



2018-2019

STUDENT



PLANNER

&



HANDBOOK

# STUDENT PLANNER AND HANDBOOK

2018 - 2019



Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

While every effort was made to ensure that this 2018-2019 Student Planner and Handbook is accurate and up-to-date, some information may have changed between the printing date and the actual distribution of this handbook.

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# Message from the Dean of Student Affairs



Congratulations and welcome to the American University of Kuwait. You are now a member of our Wolf Pack family, a vibrant and diverse community that promises to enrich your life. At AUK, we strongly believe that each of you will have much to offer our community.

Likewise, we are committed to providing you with support and guidance as you navigate the complexities of campus life.

The Division of Student Affairs is here to assist you, guide you, and challenge you to explore all the possibilities that our co-curricular activities can provide you with. Take full advantage of everything that AUK offers. Be part of campus life, get involved in our events and activities, get to know your professors, allow our diverse culture to expand your horizons, and push yourself to explore new ideas and experiences. Your university experience will be all the richer for it, and your time here will be more memorable.

This Handbook is your map to success at AUK, containing your rights and responsibilities as a member of this community. For everything else, the various offices and units within the Division of Student Affairs are always eager to help – whether it's registering courses, finding clubs and activities, volunteering, career advice, or just plain help!

Explore, expand, enrich, express, engage, and experience our unique campus culture. You are not only a part of it – you define it!

Have a great year.

Be our success story.

A handwritten signature in Arabic script, reading 'حنان مضافر' (Hanan Muzaffar). The signature is written in black ink and is stylized.

**Dr. Hanan Muzaffar**

*Dean*

Division of Student Affairs

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# About the **AMERICAN UNIVERSITY OF KUWAIT**

The American University of Kuwait (AUK) is an independent, private, equal opportunity, and coeducational liberal arts institution of higher education. The educational, cultural, and administrative structure, methods and standards of AUK are based on the American model of higher learning. The language of instruction is English.

Established by Amiri Decree 139 in 2003, AUK received its Institutional Accreditation from the Private Universities Council (PUC) – Ministry of Higher Education in the State of Kuwait, as of February 1, 2006.

AUK offers students a quality education based on an American college model. The faculty, administration, and staff work hard to create a caring environment where every aspect of the student's development gets attention and support. The course of study is designed to prepare students for the contemporary world where critical thinking, communication skills, and life-long learning have become imperative. The Liberal Arts education system aims not only to guide the students to fulfill their educational goals, but to also instill effective critical thinking skills that they can apply in their future careers in the fields of their choice.

The AUK faculty is comprised of a highly-qualified group of international academics experienced in the American style of higher education. There are over 114 faculty members at AUK, 81 percent of whom have earned PhDs or terminal degrees. With most class sizes ranging from 10 to 39 students, developing bonds between students and professors is easy.

During their academic career at AUK, our students will be trained to improve their academic skills, time management skills, and learn stress reduction techniques. Our students will also find opportunities to gain professional experiences through our student employment program and internships, develop their creative talents and maintain their personal health and fitness through our extracurricular activities, and learn to become involved members of the community.

## MISSION STATEMENT

The American University of Kuwait is a liberal arts institution dedicated to teaching, learning, and scholarship. The university offers programs that provide students with the knowledge and skills necessary for lifelong learning and professional success. AUK enriches society by fostering an environment that encourages critical thinking, effective communication, personal growth, service, and leadership.

## VALUES

The AUK community strives to uphold the following values:

- Freedom of thought, expression, and intellectual inquiry.
- Respect for individual identity rights, and cultural diversity.
- Commitment to high standards of morality, integrity, and social responsibility.
- Adherence to high professional standards and ethics.

## VISION

AUK aspires to be a leading university recognized locally, regionally, and internationally for its institutional distinctiveness, academic excellence, and the accomplishments of its graduates.

