



STUDENT RESOURCES





American University of Kuwait

AUK

الجامعة الأمريكية في الكويت
American University of Kuwait

Additional Information

CAMPUS ACCESS HOURS

The University grounds are open from:

Sunday to Thursday 7:00 AM to 10:00 PM

Saturday 10:00 AM to 8:00 PM

OFFICIAL BUSINESS HOURS

The official University business hours are:

Sunday to Thursday 8:00 AM to 4:00 PM

**Please note that some departments and programs may have regular hours that extend beyond the standard business day listed above.*

***During midterm exams, final exams, the Holy Month of Ramadan, and other periods such as summer or inter-sessions the official University business and campus access hours may vary from the above.*

GUESTS

Student guests are permitted on campus only on weekdays from 8:00 am to 5:00 pm. Exceptions are only made if there are evening or weekend events, which are open to the public. Guest must be registered with campus security upon arrival. Registration requires the student to be present, with their valid AUK ID, and that the guest provide a valid form of photo identification. Students may host several guests on campus at one time. Each guest must be registered with Campus Security. For some events guests may not be permitted on campus or to participate in events.

Students, faculty, and staff are responsible for the actions of their guests. All visitors are required to abide by all AUK Policies and Procedures. Violations of University Policy by guests may result in the individual being banned from campus, and the student host subject to disciplinary action. Upon requests by University officials, individuals are required to present valid AUK identification. Failure to provide adequate identification or unauthorized access or presence in a University building or area may result in disciplinary action. Once buildings are locked, access is available only to authorized personnel.

AUK reserves the right to decline admission of any visitors and/or guests.

AUK ID CARDS

All students, faculty, and staff are required to possess official AUK identification. The initial AUK ID cards are free and are functional for a multiple-year period. However, students are required each semester to collect the current semester (Fall, Spring, Summer) ID Card sticker to verify that they are a currently enrolled student at AUK. Alumni can request Alumni ID card upon successful completion of his/her degree that will be similarly applicable for a multiple-year period; however stickers for alumni are inapplicable.

The AUK ID card is used primarily for identification purposes, attendance, University services (such as the Library), and for gaining access to various facilities. Upon request of University officials, individuals are required to present an AUK ID. Replacement cards for lost or stolen AUK IDs may be requested directly through the Office of Student Life. The cost for a replacement card is 5 KD.

Please note that your AUK ID card image and information will be accessible to specified departments on campus and by various designated University personnel to fulfill professional duties in serving the University community.

INCIDENTS ON CAMPUS

Students should report any accident or incident immediately, depending on the nature of the event, to a member of the Campus Security staff, Student Affairs team, or relevant department. Students can report any incident, accidents, and concerns about behavior that have occurred on campus by filling out an Incident Report Form which can be found on the AUK website, in the student forms menu under Registrar or in *myAUK/Portal* under student resources and registrar forms. Once completed the form should be submitted to the Office of Student Life or the relevant department. Forms must be completed thoroughly and accurately providing as much detail and information as possible. Further instructions are indicated on the form.

LOST & FOUND


The Lost & Found service is located at the AUK Store next to Kwik Kopy. It provides service to students by giving them the opportunity to retrieve items that have been lost on campus. In regards to lost items the University will apply the following policies and procedures:

- Textbooks, notebooks & other non-valuable items can be retrieved within a month from the time they are acquired by the AUK store. After a month, the items will be disposed of suitably.
- Valuable items acquired by the AUK store will be stored for a period of six months, after such time, will be appropriately disposed of. (Valuable items include: mobile phones, electronic devices, wallets, keys, and flash-disks).
- An ID needs to be presented at the time of the claim. Appropriate documents need to be signed while collecting the lost and found items from the AUK store.

SPORTS FACILITIES & ATHLETIC TEAMS

There are two soccer fields available for student use. Sports equipment can be checked out from the Office of Student Life. Access to AUK sports facilities is available to all students, faculty, and staff and requires a valid AUK ID. Students are only permitted to access the athletic facilities during AUK campus access hours (listed earlier in this section) during the week. During certain times the fields may be reserved for special programs or events. To secure a specific time you must complete a Sports Facility Reservation form that can be retrieved online and return a copy to the Office of Student Life at least 5 days in advance.

Self-Service Guide

 <p>AMERICAN UNIVERSITY of KUWAIT™</p>	<p>Personal Information Student Services Employee</p>
<p>Search <input type="text"/> <input type="button" value="Go"/></p>	<p>Student Records</p>
<div> <p>View Your Holds</p> <p>View your 1st block grades</p> <p>View Your Midterm Grades</p> <p>View Your Final Grades</p> <p>View Your Electronic Gradebook</p> <p>View Your Transfer Credit/Academic Transcript</p> <p>Request Printed Transcript</p> <p>View Status of Transcript Requests</p> <p>View Your Account Summary by Term</p> <p>View Your Account Summary</p> <p>Degree Audit</p> <p>Catalog Course Descriptions</p> <p>View Your Academic Information</p> <p>Student Evaluation of Teaching (SET) Survey</p> <p>Apply to graduate</p> <p>View applications to graduate</p> <p>Cap & Gown Size</p> <p>Visit Confirmation Form</p> </div> <div> <p>Click to find out why you can't register</p> <p>Click to view all your grades</p> <p>Click to view your account balance and pay online</p> <p>Click to check if you are on track</p> <p>Click to find out who is your adviser</p> </div>	
<p>RELEASE: 8.5</p>	

MyAUK Portal

AUK's portal, the SCT Luminis Platform IV portal (MyAUK) provides the AUK community with a solid foundation of infrastructure, enterprise applications and features required to support a digital campus. Over the past several years, Luminis has become the predominant portal used by universities running Banner. MyAUK provides a personalized single-sign-in access for students, faculty, and staff to existing services on campus targeting individual groups with information relevant to them.

