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THE UNIVERSITY

The American University of Kuwait (AUK) is an independent, private, equal opportunity, and coeducational liberal arts institution of higher education. The educational, cultural, and administrative structure, methods and standards of AUK are based on the American model of higher learning. The language of instruction is English.

Established by Amiri Decree 139 in 2003, AUK received its Institutional Accreditation from the Private Universities Council (PUC) – Ministry of Higher Education in the State of Kuwait, as of February 1, 2006.

AUK offers students a quality education based on an American college model. The faculty, administration, and staff work hard to create a caring environment where every aspect of the student’s development gets attention and support. The course of study is designed to prepare students for the contemporary world where critical thinking, communication skills, and life-long learning have become imperative. The Liberal Arts education system aims not only to guide the students to fulfill their educational goals, but to also instill effective critical thinking skills that they can apply in their future careers in the fields of their choice.

The AUK faculty is comprised of a highly qualified group of international academics experienced in the American style of higher education. There are over 114 faculty members at AUK, 81 percent of whom have earned PhDs or terminal degrees. With most class sizes ranging from 10 to 39 students, developing bonds between students and professors is easy.

During their academic career at AUK, our students will be trained to improve their academic skills, time management skills, and learn stress reduction techniques. Our students will also find opportunities to gain professional experiences through our student employment program and internships, develop their creative talents and maintain their personal health and fitness through our extracurricular activities, and learn to become involved members of the community.

MISSION STATEMENT

The American University of Kuwait is a liberal arts institution dedicated to teaching, learning, and scholarship. The university offers programs that provide students with the knowledge and skills necessary for lifelong learning and professional success. AUK enriches society by fostering an environment that encourages critical thinking, effective communication, personal growth, service, and leadership.

VALUES

The AUK community strives to uphold the following values:

• Freedom of thought, expression, and intellectual inquiry.
• Respect for individual identity and rights, and cultural diversity.
• Commitment to high standards of morality, integrity, and social responsibility.
• Adherence to high professional standards and ethics.
VISION

AUK aspires to be a leading university recognized locally, regionally, and internationally for its institutional distinctiveness, academic excellence, and the accomplishments of its graduates.

ACADEMIC DEGREE PROGRAMS

The following Bachelor of Arts (BA), Bachelor of Engineering (BE), and Bachelor of Science (BS) degree programs are offered in the College of Arts & Sciences:

- Bachelor of Arts in Communication and Media
- Bachelor of Arts in English
- Bachelor of Arts in Graphic Design
- Bachelor of Arts in International Relations
- Bachelor of Arts in Social and Behavioral Sciences (Concentration in Anthropology)
- Bachelor of Engineering in Computer Engineering
- Bachelor of Engineering in Electrical Engineering
- Bachelor of Science in Computer Science
- Bachelor of Science in Information Systems

The following Bachelor of Business Administration (BBA) degree programs are offered in the College of Business and Economics:

- Bachelor of Business Administration in Accounting
- Bachelor of Business Administration in Economics
- Bachelor of Business Administration in Finance
- Bachelor of Business Administration in Management
- Bachelor of Business Administration in Marketing

INSTITUTIONAL & PROGRAM ACCREDITATION

Local Institutional Accreditation:
The American University of Kuwait received its Institutional Accreditation from the Private Universities Council (PUC) – Ministry of Higher Education in the State of Kuwait, as of February 1, 2006.

Program Accreditation:

COMMISSION ON ENGLISH LANGUAGE PROGRAM ACCREDITATION (CEA)
The Intensive English Program (IEP) at the American University of Kuwait is accredited by the CEA since August 2009. In 2014, the CEA granted the IEP 10-year re-accreditation. For further information about this accreditation, visit the website: www.cea.accredit.org.

ACCREDITATION COUNCIL FOR BUSINESS SCHOOLS & PROGRAMS (ACBSP)
The Accreditation Council for Business Schools and Programs (ACBSP) has awarded the American University of Kuwait full accreditation for its Bachelor of Business Administration (BBA) degree program. ACBSP is a specialized accrediting organization that reviews the quality and integrity of business degree programs. It is dedicated to improving the quality of business schools and programs around the world, and ultimately to improving the practice of business in every industry around the world.
The American Academy for Liberal Education (AALE) Board of Commissioners has awarded the American University of Kuwait international accreditation for the following disciplines: Arts, Humanities, Social Sciences, and the University General Education Program. For additional information, visit the AALE website: www.aale.org.