## ACADEMIC DEGREE PROGRAMS

The following Bachelor of Arts (BA), Bachelor of Engineering (BE), and Bachelor of Science (BS) degree programs are offered in the **College of Arts & Sciences**:

- Bachelor of Arts in Communication and Media
- Bachelor of Arts in English
- Bachelor of Arts in Graphic Design
- Bachelor of Arts in International Relations
- Bachelor of Arts in Social and Behavioral Sciences (Concentration in Anthropology)
- Bachelor of Engineering in Computer Engineering
- Bachelor of Engineering in Electrical Engineering
- Bachelor of Science in Computer Science
- Bachelor of Science in Information Systems

The following Bachelor of Business Administration (BBA) degree programs are offered in the **College of Business and Economics**:

- Bachelor of Business Administration in Accounting
- Bachelor of Business Administration in Economics
- Bachelor of Business Administration in Finance
- Bachelor of Business Administration in Management
- Bachelor of Business Administration in Marketing

## **INSTITUTIONAL & PROGRAM ACCREDITATION**

### **Local Institutional Accreditation:**

- The American University of Kuwait received its Institutional Accreditation from the Private Universities Council (PUC) – Ministry of Higher Education in the State of Kuwait, as of February 1, 2006.

### **Program Accreditation:**

- The Intensive English Program is accredited by the **Commission on English Language Program Accreditation (CEA)**.
- The College of Business & Economics is accredited by the **Accreditation Council for Business Schools & Programs (ACBSP)**.
- The College of Arts & Sciences is accredited by the **American Academy for Liberal Education (AALE)**.
- The Bachelor of Engineering (BE). in Computer Engineering is accredited by Engineering Accreditation Commission of **ABET (Accreditation Board for Engineering & Technology)**.
- The Bachelor of Engineering (BE) in Electrical Engineering is accredited by the Engineering Accreditation Committee of **ABET (Accreditation Board for Engineering & Technology)**.
- The Bachelor of Science (BSc) in Computer Science is accredited by the Computing Accreditation Commission of **ABET (Accreditation Board for Engineering & Technology)**.



## UNIVERSITY CULTURE

The American University of Kuwait is committed to creating an enlightened and progressive educational culture in which all students, faculty, and staff – regardless of nationality, creed, or position – co-exist to create a dynamic and equitable environment. All members of AUK are expected to respect the diverse nature of the AUK community and interact in a manner that is respectful of such, and that supports a commitment to life-long learning and the pursuit of academic excellence in higher education. The university encourages the freedom to engage in academic inquiry and the fair exchange of ideas and supports open access to the dissemination of information.

The university founders uphold the philosophy that one cannot create a true enlightened academic environment without practicing the very virtues and ideals it hopes to instill in its students. In upholding the highest standards of professional behavior and ethical conduct among its faculty, staff, and students, the university hopes to create a community of scholars and students who will benefit from AUK's collegial atmosphere.

## CODES OF CONDUCT

To sustain an environment that supports optimal learning opportunities and promotes personal growth, the American University of Kuwait expects all community members (students, alumni, faculty, and staff) to adhere to the guidelines and policies established by the institution. These guidelines and policies set forth the ethical standards and organizational values by which AUK operates as an institution of higher education.

The University Code of Conduct, and the Code of Academic Honesty and Integrity provide general explanations of community members' rights and responsibilities, outline acceptable and unacceptable behaviors, and describe specific disciplinary procedures and sanctions. For detailed information regarding the Codes of Conduct, students can refer to the University Codes section in this Handbook.

## UNIVERSITY FACULTY

The faculty of the American University of Kuwait is a group of highly qualified and trained academics and professionals who are committed to high standards of teaching and proficient in the use of technology in teaching and research. Full-time teaching faculty members have acquired terminal degrees from renowned institutions in the United States and around the world, and are experienced in a variety of international systems of higher education. The AUK faculty is comprised of a diverse group of exceptionally talented teacher-scholars, several of whom have been awarded competitive fellowships and grants, such as the Fulbright.

## CAMPUS ENVIRONMENT

The AUK Campus is located in Salmiya on Salem Al-Mubarak Street, in the center of one of Kuwait's most vibrant neighborhoods.

