

STUDENT RESOURCES

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Additional Information

Campus Access Hours

The University grounds are open from:

Sunday to Thursday 7:00 AM to 11:00 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 during campus access hours only and 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. 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 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 will also be given a special 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, 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 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

Students can lose all sorts of items on campus. Lost & found provides a service to students by giving them the opportunity to retrieve items that have been lost on campus. Lost & found is housed in the AUK Store located next to Kwik Kopy on the side of the Sciences building. Previously, many items were received in lost & found and were not collected by their owners. As a result, the University will apply the following policies and procedures.

- Textbooks, notebooks & other non-valuable items can be retrieved free-of-charge within 48 hours from the time they are acquired by the AUK Store. Students will be charged a 2 KD storage fee after the 2 day of storage. Items are stored for a period of one month only & will be disposed of after the period has passed.
- Valuable items acquired by the AUK Store are to be stored for a period of two months and can be retrieved with no charge at any time within this period (**Valuable items include: mobile phones, electronic devices, wallets, keys, and flash-disks.*).

***Please Note:** All funds collected will go towards student programming and activities.

Sports Facilities & Athletic Teams

There are three multipurpose basketball/volleyball courts and a soccer field available for student use. Sports equipment can be checked out from *The Hangout* (activity space) or 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 and on weekends (as permitted). During certain times the courts and field 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.

AUK offers a number of intercollegiate teams for its students to compete in various sports at the collegiate level. Students may try out for AUK athletic teams at the beginning of the designated season. A student-athlete must be currently enrolled with at least 6 credit hours during the semester they wish to play, and maintain a minimum cumulative GPA of 2.0 in order to participate. Any students wishing to travel abroad to compete with their respective AUK team must have a 2.3 cumulative GPA at the beginning of the semester (except for first semester students) or be successfully passing if an Intensive English Program student. Students are eligible to participate with AUK athletics teams for up to one year after graduation.

Students' absences from class, missing scheduled exams and due assignments will not be excused by the University. Students' may seek to receive permission from professors to be excused from that particular class, due to an approved institutional sports team competition, but they are responsible for making up any missed assignments. Further information is available through the Office of Student Life.

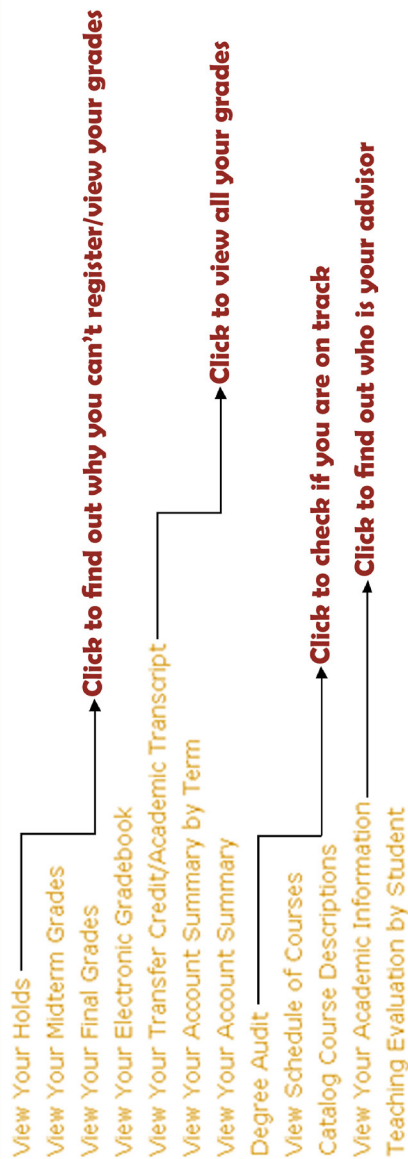


Self Service Guide - Useful Links

When you login into your account, click student services (Tab on the top) then click on student records to get to the menu below.

Personal Information Student Services

Student Records



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 e-mail, 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 all 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

- **E-mail.** MyAUK provides a Web-based e-mail application that you can use 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, etc.

If you need more information, please contact Roland Lopes, Web/Portal Developer in the PR & Marketing Department: rolopes@auk.edu.kw

A sample view of the MyAUK Portal introduction page

Which Student Form Do I Use For...