UNIVERSITY CULTURE

The American University of Kuwait is committed to creating an enlightened and progressive educational culture in which all students, faculty, and staff — regardless of nationality, creed, or position — co-exist to create a dynamic and equitable environment. All members of AUK are expected to respect the diverse nature of the AUK community and interact in a manner that is respectful of such, and that supports a commitment to life-long learning and the pursuit of academic excellence in higher education. The university encourages the freedom to engage in academic inquiry and the fair exchange of ideas and supports open access to the dissemination of information.

The university founders uphold the philosophy that one cannot create a true enlightened academic environment without practicing the very virtues and ideals it hopes to instill in its students. In upholding the highest standards of professional behavior and ethical conduct among its faculty, staff, and students, the university hopes to create a community of scholars and students who will benefit from AUK’s collegial atmosphere.

CODES OF CONDUCT

In order to sustain an environment that supports optimal learning opportunities and promotes personal growth, the American University of Kuwait expects all community members (students, faculty, and staff) to adhere to the guidelines and policies established by the institution. These guidelines and policies set forth the ethical standards and organizational values by which AUK operates as an institution of higher education.

The University Code of Conduct, Student Code of Conduct, and the Code of Academic Honesty and Integrity provide general explanations of community members’ rights and responsibilities, outline acceptable and unacceptable behaviors, and describe specific disciplinary procedures and sanctions. For detailed information regarding the Codes of Conduct, students can refer to the university Student Handbook.

UNIVERSITY FACULTY

The faculty of the American University of Kuwait is a group of highly qualified and trained academics and professionals who are committed to high standards of teaching and proficient in the use of technology in teaching and research. Full-time teaching faculty members have acquired terminal degrees from renowned institutions in the United States and around the world, and are experienced in a variety of international systems of higher education. The AUK faculty is comprised of a diverse group of exceptionally talented teacher-scholars, several of whom have been awarded competitive fellowships and grants, such as the Fulbright.

AUK AND DARTMOUTH COLLEGE

Dartmouth College in Hanover, New Hampshire, is the international partner institution to the American University of Kuwait (AUK), as defined by the Private Universities Council of the State of Kuwait (Resolution no. PUC (5/21-2/2005). Dartmouth and AUK have worked closely together since 2003, when the two institutions signed a Memorandum of Understanding that facilitated a series of advisory, consultative, and cooperative projects. The initial agreement was recently renewed for a third
time in April 2013 to extend through 2018. The two institutions share a commitment to excellence in higher learning, and the agreement between them reflects AUK’s growing stature as a premier academic institution in the Gulf region and beyond. With its deep and historic commitment to the liberal arts, Dartmouth recognizes the importance of AUK’s mission and works to support the university as it develops a superlative education, based on the principles of critical inquiry, mastery of subject material, depth of curriculum, and a vibrant experience in the classroom and on campus.

Dartmouth and AUK collaborate on numerous programs, and Dartmouth provides a wide range of administrative and academic consulting services to AUK. The two institutions have developed a flourishing relationship that involves faculty, students, and staff in both locations. Dartmouth experts in engineering, information technology, library sciences, communications, governance, and other areas routinely visit Kuwait, while students, faculty, and staff from Kuwait travel to the United States to work with their counterparts at Dartmouth. AUK’s commitment to providing a premier learning environment based on the American model resonates with Dartmouth’s history and its understanding of the importance of higher learning in a global context. Since the relationship began, the two institutions have steadily deepened and expanded their partnership, creating a dynamic, evolving, and unique cross-cultural collaboration.

Dartmouth College is a member of the group of universities in the United States known as the “Ivy League.” It was founded in 1769 and offers a broad-based undergraduate education, as well as advanced degrees in the arts and sciences, medicine, engineering, and business administration. Dartmouth has been accredited by the New England Association of Schools and Colleges (NEASC) since 1929.