AUK opened its doors in the fall of 2004 and conducts its academic activity in a rehabilitated and refurbished campus, which will expand and develop as needed in the coming years. The campus has spacious, modern classrooms; computer, science, and language laboratories; an administration building; a state-of-the-art library; and cafes, restaurants, shops, and recreation courts. Next to the AUK Library and central campus classrooms are beautifully designed and landscaped central courtyard and garden, which serve as venues for some student activities, as well as offer shade and respite, providing AUK students, faculty, and staff a pleasant place to enjoy, relax, and study. In Spring 2017, the new four-story Student Center opened, featuring recreational, athletic, administrative, and academic-support facilities. The first two floors of the building house an indoor multipurpose sport court, two gyms, and a running track. The upper two floors hold the administrative offices of the Division of Student Affairs and the Deanship of Academic Support Services, offices for clubs and organizations, along with a student lounge. There is also an outdoor tennis court on the rooftop.

Campus life is an integral part of a student's university experience at AUK, and helps to bring students, faculty, and staff together as one community. Students are encouraged to participate in campus events and use the resources available on campus to further enhance their educational experience at AUK.

Campus life contributes to making the time spent on campus a valuable learning experience for the students. Through both, classroom learning and extracurricular activities, AUK students learn the critical thinking skills, knowledge, and values needed to succeed effectively in today's modern societies; regional and international. Participating in extracurricular activities allows students to learn new skills and discover hidden talents, thus enhancing not only their educational experience, but also their personal development.

The university has a student government association, a student-run newspaper, a student journal, intramural and intercollegiate athletic clubs and organizations, theater programs, academic organizations, and other campus activities in which students can participate.

AUK's location in Salmiya adds an important dimension to campus life. It is located within walking distance of the country's most renowned restaurants, coffee shops, shopping malls, and movie theaters, as well as the seafront and the Scientific Center of Kuwait.

## ACADEMIC FREEDOM

Universities exist to promote the free inquiry and exchange of ideas. At times, individuals may find that they object to a particular idea or its formulation. However, by embracing the free inquiry and exchange of ideas, the American University of Kuwait provides a space for frank and earnest debate. Academic freedom is the right granted to members of the University community to explore, investigate, test, and publish topics of their choosing, while respecting the bounds of academic honor.

The maintenance of such an open environment is difficult and contingent on active participation of all community members. A free exchange of ideas is not a license for personal attacks, slander, or libel. Likewise, individuals are expected not to impose their beliefs on other members of the University community through implied or explicit threats of violence.

## FREEDOM OF EXPRESSION

Freedom of expression and an open environment within which to pursue scholarly inquiry and to share information are encouraged, supported, and protected at the American University of Kuwait.

Students, student organizations, faculty, and staff at AUK are free to examine and discuss all questions of interest and to express opinions publicly and privately. They should always be free to support causes by orderly means that do not disrupt the regular and essential operation of the University or community and are not in violation of Kuwaiti law.

At the same time, it should be made clear to the academic and larger community that students or student organizations, and individual members of the faculty or staff, speak only for themselves, not for the University as an institution, in their public expressions or demonstrations.

*AUK does not tolerate disruptive behavior at community events or on campus.*

## **NON-DISCRIMINATION**

As a liberal arts university charged with broadening the intellectual horizons of its students, the American University of Kuwait is committed to providing a quality education to all qualified students regardless of age, national origin, religion, or gender. The faculty and staff are hired and promoted without regard to these factors. All facilities and services are open for use by students, faculty, and staff in compliance with the laws of Kuwait.

## **A SAFE AND SUBSTANCE-FREE CAMPUS**

AUK offers 24-hour security services to ensure the safety of its community. The laws of the country prohibit the consumption of alcoholic beverages and the use of drugs. AUK has a zero-tolerance policy concerning the use of alcohol or any narcotic substance, weapons and/or dangerous materials brought to campus or to any university-sanctioned event, and physical altercations. Any person who is found guilty of alcohol consumption, substance abuse, carrying and/or using weapons or dangerous materials, or participation in a physical altercation is subject to immediate removal from the university.