STUDENT FORMS	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	Use this form to apply for graduation at the beginning of your last semester at the American University of Kuwait
Authorization to Enroll Form	Use this form to request enrollment in courses that have the following restrictions: Permission to Enroll, Prerequisites or Course Capacity
Completion of Degree Program Major/Minor Form	Use this form to state the completion of your program
Course Evaluation Request Form	Use this form to request transfer credit evaluation or re-evaluation
Credit Hours Increase Request	Use this form to request an increase of your maximum credit hours
Grade Appeal Form	Use this form to request a change in grade
Incident Report Form	Use this form to report incidents on campus, accidents, and concerns about behavior
Individual Course Withdrawal	Use this form to give a student permission to withdraw from individual courses
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

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

Where Do I Go For Assistance On Campus?

INFORMATION ABOUT	LOCATION
Academic Advising	Undeclared: Student Success Center - Academic Advisor Declared: Faculty Advisors
Academic Support (Free Tutoring, Study Area)	Tutoring Center- Sciences Building (Ground Floor)
Academic Probation	Student Success Center – Retention Coordinator
Career Advising (Major Exploration, Internships, Graduate School and Job Information)	Student Success Center – Career Counselor
Campus Security	Call: 66107010
Email/Self Service/Computer problems	IT Help Desk (2224-8399 ext:225)
Financial Issues	Finance Department
Health Services	AUK Clinic- AUK campus ext:100
Lost & Found	AUK Store (not the bookstore!)
New ID Cards	Student Life
Personal Problems/Issues	Student Success Center - Counselor
Photocopying and Printing needs	Kwik Copy
Registration Information (submit forms, registration issues, etc)	Registrar's Office
Sports, Intramurals, and Students Organizations	Student Life
Student Employment	Application is on your Self-Service account. Questions, Student Life
Student Forms	Go to www.auk.edu.kw / click on Student Affairs, then click on Registrar Office, you will find a link called “student forms”
Textbooks and other university supplies	AUK Bookstore (Administration building)
Writing assistance	Writing Center- Science Building (Second Floor)



YOUR REASON
TO JOIN **AUK**

Our Programs...

Thirteen programs that cater
to your diverse needs.

In Humanities and Arts, we offer:

Graphic Design, English and
Communication and Media

In Business and Economics, we offer:

Accounting, Economics, Finance,
Management and Marketing

In Sciences and Engineering, we offer:

Computer Engineering, Computer
Science, and Information Systems

In Social Sciences, we offer:

International Studies, Social and
Behavioral Sciences

OFFICE of ADMISSIONS:

Tel: 1-802040 / (+965) 2-224-8399, Ext: 206 ● Fax: (+965) 2-572-4947
admissions@auk.edu.kw ● www.auk.edu.kw

Arabian Heritage PROJECT

STUDENTS GET INVOLVED!
Help preserve and promote
the culture of the Arabian Peninsula
and her neighbors.
For more information, email
ArabianHeritage@auk.edu.kw
or stop by LA Rm 521

Public and Student Programs
Research
Outreach
Archives
Performance

FOLKLORE

Literature

Poetry

RITUALS

MUSIC

CRAFTS

AMERICAN UNIVERSITY *of* KUWAIT

AUKuwait *Review* Arts & Literary Journal



[Issue 4 / Spring 2010]

The AUKuwait Review is published annually and features fiction, poetry, creative non-fiction, graphic art, photography, drawings, and illustrations by students, faculty, and staff. Submissions are welcomed from May through December. Send literary submissions to:

Dr. Craig Loomis (cloomis@auk.edu.kw)

and arts submissions to:

Professor Maryam Hosseinnia (mhosseinnia@auk.edu.kw)



Campus Activities Board is designed to **prepare, organize** and **implement** a variety of massive student activities and events for the purpose of *enriching students' university experience.*

With a variety of annual events, like the “Charity Carnival” and the “Showdown”, every year **CAB members** are determined to create **better** and **bigger activities** to create a *welcoming atmosphere* for the AUK students.

