

# Additional Information

## CAMPUS ACCESS HOURS

The University grounds are open from:

**Sunday to Thursday 7:00 AM to 10:00 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 only on weekdays from 8:00 am to 8:00 pm. Exceptions are only made if there are evening or weekend events, which are open to the public. Guests 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 up to two guests at one time, and guests should at all times be accompanied by the AUK student. For some events, guests may not be permitted to participate or be on campus.

Students, faculty, and staff are responsible for the actions of their guests. All visitors are required to abide by all AUK Policies and Procedures. 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 reserves the right to decline admission of any visitors and/or guests.

## 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 can request 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 and information 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 self-service, under Student Life Menu, E-forms tab. Forms must be completed thoroughly and accurately providing as much detail and information as possible. Once completed the form should be submitted electronically and a member of the Office of Student Life staff will further review reported incident.

## LOST & FOUND

The Lost & Found service is located at the AUK Store next to Kwik Kopy. It provides service to students by giving them the opportunity to retrieve items that have been lost on campus. In regards to lost items the University will apply the following policies and procedures:

- Textbooks, notebooks & other non-valuable items can be retrieved within a month from the time they are acquired by the AUK store. After a month, the items will be disposed of suitably.
- Valuable items acquired by the AUK store will be stored for a period of six months, after such time, will be appropriately disposed of. (Valuable items include: mobile phones, electronic devices, wallets, keys, and flash-disks).
- An ID needs to be presented at the time of the claim. Appropriate documents need to be signed while collecting the lost and found items from the AUK store.

## SPORTS FACILITIES

There is one soccer field, men's gym, women's gym & an indoor court/gymnasium 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, alumni, 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. During certain times the field may be reserved for special programs or events. To secure a specific time you must complete the Sports Facility Reservation form, available on self-service, Student Life Menu under the E-forms tab.

## BANKING

For the convenience of the AUK community, an ATM machine provided by the National Bank of Kuwait (NBK) is in the lobby of the Sciences Building (ground floor).

## BUSINESS CENTER

There is a business center (managed by Kwik Kopy) located on campus that provides copying, printing and mailing services to the AUK community.

## EMAIL SERVICES

Students, alumni, faculty, and staff are provided with an official AUK Email account. Emails are the official means of communication within the university. Important information is often communicated via Email to the AUK community. An AUK Email account is a privilege and is subject to the computer usage policies of the university. University Email accounts are not for private or personal transactions. Abuse of the Email account will not be tolerated. Any purposeful activity that contributes to the creation and/or dissemination of computer viruses is a serious violation of the Code of Conduct and may result in disciplinary actions from AUK.

Students' Email account has been provided on Cloud-Office 365 with a capacity of 25 GB limit per student.

## FOOD SERVICES & COFFEE SHOPS

There are three food service outlets on campus:

- **Starbucks Coffee:** the famous franchise is located on the ground floor of the Sciences Building.
- **The Diner:** AUK's very own, full-service cafeteria is located on the ground floor of the Liberal Arts building and offers daily cooked meals, a sandwich and salad bar, fruits & dessert station, as well as refreshments, drinks, and snacks.
- **“Sikka”:** A bakery located near the Library offers snacks, savorys, and pastries.

# Self-Service Guide

<div data-bbox="147 1327 244 1391" data-label="Image"> </div> <div data-bbox="179 718 215 1279" data-label="Text"> <p>AMERICAN UNIVERSITY of KUWAIT™</p> </div> <div data-bbox="266 1040 282 1407" data-label="Text"> <p>Personal Information Student Services Employee</p> </div> <div data-bbox="300 1177 315 1407" data-label="Text"> <p>Search <input type="text"/> <input type="button" value="Go"/></p> </div>	<div data-bbox="344 1216 369 1407" data-label="Section-Header"> <h2>Student Records</h2> </div>	<div data-bbox="400 1273 423 1407" data-label="Text"> <p>View Your Holds</p> </div> <div data-bbox="423 1184 445 1407" data-label="Text"> <p>View your 1st block grades</p> </div> <div data-bbox="445 1184 468 1407" data-label="Text"> <p>View Your Midterm Grades</p> </div> <div data-bbox="468 1216 490 1407" data-label="Text"> <p>View Your Final Grades</p> </div> <div data-bbox="490 1145 512 1407" data-label="Text"> <p>View Your Electronic Gradebook</p> </div> <div data-bbox="512 1034 535 1407" data-label="Text"> <p>View Your Transfer Credit/Academic Transcript</p> </div> <div data-bbox="535 1193 557 1407" data-label="Text"> <p>Request Printed Transcript</p> </div> <div data-bbox="557 1120 580 1407" data-label="Text"> <p>View Status of Transcript Requests</p> </div> <div data-bbox="580 1098 602 1407" data-label="Text"> <p>View Your Account Summary by Term</p> </div> <div data-bbox="602 1168 624 1407" data-label="Text"> <p>View Your Account Summary</p> </div> <div data-bbox="624 1289 647 1407" data-label="Text"> <p>Degree Audit</p> </div> <div data-bbox="647 1168 669 1407" data-label="Text"> <p>View Schedule of Courses</p> </div> <div data-bbox="669 1168 692 1407" data-label="Text"> <p>Catalog Course Descriptions</p> </div> <div data-bbox="692 1136 714 1407" data-label="Text"> <p>View Your Academic Information</p> </div> <div data-bbox="714 1050 736 1407" data-label="Text"> <p>Student Evaluation of Teaching (SET) Survey</p> </div> <div data-bbox="736 1257 759 1407" data-label="Text"> <p>Apply to graduate</p> </div> <div data-bbox="759 1168 781 1407" data-label="Text"> <p>View applications to graduate</p> </div> <div data-bbox="781 1257 804 1407" data-label="Text"> <p>Cap &amp; Gown Size</p> </div> <div data-bbox="804 1209 826 1407" data-label="Text"> <p>Visit Confirmation Form</p> </div> <div data-bbox="400 715 423 1241" data-label="Text"> <p>Click to find out why you can't register</p> </div> <div data-bbox="501 880 535 1008" data-label="Image"> </div> <div data-bbox="501 603 524 865" data-label="Text"> <p>Click to view all your grades</p> </div> <div data-bbox="573 944 607 1066" data-label="Image"> </div> <div data-bbox="573 395 595 922" data-label="Text"> <p>Click to view your account balance and pay online</p> </div> <div data-bbox="624 1152 647 1257" data-label="Image"> </div> <div data-bbox="624 817 647 1145" data-label="Text"> <p>Click to check if you are on track</p> </div> <div data-bbox="685 1008 719 1120" data-label="Image"> </div> <div data-bbox="685 635 707 1114" data-label="Text"> <p>Click to find out who is your adviser</p> </div>	<div data-bbox="837 1321 853 1407" data-label="Text"> <p>RELEASE: 8.5</p> </div>
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# MYAUK PORTAL