## **SMOKING POLICY**

Smoking is not permitted at university building entrances, within university buildings, or in university vehicles. The main hallway connecting the Administration Building to the Sciences Building is also a smoke-free zone.

# AUK & Dartmouth College



Dartmouth College in Hanover, New Hampshire, is the international partner institution to the American University of Kuwait (AUK), as defined by the Private Universities Council of the State of Kuwait (Resolution no. PUC (5/21-2/2005). Dartmouth and AUK have worked closely together since 2003, when the two institutions signed a Memorandum of Understanding that facilitated a series of advisory, consultative, and cooperative projects. The initial agreement was recently renewed in April 2018, which marks the fourth agreement signed by the two universities during the course of their 15-year relationship. The two institutions share a commitment to excellence in higher learning, and the agreement between them reflects AUK's growing stature as a premier academic institution in the Gulf region and beyond. With its deep and historic commitment to the liberal arts, Dartmouth recognizes the importance of AUK's mission and works to support the university as it develops a superlative education, based on the principles of critical inquiry, mastery of subject material, depth of curriculum, and a vibrant experience in the classroom and on campus.

Under the terms of the agreement, first signed in 2003, Dartmouth and AUK collaborate on numerous programs, including mutually beneficial faculty and student exchanges. Dartmouth experts in engineering, information technology, library sciences, communications, the arts and sciences, university governance, and other fields regularly visit Kuwait and vice versa. Dartmouth also provides a wide range of administrative and academic consulting services to AUK.

As part of their ongoing collaboration, the two institutions are now developing an exchange program in which students can gain academic credit. This will exist alongside the internship exchange program where students gain experience in interning at the other institution's academic and administrative units.

Founded in 1769, Dartmouth is a member of the Ivy League and consistently ranks among the world's greatest academic institutions. Dartmouth has forged a singular identity for combining its deep commitment to outstanding undergraduate liberal arts and graduate education with distinguished research and scholarship in the Arts & Sciences and its three leading professional graduate schools.

For more information about Dartmouth College, please visit: **[www.dartmouth.edu](http://www.dartmouth.edu)**

# AUK Symbols & Meanings



## AUK Seal

*"Circle of Life, the Open Book, the Dhow, the Torch, and the Falcon"*

The Circle of Life embodies the never-ending relationships among the elements that form AUK's unique culture. The Open Book depicts the dedication to knowledge, self-awareness, and personal growth. The Dhow represents aspiration, exploration, adventure, diversity, and tradition. The Torch stands for freedom and the passing of the light of knowledge and wisdom from one generation to the next. The Falcon represents the vision, pride, courage, and leadership of the AUK family.

## AUK Logo

The American University of Kuwait is founded on the principles of American higher education. The coming together of this Kuwaiti culture and American principle is symbolized in the University logo by merging the Al-Seif Palace and U.S. Capitol Building. Thus, the marriage of both symbols reflects the quality and the character of AUK.

## University Colors

*Garnet And Gold*

Garnet symbolizes love and devotion, passion and courage. Gold symbolizes excellence, wealth, and prosperity. Together, they symbolize AUK's devoted passion and courage in the pursuit of excellence in all that we do.

## AUK Mascot

*Wolfpack*

The Wolfpack symbolizes the unity of AUK, our common vision, values, and belief system.

**Team Work:** Wolves are highly social animals, usually living in packs, and work as a community, comparable to the AUK community.

**Integration:** Wolves as a pack care for the young, thus enhancing one's chances of success. The Pack is similar to the AUK family value of mentoring new members of the community.

**Communication:** The call of the wolf is the howl. Done in harmony, bringing the pack together to ward off any fears while facing down any enemy. When the AUK community calls, it is one for all and all for one.