CAB members collaborate with various **university clubs and organizations** and **the Student Life** department to implement these events that promote *social integration among students and contribute to the quality of their life.*

The Executive Board consists of **exceptional**, nominated members who are able to combine their skills to create these *unforgettable events.*

Location: B-006
(clubs and organizations office)
cab@auk.edu.kw

The
CENTER for CONTINUING EDUCATION (CCE)
at the **AMERICAN UNIVERSITY of KUWAIT**
is pleased to offer:

COURSES

- General English
- Business English
- Survival Arabic

EXAM PREPARATION

- **IELTS** (International English Language Testing System)
- **TOEFL** (Test of English as a Foreign Language)
- **SAT** (Scholastic Aptitude Test)
- **GED** (General Education Diploma)
- **GRE** (Graduate Record Examination)
- **GMAT** (Graduate Management Admission Test)
- **IGCSE** (International General Certificate of Secondary Education)
- **TKT** (Teaching Knowledge Test)

CERTIFICATE PROGRAMS

- **Basic Computing Skills** (Microsoft Office 2007)
- **Leadership and Supervisory Skills** (Time Management, Communicating Effectively, Achieving Successful Results, and more)
- **CELTA** (Certificate in English Language Teaching to Adults)
- **Cambridge International Diploma in Business**

WORKSHOPS

- Conducted throughout the year.

EXAMINATION SERVICES

- Exam proctoring services available for written, online, and self-study exams.

NOTE: Courses are delivered in English.

Learning Never Ends...



CENTER FOR CONTINUING EDUCATION (CCE)

Phone: 1-802040 / (+965) 2-224-8399, Ext: 123, 124

Direct: (+965) 2-224-8398 ● Fax: (+965) 2-571-5821

cce@auk.edu.kw

www.auk.edu.kw/cce

The Diner

Open Daily from 8:00 AM - 8:00 PM
serving you delicious international cuisine.
Location: Ground Floor (B) Arts Building
Tel: 1-802040 Ext. 601



The Story

The Diner opened its doors to the AUK community to serve a variety of meals that satisfies individual tastes and others alike, all that in an American style Diner.

The Food

Enjoy breakfast, lunch buffets, daily specials, including American Diner specialties, hearty custom made salads, pastries and energy bars. Whatever your choice of food the Diner has always something to offer.



Walid Hallal

The new Executive Chef for AUK. Before joining AUK, Walid was a Food and beverage Director/ Ex.Chef at Seashell Julai'a Hotel & Resort (Kuwait), Chef de cuisine at Phoenicia Intercontinental Hotel (Beirut) He is already in the process of planning improvements for our diner and other food outlets. Improvements include better health and hygiene standards, higher quality of food and a more varied menu. Watch out for the surprises coming from our food services!

Department of Finance at AUK

The Finance Department provides students, parents, and other constituencies with an effective and efficient service with which to conduct their financial affairs with the University. The Department also serves as an institutional support function of the University to provide assistance in the University's pursuit of its mission.



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. Facilitating students' in-person or on-line payments
4. Administering the deferred payment system
5. Administering the Scholarship and tuition waivers
6. Applying the sibling discounts
7. Establishing and implementing refund policies and issuing refunds
8. Accepting Student Organization deposits
9. Disbursement of Student Organization checks

Further details about Tuition and fees are available at:

http://www.auk.edu.kw/admissions/Tuition_&_Fees/tuition_fees.jsp

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

http://www.auk.edu.kw/pdf/Finance/2009/Jul/student_fin_due_date_08Jul09.pdf



The Finance Department, **American University of Kuwait**

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

1st floor, Administration Building, **Tel: 1-802040, Ext.: 332**



“to understand
the region, you
should know its
culture first.”

GSC's Mission

The Gulf Studies Center (GSC) at the American University of Kuwait seeks to enhance the understanding of the Gulf region and encourage informed scholarship in all related academic disciplines. The GSC generates and purveys knowledge by documenting, enriching, and fostering academic and intellectual discourse.

GSC
Gulf Studies Center

Gulf Studies Center
Dr. Mohammad Akbar, Director
Location: Libral Arts Building, 4th Floor, B-443
Tel. : 1802040 / (+965)22248399 Ext: 452
Fax. : (+965) 25729638
gulfcenter@auk.edu.kw

AUK Health Center

AUK maintains a health care clinic staffed by personnel from the International Clinic of Kuwait. At the on-campus clinic, a qualified nurse and receptionist 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 International Clinic or other area hospital facilities as required.