CAMPUS ENVIRONMENT

The AUK Campus is located in Salmiya on Salem Al-Mubarak Street, in the middle of one of Kuwait’s most vibrant neighborhoods.

AUK opened its doors in the fall of 2004 and conducts its academic activity in a newly rehabilitated and refurbished campus, which will expand and develop as needed in the coming years. The campus has spacious, modern classrooms; computer, science, and language laboratories; an administration building; a state-of-the-art library; and cafes, restaurants, shops, and recreation courts. Next to the AUK Library and central campus classrooms are beautifully designed and landscaped central courtyard and garden, which serve as venues for some student activities, as well as offer shade and respite, providing AUK students, faculty, and staff a pleasant place to enjoy, relax, and study.

Campus life is an integral part of a student’s university experience at AUK, and helps to bring students, faculty, and staff together as one community. Students are encouraged to participate in campus events and use the resources available on campus to further enhance their educational experience at AUK.

Campus life contributes to making the time spent on campus a valuable learning experience for the students. Through both, classroom learning and extracurricular activities, AUK students learn the critical thinking skills, knowledge, and values needed to succeed effectively in today’s modern societies; regional and international. Participating in extracurricular activities allows students to learn new skills and discover hidden talents, thus enhancing not only their educational experience, but also their personal development.

The university has a student government association, a student-run newspaper, a student journal, intramural and intercollegiate athletic clubs and organizations, theater programs, academic organizations, and other campus activities in which students can participate.
AUK's location in Salmiya adds an important dimension to campus life. It is located within walking distance of the country’s most renowned restaurants, coffee shops, shopping malls, and movie theaters, as well as the seafront and the Scientific Center of Kuwait.

SEGREGATION

As per law no. 34 of 2000 on the “Establishment of Private Universities: in the State of Kuwait (Article 6), private universities/colleges and branches of foreign universities shall abide by the following:

1. Operate its buildings to ensure gender segregation in all departments, disciplines and student activities.
2. Observe Islamic values and time-honored traditions in relation to students’ costumes and activities.

A SAFE AND SUBSTANCE-FREE CAMPUS

AUK offers 24-hour security services to ensure the safety of its community. The laws of the country prohibit the consumption of alcoholic beverages and the use of drugs. AUK has a zero tolerance policy concerning the use of alcohol or any narcotic substance, weapons and/or dangerous materials brought to campus or to any university-sanctioned event, and physical altercations. Any person who is found guilty of alcohol consumption, substance abuse, carrying and/or using weapons or dangerous materials, or participation in a physical altercation is subject to immediate removal from the university.

SMOKING POLICY

Smoking is not permitted at university building entrances, within university buildings, or in university vehicles.

ACADEMIC RESOURCES

UNIVERSITY LIBRARY

The mission of the library at the American University of Kuwait is to support and advance education by facilitating access to scholarly collections and information resources. To achieve this mission, the library provides access to print and electronic information resources and offers information literacy workshops and lectures to students and faculty. This opens the door for library users to browse through the spectrum of information resources as they seek to achieve their educational aspirations.

The university library occupies a beautiful, two-story modern space. It is a state-of-the-art, technologically-modern building. The library houses a collection of books and periodicals in English, Arabic, and other languages related to the disciplines (fields of study) and degree programs that are offered at AUK. The library also has reference books, journals, and media materials (DVDs, videotapes, audiotapes, etc.) to support coursework. The library employs the latest technologies and has online subscriptions to academic and intellectual journals needed for classroom instruction and academic research. Within the library, there are computer workstations that allow access to the library’s online catalog and electronic databases, as well as the internet. All library resources are available to members of the AUK community and other authorized users with a valid AUK I.D.

As an important resource for learning, teaching, and research, the university library provides academic support for students, faculty, and staff to help them identify, locate, and use the library resources. The library staff coordinates collection development, cataloging, and utilization of print and electronic resources.

In addition to the above, the library provides services and facilities to the AUK community, such as the circulation desk, reference services, and the reserve section, where faculty can place course materials
on reserve and make them available for use for a limited time period within the building. The library also provides document supply services, photocopier machines, group study rooms, and a conference room with a multimedia system and video conference facility.