**MyAUK**, the University Portal, is a comprehensive enterprise solution that simplifies the exchange of information between the students, faculty and staff through a single-sign-on process. Over the years, the Luminis Portal has provided access to various Banner applications as well other university wide information through the creation of portal channels in a seamless manner.

In addition to Banner integration, features of the portal include channeled content and layout; publish-and-subscribe channel model; end-user customization; Office 365 cloud drive access, personal and campus announcements, and **My Courses** group studio application. Luminis further provides group collaboration tools that can be used by departments, student clubs and organizations. 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, student clubs, departments and other university organizations can potentially utilize functions such as chat, message boards, news, announcements, file and photo sharing tools to communicate more effectively with their individual groups or departments and classes.

*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

### Student Resources - Office 365

MyAUK provides students with access to their personal drive, student drive and E-Mail by redirecting them to Office 365 OneDrive: The one place for everything. Students can easily store and share photos, videos, documents and much more; anywhere, and free on any device. Sites or Student Drive: Students will have access to shared resources by faculty (replacing the “S” drive) and also upload the files (assignments) with conditions applied by Faculty. E-Mail: Students can use this feature to send and receive messages and maintain an address book of online contacts.

### Calendar

MyAUK provides a Web-based calendar application that provides access to your personal calendar, your course calendars, as well as, access to calendars for any online student clubs or organizations that you may have subscribed to.

MyAUK provides an application that allows individuals at AUK to request the creation of online groups. Group Studio provides access to a Homepage with various tools such as photo albums, Internet links, news articles, and applications like message boards, chat rooms, and calendars, to enhance the communication of the group. Similar homepages are supported for courses taught at AUK.

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.

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.

Depending on system implementation, you may be able to access administrative services to do things like check grades, register for classes and change the personal information that AUK maintains about you. For more information, please contact the Webmaster/Portal Administrator, in the Office of Public Relations & Marketing: [webmaster@auk.edu.kw](mailto:webmaster@auk.edu.kw)

