

DIVISION OF STUDENT AFFAIRS

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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 Admissions, Office of the Registrar, Health Services, Office of Student Life, Student Success Center, and the Office of Parent Relations and 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 life-long 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. 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. For additional information please visit the Student Affairs sections of the University website at www.auk.edu.kw or for AUK community members through the AUK Portal.

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. Additionally the office coordinates the Undergraduate Placement, Advisement and Registration program (PAR). The Office also provides guidance for students that have general questions about making the successful transition into AUK. Further information regarding admissions requirements and procedures may be located in the relevant section of this Catalog. 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.

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 space scheduling and management, transfer credit evaluation, degree audit development, maintenance of the catalog, 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.

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 students are 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 and alumni. Programs include academic advising, academic support (tutoring, supplemental instruction and success skills workshops), retention initiatives, 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 expressed 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. 242** or by email:

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 students have 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 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, course selection, academic support, and academic information during PAR, Pre-Registration and Registration periods. Peer Academic Advisors serve Freshmen 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 INITIATIVES

The SSC Retention Specialists are responsible for encouraging the 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 specialists develop and maintain appropriate files and records and work with faculty for the benefit of the student. Students in academic jeopardy are required to participate in the programs defined by the Retention Specialists.

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 AUK Campus 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 regard 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 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.

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, as well as student adjudication 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.

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 via e-mail to keep them informed 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 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 and eligible student in good academic 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 of the 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 many student activities.

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 sponsored through the Division of Student Affairs.

RECREATIONAL PROGRAMS & ATHLETIC SPORTS

Students participating in recreational programs and athletic sports are given the opportunity to develop and excel in physical skills, team play, sportsmanship and emotional and moral growth. Recreational programs include fitness classes and other University programs such as intramural sports. The intramural sports program allows members of the University Community to compete against one another in a variety of sports including football (soccer), table tennis, volleyball, basketball, chess, dodge ball, and foosball to name a few.

In addition to the on-campus recreational programs, the Office of Student Life assists in the organization of University athletic sports 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 position through their Self-Service account each year in addition to finding out more information about on-campus employment through the Office of Student Life.

UNIVERSITY ID'S

Students attending AUK must have an official University Identification (ID) to access campus, services, and programs/events. IDs will be distributed to new students and must be updated on a semester basis to verify current registration. Updating and replacing lost/damaged IDs can occur by stopping by the Office of Student Life. Students are required to present the University ID upon request from any University official. Failure to produce the University ID or another appropriate means of identification is a violation of the code of conduct.

OFFICE OF PARENT RELATIONS AND ALUMNI AFFAIRS

The Office of Parent Relations and Alumni Affairs is responsible for identifying and addressing the unique programming needs of parents and families of AUK students as well as ensuring that AUK graduates stay connected to AUK.

AUK recognizes the critical role parents play in the student's collegiate experience. The Office will serve as a one-stop shop for information and guidance for parents and families regarding the AUK experience.

AUK Alumni are a network of graduates seeking to make a difference in Kuwait and across the globe. Beginning with program initiatives that include preparing senior students for the transition to alumni status, the ultimate alumni program goal is to keep students connected to everything AUK.

It's about students, parents and AUK! Together, through the Office of Parent Relations and Alumni Affairs, a world of difference is made in the collegiate experience and life. For more information about the department program and services, email parents@auk.edu.kw or Alumni Affairs at alumniaffairs@auk.edu.kw.