In addition to Banner integration, features of the new portal include channeled content and layout; publish-and-subscribe channel model; end-user customization; separate channels for **Office 365**, personal and campus announcements, and a channel for 'My Courses'. Luminis provides other portal channels such as group collaboration tools that can be used by departments, organizations and clubs. Over time, portal features will allow users to create an online environment customized by every member of the campus community.

Luminis also comes with a calendar, SunOne, which is available to faculty, staff and students. One of the exciting functions featured on the Luminis portal is 'Group Studio', which provides an increased and efficient communications avenue. In Group Studio, groups and teams could potentially utilize functions such as chat, message boards, and file and photo sharing areas to communicate more effectively with their individuals groups or departments.

You can access the portal through a link on the AUK Website or directly through the MyAUK URL: <http://myauk.auk.edu.kw>. Using your university username and password, you are all set to access this whole new digital campus experience.

MyAUK FEATURES AT A GLANCE

Student Resources - Office 365

MyAUK provides students with access to their personal drive, student drive and E-Mail by redirecting them to Office 365. **OneDrive:** The one place for everything. Students can easily store and share photos, videos, documents and much more; anywhere, and free on any device. **Sites or Student Drive:** Students will have access to shared resources by faculty (replacing the "S" drive) and also upload the files (assignments) with conditions applied by Faculty. **E-Mail:** Students can use this feature to send and receive messages and maintain an address book of online contacts.

Calendar

MyAUK provides a Web-based calendar application that you can use to create and manage personal calendars, access course calendars to view information added by course instructors, and access calendars for any online groups that you have joined.

Groups Studio

MyAUK provides an application that allows individuals at AUK to request the creation of online groups and maintain homepages for these groups containing resources like photo albums, internet links, news articles, and applications like message boards, chat rooms, and calendars. Similar homepages are supported for courses taught at AUK.

Message Boards

MyAUK provides a message board for each class in which you are enrolled. Depending on the privileges allocated to a group, message boards may also be available to groups for which you are a member.

Chat

MyAUK provides a chat room for each class in which you are enrolled. Depending on the privileges allocated to a group, chat rooms may also be available to groups for which you are a member.

Administrative Services

Depending on system implementation, you may be able to access administrative services to do things like check grades, register for classes, change the personal information that AUK maintains about you. If you need more information, please contact Roland Lopes, Web/Portal Developer in the Office of Public Affairs: rlopes@auk.edu.kw

The screenshot shows the MyAUK University Portal homepage. At the top, there's a header with the MyAUK logo, the tagline "Learn. Think. Believe.", and a navigation bar with links like "My Account", "Welcome Test Student", "E-mail", "Calendar", "Groups", "Logout", and "Help". Below the header, there's a main navigation bar with tabs for "My University", "Student Services", "Student Resources", "My Task", "Financial Services", "Library", "Life@AUK", "Life is Keweenaw", "My Headlines", "YouTube", and "EEP". The main content area is divided into several sections: "My Calendar" (showing a calendar for July 2011), "Campus Announcements" (with a link to "AUK ACADEMIC SCHOLARSHIP PROGRAM INFORMATION"), "Personal Announcements" (stating "There are no announcements"), "Direct Access to Self Service" (with a "Click Here" link), "University Policies & Codes of Conduct" (with a "Click Here" link), "ATTENTION STUDENTS" (with a "Click Here" link), "Bookmarks" (listing "academic calendar", "10-115 Homepage", and "Standard Higher Education Homepage"), "Academic and Institutional Calendar" (with a "Click Here" link), "EEP Academic Calendar" (with a "Click Here" link), "Staff and Faculty Directory" (with a "Click Here" link), and "What's On MyAUK" (listing "MyAUK Portal - My Digital Campus", "MyAUK makes my life easier!", "Single Sign-on for:", "MyAUK e-mail", "Life @ AUK", "Library", "Self Service", "Online class community", "Clubs & Organizations Homepages", "All in one place, all at one time.", and "Use it again!"). A central image shows two students talking, with the caption "Students taking a break." and the text "Show Gallery Here."

A sample view of the MyAUK Portal introduction page

Which Student Form Do I Use For...

STUDENT FORM	USAGE
Administrative Clearance form	Use this form to receive administrative clearance approvals for graduation. This form must be submitted two weeks before the end of the semester you intend to graduate in
Application for Graduation	Online application form available on AUK Self-Service
Credit Hours Increase Request	Use this form to request an increase of your maximum credit hours
Incident Report Form	Use this form to report incidents on campus, accidents, and concerns about behavior
Individual Course Withdrawal	Use this form to withdraw from your last class
Independent Study Request	Use this form to initiate an Independent Study course
Leave of Absence	Use this form to request a leave of absence from AUK
Degree Program, Major and/or Minor Declaration Request	Use this form to declare your Major and/or Minor
Degree Program Major/Minor Update Request	Use this form to update your Major and/or Minor
Pass/Fail Request	Use this form to take a course pass/fail
Permission to Audit	Use this form to audit an AUK course
Withdrawal from a Semester	Use this form to request permission to withdraw from a Semester
Single Course Drop/Add	Use this form to Drop a course you registered for or Add a course to your Schedule
Student Name Correction	Use this form to amend your name for your academic records
Study Away Request	Use this form to request permission and credit for study away from AUK
Transcript Request Form	Use this form to request an official transcript
Withdrawal from AUK	Use this form to request permission to withdraw from AUK
Consent to Disclosure of Academic Information	Use this form to release academic information
Internship Request	Use this form to initiate an Internship
Classroom Reservation Request	Use this form to request a classroom
Permission to repeat a Course Request	For students seeking to repeat courses
Request to Override Course Capacity	To request a course capacity override. Be sure to follow all instructions
Request to Remove Academic Enrollment Restriction	To request a Prerequisite, Permission of Instructor or Class Standing

You can access these forms by clicking “Student Forms” under the “Registrar” tab on the AUK Website.

Where Do I Go On Campus For Assistance?