The AUK library extends its services to the local community by providing library membership for people who would like to benefit from the resources for research purposes.

The university library is distinguished by its emphasis on the student learning experience. As knowledge in all disciplines changes, one of the primary tasks of the library user is the mastery of information strategies and skills that are transferable across subject areas and practical for a lifetime. The university library attempts to provide students, faculty, and staff with the tools and skills necessary to enhance their learning experiences, to increase their efficiency in retrieving, creating, and communicating scholarly information, and to become life-long learners.

**Library Collections and Resources:**

- **Print Resources:**
  The library print resources include over 42,699 items including: 34,261 book titles and 3,945 reference collection, in addition to the reserve collection, fiction, audio-visual materials, maps, American Corner books, and print journals.

- **E-Books:**

- **Online Resources and Databases:**

- **Information Literacy**
  The Library offers information literacy and instruction programs designed to familiarize students with library services and resources. Library instruction, guided tours, and in-class orientations are offered at various times throughout the academic year, generally upon the request of a faculty member. The Library Instruction Request Form is available on the website. In addition, the library provides online subject guides, online tutorials, and a citation tool.

For more information, call ext. 3065 or email library@auk.edu.kw. The AUK Library mobile application is also available for download from the App Store.
ACADEMIC ADVISING AND LEARNING SUPPORT SERVICES (AALSS)

The Academic Advising and Learning Support Services (AALSS) is an academic administrative unit that is responsible for providing advising and academic support to all students at AUK. AALSS is designed to help students become independent and successful learners by improving their study skills, increasing their understanding of course content, developing their literacy skills, enhancing their self-confidence, and encouraging them to develop a positive attitude toward learning. All services are free of charge to AUK students. Led by a Director, the AALSS is comprised of three centers: Academic Advising Center, Tutoring Center, and Writing Center. For additional information, please email: AALSS@auk.edu.kw.

Academic Advising Center

The Academic Advising Center (AAC) provides academic support programs (including educational planning, course selection, and registration) to all currently undeclared students. Programs include academic advising and conducts retention initiatives. Academic advising is a planning and teaching process in which advisors and students develop a close and healthy relationship to define and reach academic and educational goals that are consistent with the student's personal interests. Students meet with the AAC advisors to discuss their educational plans and progress, and identify the academic requirements to achieve their career goals. Academic advising is a shared responsibility where the advisor serves as a mentor/teacher aiming to enhance the student's self-awareness and personal fulfillment. When students declare a major, they are assigned by the appropriate department chair to a faculty advisor. Students are ultimately responsible for reviewing and understanding the requirements of the degree program they are declared in.

\textit{PALs:} Within the academic advising program is the Peer Academic Leaders program (PALs). The PALs 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 and offer support in areas of educational planning and academic information. Peer Academic Leaders are guided by senior AAC advisors and the assistant director.

\textit{Retention Initiatives:} The AAC 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 the faculty to benefit the at-risk students. Students in academic jeopardy are required to participate in the programs defined by the Retention Specialists.

Student advising records with the Academic Advising Center are part of the college record. Advising information is released when necessary for purposes of registration and follow-ups. It is the AAC's professional and ethical responsibility to respect and consider confidential all information including academic records and status, family information, health (mental and physical), and all other issues pertaining to the student. Students' personal records are released and confidential information is shared with parents, family members, and/or guardians only when a student has completed and signed a “Disclosure of Academic Records Form” (available in the Office of the Registrar).

The Assistant Director of the AAC supervises all activities of the center and follows up on undeclared student cases with faculty advisors, department chairs, and deans of colleges. The Assistant Director reports to the Director of AALSS. For additional information, visit the Academic Advising Center located in front of Gate 3, call ext. 3241, or email: AAC@auk.edu.kw.

The Tutoring Center

The Tutoring Center provides free academic support (tutoring, supplemental instruction, and academic skills workshops) to all students at AUK. Tutoring Center services are designed to help students improve their study skills, increase their understanding of course content, enhance their self-confidence, and
encourage them to develop a positive attitude towards learning. Students are encouraged to become independent and successful learners through individual tutoring and academic skills workshops. Each tutor is a trained educator with high academic standards and excellent leadership skills. Students visiting the Tutoring Center can enhance their academic performance with assistance in a variety of subjects. The center provides a range of services that include explaining challenging concepts, discussing assignments, and providing reinforcement of classroom instruction. Tutoring may be provided individually or in small groups and is available throughout the week.

