



Student Resources



Additional Campus 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.

BANKING

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

BUSINESS CENTER

There is a business center (managed Kwik Kopy) located on campus that provides copying, printing and mailing services to the AUK community.

PRINT SERVICES

AUK provides each student with a printing quota, free of charge, in various computer labs around campus, and the library.

STUDENT SHARED DRIVES

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

AUK MOBILE APPLICATION

Students can access their grades, schedules by downloading the AUK application (Ellucian Go) to their smart phones. The application is available in the App Store and the Google Play store.

MULTIMEDIA SERVICES

To ensure the best teaching and learning experience, all AUK classrooms are equipped with:

- Projectors (*faculty/ students can display web pages, presentations, and other content using podium PC or laptop*).
- Surround sound systems.
- DVD players
- Video conferencing facilities are available in some classrooms and meeting rooms.
- **Other services:** campus-wide digital announcement system to broadcast notices and alerts (*class schedule, events and activities, etc.*), video shooting services, editing and censoring services, DVD production, audio/video conversion, and audio recording.

In addition, members of the AUK community can check out any of the following equipment:

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

EMAIL SERVICES

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


Students' Email account has been provided on Cloud-Office 365 with a capacity of 25 GB limit per student.

FOOD SERVICES & COFFEE SHOPS

There are three food service outlets on campus:

- **Starbucks Coffee:** the famous franchise is located on the ground floor of the Sciences Building.
- **The Diner:** AUK's very own, full-service cafeteria is located on the ground floor of the Liberal Arts building and offers daily cooked meals, a sandwich and salad bar, fruits & dessert station, as well as refreshments, drinks, and snacks.
- **"Sikka":** A bakery located near the Library offers snacks, savorys, and pastries.

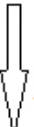
Self-Service Guide




AMERICAN UNIVERSITY of KUWAIT™

Personal Information
Student Services
Employee


Student Records




[View Your Holds](#)
[View your 1st block grades](#)
[View Your Midterm Grades](#)
[View Your Final Grades](#)
[View Your Electronic Gradebook](#)
[View Your Transfer Credit/Academic Transcript](#)
[Request Printed Transcript](#)
[View Status of Transcript Requests](#)
[View Your Account Summary by Term](#)
[View Your Account Summary](#)




[Click to find out why you can't register](#)
[Click to view all your grades](#)



[Click to view your account balance and pay online](#)



[Click to check if you are on track](#)
[Degree Audit](#)
[View Schedule of Courses](#)
[Catalog Course Descriptions](#)
[View Your Academic Information](#)
[Student Evaluation of Teaching \(SET\) Survey](#)
[Apply to graduate](#)
[View applications to graduate](#)
[Cap & Gown Size](#)
[Visit Confirmation Form](#)



[Click to find out who is your adviser](#)

DEFACE- R 5

MyAUK Portal

MyAUK, the University Portal, is a comprehensive enterprise solution that simplifies the exchange of information between the students, faculty and staff through a single-sign-on process. Over the years, the Luminis Portal has provided access to various Banner applications as well other university wide information through the creation of portal channels in a seamless

In addition to Banner integration, features of the portal include channeled content and layout; publish-and-subscribe channel model; end-user customization; Office 365 cloud drive access, personal and campus announcements, and My Courses group studio application. Luminis further provides group collaboration tools that can be used by departments, student clubs and organizations. 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 tools to communicate more effectively with their individual groups or departments and classes.

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 provides access to your personal calendar, your course calendars, as well as, access to calendars for any online student clubs or organizations that you may have subscribed to.

Group Studio

MyAUK provides an application that allows individuals at AUK to request the creation of online groups. Group Studio provides access to a Homepage with various tools such as photo albums, Internet links, news articles, and applications like message boards, chat rooms, and calendars, to enhance the communication of the group. 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. For more information, please contact the **Webmaster/Portal Administrator**, in the Office of Public Relations & Marketing:
webmaster@auk.edu.kw

The screenshot displays the MyAUK University Portal homepage. The header features the MyAUK logo and navigation links for various university services. The main content area is divided into several sections: 'My Calendar' with a note about unavailable information; 'Academic and Institutional Calendar' with a link to click here; 'Office 365' with a note about student resources available on the cloud; 'TutorTrac' with a link to book an appointment; 'National Survey' with a link to click here; 'Campus Announcements' with a note about no announcements; 'Loyac' with a link to click here; 'This Week @ AUK' with a link to click here; 'Direct Access to Self Service' with a link to click here; 'Personal Announcements' with a note about no announcements; and 'H1N1 Prevention' with a link to click here. The footer includes copyright information for SunDard Higher Education and a logo for SUNGARD HIGHER EDUCATION.

