

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
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**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 misplace 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 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).
- An ID needs to be presented at the time of the claim. If there is no ID presented there will be no claim.

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

The screenshot shows the AUK Self Service website interface. At the top, there is a navigation bar with the text "LEARN • THINK • BECOME." and a search bar. Below this, the main header area contains the text "Welcome AUK Student" and a "Sign Out" button. The main content area is divided into several sections, each with a list of links. The sections are: "Registration" (links: View Your Registration Status, Check Your Registration Status, Add or Drop Courses), "Student Services" (links: View Your Holds, View Your Final Grades, Request Printed Transcript, View Your Account Summary, Catalog Course Descriptions), "Employment" (links: View Your 1st Block Grades, View Your Electronic Gradebook, View Status of Transcript Requests, Degree Audit, View Your Academic Information), "Employment Application" (links: Click here to fill the Employment Application Form if you want to apply for a job in the university or view your evaluation), "View Your Midterm Grades", "View Your Transfer Credit/Academic Transcript", "View Your Account Summary by Term", "View Schedule of Courses", and "Teaching Evaluation by Student". A "SITE MAP" link is located in the top right corner. Annotations with arrows point to specific links: "Click to find out why you can't register/view your grades" points to "View Your Holds"; "Click to check if you are on track" points to "View Your Academic Information"; "Click to view all your grades" points to "View Your Midterm Grades".

Registration
Check your registration status, course schedule and add or drop courses

- View Your Holds
- View Your Final Grades
- Request Printed Transcript
- View Your Account Summary
- Catalog Course Descriptions

Student Services
View your holds, grades, transcripts and account summary

- View Your 1st Block Grades
- View Your Electronic Gradebook
- View Status of Transcript Requests
- Degree Audit
- View Your Academic Information

Employment Application
Click here to fill the Employment Application Form if you want to apply for a job in the university or view your evaluation

- View Your Midterm Grades
- View Your Transfer Credit/Academic Transcript
- View Your Account Summary by Term
- View Schedule of Courses
- Teaching Evaluation by Student

Site Map

Annotations:

- Click to find out why you can't register/view your grades
- Click to check if you are on track
- Click to view all your grades

Click to find out who is your advisor

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 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 Office of Public Affairs: rlopes@auk.edu.kw

The screenshot shows the MyAUK The University Portal homepage. The header features the MyAUK logo, the tagline "Learn. Think. Become.", and the URL <http://myauk.auk.edu.kw>. A navigation bar includes links for My Account, Welcome Test Student, Student Services, Student Resources, My Tab, Finance Services, Library, Life@AUK, Life in Kuwait, My Headlines, Tutorial, and IEP. The main content area is divided into several sections: My Calendar (showing July 2011), Campus Announcements (AUK Academic Scholarship Program Information), University Policies & Codes of Conduct, Personal Announcements (no announcements), Direct Access to Self Service (Click Here), ATTENTION STUDENTS (College guidelines regarding the H1N1 flu), Bookmarks (academic calendar, 3A-SIG Homepage, SunGard Higher Education Homepage), Academic and Institutional Calendar (Click Here), IEP Academic Calendar (Click Here), and Staff and Faculty Directory. A gallery section shows a photo of two students taking a break. A "What's On MyAUK" section highlights the MyAUK Portal as a digital campus and lists various services available through a single sign-on.

MyAUK
THE UNIVERSITY PORTAL
<http://myauk.auk.edu.kw>

Learn. Think. Become.

My Account
Content Layout
Portal Admin

Welcome Test Student
You are currently logged in.

Student Services Student Resources My Tab Finance Services Library Life@AUK Life in Kuwait My Headlines Tutorial IEP

July 6, 2011

My Calendar
July 2011

S	M	T	W	T	F	S
30	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Today is: 2011/07/06

Events:
None

Invitations:
You have (0) new invitation...

Bookmarks

- academic calendar
- 3A-SIG Homepage
- SunGard Higher Education Homepage

Academic and Institutional Calendar
[Click Here](#)
Get access to your Academic and Institutional Calendar

IEP Academic Calendar
[Click Here](#)

Staff and Faculty Directory
Locate a Staff or Faculty member **Alphabetically** or by **Department**

Campus Announcements
[AUK ACADEMIC SCHOLARSHIP PROGRAM INFORMATION](#)

Personal Announcements
There are no announcements

Direct Access to Self Service
[Click Here](#)
Note: You will have to enter your Username and Password once again as this service is accessed independently and not through MyAuk.