Additionally the AUK Clinic provides health education information and materials which promote healthy lifestyle choices and disease prevention. Preventative services include blood pressure checks, blood sugar monitoring, and treatment for elective cases. The clinic strives to address acute medical conditions along with medical assistance such as first aid and basic life Support as per clinic policy/procedure.

Health Services provided at the AUK Clinic include but are not limited to:

- Emergency first aid response
- Addressing cold/flu symptoms
- Blood pressure checks
- Low Blood Sugar
- Fainting/ dizziness
- General body & muscle pain
- Headaches
- Fever /Coughs
- Skin allergies/minor irritation/minor burns
- Abdominal pain
- Athletic injuries
- Addressing female health issues
- Hospital referrals



Clinic hours: Saturday – Thursday 8:00 AM – 8:00 PM (During semester only)
Location: G Building, next to the library



**Health
Clinic**

for your health

CERTIFICATE OF ACCREDITATION

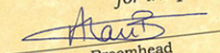
This certificate acknowledges that the

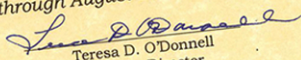
Intensive English Program
at

the American University of Kuwait
is in compliance with the

CEA Standards for English Language Programs and Institutions
and is accredited by

the Commission on English Language Program Accreditation
for the period August 2009 through August 2014.


Alan Broomhead
Chair


Teresa D. O'Donnell
Executive Director

Commission on English Language Program Accreditation
801 North Fairfax St., Suite 402(A), Alexandria VA 22314



INTENSIVE ENGLISH PROGRAM

Foundation *for a Lifetime...*

The American University of Kuwait is proud to announce that its Intensive English Program is the first in the region to receive Accreditation from the **Commission on English Language Programs Accreditation (CEA)** for the period of August 2009 through August 2014. CEA is recognized by the US Department of Education, whose approval attests to the high quality of CEA as an accrediting agency. Its purpose is to provide a means for improving the quality of English Language teaching and administration through accepted standards. CEA conducts accreditation reviews in the US and internationally.

INTENSIVE ENGLISH PROGRAM (IEP)

Tel: 1-802040 / (+965) 2-224-8399, Ext: 411 • Fax: (+965) 2-573-7039

IntensiveEnglish@auk.edu.kw

www.auk.edu.kw

INFORMATION TECHNOLOGY

Student Information Technology Services @ AUK



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 role-based, personal and academic information via AUK Self-Service
- University-wide Data Network & Wireless Coverage
- E-mail Access & Internet Access
- Personal storage space on AUK servers

Off-Campus Student Access & Services

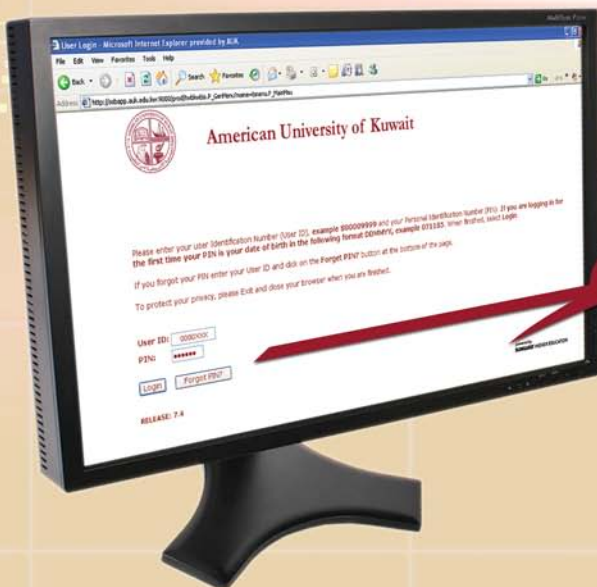


Your AUK Portal <https://myauk.auk.edu.kw/> provides a single-sign-on access to all AUK information & student services. It also offers off-campus access to AUK Online Library Databases (under the Library Tab). Portal content is administered by PR & Marketing.

AUK Self-Service



<http://ssbapp.auk.edu.kw:9000/> provides access to your personal and academic information



- **User ID:** Your AUK ID
(S0000XXX)

- **Pin:** Password (set to BD followed by your birthday in the following format "BDddmmyy" by default.
Example: BD260385.

