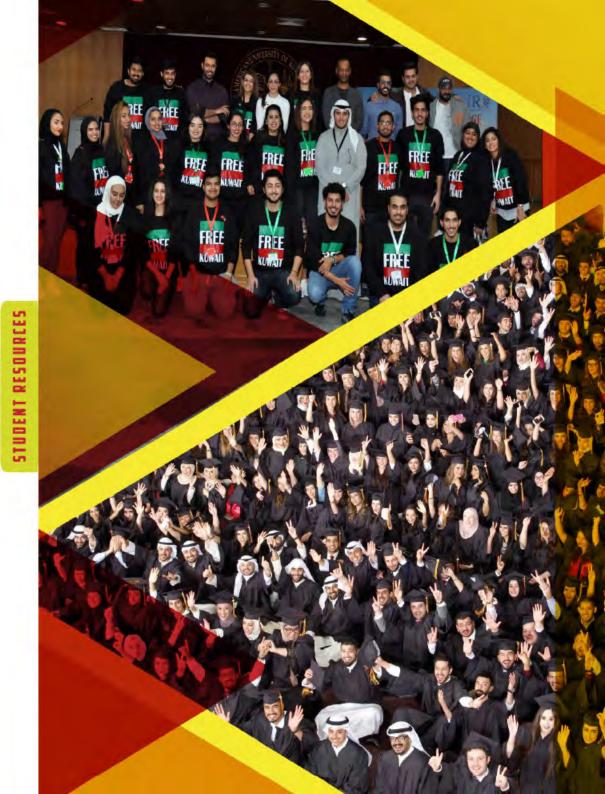
STUDENT Resources



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 8:00 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 is one soccer field 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 field may be reserved for special programs or events. To secure a specific time you must complete the Sports Facility Reservation form is available on self-service under the E-forms tab.

SELF-SERVICE GUIDE

Search [69]
Student Records
Vew Your Holds Concerning Click to find out why you can't register Vew Your 1st block grades Vew Your Tst block grades Vew Your Transfer Credit/Academic Transcript Vew Your Account Summary by Term Vew Schedule of Course Catalog Course Descriptions Vew Your Academic Information Student Evaluation of Teaching (Str) Suvey Mey to graduate Catalog Course Descriptions

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, student clubs, departments and other university organizations can potentially utilize functions such as chat, message boards, news, announcements, file and photo sharing areas to communicate more effectively with their individual 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

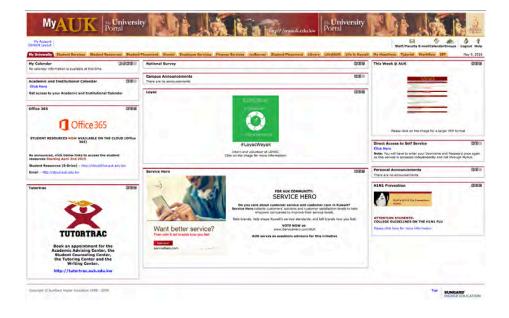
MyAUK provides a message board for each class in which you are enrolled. Depending on the privileges allocated to a group, message boards may also be available to groups for which you are a member.

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, and 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**



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 from to request a leave of absence from AUK.
Degree Program, Major and/or Minor Declaration Request	Use this from 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 from 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 from 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 from 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, Sciences Building (Ground Floor)
Academic Probation	Academic Advising Center, Retention Coordinator
Career Advising (Major exploration, internships, graduate school and job information)	Student Counseling Center
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, Administration Building (First Floor)
Health Services	AUK Clinic: 2224-8399, Ext: 100
Lost and Found	AUK Store (not the bookstore)
New ID Cards	Office of Student Life, Sciences Building (Ground Floor)
Personal Problems / Issues	Student Counseling Center
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, Sciences Building (Ground Floor)
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, Administrative Building (Ground Floor)
Writing Assistance	Writing Center, Science Building (Second Floor)
Facility/Space Reservations	Office of Public Affairs, Administration Building (3rd Floor)
Design, Publications, Photography services, & Media services	Office of Public Affairs, Administration Building (3rd Floor)
Admission applications & requirements	Office of Admissions, Building G
AUK & Government Scholarships, Student Government Allowences, Financial Aid	Office of Scholarships & Financial Aid, Building G

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 and 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

OFFICE OF STUDENT LIFE ACTIVITIES & EVENTS



Some of the activities and events sponsored by the Office of Student Life include:

COUPON

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Amazing Race Welcome Back Activities Guest Lectures Food for Finals Scavenger Hunts Talent Show Ice Cream Socials International Week Diversity Program Volunteer Program

ANUSIC FESTIVAL

OUR FAVORITE UVE IN THE AUDITORIUM 25 SEPTEMBER 2015



that involvement in co- and extra-curricular activities enriches the collegiate experience. Participation in these activities gives students opportunities to improve their communication, resource management, interpersonal and leadership skills. The Office of Student Life assists in the coordination of various activities covering a wide range of interests. Scheduled throughout the academic year, these activities are a great way for students to meet each other.