INFORMATION ABOUT	LOCATION
Academic Advising	Undeclared: Academic Advising Center Declared: Faculty Advisors
Academic Support (Free tutoring study area)	Tutoring Center, <i>Sciences Building (Ground Floor)</i>
Academic Probation	Academic Advising Center, <i>Retention Coordinator</i>
Career Advising (Major exploration, internships, graduate school and job information)	Career Services & Wellness (CSW)
Campus Security	Near Gate #1: 2224-8399, Ext: 666
Email / Self Service / Computer Problems	IT Help Desk: 2224-8399, Ext: 225
Financial Issues	Finance Department, <i>Administration Building (First Floor)</i>
Health Services	AUK Clinic: 2224-8399, Ext: 100
Lost and Found	AUK Store (<i>not the bookstore</i>)
New ID Cards	Office of Student Life, <i>Sciences Building (Ground Floor)</i>
Personal Problems / Issues	Career Services & Wellness (CSW)
Photocopying and Printing needs	Kwik Kopy
Registration Information, submit forms, registration issues, etc.	Office of the Registrar
Sports, Intramurals, and Students Organizations	Office of Student Life, <i>Sciences Building (Ground Floor)</i>
Student Employment	Application is on your Self-Service Account. For questions, visit the Office of Student Life
Student Forms	Go to www.auk.edu.kw , and click on Academics, then click on Registrar, you will find a link called “Student Forms”.
Textbooks and other university supplies	AUK Bookstore, <i>Administrative Building (Ground Floor)</i>
Writing Assistance	Writing Center, <i>Science Building (Second Floor)</i>
Facility/Space Reservations	Office of Public Affairs, <i>Administration Building (3rd Floor)</i>
Design, Publications, Photography services, & Media services	Office of Public Affairs, <i>Administration Building (3rd Floor)</i>
Admission applications & requirements	Office of Admissions, <i>Building G</i>
AUK & Government Scholarships, Student Government Allowances, Financial Aid	Office of Scholarships & Financial Aid, <i>Building G</i>

AUK Student Resources Ads

The following section contains ads* designed by AUK students as part of a class project during the Spring 2015 semester for the **GDES 320 (Graphic Design II)** course. The course was offered by **Professor Marcella Kutchitsky**, *Assistant Professor of Graphic Design, from the AUK Department of Art & Graphic Design* (College of Arts & Sciences), and required each student to develop and design ads that informed new students of the roles and services of the various departments across the University.

This assignment provided the students with an opportunity to apply the knowledge they gained in class and to put into practice the skills they acquired throughout the semester. Each student was required to research their assigned department (or “clients”) and conduct meetings with them to brainstorm on ideas and themes, gather information, hold photography sessions, and follow all the necessary steps to gain their client’s approval on the final product while adhering to AUK’s branding guidelines and policies.

**The ads for Ellucain GO Mobile App and Center for Gulf Studies (CGS) were designed by the AUK PR & Marketing Department (Office of Public Affairs).*

The following list contains the names of the students from GDES 320 who participated in the class assignment:

DEPARTMENT, RESOURCES, & SERVICES	STUDENT DESIGNER
Academic Advising Center	Fajer Al-Fadalah
Athletic & Recreational Sports	Zeina Al-Rez
Office of Alumni Affairs	Ghalyah Al-Roumi
AUK Health Clinic	Farah Asaad
Student Clubs & Organizations	Mai Ghannam
AUK Diner	Maryam Abu Talaf
Fitness Room	Maha Abdullah
Intensive English Program (IEP)	Anwar Alajmi
AUK Social Media	Ghalyah Al-Roumi

AUKuwait Review Journal	Aysha Al-Mudhaf
Campus Services	Hawraa Al-Saffar
Career Services & Wellness Center (CSW)	Dana Al Zabin
Center for Continuing Education (CCE)	Fajer Al-Fadalah
Ellucian GO Mobile App	<i>AUK PR & Marketing Dept.</i>
Emergency Campus Phones at AUK	Hawraa Al-Saffar
Finance Department	Maryam Abu Talaf
Information Technology Department (IT)	Najd Taher
Center for Gulf Studies (CGS)	<i>AUK PR & Marketing Dept.</i>
Library	Anwar Alajmi
PAL's Program	Ghalyah Al-Roumi
Office of the Registrar	Dana Al Zabin
Center for Research in Informatics, Sciences & Engineering (RISE)	Farah Asaad
Student Council	Maha Abdullah
Office of Student Life	Jumana Al-Muwaizri
Student Employment	Aysha Al-Mudhaf
Student Leadership Certificate	Aysha Al-Mudhaf
Tutoring Center	Ibtisam Tebe
Writing Center	Ibtisam Tebe
Voice of AUK Newspaper	Fajer Al-Fadalah

AMERICAN UNIVERSITY of KUWAIT

ACADEMIC ADVISING CENTER

Come &
pick up your
number to
see us

45

78

“Understand
your major
requirements”

“Learn about
major and
minor
options”

“Let us help
you
understand
academic
policies”

“Come see us
if you need to
declare your
major”

Academic Advising & Learning Support Services (AALSS)
Tel: 1802040/ (+965) 22248399, Ext: 3241

AUK ATHLETICS

The University offers inter-collegiate athletic opportunities that allow student-athletes to compete locally and regionally against universities in the following sports:

Soccer | Basketball | Volleyball | Tennis
Table Tennis | Squash | Swimming

AUK annually participates in the University Athletics Association in Kuwait (UAAK), a country-wide tournament for private universities, as well as the Higher Education Sports League that competes against 6 higher education universities throughout Kuwait. Student-athletes also compete in international tournaments, representing AUK and Kuwait.



The Office of Student Life offers students the opportunity to get involved with intercollegiate, intramural, and recreational programs aim to develop students' athletic aptitude; not only enhancing the students' physical skills and technique, but also teamwork, leadership, and sportsmanship.

GET INVOLVED
in the AUK athletic community!

