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# DIVISION OF STUDENT AFFAIRS

Student Affairs is home to a variety of programs and services designed to help students meet their educational, career and life goals. The following organizational units are housed within the Division: Office of the Dean of Student Affairs, Office of Outreach and Events, Office of Admissions, Office of the Registrar, Health Services, Office of Student Life, Student Success Center, and the Office of Alumni Affairs. The mission of the Division of Student Affairs and key objectives serve to guide our supportive approach to student success.

## MISSION

The Division of Student Affairs strives to provide a comprehensive array of excellent programs and services designed to support students from pre-admissions to degree completion and beyond, facilitating personal and academic development and promoting lifelong learning which sustains a mutually beneficial relationship with the University.

## OBJECTIVES

- Develop strategic enrollment management initiatives which positively impact student persistence to degree completion.
- Maintain services and programs which facilitate student mental and physical well being enabling them to succeed academically and socially.
- Ensure that students are capable and prepared to engage in academic processes designed to enhance critical thinking and achieve the desired educational outcome/goal.
- Facilitate opportunities for students which are designed to promote social integration, and characteristics such as self-awareness, personal growth, collegiality, and fairness.
- Instill concepts in our students that focus on global awareness, civic responsibility, and life long learning while promoting enlightened value systems.
- Foster relationships, with both internal and external communities, through programs and services designed to create and sustain a lasting commitment with the American University of Kuwait.

Student Affairs fosters a developmental approach to student success by building alliances among students, faculty and staff and implementing strategies designed to integrate students academically and socially. This approach is only accomplished through mutual trust, shared responsibilities, and a commitment to helping students identify, clarify, and realize their life, career, and educational goals.

Our University is a community dedicated to working together to create conditions that support learning and personal growth. This relationship is guided by a sense of mutual respect and responsibility. Each individual is expected to honor his/her obligations and commitments. Thus, the rules and regulations of the University constitute not only basic and uncompromising standards and guidelines for conduct on and off campus, but are also commitments that one and all are obligated to respect, honor and promote when one becomes a member of the AUK Community. The Division of Student Affairs enforces the rules and regulations concerning student conduct at the University. The University reserves the right, through due process, to take disciplinary action against students for violations of institutional standards of behavior and academic regulations and procedures, which are defined in this Catalog, and the Student Handbook.

AUK, as a learning community, is compelled morally and ethically, to uphold and promote the highest academic and behavioral standards among its students.

## OFFICE OF THE DEAN OF STUDENT AFFAIRS

### Greetings from the Dean of Student Affairs!

Welcome to the Wolfpack family. Student Affairs lives by the motto of *Bringing the University to Life!* Over the next few years, you will be challenged intellectually, personally, physically and emotionally. And you will win! The odds are in your favor because there is a team of professionals ready to assist you in defining and reaching your personal, educational and career goals. We are committed to providing the tools and guidance you will need to succeed.

In partnership with many others at AUK, the Office of the Dean of Student Affairs is responsible for leading the organizational units that support the moral, psychological, social, cultural, and physical development of the student. From academic support, medical clinic services, and student leadership to athletics, career exploration, or just simply listening to your concerns, we encourage students to take full advantage of all of the resources and opportunities that AUK has to offer. Challenge yourself. We are confident that our numerous programs and services will help you rise to the occasion and turn your dreams into realities.

## OFFICE OF OUTREACH AND EVENTS

The Office of Outreach and Events provides a variety of opportunities for AUK students to get involved.

The Department organizes and supports programs for prospective and current students, as well as Alumni. Students experience these opportunities through a variety of initiatives such as the senior day, parents' day, graduation ceremony, the Taste of AUK, Mall events, marathons, homecoming, community outreach activities, mother/daughter tea, and various campaign fund-raisers. The Office of Outreach and Events is dedicated to making the student's experiences at AUK memorable and special! For additional information about the Office of Outreach and Events please visit the office located in the Admissions lobby area, or contact the Outreach and Events Coordinator at **Ext. 244**, or by **email: [outreach@auk.edu.kw](mailto:outreach@auk.edu.kw)**.

## OFFICE OF ADMISSIONS

The Office of Admissions is the first point of contact for all new first time and transfer students interested in learning about AUK. The Office of Admissions provides information on the admissions process, degree programs, application requirements, scholarship opportunities, and other services AUK has to offer. The office also provides guidance for students that have general questions about making the successful transition into AUK. For additional information about the Office of Admissions please visit the office, or contact by phone at **Ext. 206**, or by **email: [admissions@auk.edu.kw](mailto:admissions@auk.edu.kw)**.