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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.



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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 to assist them with their volunteer requirements. Volunteer opportunities have included visits to animal shelters, beach cleanups, fundraising activities, and many others.





"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.







RESPONSIBLE INDEPENDENT SUCCESSFUL

ACADEMIC ADVISING & LEARNING SUPPORT SERVICES

Email: AALSS@auk.edu.kw Tel: 1802040/22248399 | Ext: 3241

ACADEMIC ADVISING CENTER

- Offers academic advising and student retention services.
- Helps you learn about majors, minors and their requirements.
- Reviews your academic progress and course selection.
- Answers your questions regarding academic or social concerns.
- Helps you deal with challenging courses and subjects.

Location: In front of Gate 3

Hours: Sun - Thurs 8 am to 4 pm

aac@auk.edu.kw

THE TUTORING CENTER

- Offers individual tutoring, supplemental instruction, and group sessions.
- · Assists in problem-solving and study skills.
- Reinforces classroom instruction.
- Provides studying and test preparation tips.

Location: Sciences Building, Ground Floor A008

Hours: Sun - Wed 9 am to 7 pm

Thurs 9 am to 5 pm

tutoringcenter@auk.edu.kw

THE WRITING CENTER

- · Assists you in all stages of the writing process.
- Develops your understanding of different texts and genres.
- Helps you revise your drafts to strengthen organization, development, consistency and clarity of ideas.

Location: Sciences Building, 2nd Floor A207

Hours: Sun - Thurs 9 am to 7 pm

writingcenter@auk.edu.kw

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ATHLETICS AMERICAN UNIVERSITY of KUWAIT®

ABOUT

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

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

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 sporting activities. AUK's various sports programs aim to develop students' athletic aptitude; not only enhancing the students' physical skills and technique, but also teamwork, leadership, and sportsmanship.

GET INVOVLED!

CONTACT:



AUKsports@auk.edu.kw
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 | Badminton | Table Tennis | Dodge Ball | Archery | Feet Volleyball | Tug of War

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

RECREATIONAL PROGRAMS

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

WOLFPACK SQUAD

The University offers a group of 4-5 students paid positions to assist in planning and executing all intramural activities, programs, and events. In addition to reviewing and updating the intramurals activities calendar, striving to keep all campus informed, planning future events, the team also develops ideas and enforces traditions that will help form AUK's athletic identity.



STUDENT CLUBS & ORGANIZATIONS AMERICAN UNIVERSITY of KUWAIT®

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.

AUDA

TRAINING

BASEBALL

na la gest tout that organization

BENEFITS FOR REGISTERED & RECOGNIZED CLUBS

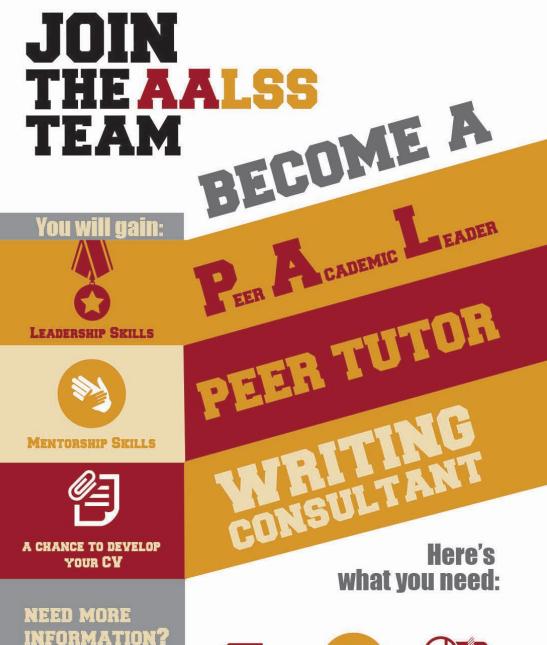
- Support from the University
- Opportunity to reserve office space for your club or organization
- Advertising for events
- AUK club/organization official email account
- Finance Department account to deposit/withdraw funds for clubs/organizations
- Opporunity to seek funding or sponsorships for events

GET INVOLVED.

