ADMINISTRATIVE AND
STUDENT AFFAIRS

OBJECTIVES

OFFICE OF THE VICE PRESIDENT OF ADMINISTRATIVE & STUDENT AFFAIRS

STUDENT AFFAIRS

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Administrative and Student Affairs is home to a variety of programs and services designed to ensure the AUK community is an optimal environment for teaching and learning.

**OBJECTIVES**

- Support the institutional mission by ensuring the programs and services related to the University's administrative infrastructure are effective and efficient.
- Maintain services and programs which facilitate student mental and physical wellbeing enabling them to succeed academically and socially.
- Facilitate opportunities for students designed to promote global awareness, social integration, civic responsibility and characteristics such as self-awareness, personal growth, collegiality, fairness, and lifelong learning.
- Engage in relationships, with internal and external communities designed to create and sustain lifelong learning and workforce development initiatives through extended education.

Our University is a community dedicated to working together to create conditions that support teaching, 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 all are obligated to respect, honor and promote when one becomes a member of the AUK community. The Department of Student Affairs, Office of Student Life 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 Planner & 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 VICE PRESIDENT OF ADMINISTRATIVE & STUDENT AFFAIRS

Greetings from the Vice President of Administrative & Student Affairs!

Welcome to the Wolfpack family. We live by the mottos Bringing the University to Life and Serving the AUK Community! 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 as well as a group working to ensure the AUK environment is conducive to learning. We are committed to your success.

In partnership with many others at AUK, the Office of the Vice President of Administrative & Student Affairs is responsible for leading the organizational units that support the moral, social, cultural, and physical development of the student. From wellness, health services, and student leadership to athletics, career exploration, or just simply listening to your concerns, we encourage students to take full advantage of all 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 about your life as a student, please visit the Student Affairs section of the University website at www.auk.edu.kw or for AUK community members check out the AUK Portal.

Dr. Carol Ross-Scott  
Vice President, Administrative & Student Affairs

STUDENT AFFAIRS

The Department of Student Affairs believes that students are more apt to be successful if they lead a balanced academic and social collegiate life. The Offices within Student Affairs are devoted to providing extra- and co-curricular programs and services for students that are designed to enhance one’s academic life and encourage social growth and maturity.

Involvement in campus life outside the classroom is an important component of a well-rounded college experience. Student Affairs through the Office of Student Life and Career Services and Wellness hosts a variety of cultural, educational, social, recreational, career and health related activities and services. In addition, the staff provide programming and support for student organizations, the Student Government Association and alumni. Co-curricular, student leadership, athletic and intramural sports programs, student employment, counseling and healthy living as well as student adjudication are also coordinated by Student Affairs.

Through its programs and services the department’s goal is to enhance our student’s positive and proactive attitude towards himself/herself, the community and the world while they continue to Learn Think and Become.
OFFICE OF STUDENT LIFE

MISSION:
The Office of Student Life’s mission is to create a campus environment that encourages personal growth and promotes professional, ethical, intellectual and physical development through student engagement in lifelong learning opportunities outside the classroom.

OBJECTIVES:

**Personal Growth & Responsibility**
Create and facilitate opportunities to assist students in developing lifelong skills which promote positive values, personal integrity, individual responsibility, communication skills, and working as a member of a team.

**Student & Civic Engagement**
Facilitate student perception of social responsibility to a greater community beyond themselves within AUK and Kuwait, in an effort to promote personal and ethical accountability and growth.

**Diversity & Social Responsibility**
Create and promote programs that will assist students in fostering a better understanding of campus and world diversity while learning to respect all cultures, people, and differences to enhance relationships and gain a more professional and intellectual knowledgebase.

**Healthy & Recreational Activities**
Develop and provide students the opportunity to participate in intramural sports, athletics, and activities to promote a healthy lifestyle and encourage physical fitness.

**Fun & Interactive Experiences**
Ensure activities are provided throughout the year that allow students to engage in a welcoming, fun and social learning environment which encourages personal growth.

STUDENT ACTIVITIES

A variety of activities and events are organized for students throughout the year. Events have included movie nights, guest speakers, various competitions, social nights and many educational and entertaining activities. In addition, a variety of annual events take place, including welcome back barbeques, cooking competition, AUK amazing race, cart race, international week, social awareness week, art exhibition and the AUK volunteer program. Students receive weekly announcements via email as well as through flyers, social networks and SMS to keep them informed about campus happenings.

THE WOLFPACK HANGOUT

Students have the opportunity to relax and/or entertain themselves at the University student activity lounge. They can spend free time playing board games, PlayStation, Wii, Table Tennis, Pool, Foosball, Air Hockey or watch television. In addition the Hangout coordinates larger scale activities for students throughout the year such as Big Day Out, Haunted House, Foosball and Pool tournaments to name a few. The Wolfpack Hangout is located by gate number 1 and is open weekdays from 8 am to 10 pm.

CLUBS AND ORGANIZATIONS

Student organizations and clubs also contribute to the total college experience. Students can join or establish clubs and organizations, from the academic and literary to the social and cultural. Currently, there are 30 active organizations on campus for which students can join and participate. To apply for University recognition, organizations must have a minimum of 5 committed members to the club or organization. Each student club or organization shall elect
or appoint an executive board consisting of (at a minimum) a president, secretary and treasurer. Student Organizations are open to any registered and eligible student in good academic and behavioral standing at the American University of Kuwait. An Involvement Fair is held twice a year, once every semester to encourage recruitment for clubs and membership. 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, including student representatives from various campus constituencies, through the General Assembly, is the principle medium of the student voice in University affairs. The SGA also has a voice in the creation, organization, and functioning of many student activities as well as the opportunity to serve on University committees where student representation is required.

