



## **2. REGISTRATION**

### **OFFICE OF THE REGISTRAR**

**Registration**

**Degree Audits**

**Student Academic Records**

**Disclosure of Student Records**

**Transcripts**





# REGISTRATION

## OFFICE OF THE REGISTRAR

The Office of the Registrar strives to facilitate the educational process by providing administrative services that support academic units, faculty, and students under the mission of AUK. The University registrar advises administrators and faculty on development and implementation of policies and procedures to encourage informed academic decisions that support the goals of the University. The office staff assist student registration, maintain student records, manage and update curriculum and catalog, develop the academic calendar, maintain and update AUK's course inventory, create course schedules, manage grade reporting, verify enrollment, process transfer credits, audit degree progress, process transcripts, certify graduation, and implement policies and procedures.

The University registrar collaborates with faculty, department chairs, deans of colleges, and other academic and administrative units to continuously develop services, technology, and security standards. The Office of the Registrar strives to build a reliable and efficient communication structure to collect and deliver academic information to the AUK campus.

### REGISTRATION

After receiving advising from their academic advisor each semester, students register online through AUK's Self-Service.

### DEGREE AUDITS

One of the most important responsibilities of the Office of the Registrar is the degree audit of students' academic progress. The office staff conducts degree audits of all students who have earned 90+ credit hours to ensure that students are on track to complete all degree requirements and avoid unnecessary coursework. The report of the degree audit is noted in the "DegreeWorks Notes" and it lists the remaining degree requirements, as well as the earned and in progress credit hours. The audit assumes successful completion of courses in progress. Degrees are awarded after all requirements have been met within two weeks of the end of final exams. Material received after that date will delay the degree awarded to the subsequent semester.

The registrar, on behalf of the University, certifies all candidates whose academic records indicate that they can satisfy degree requirements by the end of the semester for which they have applied. All applicants must satisfy all graduation requirements as specified by the Private Universities Council.

### STUDENT ACADEMIC RECORDS

AUK students have a permanent record, maintained in the Office of the Registrar under the student's AUK ID number. Students may access their academic records through their AUK Self-Service accounts.

## DISCLOSURE OF STUDENT RECORDS

Student academic records are considered confidential. Students wanting to access their own official records must present a valid AUK student ID to the appropriate office. With the exceptions noted below, student records will only be released to specified parties when the student has completed and signed the Disclosure of Academic Records form that is available in the Office of the Registrar.

Without the student's written consent, parents, guardians, and other parties may only receive limited directory information such as enrollment status, declared major, and class standing.

The University may disclose information including academic records, without prior written consent of the student:

- To authorized representatives of the Ministry of Higher Education in the State of Kuwait, the Private Universities Council, for the audit or evaluation of government-supported education programs, or for the enforcement of or compliance with State legal requirements that relate to those programs.
- To University officials, academic advisors, and faculty on a need-to-know basis.
- To comply with a judicial order or a lawfully issued subpoena.

### Transcripts

Students may obtain unofficial transcripts of their own academic records through their AUK Self-Service account. For current students, official AUK transcripts must be requested through the AUK Banner Self-Service, or from the Office of the Registrar, if they are no longer students. Transcripts are released only upon the signed request of the student. The University only issues complete transcripts and does not release any documents from the student's file (e.g., copies of non-AUK transcripts or other documents which may be part of the student's file). Once a degree has been posted to the transcript, changes will not be made to courses or grades that were earned prior to the awarding of the degree.