- Change is required at 1st login

https://www.

Webmail

<https://mail.auk.edu.kw/> provides access to your emails, calendar and contacts information

IT Helpdesk

(<http://aukhelphdesk.auk.edu.kw>) provides on-campus and off-campus access to your helpdesk account and to your tickets logs and resolutions. A link to Helpdesk is available on the AUK website front page.



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.
- Administer and manage your mailbox by deleting old emails and/or archiving your data regularly.
- The AUK network includes full wireless coverage; you may access the internet through KEMS-AI Zajil for one hour at a time by sending a free SMS containing only the word “**KEMS**” to **1822822**; use the username and password you receive to activate your one hour free internet session.
- Kindly contact the IT department before connecting your laptop in any classroom.
- Do NOT disconnect or change computers connections in the classrooms.
- Multimedia Services support students’ events upon prior reservations.

Contact the IT Department if you face problems related to:

- logging in to the AUK Domain
- E-mail accounts
- PC and related peripheral equipment functionality
- Network and Internet connection
- Any other IT-related inquiries

How to Contact the IT 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
Saturday: 9:00 am – 2:00 pm
(Closed on Fridays)
- Any support request should be logged to <http://aukhelphdesk.auk.edu.kw>
Tel: **(+965) 1802040**, ext. **129/132/125/126/110/134**
IT Department mobile number: **66399892**

Password Rules

Contains (at least):

1 Number

1 Capital letter

1 Small letter

Better not to include your name

Minimum of 8 characters length

THE LIBRARY

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 needs of students and faculty. The library staff provides assistance and instruction in the effective use of the resources.

Library Services for Students

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



Service Hours:

Sunday through Thursday 8:00 AM- 9:00 PM

Friday 1:30 PM - 6:00 PM

Saturday 12:00 PM – 6:00 PM

Tel: (+965) 1-802040 Ext. 504 & 505

Email: library@auk.edu.kw

PARENT RELATIONS *and* ALUMNI AFFAIRS

The Office of Parent Relations and Alumni Affairs is responsible for identifying and addressing the unique programming needs of parents and families of AUK students as well as ensuring that AUK graduates stay connected to AUK. The relationship between AUK, Parents and Alumni is important to us. We want to stay connected with Parents and Alumni and establish a mutually beneficial relationship as their primary liaison at AUK.

Parents

We are here to help AUK Parents understand their son/daughter's experience at AUK and hopefully gain knowledge that will provide students with the essential tools needed to succeed at AUK. As a new member to the AUK family, You will receive continuous updates on campus news, events and campus life.



Alumni

The Alumni Association considers all graduates from the American University of Kuwait as members of the Alumni Association. Alumni receive several benefits including:

- AUK Alumni ID card
- Bi-annual Newsletter
- Library access and database privileges
- Alumni e-mail account
- Career Services support
- Center for Continuing Education discounts
- Invitation to networking and university events



It's about Students, Alumni, Parents and AUK!

Together, through the Office of Parent Relations and Alumni Affairs, a world of difference is made in the collegiate experience and life. Please visit our page on the AUK website for more information about the department, programs and services.

Office of the Registrar

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 interpretation of 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.

OUR SERVICES INCLUDE:

- Catalog Maintenance
- AUK Self-Service Support
- Registration Process
- Transfer Evaluation
- Scholarship Information and Processing
- Degree Audit Checks
- Major/Minor Declaration
- Graduation Certification
- Enrollment Verification Letters
- Transcript Processing
- Classroom Reservation



Office of the Registrar, **American University of Kuwait**

Location: G - Building

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

Tel: 1-802040, **Ext. :** 214

Safety & Security at AUK



Mr. Nawaf Al-Banai
Safety & Security Coordinator

Our mission is to maintain a welcoming, safe and secure environment for students, faculty and staff by applying the rules of AUK and Kuwait Government. Competent and professionally trained security staff provide a variety of public services to AUK community members by working closely with the University Campus Services Department and law enforcement departments in Kuwait.

We are committed to a vision of an organization that significantly contributes to preserving the quality of life in our community by actively working to assure a safe and secure environment.