**INTERCOLLEGIATE ATHLETICS
AND
RECREATIONAL PROGRAMS**



CONTACT:
Omar Mehdi, MA.
Sports Coordinator
 Office of Student Life
 Email: omehdi@auk.edu.kw
 Tel: 1-802040 / (+965) 22248374
 Ext. 3278



INTRAMURAL SPORTS

The university offers on-campus sports for men and women to participate in. Opportunities are provided for a variety of skill levels with an emphasis on friendly competition. Students can participate in the following:

Soccer | Basketball | Badminton
Table Tennis | Wii Sports | Flag Football



RECREATIONAL PROGRAMS

The university offers two major types of recreational programs, intramural sports and fitness activities

FITNESS ACTIVITIES

Fitness activities are offered throughout the year as classes or special events. Student can learn new skills and stay physically active by engaging in events such as:

Yoga | Paint Ball | Boot Camp Classes
Body Toning Class | Rafting Competition
Kick Boxing | Pilates | Meditation

New activities are annually added, and upon students' request. Additional information about intercollegiate athletics & recreational programs can be found at The Office of Student Life or through email at;

AUKsports@auk.edu.kw

ALUMNI AFFAIRS

ACTIVITIES

- AUK Diwaniya
- Game Nights
- Movie Nights
- Senior & Alumni BBQ
- Annual Alumni Reception

BENEFITS

- Stay in touch with former classmates.
- Support current students as a mentor, by employing interns or donating to scholarship funds.
- Distinguished AUK Alumni University ID card, which allows library access and database privileges.
- Exclusive Alumni e-mail.
- Career services support.
- Course discounts at the Center for Continuing Education (CCE) at AUK.
- Serve in Alumni Advisory Board.

AlumniAffairs@auk.edu.kw
1-802040 | Ext: 3279

CLINIC HOURS:

Sunday - Thursday
8:00 AM - 8:00 PM
(During regular
semesters only)

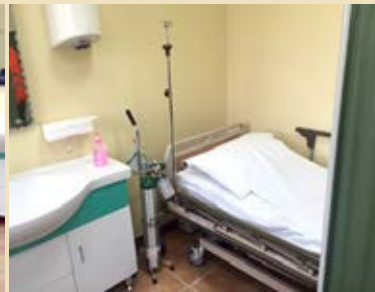
Reduced hours during other
periods.

LOCATION:

G-Building, next to Library

Tel: 1802040

Ext: 3400 or 3401



AUK maintains an on-campus Health Clinic staffed by a qualified nurse and staff that provide first aid, primary medical assistance and minor emergency care for members of the University community. Emergencies and serious health cases are immediately referred to the nearby hospitals as required.

Health services provided address the following symptoms (but not limited to):

- General body/muscle pain
- Fainting/dizziness
- Cold/flu/fever/cough/pain symptoms
- Skin allergies/minor irritation/ minor burns
- Athletic injuries
- Female health issues

Additionally, the AUK Clinic provides health education, information and materials (Articles in the AUK Voice, books & videos) which promote healthy lifestyle choices and disease prevention.

STUDENT CLUBS & ORGANIZATIONS

Student Clubs and Organizations is where students come together to organize events, gain leadership and organizational skills, as well as network with faculty, staff and classmates who have similar interests. Student Organizations range in categories such as Academic, Cultural, Community Service, Social, and General Interests.

Bader K. Al Sayed Ahmed

Coordinator of Student Organizations & Student Employment

Email: balsayedahmed@auk.edu.kw

Tel: 1802040 / (+965) 2224-8399, Ext: 3274

BENEFITS FOR REGISTERED & RECOGNIZED CLUBS

- Support from the University
- Opportunity to reserve office space for your club or organization
- Advertising for events
- AUK club/organization official email account
- Finance Department account to deposit/withdraw funds for clubs/organizations
- Opportunity to seek funding or sponsorships for events



The Diner

AMERICAN UNIVERSITY *of* KUWAIT

OUR MISSION:

To ensure that each guest receives prompt, professional, friendly and courteous service.

To maintain a clean, comfortable and well maintained premise for our students and staff.

To provide at a fair price - nutritional, well-prepared meals using only quality ingredients.

To ensure that all guests and staff are treated with the respect and dignity they deserve.

To thank each guest for the opportunity to serve them.

To provide delicious and remarkable food and drinks.

That the food and drink we sell meets the highest standards of quality, freshness and seasonality and combines both modern creative and traditional styles of cooking.

To consistently provide our customers with impeccable service by demonstrating arneth, graciousness, efficiency, knowledge, professionalism and integrity in our work.



LOCATION:

Liberal Arts Building
Ground Floor



AUK **FITNESS ROOM**

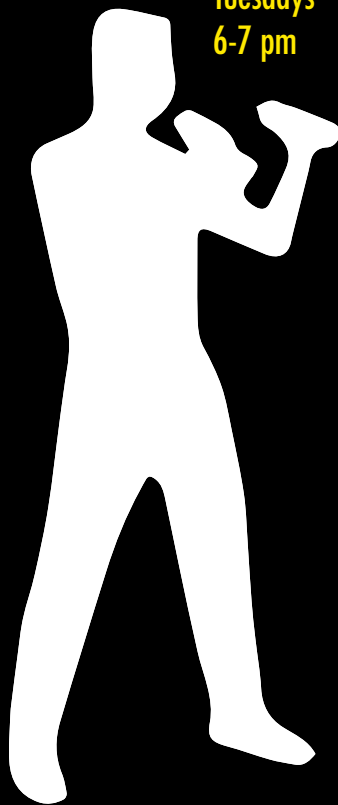
JOIN OUR FITNESS ROOM

Gym Located near Gate 4



Are you interested
in Yoga?

Mondays
5-7 pm



Join our Boot
Camp class:

Tuesdays
6-7 pm

FITNESS ROOM HOURS

WOMEN

Monday: 9 am - 8 pm
Wednesday: 9 am - 6 pm
Thursday: 9 am - 2 pm

MEN

Sunday: 9 am - 6 pm
Tuesday: 9 am - 6 pm
Thursday: 2 pm - 8 pm



AMERICAN UNIVERSITY *of* KUWAIT

INTENSIVE ENGLISH PROGRAM (IEP)

The Intensive English Program (IEP) serves students with low, intermediate, and advanced English proficiency. It is geared to develop advanced academic reading, writing, listening and speaking necessary for students to succeed in the university and specifically prepares students for undergraduate study at AUK.

