STUDENT RESOURCES

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 anl 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 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.

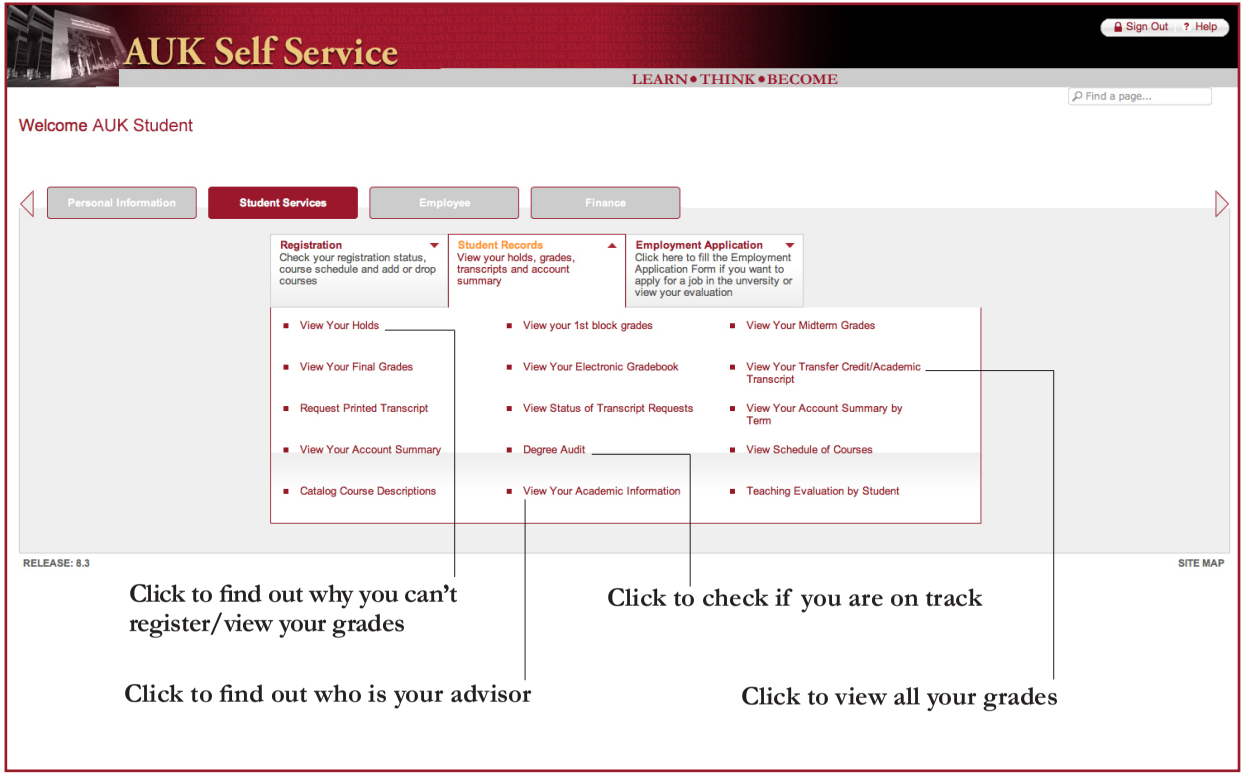
SPORTS FACILITIES & ATHLETIC TEAMS

There are three multipurpose basketball/volleyball courts and a soccer field available for student use. Sports equipment can be checked out from the 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.

Self-Service Guide



MyAUK Portal

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

In addition to Banner integration, features of the new portal include channeled content and layout; publish-and-subscribe channel model; end-user customization; separate channels for 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

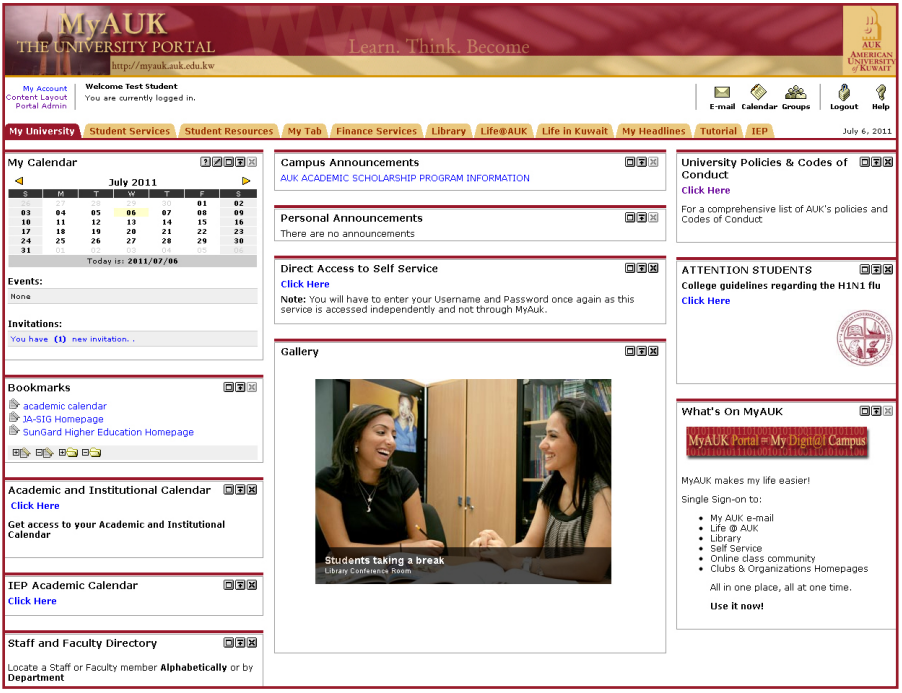
MyAUK provides a message board for each class in which you are enrolled. Depending on the privileges allocated to a group, message boards may also be available to groups for which you are a member.

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. If you need more information, please contact Roland Lopes, Web/Portal Developer in the Office of Public Affairs: **rlopes@auk.edu.kw**



A sample view of the MyAUK Portal introduction page

Which Student Form Do I Use For...

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

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

Where Do I Go On Campus For Assistance?

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