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

Bader K. Al Sayed Ahmed Coordinator of Clubs and Student Employment Email: balsavedabmed@auk.edu.kw

Email: balsayedahmed@auk.edu.kw Tel: 1802040 / (+965) 2224-8399, Ext: 3274





EMAIL US

TutoringCenter@auk.edu.kw

WritingCenter@auk.edu.kw

AAC@auk.edu.kw

GPA above 3.0



Strong Communication Skills



Flexible schedule

STUDENT CAMPUS EMPLOYMENT

PUT YOUR SKILLS INTO WORK AT THE AMERICAN UNIVERSITY of KUWAIT*

STUDENTS CAN SEEK EMPLOYMENT IN VARIOUS DEPARTMENTS AVAILABLE ON CAMPUS:



ACADEMIC DEPARTMENTS

Library

Department of Art and Graphic Design Deparment of Computer Science & Information Systems **Deparment of International Relation** Deparment of Arabic & Foreign Languages Deparment of Music & Drama Deparment 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 & Sciences 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 Student Counseling Center Office of Alumni Affairs Office of Student Life



CONTACT:

Bader K. Al Sayed Ahmed Coordinator of Clubs &

Student Employment Office of Student Life Email: balsayedahmed@auk.ed.kw

THE STUDENT COUNCIL! AMERICAN UNIVERSITY of KUWAIT

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 regard to his or her academic and social goals. The Student Council's job is to not only to make the university experience smooth, but also meaningful by assisting in the creation of a stronger and more vibrant campus life.

PURPOSE:

- SERVES as the official liaison between the students, university administration, and Board of Trustees; maintains constant communication between the two. Meets with the administration once a month.
- **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.
- PENDING resources of the Student Council, 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 by serving as leaders of the student body, and its official representatives in conversation with the Board of Trustees and University Administration of AUK.

WE'VE GOT YOUR BACK!





AMERICAN UNIVERSITY of KUWAIT

FAIR

- 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 on Alumni Advisory Board.
- Promote your business using our Alumni booth.
- AUK Diwaniya
- Game Nights
- Movie Nights
- Senior & Alumni BBQ
- Annual Alumni Reception

AlumniAffairs@auk.edu.kw 1-802040 | Ext: 3279 00@AUKStudentAffairs

INFORMATION TECHNOLOGY DEPARTMENT AMERICAN UNIVERSITY of KUWAIT*

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 or office 365 (OneDrive)

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

AMERICAN UNIVERSITY & KUWAIT

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 WiFi" from the available wireless networks list, open the internet browser, you will be redirected to the AUK WiFi 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://clouddrive.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 can 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. For more details, please visit http://www.auk.edu.kw/IT

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. You must then sign in using your Self-Service login and password.

Multimedia Services:

To assure best service, all AUK classrooms 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, video conferencing system and interactive projectors are available in certain classrooms).



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

INTENSIVE ENGLISH PROGRAM

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

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



Student Counseling AMERICAN UNIVERSITY of KUWAIT*

CIMPORT



🔀 counseling@auk.edu.kw 🛛 🌀 @AUKStudentAffairs

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 internships available
- Access to career related workshops
- Access to companies' informational sessions
- Access to on campus interviews

Wellness & Counseling 🥥

- · Personal counseling with gualified Counselors (confidential sessions)
- · Workshops and events covering various health related topics
- Guest Speakers

Disability Services 🚯

- Students are responsible for requesting accommodations through the Student Counseling 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-guizzes (arranged with the faculty member)
- Use of a tape recorder during classes (permission from instructor required and student provides recorder)
- Proctoring exams outside the classrooms
- Handicapped parking
- Regular tables for students in wheel chairs
- AUK campus is designed to provide access to all facilities to all members of the community.

Workshops & Events 🔍

- Resume Writing
- Employers' Expectation Series
- Graduate School Workshops
- Cover Letter Writing
- Besume Doctor

- Career Fair
- Health Fair
- Entrepreneurship Fair
- Career orientations and seminars
- AUKafe
- Interview Skills
- Healthy living



COMMUNICATION

AMERICAN UNIVERSITY of KUWAIT

The AUK Library supports research, teaching and learning needs of the AUK community through information resources, expertise and innovative services. The AUK library provides books, periodicals, audiovisual materials and online resources that support the learning and research needs 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 of materials
- Library Membership: Guests will be able to borrow library materials through library membership
- Reference services

- Reserve books services
- Off-campus acccess to the library online materials
- Photocopying: The library provides students with plastic cards for photocopying with free allowance 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

- 🧕 (+965) 1802040, Ext: 3065
- library@auk.edu.kw
- @AUK_Library
- @AUK_Library
- f AUK Library

The COTAUK

THE VOICE IS YOUR VOICE

The Voice of AUK is a student-run, monthly newspaper that seeks to foster active communication among the campus community, and keep abreast of diverse and relevant issues by providing high-quality news and information in an academic context.