Phone: 1802040 / (+965) 2224-8399

Ext: 3351

IntensiveEnglish@auk.edu.kw



Accredited by



The Intensive English Program received
its accreditation from the **Commission**
on English Language Programs
Accreditation (CEA) – USA

AUK

S O C I A L M E D I A

Be
informed
&
stay
in
touch!



@auk_kuwait



American
University
of Kuwait



@AUKtweets



theAUKvideos

AUKuwait

Review

About: AUKuwait Review is a collection of different student artists with different talents, ranging from writers, photographers and graphic designers. It's published annually and features fiction, poetry, creative non-fiction, graphic art, photograph, drawings and illustrations. Submissions are accepted from May through December.

Arabic Poetry & Prose: The Arabic language is one of the most romantic languages in the world. AUK student writers are able of communicate their beautiful thoughts and putting them into words. This shows how young generations are still able to excel our ancestor's legacy.

English Poetry & Prose: Beautiful and meaningful poetry by young talented AUK students. It's a collection of different perspectives in which student writers express their thoughts about life within AUK and outside the walls of AUK.

Photography: Different points of views by brilliant student photographers by capturing the beautiful moments in life. Their pictures brings the book to life.

Graphic Design: The most important aspect of the book. Each graphic detail, type, content and page number are tied together with the annual theme of the journal. The different colors, layout, and typography play a major role in the book.

Please send your literary and art submissions to:

Dr. Carig Loomis

Associate Professor

English Language & Literature

AUKuwaitReview@auk.edu.kw

Campus Services

AMERICAN UNIVERSITY *of* KUWAIT

WHAT WE DO:

Design & Renovation Programs
Security Services
Custodial Services
Building & Facility Maintenance
Campus Landscaping
Messenger Services



Phone:
1802040
(+965) 2224-8399
Ext:
3302

Career & Services Wellness Center

Career Services

- Career Counseling
- Interviewing Skills
- Mock Interviews
- Career Assessments
- Access to Job Postings
- Access to Employer's Database
- Resume' / CV Critiques
- Cover Letter Critiques
- Personal Statements Reviews
- Assistance with Graduate School Applications
- Access to AUK Career Fair
- Assistance Locating Available Internships
- Access to Career-Related Workshops
- Access to Companies' Informational Sessions
- Access to On-Campus Interviews

Wellness & Counseling

- Personal Counseling with Qualified Counselors (*Confidential Sessions*)
- Workshops and Events on Various Health-Related Topics
- Guest Speakers on Wellness

Disability Services

Students are responsible for requesting accommodations through the Career Services and Wellness (CSW) Center. Students who provide valid documented disability accommodation requests may receive accommodations designed to enhance chances of success. On a case-by-case basis, requests will be approved and accommodations will be provided based upon the availability of resources. Services Include:

- Extended time during exams and quizzes (*arranged with the faculty member*).
- Use of tape recorders during classes (*permission from instructor required and student provides recorder*).
- Proctoring exams outside the classrooms.
- Handicapped Parking.
- Regular tables for students in wheelchairs.
- AUK campus is designed to provide access to all facilities to all members of the community.

Workshops & Events

- Resume Writing Woshop
- Employers' Expectation Series
- Graduate School Hunting
- Cover Letter Writing Workshop
- Resume Doctors
- Career Orientations & Seminars
- Interview Skills Workshop
- Career Fair
- Health Fair
- Entrepreneurship Fair
- Murder Mystery Dinner
- AUKafe
- Healthy Living Workshops

PHONE:

1802040 or
(+965) 2224-8399

EXT:

3232

CSW@auk.edu.kw



CENTER FOR CONTINUING EDUCATION

مركز التعليم المستمر

Who Are We?

The **Center for Continuing Education (CCE)** offers a variety of learning and development University entrance preparation courses for students, such as TOEFL, IELTS, and GMAT. CCE strives to deliver quality learning and development programs and services through a diverse team of AUK professors and instructors.

What We Offer?

- Professional development programs in leadership.
- Business and management.
- Technology and personal development.
- Languages such as Arabic, French, and Spanish.
- Exam preparation courses for IELTS, TOEFL and GMAT.

Tel: 1-802040 / (+965) 2224-8399

Ext: 3185 | **Fax:** (+965) 2224-8373

 CCE AUK  cce_auk  @cce_auk

cce@auk.edu.kw

www.auk.edu.kw/cce

'ELLUCIAN GO'

NEW MOBILE APP FOR AUK



DOWNLOAD THE APP AND GET CONNECTED!

- Download app from iTunes App Store or Google Play Store.
- Sign-in using your AUK ID & Self-Service password.
- Select "American University of Kuwait" from the Institutions List.
- Check your current grades & daily course schedule LIVE.
- Receive Instant notifications for AUK news & announcements.
- Direct access to official AUK Social Media, Moodle, AUK Library & AUK phone directory.

THE APP IS ACCESSIBLE ON SMART PHONES AND TABLETS SUPPORTING iOS AND ANDROID

For more information, questions or concerns please contact the IT Department at: hdiab@auk.edu.kw.


The mobile app is powered by **ellucian**,
the leader in higher education technology.



In case of an

ON-CAMPUS EMERGENCY

**Use the Campus
Emergency Phones**

 **Ext: 8388**
or
22248388

Campus Emergency phones are located in the main lobby/
common area of each floor of the Sciences and Liberal Arts
buildings.

**Misuse of the emergency phones is a violation of
University policy.**

Emergency Line 24/7:

66107010

Campus Security: **Ext. 3332**

Campus Medical Clinic: **Ext. 3400 / 3401**

Kuwait Emergency Services: **112**

FINANCE DEPARTMENT

AMERICAN UNIVERSITY *of* KUWAIT

The Finance Department provides students, parents, and others with effective and efficient financial services for the University, and also serves as an institutional support function of the University to conduct financial affairs.

