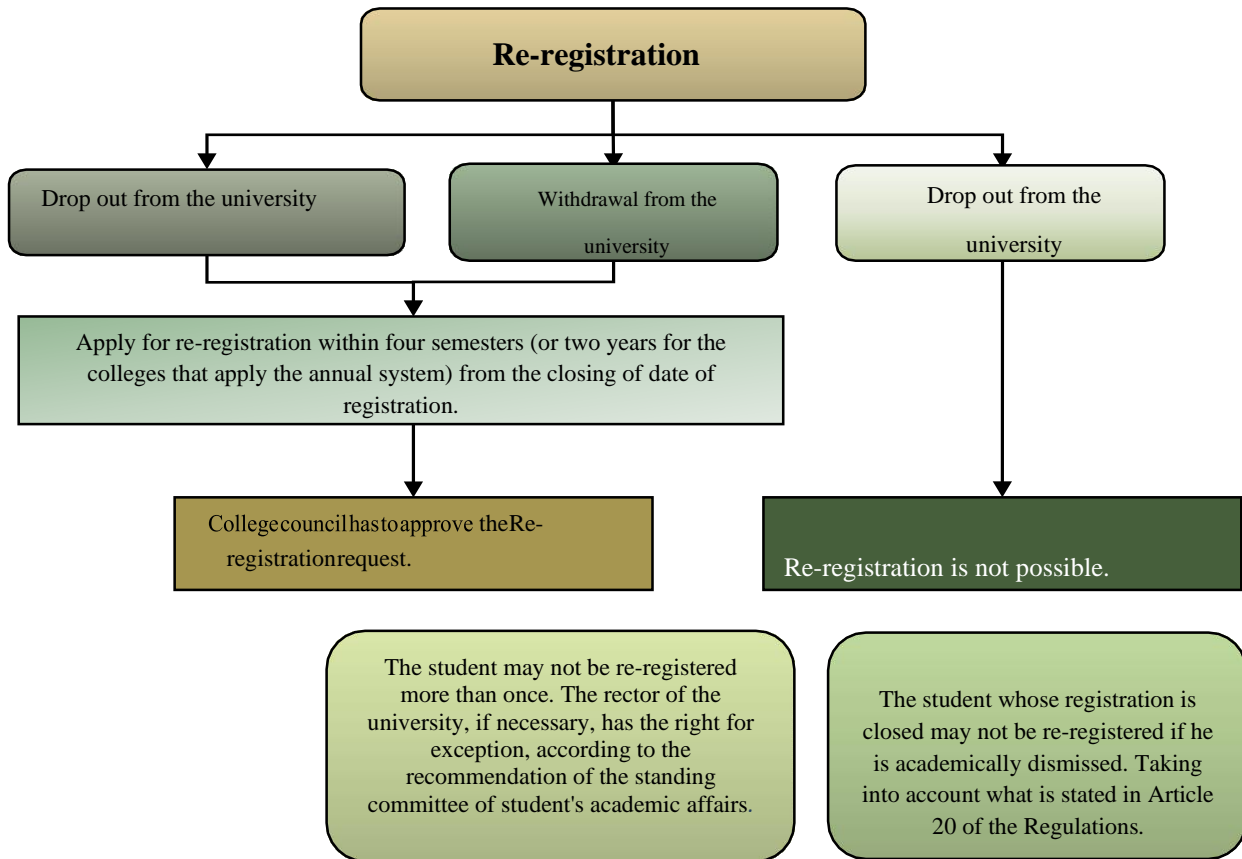
26-Can I get readmission? What are the terms? A dismissed student can submit a petition of readmission according to the following terms:

- 1- He/she should file the petition during 4 semesters after dismissal.
- 2- The college council and respective authorities approve his/her readmission.
- 3- A student can apply to the college as a new student if he/she misses the grace 4-semester period of readmission and meets the imposed requirements at the time. The University Council can make an exception according to the university regulations.
- 4- A student cannot be readmitted more than once. However, the college council can make exceptions if necessary.
- 5- Readmission is not permissible in case of academic dismissal.

## 6. Re-registration

**Policy:** The student whose registration is closed can apply to his college for re- registration with his number and file, before dropping out.

**Flow chart:**



## 7. Forms:

[Undergraduate Study and Examination List](#)