The Assistant Director of the Learning Support Services (LSS) supervises all activities related to the Tutoring Center and collaborates with faculty, department chairs, and deans of colleges to continuously develop more effective tutoring and academic skills workshops. The Assistant Director reports to the Director of AALSS.

The Tutoring Center is located on the ground floor of the Sciences Building. For more information, call ext. 3247/48 or email tutoringcenter@auk.edu.kw. Appointments are also available through TutorTrac tutortrac.auk.edu.kw.

**Writing Center**

The Writing Center at the American University of Kuwait promotes an understanding of writing as a way of thinking, learning, and communicating. To serve this mission, the AUK Writing Center aims to:

- Cultivate an environment of collaborative inquiry with students seeking help, with a variety of writing and reading needs, concerns, and goals;
- Develop students’ understanding of the variety of writing purposes, audiences, genres, and styles;
- Develop students’ strategies for critically reading and engaging with a variety of texts;
- Support students’ efforts in all stages of their writing processes with thoughtful and constructive feedback;
- Support faculty efforts to develop and integrate a variety of writing assignments into their courses;
- Provide resources on writing for the entire university community.

The Writing Center serves the entire AUK community: students from all departments and majors are welcome, as are staff and faculty who need help with their projects. The Writing Center hosts one-on-one consultations in which students, staff, and faculty explore ideas through the written word in English and Arabic. Students, staff, and faculty visiting the Writing Center for help at any stage of their writing receive a sounding board for their ideas, a voice of conscience for their sentence-level transgressions, and a reader’s response to their writing. The Writing Center’s overarching goal is to inspire a love for reading and writing in the AUK community. In addition to offering individual and group face-to-face consultation sessions, the Writing Center is developing an Online Writing Lab (OWL) to provide students with additional ways to get help even off-campus.

The Assistant Director of the Learning Support Services (LSS) supervises all activities related to the Writing Center, and collaborates with faculty, department chairs, and deans of colleges to continuously develop more effective reading and writing consulting support and classroom workshops. The Assistant Director reports to the Director of AALSS.

The Writing Center is located in the Sciences building, A207. For more information, call ext. 3200/01 or email writingcenter@auk.edu.kw. Appointments are also available through TutorTrac tutortrac.auk.edu.kw.
UNIVERSITY LABORATORIES

COMPUTER LABORATORIES

The Information Technology Department (IT) maintains a computer network that serves the students, faculty, and staff of AUK. The University has 20 instructional computer labs – 17 Windows-based labs and 3 Macintosh labs – as well as an open lab and a PC-equipped Library. The total number of computers that are available to students for research and learning purposes is approximately 700.

Several academic software applications such as Matlab, Quartus, Multisim, SPSS, Peachtree for Accounting, 3D Studio Max, Oracle, Java, Eclipse, BlueJ, Visual Studio, MS Project, Enterprise Architect, Adobe CS3, and Adobe Premiere, to name a few, are deployed in the computer labs on an as-needed basis.

All computers are connected to the internet. AUK’s computer network uses state-of-the-art fiber optic cables and both wired and wireless access points to ensure complete network coverage of the campus. AUK has internet links from two service providers, for a total available bandwidth of 20 Mbps, on which internet filtering is applied to ensure that bandwidth is available for academic and administrative usages. An additional 8 Mbps internet link offers free access to the internet to the whole AUK community via the wireless network.

ENGINEERING LABORATORIES

The College of Arts and Sciences has four electrical and computer engineering laboratories that support the laboratory courses (topics). The laboratories contain state-of-the-art devices carefully designed to provide excellent teaching, learning, and undergraduate research environments. Supported by modern measurement devices and aided by hardware/software co-design software, the laboratory equipment supports module-based and component-level implementation options, and service several courses in the programs including: Electric Circuits, Electronics, Digital Logic, Computer Organization and Architecture, Signals and Systems, Microprocessors and Computer Interfacing, Embedded Systems, VLSI, Networks, Instrumentation, Machines, Drives, Power Systems, Power Electronics, Control, among others.