The Department provides students with the following services:

- 1) Billing and cashier operations.
- 2) Maintaining individual student accounts to record charges, credits, and amounts due.
- 3) Facilitation of students' in-person or online payments.
- 4) Administering the deferred payment system.
- 5) Administering the Scholarship and tuition waivers.
- 6) Applying sibling discounts for 2 or more siblings attending AUK
- 7) Administration of Student Clubs/Organization accounts and deposits.
- 9) Disbursement of Student Clubs/ Organization checks.

Details about due dates and de-registration for non-payment are available in the Academic Calendar at:

http://www.auk.edu.kw/academics/academics_calendar.jsp

FINANCE DEPARTMENT

Opening Hours: Sunday- Thursday: 8:00 AM- 4:00 PM

1st Floor, Administration Building | **Tel:** 1802040, **Ext.** 3113 or 3121

finance@auk.edu.kw

IT

Information Technology Department

AUK provides students with an integrated computing and communications infrastructure consisting of:

- Public Access PC's (Library, Open Lab) & Computer Labs Windows & Mac
- Access to personal and academic information via AUK Self-Service
- Wireless Coverage
- E-mail Access & Internet Access
- Personal storage space on AUK servers

Off-Campus & On-Campus Student Access & Services:



MyAUK Portal

AUK Portal is your online gateway to AUK information & student services. It also offers off-campus access to AUK Online Library Databases (under the Library Tab).

<https://myauk.auk.edu.kw>

AUK Self-Service

AUK Self-Service provides you web access to important information. You are able to register, view and update your personal and academic information throughout your studies at AUK.

<http://ssbbanner.auk.edu.kw:9010/>



Student Cloud (Office 365)



- AUK E-mail can be accessed through <https://cloud.auk.edu.kw> from any web browser (on and off campus)
- Webmail provides access to your emails, calendar and contact information
- Student e-mail account has **50 GB limit**.
- Students can keep their e-mails even after they have graduated.
- For more details, please visit <http://www.auk.edu.kw/IT>

Moodle

Moodle is a Learning Management System (LMS), which as an internet-based learning system that is used by AUK to provide an organized interface for e-learning, or learning over the Internet. Moodle allows educators to create online courses, which students can access as virtual classrooms. Moodle provides access to courses material and assignments related to registered courses, as well as online quizzes, forums where students can post comments and ask questions, glossaries of terms, build their portfolio and links to other Web resources.

General Information & Recommendations:

Your AUK account (**S000XXXXX@auk.edu.kw**) provides you with e-mail, Internet and network access, as well as on-campus access to your own personal storage space on AUK servers. For security purposes, do not share your account or your password with anyone and change your password every 180 days.

AUK Free Wi-Fi:

To enable the wireless network on your laptop, smartphone or tablet, select “**AUK Wi-Fi**” from the available wireless networks list, open the internet browser, you will be redirected to the AUK Wi-Fi welcome page. Wait for the page to fully load then enter your email username and password to access unrestricted, free wireless internet anywhere on campus

Print Services:

AUK provides students each month with a free print quota equivalent to “one dinar and two hundred sixty Fils (1,260 KD).

Student Resources-Cloud (Office 365):

Students can access their personal drive and student drive by logging in to <https://cloud.auk.edu.kw>.
OneDrive: Students can easily store and share photos, videos, documents and much more for free - anywhere, and on any device. **Sites or Student Drive:** Students have access to shared resources by faculty (replacing the "S" drive) and also upload files (assignments) with conditions applied by Faculty.

Configure E-mail on Smartphones:

Students can configure the AUK email on their smartphones (iPhone, Android, Blackberry, etc) to send/receive emails on their personal handset or tablet.

AUK Mobile Application:

Students can access their grades, schedules and other services by downloading the AUK mobile application (**Ellucian Go**) on their smart phones. The AUK mobile App is powered by *Ellucian Mobile*.



Search for the app “**Ellucian Go**”, which is available on the Apple Store and Google Play Store, and download the app to your mobile phone.

Once downloaded, open the app and search for “*American University of Kuwait*” in the institutions list. Then, you must sign in using your Self-Service login and password.

Multimedia Services:

To assure best service, all AUK Class Rooms are equipped with:

- Projectors (Faculty/Students can display Web pages, Presentation and other content using podium PC or Laptop).
- Surround Sound System and DVD Player.
- Video conferencing system is available in certain class rooms.
- **Other Services:** Digital signage system to broadcast announcements and alerts (Class schedule, events and activities), Video shooting and editing, DVD Production, Audio/Video conversion, Audio Recording)



How To Contact the I.T. Department

- The IT department is located on the ground floor of the Sciences building, rooms A005/006/007
- IT Department official working hours are: **Sunday** through **Thursday: 8:00 am – 8:00 pm**

Any support request should be logged to <http://aukhelpdesk.auk.edu.kw>

Tel: (+965) 1802040, ext. 3050/3051/3052/3053/3054

IT Department Mobile Number: **66399892**

CGS MISSION

The **Center for Gulf Studies (CGS)** is a research center under the College of Arts and Sciences at the American University of Kuwait. We aim to promote greater cultural understanding of and increased intellectual 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. Our 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, we seek to encourage, support, and cultivate interesting and original research on the Gulf, and to create an environment in which our students and faculty can interact and collaborate with researchers and activists from around the world in creative and engaging ways.

WHAT WE DO?