# AUK Symbols & Meanings



## AUK Academic College Flags

### *College of Arts & Sciences*

The main symbol of the College of Arts & Sciences is the Torch, which was derived from the AUK Seal. The Torch stands for freedom and the passing of the light of knowledge and wisdom from one generation to the next. The ceremonial wreath framing the torch represents honor and royalty.

The Flag also bears the official motto of the College of Arts & Sciences, “*Excellence, Creativity, Integrity*”, as well as the college’s year of inception which is 2004.



### *College of Business & Economics*

The main symbol of the College of Business & Economics is the Falcon, which was also derived from the AUK Seal. The Falcon represents vision and leadership, and is illustrated with sharp curves, and formidable wings exemplifying pride and courage.

The Flag also bears the official motto of the College of Business & Economics, “*Leading Business Excellence*”, as well as the college’s year of inception which is 2011.



# AUK Contact Information

## AMERICAN UNIVERSITY of KUWAIT

P.O. Box 3323, Safat 13034, Kuwait

[www.auk.edu.kw](http://www.auk.edu.kw)

## GENERAL INFORMATION

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3011

Fax: (+965) 22248376

E-Mail: [PR@auk.edu.kw](mailto:PR@auk.edu.kw)

## OFFICE OF THE PRESIDENT

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3001/3002

Fax: (+965) 22248383

E-Mail: [president@auk.edu.kw](mailto:president@auk.edu.kw)

## OFFICE OF CORPORATE RELATIONS

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3101

Fax: (+965) 22248372

E-Mail: [azuhairy@auk.edu.kw](mailto:azuhairy@auk.edu.kw)

## OFFICE OF INSTITUTIONAL RESEARCH

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3009

Fax: (+965) 22248370

E-Mail: [InstitutionalResearch@auk.edu.kw](mailto:InstitutionalResearch@auk.edu.kw)

## ACADEMIC UNITS

### OFFICE OF THE PROVOST

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3506

Fax: (+965) 22248385

E-Mail: [Provost@auk.edu.kw](mailto:Provost@auk.edu.kw)