Gallery

Students taking a break
Library Conference Room

University Policies & Codes of Conduct
[Click Here](#)
For a comprehensive list of AUK's policies and Codes of Conduct

ATTENTION STUDENTS
College guidelines regarding the H1N1 flu
[Click Here](#)

What's On MyAUK
MyAUK Portal = My Digital Campus

MyAUK makes my life easier!
Single Sign-on to:

- My AUK e-mail
- Life @ AUK
- Library
- Self Service
- Online class community
- Clubs & Organizations Homepages

All in one place, all at one time.
Use it now!

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 From	Use this form to request enrollment in courses that have the following restrictions: Permission to Enroll, Requisitions or Course Capacity.
Course Evaluation Request	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 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 on Campus for Assistance?

INFORMATION	LOCATION
Academic Advising	Undeclared : Academic Advising Center Declared: Faculty Advisors
Academic Support (Free tutoring study area)	Tutoring Center: Science Building (Ground Floor)
Academic Probation	Academic Advising Center: Retention Coordinator
Career Advising (Major exploration, internships, graduate school and job information)	Career Services and Wellness Center
Campus Security	Campus Security: 2224-8399 Ext. 666
E-mail/Self-Service/Computer Problems	IT help desk: 2224-8399 Ext. 225
Financial Payments, Issues and Inquiries	Finance Department
Health Services	AUK Clinic: 2224-8399 Ext. 100
Lost and Found	AUK Store (not the bookstore), behind Kwik Kopy
New ID Cards	Office of Student Life
Personal Problems/Issues	Career Services and Wellness Center
Photocopying and Printing needs	Kwik Kopy
Registration Information, Submit Forms, Registration Issues, etc)	Office of the Registrar
Sports, Intramurals, and Student Organizations	Office of Student Life
Student Employment	Office of Student Life
Student Forms	Go to www.auk.edu.kw , click on Student Affairs, then click on Registrars Office, 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)



ACTIONS speak louder THAN WORDS...

Ivy League affiliation (AUK and Dartmouth College);
Diverse and highly qualified faculty;
Internationally accredited programs;
Active campus life;
13 distinct academic majors.

B.A. in Communication and Media

B.A. in English

B.A. in Graphic Design

B.A. in International Studies

B.A. in Social and Behavioral Sciences (*Concentration in Anthropology*)

B.B.A. in Accounting

B.B.A. in Economics

B.B.A. in Finance

B.B.A. in Management

B.B.A. in Marketing

B.E. in Computer Engineering

B.S. in Computer Science,

B.S. in Information Systems

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



find us on
facebook



follow us on
twitter

AMERICAN UNIVERSITY of KUWAIT

AUKuwait *Review*

Arts & Literary Journal

English
Poetry / Prose
Art



The AUKuwait Review is published annually and features fiction, poetry, creative non-fiction, graphic art, photography, drawings and illustrations. Submissions are accepted from May through December.

Send literary submissions to
Dr. James McDougall (jmcdougall@auk.edu.kw)

and arts submissions to
Assistant Professor Maryam Hosseinnia (mhosseinnia@auk.edu.kw)