## OFFICE OF THE REGISTRAR

The Office of the Registrar provides administrative services that support the faculty and the instructional mission of AUK and that facilitate the matriculation of students. Services include class scheduling and student registration, grade reporting, graduation certification and academic transcript processing. Additional responsibilities include learning space scheduling and management, transfer credit evaluation, degree audit development, maintenance of the curriculum dictionary, degree and enrollment verification, scholarship services, academic record maintenance, enrollment reporting, and course inventory maintenance. For additional information about the Office of the Registrar please visit the office or contact by phone at **Ext. 204**, or by **email: [registrar@auk.edu.kw](mailto:registrar@auk.edu.kw)**.

Records Confidentiality: All student records are considered confidential and will not be released without the expressed written consent of the student. Confidentiality of records includes grades, counseling and advising information, and student progress. The University has the right to share whether a student is enrolled and their degree program. Certain circumstances require the University to release information: Government requirement, legal request and health and safety risk. Students wishing to provide third party access to their records are required to complete the consent form available in the Student Success Center.

## STUDENT SUCCESS CENTER

The Student Success Center (SSC) provides academic, personal and career support to all currently enrolled students. Programs include academic advising, academic support (tutoring, supplemental instruction and success skills workshops), retention, personal/career counseling, and disability services. The Director of the Student Success Center serves as the University Student Ombudsman.

Student records with the Student Success Center are independent of all University Records. Information is released only with the express written consent of the student unless the situation is considered a dire health and safety risk. It is the Center's professional and ethical responsibility to respect and consider confidential all information including academic records/status, family information, health (mental/physical), and all other issues derived from the student. Parents or any other family member must obtain a signed consent from the student to receive confidential information regarding a student's record from any SSC staff member.

For additional information about the Student Success Center please visit the office on the 5th Floor of the Liberal Arts (B) Building, or contact by phone at **Ext. 265**, or by **email: [success@auk.edu.kw](mailto:success@auk.edu.kw)**.

### ACADEMIC ADVISING

The SSC provides academic advising for new students and those who have yet to declare a Major. Students meet with the advisor to discuss educational plans based upon possible career goals and academic requirements. Once a student has declared a Major, they are assigned by the College of Arts & Sciences, Academic Division to a Faculty Advisor. Undergraduate advising services are also available to Level III Intensive English Program students.

Within the Academic Advising program is the Peer Academic Leaders Program (PALs). The peer Academic Advising program is comprised of Dean's List students who serve as Peer Academic Advisors. This service was created to provide a mutual connection between existing and newly admitted students. Peer Academic Advisors offer support in areas of educational planning, advice with course selection, academic support advice, and academic information during PAR, Pre-Registration and Registration week. Peer Academic Advisors serve Freshman students only and are guided by the Student Success Center professional staff.

The Academic Advising program includes educational planning, course selection, and registration. Please note: Students are ultimately responsible for reviewing and understanding the requirements of their chosen degree program.

### ACADEMIC SUPPORT

The Student Success Center coordinates academic support programs such as tutoring, Supplemental Instruction (SI), and academic skills workshops. Programs are designed to help students become independent and successful learners by improving their study skills, increasing their understanding of course content, enhancing their self-confidence, and encouraging them to develop a positive attitude towards learning.

## **RETENTION**

The SSC Retention Specialist is responsible for encouraging academic success of at-risk students by providing individual academic counseling, identifying student needs and trends, and implementing programs designed to promote student persistence. The specialist develops and maintains appropriate files and records and works with faculty for the benefit of the student. Students in academic jeopardy are required to participate in the programs defined by the Retention Specialist.

## **CAREER COUNSELING**

Students can prepare to make informed decisions about their futures through a variety of resources coordinated by the Student Success Center. Programs that focus on career development, internships, summer and full-time employment, and graduate school are available. Counselors assist students in understanding career options and employer expectations. In addition, students can receive support preparing resumes and locating internships and employment.

## **PERSONAL COUNSELING**

The SSC counseling staff works with students as they explore attitudes and interests relating to their academic, social and emotional lives.

University life can be both exciting and stressful. Students may have problems that are not easily resolved. Some common concerns students confront include personal issues, low self-confidence, relationship conflicts, academic problems, family issues, and decision-making dilemmas. The SSC provides assistance with these concerns through counseling. No information is released to others without the student's written consent unless the situation is deemed a health and safety concern. All counseling sessions are confidential.