## **LIBRARY**

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3070

**Fax:** (+965) 2224-8377

**Email:** [Library@auk.edu.kw](mailto:Library@auk.edu.kw)

## **COLLEGE OF ARTS AND SCIENCES**

### **OFFICE OF THE DEAN**

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3501

**Fax:** (+965) 22248385

**E-Mail:** [Arts\\_andSciences\\_@auk.edu.kw](mailto:Arts_andSciences_@auk.edu.kw)

### **DEPARTMENTS in ARTS & HUMANITIES**

#### **DEPARTMENT OF ENGLISH**

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3661/3601

**Fax:** (+965) 22248384

**E-Mail:** [ENGL@auk.edu.kw](mailto:ENGL@auk.edu.kw)

#### **DEPARTMENT OF MUSIC AND DRAMA**

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3670

**Fax:** (+965) 22248391

**E-Mail:** [Music\\_Drama@auk.edu.kw](mailto:Music_Drama@auk.edu.kw)

#### **DEPARTMENT OF ARABIC AND FOREIGN LANGUAGES**

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3604/3601

**Fax:** (+965) 22248384

**E-Mail:** [AFL@auk.edu.kw](mailto:AFL@auk.edu.kw)

#### **DEPARTMENT OF COMMUNICATION AND MEDIA**

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3620/3601

**Fax:** (+965) 22248384

**E-Mail:** [COMM@auk.edu.kw](mailto:COMM@auk.edu.kw)

#### **DEPARTMENT OF ART AND GRAPHIC DESIGN**

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3670

**Fax:** (+965) 22248391

**E-Mail:** [GraphicDesignandArts@auk.edu.kw](mailto:GraphicDesignandArts@auk.edu.kw)

## **FIRST YEAR EXPERIENCE (FYE) UNIT**

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3360

**Fax:** (+965) 22248391

**E-Mail:** [FYE@auk.edu.kw](mailto:FYE@auk.edu.kw)

## **DEPARTMENTS in SCIENCES & ENGINEERING**

### **DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING**

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3708

**Fax:** (+965) 22248381

**E-Mail:** [ECE@auk.edu.kw](mailto:ECE@auk.edu.kw)

### **DEPARTMENT OF COMPUTER SCIENCE AND INFORMATION SYSTEMS**

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3704

**Fax:** (+965) 22248381

**E-Mail:** [CSIS@auk.edu.kw](mailto:CSIS@auk.edu.kw)

### **DEPARTMENT OF MATH & NATURAL SCIENCES**

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3704

**Fax:** (+965) 22248381

**E-Mail:** [MathNSCI@auk.edu.kw](mailto:MathNSCI@auk.edu.kw)

## **DEPARTMENTS in SOCIAL SCIENCES**

### **DEPARTMENT OF INTERNATIONAL RELATIONS**

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3761

**Fax:** (+965) 22248381

**E-Mail:** [IR@auk.edu.kw](mailto:IR@auk.edu.kw)

### **DEPARTMENT OF SOCIAL AND BEHAVIORAL SCIENCES**

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3761

**Fax:** (+965) 22248381

**E-Mail:** [SBS@auk.edu.kw](mailto:SBS@auk.edu.kw)

## **INTENSIVE ENGLISH PROGRAM**

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3351

**Fax:** (+965) 22248392

**E-Mail:** [IntensiveEnglish@auk.edu.kw](mailto:IntensiveEnglish@auk.edu.kw)

## **CENTER FOR GULF STUDIES (CGS)**

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3217  
**Fax:** (+965) 22248381  
**E-Mail:** [cgs@auk.edu.kw](mailto:cgs@auk.edu.kw)

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

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3705  
**Fax:** (+965) 2573-7039  
**E-Mail:** [RISE@auk.edu.kw](mailto:RISE@auk.edu.kw)

## **COLLEGE OF BUSINESS & ECONOMICS**

### **OFFICE OF THE DEAN**

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3545  
**Fax:** (+965) 22248382  
**E-Mail:** [cbe@auk.edu.kw](mailto:cbe@auk.edu.kw)

### **DEPARTMENT OF ACCOUNTING**

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3521  
**Fax:** (+965) 22248382  
**E-Mail:** [ACCT@auk.edu.kw](mailto:ACCT@auk.edu.kw)

### **DEPARTMENT OF ECONOMICS**

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3521  
**Fax:** (+965) 22248382  
**E-Mail:** [ECON@auk.edu.kw](mailto:ECON@auk.edu.kw)

### **DEPARTMENT OF FINANCE**

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3521  
**Fax:** (+965) 22248382  
**E-Mail:** [FINC@auk.edu.kw](mailto:FINC@auk.edu.kw)

### **DEPARTMENT OF MANAGEMENT**

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3521  
**Fax:** (+965) 22248382  
**E-Mail:** [MGMT@auk.edu.kw](mailto:MGMT@auk.edu.kw)