Review

Academic Advising Center

ACADEMIC ADVISING

ACADEMIC ADVISING SERVICES

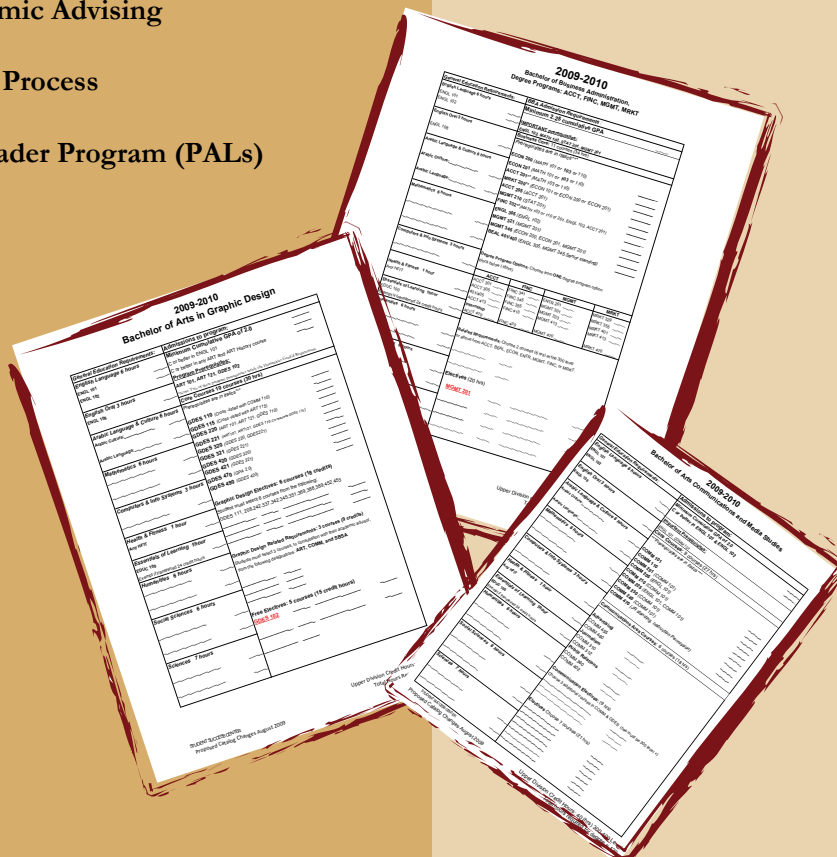
Undeclared Academic Advising

Major Declaration Process

Peer Academic Leader Program (PALs)

Majors Fair

And many more...



ACADEMIC ADVISING CENTER

Academic Affairs

Academic Advising Building

Tel: 1802040/(+965) 22248399, Ext: 492

aac@auk.edu.kw

www.auk.edu.kw

Academic Advising 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 aspects of academic advising.

To create better bonds between existing and new students.



We are your
PALS...

ACADEMIC ADVISING CENTER

Academic Affairs
Academic Advising Building
Tel: 1802040/(+965) 22248399, Ext: 492
aac@auk.edu.kw
www.auk.edu.kw

Academic Advising Center

TUTORING SERVICES

TUTORING SERVICES

Free 1-on-1 or group tutoring services for 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.

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



ACADEMIC ADVISING CENTER

Academic Affairs
Academic Advising Building
Tel: 1802040/(+965) 22248399, Ext: 492
aac@auk.edu.kw
www.auk.edu.kw



ALUMNI Association

As a graduate of the American University of Kuwait, you have become part of a network of future leaders destined to positively impact Kuwait and the global society. You are an AUK family member for life! We celebrate your achievements and will support you with challenges. You have made us proud

The Alumni Network enables you to:

- Stay in touch with former classmates
- Support current students by serving as a mentor, employing interns or donating to scholarship funds
- Distinguished AUK Alumni University ID Card which allows Library access and database privileges
- Enjoy online services such as alumni email account and bi-annual newsletter
- Alumni email account
- Career services support
- Get course discounts at the Center for Continuing Education
- Alumni Advisory Board

alumniaffairs@auk.edu.kw

Our office is located in Student Life A004

Tel: 1-802040 Ext 256



Without "U"
There is no "AUK"



STUDENT Employment



Student employment is an excellent way for students to gain employment skills and a little extra cash while on campus. It is designed to enhance student's educational experience while providing a necessary service to the university community. It also provides an opportunity to offset a portion of a student's educational expenses. An Applicant has to be a student at the American University of Kuwait that is currently enrolled with strong interpersonal skills. Further information on the student employment process and how to apply can be accessed through the AUK self service once students have registered for classes.

"Earn while you Learn"

CAREER SERVICES AND WELLNESS CENTER

The new Career Services and Wellness Center offers a wide range of services and opportunities so you can make the most out of your University experience. Everything from help with writing CV's and Cover Letters, to Personal Counseling and we can even help you find that perfect internship position when the time comes. Not only as a student will you find our services helpful but even after you graduate our Alumni Services can provide help in finding a career path that will continue to shape your future. Our Services include:

Career Services

- Career Counseling
- CV and Cover letter Critique
- Internship Opportunities and Information
- Career Opportunities
- Workshops on Career Related Topics
- The Annual Career Fair

Wellness Services

- Personal Counseling
- Disability Services
- Healthy Student Living Workshops and Events
- The Annual Health Fair

Our role is to support your growth and development as a person, a student, and eventually a professional. When you find yourself in need of help, Career Services and Wellness is always a great place to start.