Some of the services we provide are:

- Surveillance Cameras
- 24/7 Campus Coverage
- Campus Access - Gate control passage
- ID Cards Checks & Visitor Check-In
- Approved Building & Room Access
- Emergency Evacuation
- Parking Lot Escorts
- General Campus Safety Services

“A safe
campus is the
result of an
informed and
educated
community.”



Tel: 1-802040 Ext. 666/333
Emergency line (24 hours) : (+965) 66 10 70 10

Student Life

AMERICAN UNIVERSITY of KUWAIT

Student Life is responsible for creating a campus environment that engages students with lifelong learning opportunities outside the classroom which provide **personal, professional, ethical, and intellectual growth.**

The Office of Student Life offers you opportunities to participate in and enjoy the benefits of:

- Student Activities
- Intramural Sports
- Student Employment Program
- The Hangout
- Student Clubs & Organizations
- AUK Athletic Teams
- Leadership Programs
- Much, much more...

Activities & Events

Throughout the academic year, Student Life organizes various social, cultural and recreational activities to promote a greater university experience.

Some of these activities are:

- Welcome Back activities
- Day trips (Boating and Fishing trip)
- Scavenger hunt
- **Ice-cream Socials**
- Movie Nights
- Guest Lectures
- **Ice Skating**
- Charity Fundraisers
- Cooking & Dessert competitions

plus much, much more!



Programs and Activities

New Student Orientation and Welcome Back Week

All first time undergraduate students are required to attend New Student Orientation and Welcome Back Week, to learn what AUK has to offer.

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 list Academic, Cultural, Political, Community Service, Social, and General Interests.

Other Major Programs

International Week



Social Awareness Week



Art Exhibition



Awards Night



plus much, much more!

The Hangout

The Hangout is the official student lounge of the American University of Kuwait. Come during your free time to relax, play games, hangout, enjoy our services, and take part in the activities that we organize.

Student Employment

The AUK Student Employment Program is housed within Student Life. Being a student employee is an excellent way for students to gain employment skills while studying at the University as they prepare to enter the workforce. Students can seek employment through a variety of departments on campus.



L.E.A.D. at AUK

Learn • Experience • Achieve • Discover

L.E.A.D. at AUK is a program overseen by the Office of Student Life to provide information and skills on how to be an effective leader on Campus and in the professional world. Sessions are presented by AUK faculty, staff, and alumni, in addition to distinguished members of the community.

Get Involved:

There are three ways for all students to get involved with L.E.A.D. at AUK:

- Occasional Attendees
- L.E.A.D. Participants
- Student Facilitators

Participation Levels:

All levels at the end of the year will be invited to lunch/dinner with significant members of the AUK Administration.

- Group Level(s)
- Officer Level
- Executive Level
- Presidential Level

Student Facilitators:

Students can volunteer to become facilitators to help coordinate and organize L.E.A.D. at AUK sessions and the overall program throughout the year. This will provide real-life experience and a great resume builder.

L.E.A.D. at AUK Passport:

All students are eligible to collect a L.E.A.D. at AUK passport, which enables participants to collect points and keep record of attended sessions throughout the academic year.

For more information about the L.E.A.D. at AUK program, please visit the Office of Student Life, and pick-up the official L.E.A.D. at AUK brochure.

LEARN
EXPERIENCE
ACHIEVE
DISCOVER

OFFICE OF STUDENT LIFE

Sciences Building, Room # A-004

Phone: 1802040 / (+965) 22248399, Ext: 232. Fax: (+965) 25721263

lead@auk.edu.kw

Athletic & Recreational Sports

Athletic Team Sports

Sign up and try-out for one of AUK's many athletic intercollegiate teams! Be part of the three-time champions of the University Championship Cup. Men and Women can try-out for any of the following intercollegiate teams offered bellow:

Basketball Soccer Table Tennis Tennis Volleyball

Other Seasonal Sports: Swimming, Taekwondo and Squash



Recreational Sports

AUK offers a variety of ways to keep physically fit and participate with sports outside of inter-collegiate athletic sports. We offer a variety of Fitness Activities and Programs which include Fitness Sessions and Intramural Sports.