SCIENCE LABORATORIES

The different biology laboratories provide the students with basic laboratory skills in life science and research, including the use of microscopy, cell structure and function, enzymes, photosynthesis, cellular reproduction, genetics, biotechnology, and animal dissection.

The objective of the physics laboratories is to help students become better physics problem solvers. The experiments are designed to expose students to different measuring instruments and to illustrate phenomena in the different areas of physics: mechanics, thermodynamics, electricity, and optics.

The chemistry laboratory provides students with quality reagents, equipment, and instrumentation to perform the basic experiments in introductory chemistry, ranging from volumetric to gravimetric analysis, and allow students to collect accurate data for interpretation and evaluation.

The labs are fully equipped for instructional laboratory exercises. Standards of use are established and rigorously enforced by the faculty and the lab assistants to help ensure safety.

The objective of the mathematics laboratory is to aid students from different disciplines in developing their mathematical abilities, and to develop skills in study design and analysis of data using industry standard statistical software such as Spreadsheet and Minitab. Students should be able to write and present statistical reports clearly and concisely to non-statisticians. Matlab allows symbolic operations in several areas including calculus, linear algebra, and differential equations.
COMMUNITY RESOURCES

THE AMERICAN CORNER

The American Corner, located inside the AUK Library, is a program that operates under a Memorandum of Understanding between the American University of Kuwait and the U.S. Embassy in Kuwait. American Corner lectures and discussions cover topics including but not limited to: U.S. politics and foreign policy, civic education, sports, culture and arts, economic development, religion, and journalism.

The American Corner also consists of the American Corner Collection, which includes selected books, periodicals, CD-ROMs and DVDs, videos, and electronic resources about the United States. The collection is maintained by the staff of the AUK Library. In addition, the AUK Library maintains digital video conferencing (DVC) capability, which allows AUK faculty and students to interact with experts from the United States and other countries on subjects related to course curricula.

CENTER FOR CONTINUING EDUCATION (CCE)

The Center for Continuing Education’s programs and services are designed to provide learning and development opportunities for professionals seeking career advancement, access to higher education, or life enrichment.

Dedicated to meet the diverse learning needs, CCE quality programs and services include:

- Business, Management & Leadership Programs
- “Learn With...” workshops by AUK Professors
- Language Courses in English for specific purposes, general English, French and Spanish
- Customized Programs for Corporations designed from a library of over 120 internationally recognized & certified programs
- Exam Preparations & Proctoring (IETS, GMAT, TOFEL)
- TESOL, TKT & Teachers Workshops

Programs offered by the Center for Continuing Education are conducted by a diverse team of instructors with extensive experience and education to ensure subject matter expertise.

With the mission of advancing the professional society in Kuwait, CCE offers an array of learning opportunities throughout the year. The majority of programs are held at AUK’s Salmiya Campus, while others may be held at specialized off-campus facilities. For more information on CCE, please visit the CCE website www.auk.edu.kw/cce.

CENTER FOR GULF STUDIES

The Center for Gulf Studies (CGS) is a research center that aims to promote greater cultural understanding of and increased interest in the Gulf, by facilitating free and open academic discourse on a range of issues that both shape and challenge this critical region of the world. The center’s goal is to enable scholars as well as political and civil society actors, both within and outside the region, to contribute and add value to the burgeoning field of Gulf Studies. To this end, the CGS seeks to encourage, support, and cultivate interesting and original research on the Gulf, and to create an environment in which students and faculty can interact and collaborate with researchers and activists from around the world in creative and engaging ways. Visit the Center for Gulf Studies website at: www.auk.edu.kw/cgs.

CENTER FOR RESEARCH IN INFORMATICS, SCIENCES AND ENGINEERING (RISE)

The AUK Center for Research in Informatics, Sciences, and Engineering (RISE) serves as AUK’s primary source for multidisciplinary research and development (R&D) activities. The Center employs
a holistic approach to R&D by integrating academic disciplines, and forging connections between local & international innovators, academia & industry, and technology & society. RISE is dedicated to promoting innovative scientific discourse through expanding cross-border research collaboration, fostering industry-academia partnerships, and serving as a platform for community outreach and engagement. For more information on RISE, please visit the RISE website: www.auk.edu.kw/RISE.