Tel: 1-802040 Ext. 361
jsullivan@auk.edu.kw

CENTER *for* CONTINUING EDUCATION

The American University of Kuwait's Center for Continuing Education (CCE) is pleased to offer:

COURSES

- Business English
- Survival Arabic
- Business English Writing
- General English
- English for Specific Purposes

EXAM PREPARATION

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

CERTIFICATE PROGRAMS

- Basic Computing Skills (MS Office 2007)
- Business English Certificate (BEC)
- Cambridge International Diploma in Business (CIDB)
- Leadership and Supervisory Skills

WORKSHOPS/EXAM PROCTORING

- Conducted throughout the year.

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

AUK Health Clinic



Health Clinic

for your health

CLINIC HOURS:

Sunday - Thursday

8:00 AM - 8:00 PM

(During semester only)

Reduced hours during other periods.

LOCATION:

G-Building, next to Library

Tel: 1-802040

Ext. 100/101

AUK maintains an on-campus health clinic staffed by personnel from the International Clinic of Kuwait. 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. Should any community member or visitor fail to use a reasonable amount of care, any injury or damage resulting from student/employee negligence is not the responsibility of the University.

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

Emergency first aid response

Addressing cold/flu symptoms

Blood pressure checks

Blood sugar test

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

Additionally, AUK Clinic provides health education information and materials (Books and Videos) 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.

the diner

The Diner serves the AUK community with a variety of meals, dishes and snacks that satisfy individual tastes. Enjoy breakfast, daily lunch buffets, specialties, hearty custom-made salads, fresh sandwiches, healthy choice items, desserts, and a wide selection of drinks and refreshments. Whatever your choice of food, the Diner always has something to offer.

Open Daily from 8:00 AM - 8:00 PM

LIBERAL ARTS
BUILDING
GROUND FLOOR
EXT. 601
DINER@AUK.EDU.KW



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

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/academics/academics_calendar.jsp

FINANCE DEPARTMENT

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

1st floor, Administration Building, Tel : 1802040, Ext. 332

“Language
shapes the way
we think...”

Benjamin Lee Whorf
(1897-1941)

INTENSIVE ENGLISH PROGRAM

The Intensive English Program (IEP) is designed to increase the students' ability to read, write, speak and listen in English, which will prepare and empower them to succeed with the English language skills to benefit their undergraduate studies at AUK.

The Intensive English Program is also the first in Kuwait 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.

INTENSIVE ENGLISH PROGRAM (IEP)

Tel: 1-802040 / (+965) 2-224-8399, Ext: 477 • 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 Office of Public Affairs.

AUK Self-Service

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



- **User ID:** your AUK ID (S0000XXX)
- **Pin:** your password (set to BD followed by your birthday in the following format: BDddmmyy by default, example BD260385)
- Change required at 1st login

https://www.

Webmail

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

IT Helpdesk

<http://aukhelpdesk.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 both the AUK website and the AUK Portal front pages.



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.
- A Password Reset feature allows students to reset their passwords by providing answers to pre-defined secret questions through the AUK Portal - <https://Myauk.auk.edu.kw> – via the link “Having problems logging in? Click here.”, without having to revert back to IT. Enrollment in the system is a prerequisite to using this feature.
- Administer and manage your mailbox by deleting old emails and/or archiving your data regularly.
- “AUK WiFi” free internet connection. Once this network is selected, and an internet browser window is opened, the user will be presented with the “AUK WiFi” welcome page to enter his/her username and password to access the internet.
- Do NOT disconnect or change computers connections in the classrooms.
- The Multimedia Unit is available to support students’ event, if given prior notice.

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://aukhelpdesk.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

- **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 services**
- **Off campus Access to the library online materials**
- **Photocopying**
The library provides students with magnetic cards for photocopying with 250 copies each semester.
- **Videoconferencing facility and group study rooms with multimedia systems.**



Service Hours:

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

Friday 3:00 PM - 8:00 PM

Saturday 12:00 PM – 6:00 PM

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

Email: library@auk.edu.kw

Library Guides: <http://Libguides.auk.edu.kw>

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
- Degree Audit Checks
- Major/Minor Declaration
- Graduation Certification
- Enrollment Verification Letters
- Transcript Processing
- Classroom Reservation

Office of the Registrar

Location: G - Building

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

Tel: 1802040, Ext: 214

The Office of 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.**

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

- Student Activities
- Intramural Sports
- AUK Athletic Teams
- The Hangout
- Student Clubs & Organizations
- 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
- AUK Chat Series
- Ice Skating
- Art Exhibition
- Cooking Competitions
- Playstation/Wii Tournaments

plus much, much more!