Want to make some **extra cash?** Become a freelance journalist for The Voice of AUK and receive...

Write about a topic of your choice using logical arguments supported by sources.

MOR

Must be free of grammar errors.

Must have a title and high-resolution image (if applicable).

We accept anonymous submissions.

Only approved articles will be paid for.

Voice@auk.edu.kw 🔀 @theVoiceofAUK 🧿

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

1-802040 EXT: 3421 🔇

LEADERSHIP PROGRAM

LEARN:

The most important lessons in the effective leadership,gleaned from the best practices of sucessful 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 lifem as well as the workplace after graduation.

FEES:

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.

CONTACT:

Bader K. Al Sayed Ahmed Coordinator of Clubs & Student Employment Office of Student Life Email: balsayedahmed@auk.ed.kw





Participants will receive a certificate of attendance and/or completion.

AUK Student Resources by Office 365

- Access to personal drive, student drive
- Access AUK E-Mail
- Store & share photos, videos & documents
- Access to shared resources
- Upload the files & assignments
- Send & receive messages
- Online address book
- Free on any device

http://cloud.auk.edu.kw



A collaborative project between the AUK Student Council, and the AUK IT Department







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

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

SUBMISSIONS

Please send your literary and art submissions to:

Dr. Kathy Nixon

AUKuwat Review Advisor AUKuwaitReview@auk.edu.kw

PHOTOGRAPHY

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, photography, drawings and illustrations. Submissions are accepted from May through December.

ENGLISH POET & PROSE

ABOUT

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

GRAPHIC DESIGN

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

CAMPUS SERVICES AMERICAN UNIVERSITY of KUWAIT*



_grpCampusServices@auk.edu.kw

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A bridge to industry and an important venue for community outreach, the AUK Center for Research in Informatics, Sciences, and Engineering (RISE) serves as the University's primary source for interdisciplinary research and development activities. **RISE** adapts a holistic approach that fosters strong intellectual connections among local & international innovators, academia & industry practitioners, and technology & society.

WW

CENTER FOR RESEARCH IN INFORMATICS, SCIENCES, AND ENGINEERING

AMERICAN UNIVERSITY of KUWAIT

IDEAS

experiment

SCIENCE invention

RISE is dedicated to promoting innovative scientific discourses through expanding cross-border research collaborations along with industry partnerships, in addition to serving as an influential platform for community engagement. For more information about **RISE**, please visit our website

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http://www.auk.edu.kw/RISE



CENTER FOR GULF STUDIES AMERICAN UNIVERSITY of KUWAIT

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 and Documentation Project
- Gulf Studies Certificate









FINANCE DEPARTMENT

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 finacial affairs.

The Department provides students with thr following services:

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

Details about due dates and de-registration for non-payment are available in the Academic Calender at: http://www.auk.edu.kw/academics/academics_calender.jsp

CONTACT US



Sunday- Thursday: 8:00 am- 4:00 pm



1st Floor, Administration Building



Finance@auk.edu.kw



1802040 | Ext. 3113 or 3121





Location: G-Building Opening Hours: Sunday-Thursday 8:00 am 4:00 pm Tel: 1802040 Ext: 3164 AMERICAN UNIVERSITY of KUWAIT OFFICE OF THE 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 preparations
- Graduation diploma issuing

TRANSFER

- Transfer evaluations and articulations







AUK[®]

HOURS

Sunday - Thursday 8:00 am - 7:00 pm During regular semesters only

8:00 am - 4:00 pm During semester breaks and summer

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 of AUK, books & videos) which promote healthy lifestyle choices and disease prevention.

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 warmth, graciousness, efficiency, knowledge, professionalism and integrity in our work.

LOCATION: Liberal Arts Building Ground Floor



'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: <a href="https://https//https/

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





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Comest ife...

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Shuttle service runs between 9:00 am and 8:00 pm AUK SHUTTLE BUS SERVICE



Sundays to Thursdays

PARKING PROBLEM

The two shuttle buses commutes every 15 minutes between the following locations:

- AUK Gate 3 parking,
- Parking lot by the former Hard Rock Café (near the mosque),
- Entrance of Marina Crescent