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 a course for the third time
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, <i>Student Center (3rd Floor)</i> Declared: Faculty Advisors
Academic Support (Free Tutoring Study Area)	Tutoring Center , <i>Student Center (3rd Floor)</i>
Academic Probation	Academic Advising Center , <i>Student Center (3rd Floor)</i>
Career Advising (Major exploration, internships, graduate school and job information)	Alumni Affairs & Career Development <i>Student Center (3rd Floor)</i>
Campus Security	Near Gate #3 / Also Room C009-A, Ext: 3332 Phone: 22248399, Ext: 3333 From off-campus, please dial: 22248399
Email / Self Service / Computer Problems	IT HelpDesk: 2224-8399, Ext: 3051/2/3/4; 66399892 <i>Sciences Building (Ground Floor)</i>
Financial Issues	Finance Department , <i>Administration Building (1st Floor)</i>
Health Services	AUK Clinic: 2224-8399, Ext: 3400 / 3401 <i>Sciences Building (Ground Floor)</i>
Lost and Found	AUK Store (<i>not the bookstore</i>)
New ID Cards	Office of Student Life , <i>Student Center (2nd Floor)</i>
Personal Problems / Issues	Counseling Center , <i>Student Center (2nd Floor)</i>
Photocopying and Printing Needs	Kwik Kopy
Registration Information, submit forms, registration issues, etc.	Office of the Registrar , <i>near Gate #1</i>
Sports, Intramurals, and Students Organizations	Office of Student Life , <i>Student Center (2nd Floor)</i>
Student Employment	Applications is on your Self-Service account. For questions, visit the Office of Student Life <i>Student Center, 2nd Floor</i>
Student Forms	Go to the AUK Portal (MyAUK) on http://myauk.auk.edu.kw , and click on the “Student Resources” Tab
Textbooks and other university supplies	AUK Bookstore , <i>Administrative Building (Ground Floor)</i>
Writing Assistance	Writing Center , <i>Student Center (3rd 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 Allowences, Financial Aid	Office of Scholarships & Financial Aid , <i>Building G</i>

AUK

DEPARTMENTS
DIRECTORY and
CAMPUS
RESOURCES
GUIDE

AUK EMERGENCY INFORMATION:

Use Campus Emergency Phones or dial Ext. **8388** or **22248388**. Campus Emergency Phones are located in the main lobby and common area of each floor of the Sciences, Liberal Arts and Student Center buildings.

- **AUK Emergency Line 24/7:** 66107010 (*mobile*)
- **Kuwait Emergency Services:** 112
- **AUK Campus Security:** Ext. 3332
- **AUK Campus Medical Clinic:** Ext. 3400 / 3401

OFFICE OF STUDENT LIFE:

The Office of Student Life is responsible for student activities and programs, clubs and organizations, intramural and UAAK sports, the student employment program, leadership program, ID cards, The AUK Student Lounge, the courts and playing fields, and the men's and women's gyms.

- **Location:** Student Center, 2nd Floor
- **Email:** StudentLife@auk.edu.kw
- **Tel:** 1802040 Ext. 3272



@aukstudentaffairs

COUNSELING CENTER:

The Counseling Center maintain services and programs which facilitate student mental & physical wellbeing; thus enabling them to succeed academically and socially.

- **Location:** Student Center, 2nd Floor
- **Email:** Counseling@auk.edu.kw
- **Tel:** 1802040 Ext. 3239



@aukstudentaffairs

ART & MUSIC THERAPY CENTER:

The Art & Music Therapy Center assists with neuroplasticity, or the actual healing of the brain, by creating different avenues to explore things that may not come in normal “talk therapy”. The center aims at engaging in the creation of music & art, with the help of a therapist, to assist both emotional and physical healing & growth.