PROGRAMS & ACTIVITIES

Student Affairs... Where University Comes to Life!

Welcome Back Week

All first time undergraduate students are urged to attend the Welcome Back Week and all of the activities it has to offer, to meet other classmates, get involved on campus, and 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 Academic, Cultural, Political, Community Service, Social, and General Interests.

Other Major Programs

International Week



Awards Night



Art Exhibition



Social Awareness Week



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.

AUK's Athletic Teams

Sign up and tryout for one of AUK's many intercollegiate athletic teams! Be part of the four-time University Championship Cup champions. You can try out for any of the following intercollegiate teams.

Men's Basketball
Men's Soccer
Men's Table Tennis
Men's Tennis
Men's Volleyball



Women's Basketball
Women's Soccer
Women's Table Tennis
Women's Tennis
Women's Volleyball

Recreational Sports

AUK offers a variety of Fitness Activities and Sports Programs which include Fitness Sessions and Intramural Sports.



AUK Wolfpack Fitness Room

The AUK gym is located near the soccer field; it offers cardio and fitness equipment along with free weights and a kick boxing area. The AUK Wolfpack Fitness Room is available to males and females on alternative days.

What are Intramural Sports

Intramural sports are organized activities that allow the students, faculty and staff to participate in individual and team sports activities. Student Affairs organizes a variety of sports tournaments each term and always welcome suggestions for new sporting events. Intramurals sports provide a great opportunity to be active in the AUK community and meet new friends.



Some of AUK's many intramural Sports:

Basketball	Soccer	Volleyball	Billiards	<i>And more!</i>
Badminton	Golf	Dodgeball	Table Tennis	



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 is a great way to gain real-life experience and build one's resume'.

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

LEAD at AUK Program

Office of Student Life, Room # A-004

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

Lead@auk.edu.kw



Safety & Security at AUK



Mr. Nawaf Al-Banai
Safety & Security Coordinator

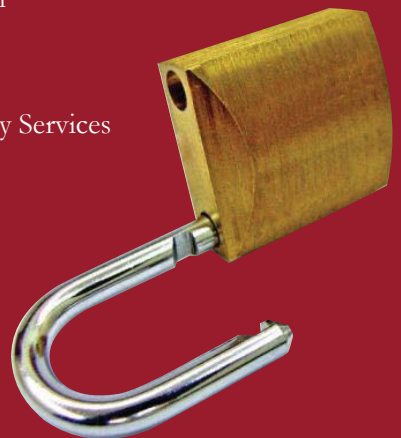
Our mission is to maintain a welcoming, safe and secure environment for students, faculty, and staff by applying the rules of Kuwait Government and AUK. Competent and professionally trained security staff provide a variety of public services to AUK community members by working closely with the University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

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

Some of the services we provide are:

1. 24/7 Campus Coverage
2. Monitoring Campus by Surveillance Cameras
3. Campus Access - Gate Control Passage
4. ID Cards Checks & Visitor Check-In
5. Approved Building & Room Access
6. Emergency Evacuation
7. Parking Lot Escorts
8. General Campus Safety Services



Tel: 1-80204 Ext. 666/333
Emergency line (24 hours) : (+965) 66 10 70 10

AMERICAN UNIVERSITY *of* KUWAIT

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!!!

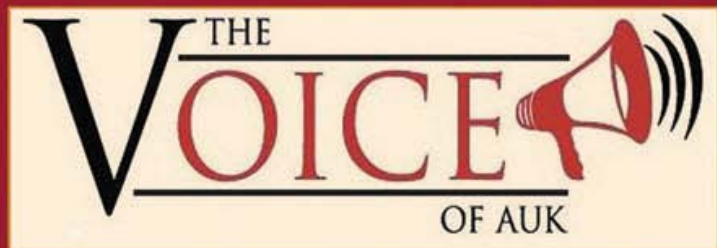


SGA

Phone: 1-802040 Ext: 104

Email: sga@auk.edu.kw

Ground floor of the Liberal Arts building



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

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

THE VOICE US THE PLACE FOR YOU!