- Academic Research
- Academic Events
- Oral History & Documentation Projects
- Gulf Studies Certificate



Phone: 1802040

Ext: 3211

cgs@auk.edu.kw

www.auk.edu.kw/cgs



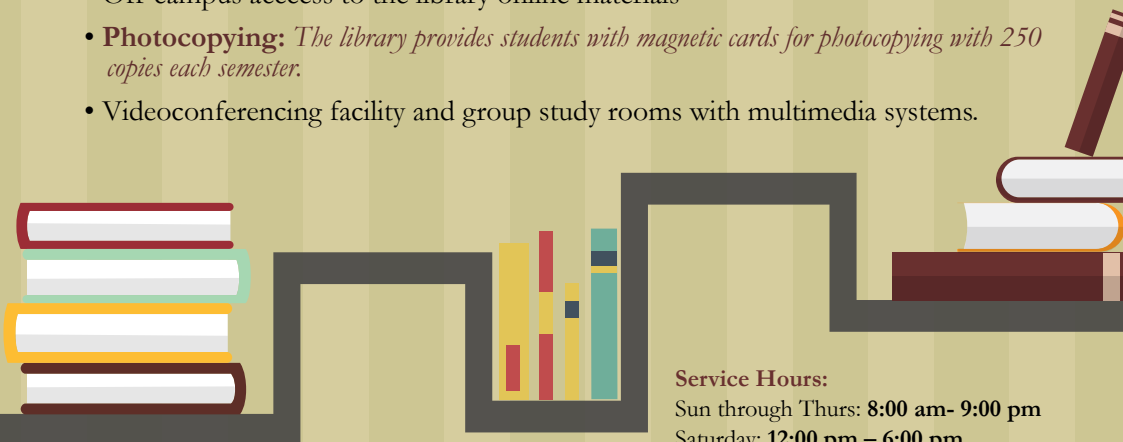
THE LIBRARY

AMERICAN UNIVERSITY *of* KUWAIT

To support and advance the educational mission of the American University of Kuwait by facilitating access to scholarly collections and information resources. The AUK library provides books, periodicals, audiovisual materials and online resources that support the learning and research need of students and faculty. The library staff provides assistance and instruction in the effective use of the resources.

LIBRARY SERVICES

- **Information Literacy/Instruction Programs:** *Offers library orientation, guided tours, user guides and online tutorials.*
- Circulation/borrowing materials
- **Library Membership:** *Guests will be able to borrow library materials through library membership.*
- Reference books services
- Reserve books services
- Off-campus access to the library online materials
- **Photocopying:** *The library provides students with magnetic cards for photocopying with 250 copies each semester.*
- Videoconferencing facility and group study rooms with multimedia systems.



Service Hours:

Sun through Thurs: 8:00 am- 9:00 pm
Saturday: 12:00 pm – 6:00 pm

Tel: (+965) 1802040, **Ext:** 3065

Email: library@auk.edu.kw

Twitter: @AUK_Library

Instagram: @AUK_Library

Facebook: AUK Library

PALS

Peer Academic Leaders

The **Peer Academic Advising Leaders (PALs)** program is coordinated by the Academic Advising Center. This service is created to provide a mutual connection between both existing and newly admitted students. PALs serve as mentors and leaders to the AUK student body. This program helps new students understand AUK's academic advising program. The Peer Academic Leaders will assist students, serve as mentors and leaders, and support during other Academic Advising related events.

Incentives



Salary



Develop
resume



Make new
friends

Skills that you will gain:



Critical
Thinking
Skills



Leadership
skills



Mentorship
skills

For more information about PALS, contact **Monica Matta** in the Academic Advising Center.

Tel: 1802040 **Ext:** 3244

Want to join? Here's what you need

GPA of 3.0 or higher



Strong communication
skills



Flexible scheduling
hours



Location: *G-Building*

Opening Hours: *Sunday-Thursday*

8:00 am - 4:00pm

Tel: 1802040

Ext: 3164

OFFICE OF THE REGISTRAR

AMERICAN UNIVERSITY of KUWAIT

MISSION STATEMENT

At the Office of the Registrar, we strive to facilitate the educational process by providing our students, faculty and staff with accurate academic records and sound advice regarding policies and procedures in order to encourage informed academic decisions that support the goals of our University. By continuously developing our services, technology and security standards, we strive to build a reliable and efficient communication structure to collect and deliver academic information to our campus constituents.

GENERAL SERVICES

- Maintain student records
- Registration process
- Enrollment verification letters and attestations
- Official transcript processing
- Course scheduling preceeding

GRADUATION

- Degree audit
- Graduation ceremony and preperations
- Graduation diploma issuing

TRANSFER

- Transfer evaluations and articulations



RISE

CENTER FOR RESEARCH IN INFORMATICS,
SCIENCES, AND ENGINEERING

AMERICAN UNIVERSITY *of* KUWAIT

The AUK Center for Research in Informatics, Sciences, and Engineering (RISE) will serve as AUK's primary source for research and development activities, a bridge to industry, and an important venue for community outreach.

RISE adapts an integrative model by forging connections between academic disciplines, local & international innovators, academia & industry, as well as technology & society.

www.auk.edu.kw/RISE

Student Council



Mission:

The Student Council of the American University of Kuwait acts as the official representative organization of the student body; as such, each and every elected and appointed member is meant to serve every student in regards to his/her academic and social goals. The Student Council's job is to not only make the university experience smooth, but also meaningful by assisting in the creation of a stronger and more vibrant campus life.

Purpose:

- Serve as the official liaison between the students, university administration, and Board of Trustees.
- To provide students with a platform to express any concerns, offer improvements, and suggest means of elevating the quality of campus life and the overall university experience.
- Support student activities by sponsoring and supporting student clubs and organizations.
- To uphold the highest standards of personal integrity and transparency throughout the university community.



Phone: 1802040, Ext: 3278

Email: StudentCouncil@auk.edu.kw

Liberal Arts Building, Ground Floor,
Room B015

OFFICE OF STUDENT LIFE

Activities & Events



Activities and events sponsored by The Office of Student Life include:

Amazing Race

Welcome Back Activities

Guest Lectures

Food for Finals

Scavenger Hunts

Talent Show

Ice Cream Socials

International Week

Diversity Program

Volunteer Program



The university believes that involvement in co- and extra-curricular activities enriches the collegiate experience and provides opportunities to students to improve their communication, resource management, interpersonal and leadership skills. The **Office of Student Life** assists in the coordination of a variety of activities scheduled throughout the academic year. Activities cover a wide range of interests and include something for every student.