**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.

Student organizations are advised and guided by faculty. The Vice President of Administrative and Student Affairs or designee has the supervisory and ultimate responsibility for all student publications sponsored through the Office of Student Life.

**ATHLETIC SPORTS & RECREATIONAL PROGRAMS**

Students participating in intercollegiate athletics and recreational programs are given the opportunity to improve their fitness level and athletic skills, while developing teamwork, leadership, sportsmanship and self-confidence. These extracurricular activities help to develop important social, emotional, and intellectual skills that can assist students in becoming well rounded individuals.

Intercollegiate athletics are organized sporting events between higher education institutions. Opportunities to compete in soccer, basketball, volleyball, tennis, table tennis, squash, and swimming are offered to both male and female students. Student-athletes represent AUK in various local and regional competitions throughout the year.

Recreational programs allow members of the AUK Community (students, alumni, faculty and staff) to participate in fitness classes, learn a new sport, or compete in intramural sports. AUK offers a variety of fitness classes, from aerobics to yoga to kickboxing. Each semester a different sport is introduced for the AUK Community to try; such as golf, paintball, and archery. Throughout the year intramural tournaments are organized for soccer, basketball, volleyball, table tennis, billiards, PS3, Wii, dodgeball, etc. This variety of individual and team sports allows the AUK Community the chance to find an extracurricular activity in which to be involved. For more information, contact the Office of Student Life.

**JUDICIAL AFFAIRS**

AUK students must comply with the academic and behavioral regulations of the American University of Kuwait as well as observe national laws. Student Affairs is responsible for adjudicating the behavioral violations of the Code of Conduct. Violations related to classroom conduct are adjudicated by Academic Affairs. Violations may include but are not limited to campus safety regulations, institutional operational procedures, misuse of campus facilities, and
actions which impede upon the educational process. Judicial Affairs encompasses the services which oversee infractions of institutional policy. Institutional policies which govern student behavior are addressed in the Student Code of Conduct; inclusive of policy and procedural components, which are listed in full detail in the Student Planner & Handbook.

For more information regarding Student Rights & Responsibilities and the Student Code of Conduct please refer to the most recent edition of the Student Planner & Handbook which can be found on the website at www.auk.edu.kw or at the Office of Student Life.

UNIVERSITY IDS

Students, staff and faculty must have an official University identification card (ID) to access the AUK campus. Staff and faculty ID cards are provided as part of the orientation process. Students collect their ID cards from the Office of Student Life at the beginning of their first semester. Students must update their ID cards at the beginning of every semester to verify current enrollment. Members of the AUK community must present an official ID card upon request from any University official. ID card updates and replacement of IDs (due to loss or damage) are done through the Office of Student Life.

To find out more information about any Student Life programs or services stop by the office or contact by phone at Ext. 232, or by email: studentlife@auk.edu.kw.

CAREER SERVICES AND WELLNESS CENTER

The Career Services and Wellness Center (CSW) at AUK offers a wide range of services and opportunities for students to make the most out of their University experience. Services include personal counseling, career counseling, student employment, healthy living and disability services. The Department’s role is to support the growth and development of students as individuals and professionals.

CAREER SERVICES

The career counselor provides solution focused counseling services and support for current students and alumni. The following services are available at the Career Center:

- Career counseling
- Assistance with graduate school applications
- Interviewing skills
- Personal Statement reviews
- Mock Interviews
- Cover Letter critiques
- Career Assessments
- Plan and access to on campus interviews
- Access to Job Postings
- Resume/CV critiques
- Access to employer’s database
- Plan AUK career fairs
- Assistance locating internships
- Access to career related workshops

DISABILITY ACCOMMODATIONS

AUK endeavors to provide disabled students with services designed to facilitate learning. Disabling conditions may include long-term illness, mental health condition, or specific learning disability. Reasonable limited services include accommodations such as extended time during exams, assistance with taking notes, audio taping, class notes, proctoring exams outside the classroom, providing handicapped parking, and special materials for classroom.
PERSONAL COUNSELING

Personal counseling is provided to students to assist them with concerns including anxiety, depression, relationship issues, interpersonal relationships, academic concerns, family and social issues, and personal problems. Counseling approaches are personalized to fit the students’ needs and are confidential.

STUDENT EMPLOYMENT

The AUK on-campus student employment program is designed to support a student’s 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 set an applicant brings to the required position.

ALUMNI AFFAIRS

Alumni Affairs considers all graduates of the American University of Kuwait as members of the Alumni Association. Alumni receive several benefits including alumni ID card, bi-annual newsletter, library access and database privileges, alumni email account, career services support, Center for Continuing Education discounts as well as an invitation to networking and University events. Through a variety of initiatives, events, services and communication, the Alumni Affairs program promotes positive interaction between the University and Alumni.

AUK CLINIC

The AUK Health Clinic is designed to provide basic care for community members in immediate need of medical attention. The staff consists of trained nurses that are able to evaluate the level of care needed for patients. The goal of the clinic is to encourage a healthy and safe environment.