We welcome contributions from students, faculty, and staff, whether it's news features or even interest pieces.

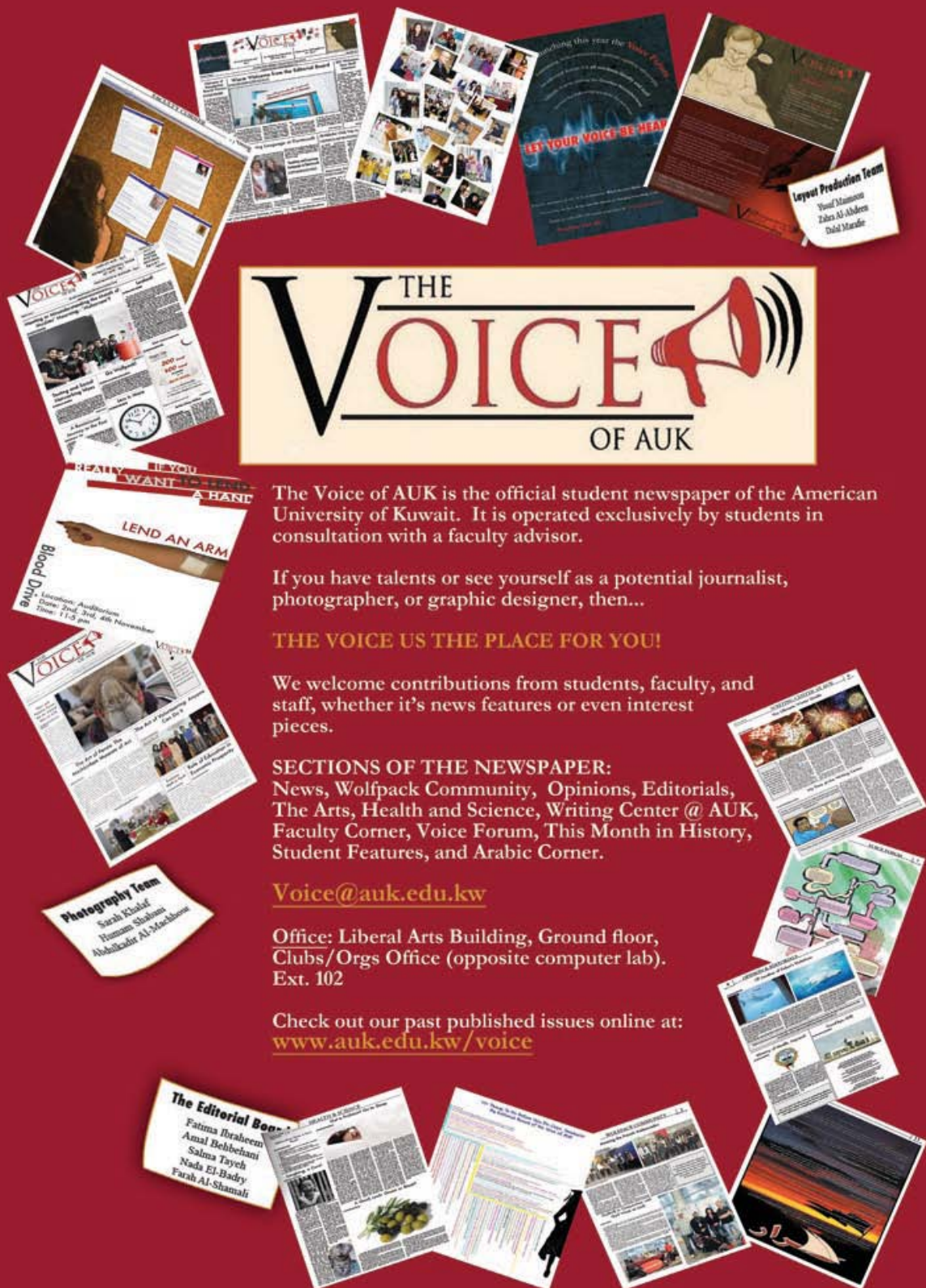
SECTIONS OF THE NEWSPAPER:

News, Wolfpack Community, Opinions, Editorials,
The Arts, Health and Science, Writing Center @ AUK,
Faculty Corner, Voice Forum, This Month in History,
Student Features, and Arabic Corner.