- **Location:** Sciences Building, Ground Floor
- **Email:** Counseling@auk.edu.kw
- **Tel:** 1802040 Ext. 3237 / 3238

ALUMNI AFFAIRS & CAREER DEVELOPMENT:

Develops relationships and lifelong connections between AUK and its Alumni through the cultivation of its members as mentors, advocates and supporters, leading to increased support for the institution’s mission and goals, in addition to providing solution-focused career services and support for current students and alumni.

- **Location:** Student Center, 3rd Floor
- **Email:** AlumniAffairs@auk.edu.kw / CareerServices@auk.edu.kw
- **Tel:** 1802040 Ext. 3801 / 3233

 @aukstudentaffairs

AUK CLINIC:

The on-campus clinic is staffed by a qualified nurse and staff that provide health education and information, first aid, primary medical assistance and minor emergency care to members of the AUK community.

- **Location:** Sciences Building, Ground Floor
- **Timings:** 8:00 am - 7:00 pm (*Sun-Thurs*)
- **Email:** clinic@auk.edu.kw
- **Tel:** 1802040 Ext. 3400 / 3401

LEARNING SUPPORT SERVICES:

Offers individual and group tutoring, as well as writing assistance at the Writing Center and Tutoring Center. Academic Support Specialists can be reached at:

- **Location:** Student Center, 3rd Floor
- **Email:** TutoringCenter@auk.edu.kw or WritingCenter@auk.edu.kw
- **Appointments:** <https://tutortrac.auk.edu.kw>
- **Tel:** 1802040 Ext. 3241



@academicsupport_auk



@academicsupportservices

ACADEMIC ADVISING CENTER (AAC):

Offers academic advising, educational planning, and retention services to all newly admitted and undeclared students, as well as students on academic probation.

- **Location:** Student Center, 3rd Floor
- **Email:** AAC@auk.edu.kw
- **Tel:** 1802040 Ext. 3241



@academicsupport_auk



@academicsupportservices

OFFICE OF THE REGISTRAR:

Provides academic records and advice regarding enrollment, transcripts, transfer evaluations, course scheduling, policies and procedures in order to encourage informed academic decisions that support the goals of the University.

- **Location:** G-Building, Central Campus
- **Email:** Registrar@auk.edu.kw
- **Tel:** 1802040 Ext. 3164

THE DINER:

The on-campus restaurant provides snacks, light meals and hot meals throughout the day in the atmosphere of a 1950's themed diner.

- **Location:** Liberal Arts Building, Ground Floor
- **Email:** diner@auk.edu.kw
- **Tel:** 1802040 Ext. 3266

FINANCE DEPARTMENT:

The Finance Department Is responsible for providing comprehensive financial services for the University and supports the financial affairs of AUK.

- **Location:** Administration Building, 1st Floor
- **Email:** Finance@auk.edu.kw
- **Tel:** 1802040 Ext. 3133 / 3212

INTENSIVE ENGLISH PROGRAM (IEP):

IEP serves students with low to upper intermediate English proficiency. It prepares students for study at AUK by developing high intermediate academic reading, writing, listening and speaking skills.

- **Location:** Liberal Arts Building, 5th Floor
- **Email:** IntensiveEnglish@auk.edu.kw
- **Tel:** 1802040 Ext. 3351

INFORMATION TECHNOLOGY (IT):

The IT Department provides the AUK community with an integrated computing and communications infrastructure that includes, Moodle, free Wi-Fi, email services, mobile applications such as Ellucian Go, AUK Self-Service (which provides web access to important information) and Student Cloud – Office 365 (which gives access to AUK e-mail from any web browser).

- **Location:** Sciences Building, Ground Floor
- **Contact:** <http://aukhelpdesk.auk.edu.kw>
- **Tel:** 1802040 Ext. 3050 / 3051 / 3053
- **Mobile:** 66399892

LIBRARY:

The Library staff assists and instructs in the effective use of resources to support research, teaching and learning needs of the AUK community by providing resources, expertise and innovative services. Available to all members are books, periodicals, audiovisual materials and online resources, as well as videoconferencing facilities, group study rooms, photocopying services and instruction programs.