## **DISABILITY SUPPORT SERVICES**

The campus of the American University of Kuwait is architecturally designed to provide access to all members of the community. The SSC staff works with individuals having temporary or permanent disabilities in an effort to promote full participation in academic programs and campus life. Students with a disability seeking support services at AUK must submit adequate documentation not less than five years old to the SSC before accommodations will be provided.

Students with learning disabilities and documentation not less than five years old may receive accommodations designed to enhance chances of success. Accommodations are provided based upon the availability of resources. Such accommodations include note taking assistance, tutoring, special desks, and extra time during an exam.

The SSC also provides information, consultation and relevant training with regards to understanding and accommodating physical and learning disabilities for faculty, staff and students, with the overall goal of ensuring non-discriminatory practices in an equal access environment.

## **HEALTHY STUDENT LIVING**

The Student Success Center sponsors healthy living programs in an effort to promote "wellness" throughout the academic year. Students are encouraged to participate in the lectures and awareness campaigns that include such topics as emotional wellness, eating disorders, and substance abuse. These educational workshops and events are available in addition to the required General Education course in Health and Fitness.

## STUDENT OMBUDSMAN

The Director of the Student Success Center serves as the University Student Ombudsman. The role of the Ombudsman is to provide students with an independent, confidential unbiased and impartial perspective, and provide guidance and information on fair processes, policies, and rights. Topics may include academic challenges, interpersonal conflicts, and policy clarification. The Ombudsman serves as a source of information for students, guides them to appropriate personnel, and assists students with interpreting University policies and procedures as well as on-campus resources.

## TESTING SERVICES

Various tests are required of students throughout their academic program. New students are required to take the Language Placement Test if they have not demonstrated English Competency for admission purposes or taken the TOEFL exam. The Language Placement Test is administered through the Intensive English Program (IEP) for students who have not taken the TOEFL exam or are seeking admission to the Intensive English Program. The Office of Admissions coordinates the Undergraduate Placement, Advisement and Registration program (PAR). New undergraduate students may be required to take a placement exam to determine placement in college level English or Math and Arabic. Registered students needing special accommodations for in-class exams receive assistance from the appropriate academic department through arrangements made by the faculty member and with the support of the Student Success Center.

Exam proctoring for AUK students is managed through the College of Arts and Sciences. Exam proctoring for non-AUK students is managed through the Center for Continuing Education.

### PLACEMENT TESTING AND PAR

As part of the transitioning process to the undergraduate program, new students are required to participate in the PAR (Placement, Advising and Registration) program.

The Accuplacer Placement Test, an internationally approved type of assessment, is administered to evaluate each student's competency and readiness for college-level English and Math. It is an objective, online examination that tests a student's aptitude in grammar, reading, essay writing and mathematical skills

The assessment of English and Math skills serve as the prerequisite guideline for registration in undergraduate courses. Students whose placement scores do not meet the required score for registration in college-level English or Math must enroll in college preparatory courses. These courses are designed to provide students with the requisite skills to enhance their chances of success in college level courses. Please Note: while preparatory courses do not carry credit towards graduation, students must complete all course requirements in order to be eligible for enrollment in college-level courses. The Arabic placement exam is designed to determine the appropriate Language course which would partially meet the General Education Requirement of Language & Culture.

## HEALTH SERVICES

AUK maintains a health care clinic operated by the International Clinic of Kuwait. At the on-campus clinic, a nurse and receptionist provide first aid, primary medical assistance and minor emergency care for members of the University Community. Additionally, a primary care physician is always on-call. Emergencies and serious health cases are immediately referred to the nearby International

Clinic or other area hospital facilities. AUK medical services are designed for treating ailments and injuries that occur on campus, and should not be utilized in place of one's primary health care provider. To find out more information about the AUK Health Clinic please stop by the Clinic located next to the Library, or contact by phone at **Ext. 100/101**.

## OFFICE OF STUDENT LIFE

Involvement in campus life outside the classroom is an important component of a well-rounded college experience. The Office of Student Life hosts a variety of cultural, educational, social and recreational activities. In addition, the Department provides programming and support for student organizations and the Student Government Association. Co-curricular, student leadership, athletic and intramural sports programs are also coordinated by the Office of Student Life.