Voice@auk.edu.kw

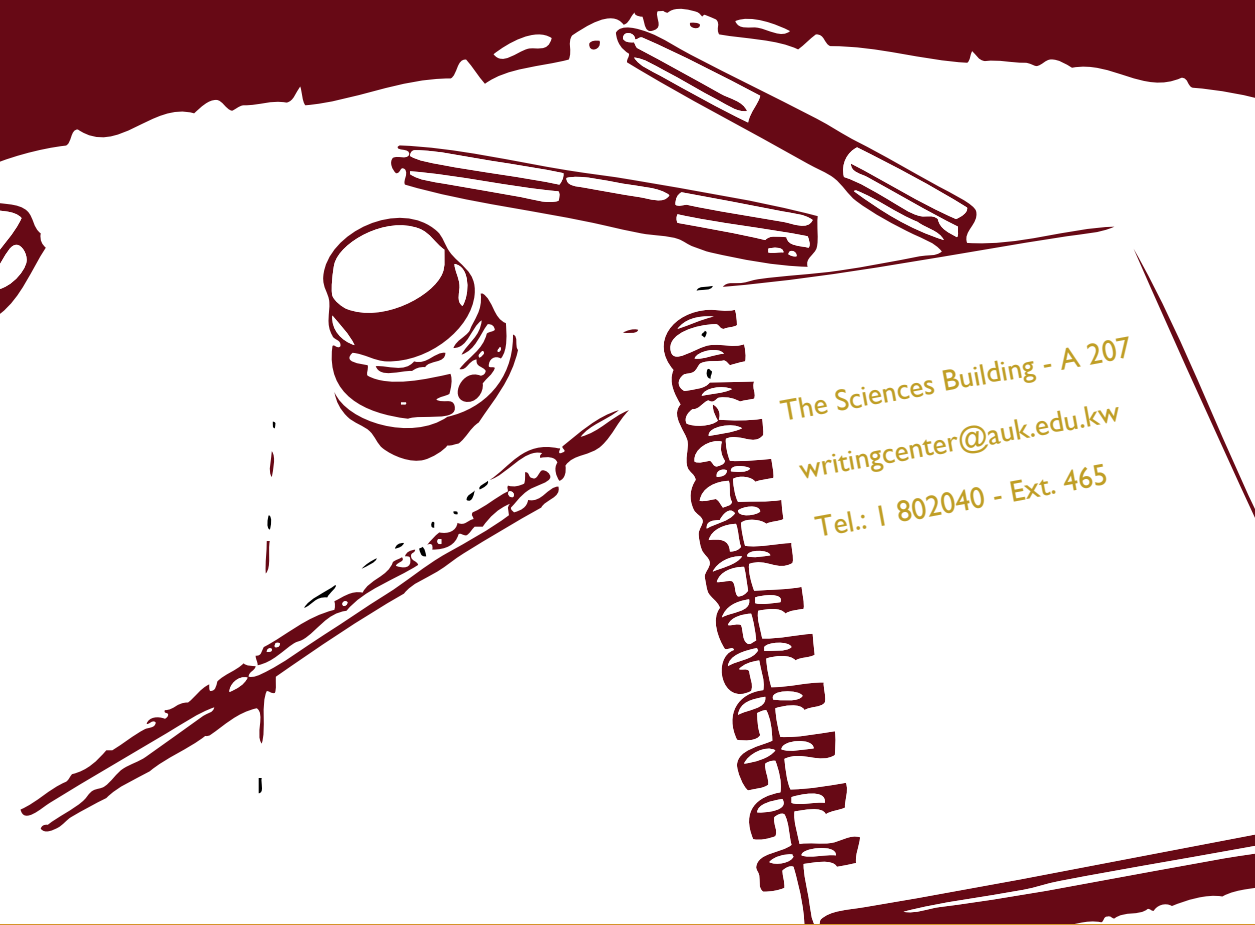
Office: Liberal Arts Building, Ground floor,
Clubs/Orgs Office (opposite computer lab).
Ext. 102

Check out our past published issues online at:
www.auk.edu.kw/voice



AMERICAN UNIVERSITY *of* KUWAIT

The Writing Center



The Sciences 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 Sciences Building-A. room 207

Got writing questions? Ask the Writing Center at **AUK**