- **Location:** Central Campus
- **Email:** Library@auk.edu.kw
- **Tel:** 1802040 Ext. 3065



@auk_library

CAMPUS SERVICES:

Provides security services, custodial services, building and facility maintenance, landscaping, messenger services and design & renovation programs. Campus emergency phones are located in the main lobby and common area of each floor of the Sciences and Liberal Arts buildings.

For any Campus Services inquiries, please email:
_grpCampusServices@auk.edu.kw

VOICE OF AUK:

A student-run monthly newspaper that seeks to foster active communication among the campus community. It keeps readers abreast of diverse and relevant issues by providing high-quality news and information in an academic context.

Contributing freelance journalists receive 5KD per article of 600-1000 words. The office is located in the new Student Center, second floor, through the Office of Student Life.

- **Location:** Student Center, 2nd Floor
- **Email:** Voice@auk.edu.kw
- **Tel:** 1802040 Ext. 3421

 @theVoiceofAUK



AUKuwait *Review*

AUKUWAIT REVIEW:

The AUKuwait Review is a collection of work from students including prose, design and photos. It allows students to write and publish in the English and Arabic languages by putting their creative thoughts into words, which are complemented by brilliant photos.

Published annually, submissions are accepted from May to December.

For more information:
AUKuwaitReview@auk.edu.kw

CENTER FOR GULF STUDIES (CSG):

CGS Is a research center under the College of Arts and Sciences which aims to promote greater cultural understanding of and increased intellectual interest in the Gulf region by facilitating free and open academic discourse on a range of issues that both shape and challenge this region.

- **Email:** cgs@auk.edu.kw
- **Tel:** 1802040 Ext. 3211
- **Website:** www.auk.edu.kw/CGS



CENTER FOR RESEARCH IN INFORMATICS, SCIENCES & ENGINEERING (RISE):

RISE Is dedicated to promoting innovative scientific discourse through expanding cross-border research collaborations, industry partnerships and community engagement. It adapts a holistic approach that fosters strong intellectual connections among local and international innovators, academia and industry practitioners, technology and society.



- **Email:** rise@auk.edu.kw
- **Tel:** 1802040 Ext. 3705
- **Website:** www.auk.edu.kw/RISE

CENTER FOR CONTINUING EDUCATION (CCE):

CCE develops and runs courses that are uniquely designed to achieve business goals and advance professionals in their careers. Courses are open to all, including current students.

- **Location:** Central Campus
- **Email:** CCE@auk.edu.kw
- **Tel:** 1802040 Ext. 3198 / 3197
- **Website:** www.auk.edu.kw/CCE



@cce_auk



@cce_auk



CENTER FOR CONTINUING EDUCATION
مركز التعليم المستمر
AMERICAN UNIVERSITY / KUWAIT

AUK SHUTTLE BUS SERVICES:

Running between 9:00 am and 8:00 pm, Sundays to Thursdays, students, staff and faculty can use the shuttle buses to go to campus and back. The bus commutes back and forth every 15 minutes between AUK's Gate 3 parking, and Marina Crescent, making 3 stops:

- AUK Gate 3 Parking
- Parking lot near Babel Lebanese Restaurant – Gulf Road
- Entrance of Marina Crescent Parking - Gulf Road

THE AMERICAN CORNER

A program that operates under a Memorandum of Understanding between the AUK and the U.S. Embassy in Kuwait, and organizes lectures, discussions, and activities that cover topics including U.S. politics and foreign policy, civic education, sports, culture and arts, economic development, religion, and journalism. The American Corner also consists a collections of books, periodicals, and digital resources about the United States.

- Location: Library, 1st Floor
- Email: Library@auk.edu.kw
- Tel: 1802040 Ext. 3065

AUK BOOKSTORE

The AUK Bookstore allows students to purchase textbooks and educational materials needed for their coursework, as well as books for general reading, a variety of clothing and gift items, an a wide selection of magazines on topics ranging from politics and economics to healthcare and entertainment.

- Location: Administration Building, Ground Floor
- Email: bookstore@auk.edu.kw
- Tel: 1802040 Ext. 3404

NOTE:

While every effort was made to ensure that this Departments Directory/Campus Reserouces Guide is accurate and up-to-date, some information may have changed with regards to contact informtion, locations, and department names, between the printing date and the actual distribution of this handbook.