CONTACT:

Rama Sabano

Assistant Director of Student Life

Office of Student Life

Rsabano@auk.edu.kw

Tel: 1802040. Ext: 3277

Activities are mainly scheduled during University hours. Student activities are open to all students, and to the University community. Some events may require prior sign-ups for participation. The Office of Student Life welcomes events/ activity suggestions from students, and tries to accommodate these into the events calendar as much as possible. **Diversity Programs:** As part of diversity programming, the Office of Student Life organizes the annual "Awareness Week" in order to raise awareness on various issues, such as human rights, poverty and community service among others. The Office also hosts an annual "International Week," which aims to expand awareness and celebrate diversity on campus.

"Refuse To Be Ordinary" is the AUK volunteer program. This program provides AUK students with the opportunity to be significant contributors to the Kuwaiti community through service. The Office networks with various local charities and tries to assist them with their volunteer requirements. Volunteer opportunities have included visits to animal shelters, beach cleanups, fundraising activities, and many others.



Student Life Social Media:



@aukstudentlife



aukstudentlife



studentlife@auk.edu.kw

"The Hangout" is the official Student lounge of the American University of Kuwait. Come during your free time to relax, play games, hang out, enjoy our services and take part in the activities we organize. The Hangout currently offers the following services: Satellite TV, Play Station, DVD Player, table tennis, pool table, board games, and seating areas for hanging out. Looking for a nice, relaxing and cozy place to spend free time and study? This is the place to be!

Hangout Hours: **9:00 am to 8:00 pm.**



Work at AUK

CONTACT:

Bader K. Al Sayed Ahmed

Coordinator of Student Organizations

& Student Employment

Office of Student Life

Email: balsayedahmed@auk.edu.kw



STUDENTS CAN SEEK EMPLOYMENT IN THE DIFFERENT DEPARTMENTS AVAILABLE ON CAMPUS:

ACADEMIC DEPARTMENTS

- Library
- Department of Art and Graphic Design
- Department of Computer Science & Information Systems
- Department of International Relations
- Department of Arabic & Foreign Languages
- Department of Music & Drama
- Department of Social and Behavioral Sciences
- Department of Communication and Media
- Department of Computer Engineering
- College of Business & Economics
- Department of English
- Office of the Dean of the College of Arts & Science
- UNIV 100 Unit
- Center for Gulf Studies
- Intensive English Program (IEP)
- Academic Advising & Learning Support Services (AALSS)

ADMINISTRATIVE DEPARTMENTS

- Information Technology Department (IT)
- Office of the Registrar
- Office of Admissions
- Office of Public Affairs
- Career Services & Wellness Center (CSW)
- Office of Alumni Affairs
- Office of Student Life

LEADERSHIP PROGRAM

LEARN:

The most important lessons in the effective leadership, gleaned from the best practices of successful organizations worldwide.

DESIGNED:

For Students Organization leaders, Student Council leaders and those who see themselves as future leaders!

MANDATORY:

For at least one member of a recognized Club/Organizations. The course covers the following:

- Managing conflict
- Conducting effective meetings
- Spearheading strategic planning
- Leading with integrity
- Embracing diversity and difference
- Transitioning leadership
- Planning and publicizing events

CRITICAL SKILLS:

Useful for leadership in university life as well as the workplace after graduation.

Admissions to the course is 10 KD, and is covered by the University fees and by clubs & organizations' budget to any of the executive members.



**GROUP FUNDAMENTALS:
ONLINE COURSE FOR
STUDENT CLUBS &
ORGANIZATIONS**

**CERTIFIED STUDENT LEADER
LEARN CRITICAL SKILLS FOR
STRENGTHENING YOUR ORGANIZATION**

CONTACT:

Bader K. Al Sayed Ahmed
Coordinator of Student Organization
& Student Employment
Office of Student Life

Email: balsayedahmed@auk.edu.kw



**PARTICIPANTS WILL RECEIVE A CERTIFICATE OF
ATTENDANCE AND/OR COMPLETION.**

THE TUTORING CENTER



ACADEMIC ADVISING & LEARNING SUPPORT SERVICES



WHAT WE DO:

- Individual tutoring, group and supplemental Instruction sessions
- Reinforce classroom instructions
- Summarize course content
- Highlight important concepts
- Practice problem solving
- Provide studying and test preparation tips

BOOK AN APPOINTMENT TODAY!

tutortrac.auk.edu.kw

LOCATION:



Tel: 1802040/(+965) 22248399, Ext: 3247/3248

Email: Tutoringcenter@auk.edu.kw

The Writing Center

Academic Advising
&
Learning Support Services



*Appointment with
the writing center
at 1:30 pm*

WHAT WE DO:

- Assists students in all stages of the writing process
- Generate ideas
- Plan outlines
- Revise drafts to strengthen organization, development, consistency, clarity, and more
- Develop students understanding of different text and genres
- Check bibliographies and in-text citations

**BOOK AN APPOINTMENT
TODAY!**

tutortrac.auk.edu.kw



← Location

Tel: 1802040/(+965) 22248399, Ext: 3200
writingcenter@auk.edu.kw

The Voice of AUK

The Voice of AUK is the official student newspaper of the American University of Kuwait. It is operated exclusively by students in consultation with a faculty advisor. We welcome contributions from students, faculty, and staff, whether it's news, features and even interest pieces.

If you have talents or see yourself as a potential journalist, photographer, or graphic designer, then...

THE VOICE IS THE PLACE FOR YOU!

The sections we have for the newspaper are:

- Student Affairs
- Students
- Submissions
- Health
- Sports
- Fashion
- Arabic
- AUK News
- People of AUK
- Get to Know AUK Professors
- Letter to the Editor

LOCATION:

Liberal Arts Building, Ground Floor
Clubs/Orgs Office (opposite Computer Lab)

Phone: 10802040, Ext: 3421



Voice@auk.edu.kw



@theVoiceofAUK