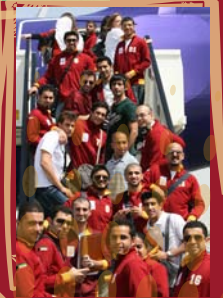
Intramural Sports

Intramural sports are organized activities that allow the AUK students, faculty and staff to participate in individual, dual and team sports activities that emphasize participation and provide the opportunity to meet new friends.

Some of many intramural sports:

Basketball 3 vs. 3 Soccer Volleyball
Badminton Chess Dodgeball

And more!



Student Government Association

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is recognized as the official representative voice of the student body at the American University of Kuwait. It serves as a liaison between students and the university administration. SGA is aimed at representing the opinions, concerns, and recommended resolutions of the student body at AUK of all backgrounds, nationalities, and genders that comprise the diverse population of the AUK community.

SGA is responsible for:

- Acting as a liaison between administration and students.
- Addressing key student issues.
- Listening and projecting student voices and concerns through activities such as Open Meetings, Townhall Meetings, and General Assemblies.
- Ensuring student rights.
- Ensuring the unity of the student body.
- Supporting clubs and organizations.
- Encouraging student involvement on campus.

The Student Government Association is here for YOU!!



SGA

Phone: 1-802040 Ext: 104

Email: sga@auk.edu.kw

Ground floor of the Liberal Arts building

THE AMERICAN UNIVERSITY *of* KUWAIT

Student Success Center

ACADEMIC SUPPORT

- Academic Advising
- Peer Tutoring
- Supplemental Instruction
- Academic Skills Workshops
- Peer Academic Leaders (PALS) Program
- Early & Mid-Term Warning Program
- Success Program for Probationary Students

PERSONAL SUPPORT

- Career Services
- Personal Counseling
- Healthy Student Living
- Disability Services & Accommodations



STUDENT SUCCESS CENTER

Division of Student Affairs
Liberal Arts Building (5th Floor)

Tel: 1-802040/22248399, Ext: 242

succcess@auk.edu.kw

www.auk.edu.kw

Student Success Center

ACADEMIC ADVISING

ACADEMIC ADVISING SERVICES

Undeclared Academic Advising

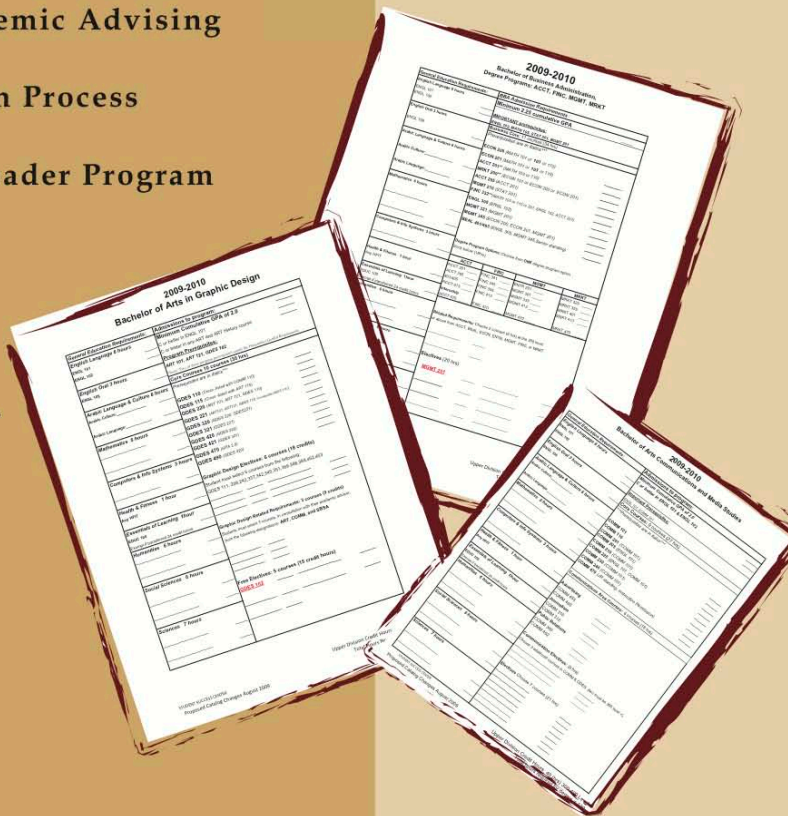
Major Declaration Process

Peer Academic Leader Program

(PALS)

Major Fair

And many more...