Participation in Student Life programs provides opportunities for making personal connections on campus with other students, faculty, and staff. Students are encouraged to get involved on campus, to develop important life skills, and to have a positive and enriching educational experience that fosters personal growth. In addition, students learn skills to enhance their career and educational goals. To find out more information about any programs or services from the Office of Student Life, please stop by the office in A-004 behind Starbucks on the Ground Floor of the Sciences (A) Building, or contact by phone at **Ext. 232**, or by **email: [studentlife@auk.edu.kw](mailto:studentlife@auk.edu.kw)**.

### STUDENT ACTIVITIES

Student Life organizes a variety of events throughout the year. Events have included social nights, movie nights, theme days, guest speakers, Ramadan festivities, charity fundraisers, and various educational activities. In addition, a variety of annual events take place including new student orientation, welcome back barbecue, cooking competition, scavenger hunt, international week, and art exhibition/contest. Students receive weekly announcements about campus happenings.

### CLUBS AND ORGANIZATIONS

Student organizations and clubs also contribute to the total experience of the college student. Through the Office of Student Life, students can join or establish an array of clubs and organizations, from the academic and literary to the athletic and social. Involvement provides students with an opportunity to develop communication, leadership, and social skills. Currently, there are over 25 active organizations on campus for students to join and expand their skills for the real world. Student organizations are open to any registered student in good academic and behavioral standing at the American University of Kuwait. Detailed information on campus organizations can be obtained from the Office of Student Life.

### STUDENT GOVERNMENT ASSOCIATION

The University encourages the active participation of the Student Government Association (SGA) in University life. SGA provides an opportunity for students to hone their leadership skills and practice participatory government.

The SGA is the principal medium for student voice in University affairs. It can express student concerns and participate through representation on University Committees to help formulate policies and priorities. The SGA also has a voice in the creation, organization, and functioning of student activities including special events, clubs, sport clubs, and student media.

## STUDENT PUBLICATIONS

Student publications serve as an important media for information and communication with fellow students, and for creating and maintaining an environment of academic freedom and free expression. The University-sponsored student newspaper, *The Voice of AUK*, provides students with reporting, editorial and management experiences and skills development. All student-run print or electronic media are expected to observe the established standards of professional journalism.

Students are advised and guided by faculty. The Dean of Student Affairs has the supervisory and ultimate responsibility for all student publications.

## INTRAMURAL & ATHLETIC SPORTS

Students participating in intramural sports and athletic programs are given the opportunity to develop and excel in physical skills, team play, sportsmanship and emotional and moral growth. Intramural sports allow members of the University Community to compete against one another in a variety of sports including chess, football (soccer), table tennis, volleyball, basketball, dodge ball, and foosball to name a few.

In addition to the on-campus intramural sports programs the Office of Student Life, assists in the organization of University athletic teams. Separate opportunities for men and women to participate in football (soccer), basketball, volleyball, tennis, table tennis, squash, swimming and taekwondo are provided. Competitions are held with universities in Kuwait and regional universities throughout the year. For more information contact the Office of Student Life.

## ON-CAMPUS STUDENT EMPLOYMENT

Student employment is designed to enhance students' educational experience while providing a necessary service to the University Community. Students acquire skills that can enhance their employability and benefit them in any career. AUK students have the opportunity to work in various departments of the University. The University employs students based on departmental needs and resources, and the individual skill sets an applicant brings to the required position. Student employment on campus is a privilege, not a right. A large number of students apply each term for a limited number of positions, making the selection process very competitive.

Students can apply for an on-campus employment positions through their Self-Service account each year in addition to finding out more information about on-campus employment through the Office of Student Life.

## OFFICE OF ALUMNI AFFAIRS

The American University of Kuwait's Office of Alumni Affairs Department exists to strengthen and promote the interests and welfare of AUK through lifelong commitment and support by its Alumni. Through a variety of initiatives, events, services and communication, the Office of Alumni Affairs promotes positive interaction between the University and Alumni.

The Alumni Association considers all graduates from the American University of Kuwait as members of the Alumni Association. Alumni Association members receive several benefits including an AUK Alumni ID card, Bi-annual Newsletter, Library access and database privileges, Alumni e-mail account, Career Services support, Center for Continuing Education discounts as well as an invitation to networking and University events.

All members of the Alumni Association are encouraged to submit updated information about their personal and professional lives as well as address and phone number corrections. For additional information about the Alumni Association, please visit the Office of Affairs located near the Office of the Registrar, or contact by phone at **Ext. 256**, or by e-mail: **[alumni@auk.edu.kw](mailto:alumni@auk.edu.kw)**.

To update address or telephone records please send updates directly to the alumni e-mail address listed above.