ON-CAMPUS SERVICES

AUK BOOKSTORE

The AUK Bookstore is an integral part of AUK’s campus. Students are able to purchase the textbooks and educational materials needed for their coursework, as well as books for general reading, including fiction and non-fiction, and books on current, regional and international, affairs in both Arabic and English. In addition, the bookstore has a variety of clothing and gift items, some carrying the AUK logo, as well as a wide selection of magazines on topics ranging from politics and economics to healthcare to entertainment.

BANKING

For the convenience of the AUK community, an ATM machine provided by the National Bank of Kuwait (NBK) is located in the lobby of the Sciences Building.

BUSINESS CENTER

There is a business center on campus which provides copying, mailing, and related business services.

PRINT SERVICES

AUK provides each student with a printing quota, free of charge.

STUDENT SHARED DRIVES

Students are granted access to shared resources made available by their instructors and can upload files (assignments) as per the parameters and conditions set by the course instructors. These Network Files space are maintained on cloud-Office 365 and backed up by Microsoft (availability is guaranteed by 99.98%).

AUK MOBILE APPLICATION

Students can access their grades, schedules, and the official AUK Twitter account by downloading the AUK application to their smart phones. The application is available in the App Store and the Google Play store.

MULTIMEDIA SERVICES

To assure best service, all AUK classrooms are equipped with:

- Projectors (faculty/students can display web pages, presentations, and other content using podium PC or laptop).
- Surround sound system
- DVD players.
- Video conferencing system is available in certain classrooms.
- Other services: campus-wide digital announcement system to broadcast notices and alerts (class schedule, events and activities, etc.), video shooting services, editing and censoring services, DVD production, audio/video conversion, and audio recording).
In addition, members of the AUK community can check out any of the following equipment:

- Digital audio recorder
- Digital video camera
- Portable interactive board
- iPads

EMAIL SERVICE

Students, faculty, and staff are provided with an email account. Emails are the official means of communication within the university. Important information is often communicated via email to the AUK community. An AUK email account is a privilege and is subject to the computer usage policies of the university. University email accounts are not for private or personal transactions. Abuse of the email account will not be tolerated. Any purposeful activity that contributes to the creation and/or dissemination of computer viruses is a serious violation of the Code of Conduct and may result in disciplinary actions from AUK.

Faculty and staff e-mail accounts are run on Microsoft Exchange Server 2010 – Staff and Faculty mail box capacity is 750 Mb per user. Students’ e-mail account has been provided on Cloud-Office 365 with a capacity of 25 GB limit per student.

MyAUK PORTAL

MyAUK is the Ellucian Luminis Platform IV university portal. MyAUK provides the AUK community with a solid foundation of infrastructure, enterprise applications, and features required to support a digital campus. MyAUK provides a personalized single sign-in access for students, faculty, and staff to existing services on campus, and targets individual groups with information relevant to them.

Students, faculty, and staff can access the portal through the AUK website or directly through the MyAUK URL: myauk.auk.edu.kw.

FOOD SERVICES AND COFFEE SHOPS

There are three food service outlets on campus:

1. **Starbucks**: the famous franchise is located on the ground floor of the Sciences Building.
2. **The Diner**: AUK’s very own, full-service cafeteria is located on the ground floor of the Liberal Arts building and offers daily menus.
3. **Sikka**: An Arabic bakery located near the Library offers Arabic snacks, savories, and pastries.

HEALTH CARE SERVICES

The Division of Student Affairs at AUK maintains a health care clinic operated and staffed 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 acute ailments and injuries that occur on campus, and should not be used in place of one’s primary health care provider. Should any community member or visitor fail to use a reasonable amount of care, any injury or damage resulting from student/employee negligence is not the responsibility of the university. To find out more information about the AUK Health Clinic, please stop by the clinic, located next to the library, or call ext. 3400.

PARKING

The university has parking facilities for faculty and staff. However, the university has upgraded a public parking lot next to the campus that is available to students, faculty, and staff. Handicap parking access is available to qualified students through Student Affairs.