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success@auk.edu.kw

www.auk.edu.kw

Student Success Center



Peer
Academic
Leaders

PALS MISSION

To offer students practical help in understanding AUK's academic advising process.

To theoretically enhance peer advisor's knowledge on academic policies and procedures, academic support, and other services related to academic advising offered by the institution.

To encourage peer advisors to pass on their knowledge to newly admitted students about all the aspects of academic advising.

To create better bonds between existing and new students.



We are your PALs...

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Liberal Arts Building (5th Floor)

Tel: 1-802040/22248399, Ext: 242

success@auk.edu.kw

www.auk.edu.kw

Student Success Center

Tutoring Services

TUTORING SERVICES

Free one to one or group tutoring services to most Undergraduate courses.

Free tutoring services for our IEP students.

Academic Skills workshops, such as Note Taking, Reading, time management, test taking, memory improvement skills and more.

Supplement instruction sessions.

Free one to one or group tutoring services to most Undergraduate courses.

Book online appointments with our Tutors on:
<http://tutortrac.auk.edu.kw>
or walk-in visits are also welcome

STUDENT SUCCESS CENTER

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succes@auk.edu.kw
www.auk.edu.kw



THE VOICE

OF AUK



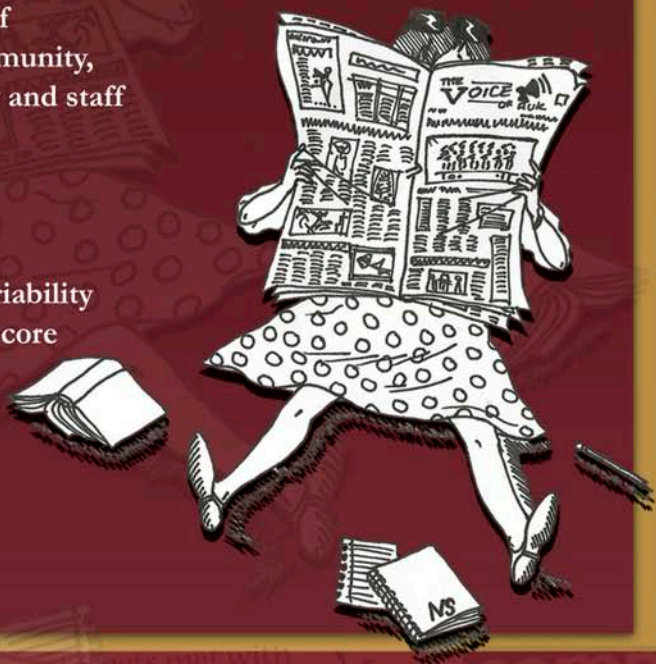
The Voice of AUK is the official student newspaper of the American University of Kuwait. It is staffed and operated exclusively by AUK students, in consultation with a faculty advisor.

The Voice of AUK publishes news, features, opinions/editorials, and interest pieces which are of relevance to the AUK community, including students, faculty and staff members, and their families.

Although there is some variability from month to month, the core sections of the Voice are News, Opinion/Editorial, Arts & Culture, Sports, Health and Arabic Corner.

If you have a talent for writing or see yourself as an-up-and-coming journalist, photographer, or graphic designer and want to let the community know about an important event or even an opinion,

the Voice is the place for you!



Please submit all contributions to [voice@auk.edu.kw] or visit us in our office to get your VOICE heard today.
Office Location: Clubs & Organizations Office, Ground Floor, Liberal Arts Building (opposite computer lab) Ext. 102

AMERICAN UNIVERSITY *of* KUWAIT

The Writing Center



The Science Building - A 207
writingcenter@auk.edu.kw
Tel.: 1 802040 - Ext.: 465

Having Problems with your **Writing**
or **Reading** Assignments? Lost in
Citation? Passionate about Writing
and want to advance in your
creative writing skills? Need
help on **researching**? Don't know
how to **develop** your **idea**?

Book an **online appointment** at:
<http://tutortrac.auk.edu.kw>
or visit us at
The Science Building - A 207

Got writing questions? The Writing Center at AUK