## DEPARTMENT OF MARKETING

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3521

**Fax:** (+965) 22248382

**E-Mail:** [MRKT@auk.edu.kw](mailto:MRKT@auk.edu.kw)

## ADACEMIC SUPPORT SERVICES

### ACADEMIC ADVISING CENTER (AAC)

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3241

**Fax:** (+965) 2224-8387

**E-Mail:** [AAC@auk.edu.kw](mailto:AAC@auk.edu.kw)

### LEARNING SUPPORT SERVICES (LSS)

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 324 1| Ext: 3245

**Fax:** (+965) 22248387

**E-Mail:** [LSS@auk.edu.kw](mailto:LSS@auk.edu.kw)

### OFFICE OF THE REGISTRAR

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3164/3165/3166/3162/3161

**Fax:** (+965) 22248378

**E-Mail:** [registrar@auk.edu.kw](mailto:registrar@auk.edu.kw)

## DIVISION OF STUDENT AFFAIRS

### OFFICE OF THE DEAN

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3262

**Fax:** (+965) 22248374

**E-Mail:** [StudentAffairs@auk.edu.kw](mailto:StudentAffairs@auk.edu.kw)

### ALUMNI AFFAIRS & CAREER DEVELOPMENT

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3279

**Fax:** (+965) 22248374

**E-Mail:** [AlumniAffairs@auk.edu.kw](mailto:AlumniAffairs@auk.edu.kw) / [AACD@auk.edu.kw](mailto:AACD@auk.edu.kw)

## COUNSELING CENTER

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3232

**Fax:** (+965) 22248386

**E-Mail:** [counseling@auk.edu.kw](mailto:counseling@auk.edu.kw)

## OFFICE OF STUDENT LIFE

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3276

**Fax:** (+965) 22248374

**E-Mail:** [StudentLife@auk.edu.kw](mailto:StudentLife@auk.edu.kw)

# OFFICE OF ADMISSIONS & PUBLIC AFFAIRS

## OFFICE OF THE VICE PRESIDENT FOR ADMISSIONS & PUBLIC AFFAIRS

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3010

**Fax:** (+965) 22248376

**E-Mail:** [PR@auk.edu.kw](mailto:PR@auk.edu.kw)

## OFFICE OF ADMISSIONS

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3148

**Fax:** (+965) 22248379

**E-Mail:** [admissions@auk.edu.kw](mailto:admissions@auk.edu.kw)

## OFFICE OF PUBLIC RELATIONS AND MARKETING

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3011

**Fax:** (+965) 22248376

**E-Mail:** [PR@auk.edu.kw](mailto:PR@auk.edu.kw)

## OFFICE OF SCHOLARSHIP AND FINANCIAL AID

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3014/3015/3022

**Fax:** (+965) 25724947

**E-Mail:** [scholarship@auk.edu.kw](mailto:scholarship@auk.edu.kw) *(all types of scholarships)*

**E-Mail:** [allowance@auk.edu.kw](mailto:allowance@auk.edu.kw) *(for inquiries about government allowance for eligible students)*

# ADMINISTRATIVE UNITS

## CAMPUS SERVICES DEPARTMENT

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3302  
**Fax:** (+965) 22248371  
**E-Mail:** [campusservices@auk.edu.kw](mailto:campusservices@auk.edu.kw) (*general inquiries*)  
**E-Mail:** [\\_grpCampusServices@auk.edu.kw](mailto:_grpCampusServices@auk.edu.kw) (*service requests*)

## CENTER FOR CONTINUING EDUCATION (CCE)

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3197/3198/3184/3185  
**Direct:** (+965) 2224-8398  
**Fax:** (+965) 22248373  
**E-Mail:** [cce@auk.edu.kw](mailto:cce@auk.edu.kw)

## OFFICE OF CORPORATE RELATIONS

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3101  
**Fax:** (+965) 22248372  
**E-Mail:** [azuhairy@auk.edu.kw](mailto:azuhairy@auk.edu.kw)

## FINANCE DEPARTMENT

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3110/3111/3113/3114/3120/3121 (scholarships)/3122  
**Fax:** (+965) 22248380  
**E-Mail:** [finance@auk.edu.kw](mailto:finance@auk.edu.kw)

## HUMAN RESOURCES DEPARTMENT

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3081  
**Fax:** (+965) 22248375  
**E-Mail:** [careers@auk.edu.kw](mailto:careers@auk.edu.kw)

## INFORMATION TECHNOLOGY

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3031  
**Fax:** (+965) 22248370  
**E-Mail:** [IT@auk.edu.kw](mailto:IT@auk.edu.kw)  
**URL:** <http://www.auk.edu.kw/it/index.jsp>

## OFFICE OF INSTITUTIONAL RESEARCH

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3004

**Fax:** (+965) 22248383

**E-Mail:** [InstitutionalResearch@auk.edu.kw](mailto:InstitutionalResearch@auk.edu.kw)

## CLINIC

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3400/3401

**E-Mail:** [clinic@auk.edu.kw](mailto:clinic@auk.edu.kw)