

College of Arts included the below divisions

- 1- Registration and Students Affairs Division
- 2- Quality Assurance and Accreditation Division
- 3- Information and Public Relations Division

Registration Division

The jobs of the Registration unit are:

- Reception of new students in the lists of central admission and registration
- Provide students with reports as they are continuing to study in the college for all official circles.
- Issuing orders Special Administrative about absent students, disciplinary sanctions and punctuation limitation.
- Follow-up and save the files of students.
- Providing students with the identity of the student.
- Promotion of transport and transactions to college and in accordance with the "Rules and instructions.
- Completion statistics and answer all the books contained on Student Affairs.
- Graduation orders and follow-up.
- Issuance of alumni support and answer about the health of their issuance.
- Issuing degrees documents in Arabic and English and the wall.
- Follow all other administrative matters for students and alumni.

Quality Assurance and Accreditation Division

includes 3 units which are:

- a- Quality Assurance Unit
- b- performance evaluation unit
- c- Training and technical support unit