# Which Student Form DO I USE FOR ...

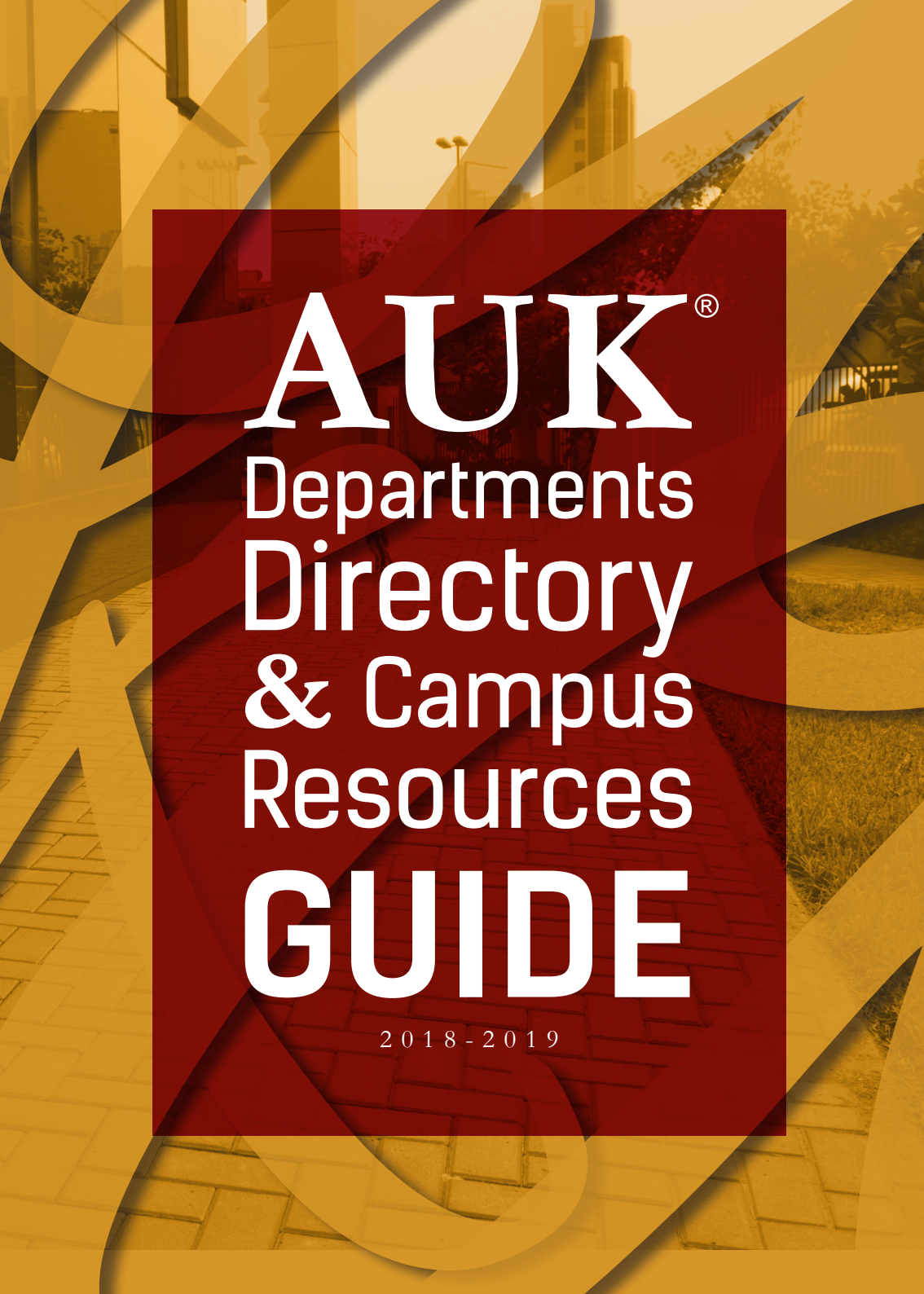
STUDENT FORM	USAGE
Administrative Clearance Form	Use this form to receive administrative clearance approvals for graduation. This form must be submitted two weeks before the end of the semester you intend to graduate in.
Application for Graduation	Online application form available on <b>AUK Self-Service</b> .
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 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.
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 a course for the third time.
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	<b>Undeclared:</b> Academic Advising Center, <i>Student Center (3rd Floor)</i> <b>Declared:</b> Faculty Advisors
Academic Probation	<b>Academic Advising Center</b> <i>Student Center (3rd Floor)</i>
Career Advising (Major exploration, internships, graduate school and job information)	<b>Alumni Affairs &amp; Career Development</b> <i>Student Center (3rd Floor)</i>
Campus Security	Near Gate #3 / Also Room C009-A, Ext: 3332 Phone: 22248399, Ext: 3333 From off-campus, please dial: 22248399
Email / Self Service / Computer Problems	<b>IT HelpDesk:</b> 2224-8399, Ext: 3051/2/3/4; 66399892 <i>Sciences Building (Ground Floor)</i>
Financial Issues	<b>Finance Department,</b> <i>Administration Building (1st Floor)</i>
Health Services	<b>AUK Clinic:</b> 2224-8399, Ext: 3400 / 3401 <i>Sciences Building (Ground Floor)</i>
Lost and Found	<b>AUK Store</b> ( <i>not the bookstore</i> )
New ID Cards	<b>Office of Student Life,</b> <i>Student Center (2nd Floor)</i>
Personal Problems / Issues	<b>Counseling Center,</b> <i>Student Center (2nd Floor)</i>
Photocopying and Printing Needs	<b>Kwik Kopy</b>
Registration Information, submit forms, registration issues, etc.	<b>Office of the Registrar,</b> <i>Student Center (3rd Floor)</i>
Sports, Intramurals, and Students Organizations	<b>Office of Student Life,</b> <i>Student Center (2nd Floor)</i>
Student Employment	Applications is on your Self-Service account. For questions, visit the <b>Office of Student Life</b> <i>Student Center, 2nd Floor</i>
Student Forms	Go to the <b>AUK Portal (MyAUK)</b> on <a href="http://myauk.auk.edu.kw">http://myauk.auk.edu.kw</a> , and click on the "Student Resources" Tab
Textbooks and other university supplies	<b>AUK Bookstore,</b> <i>Administrative Building (Ground Floor)</i>
Tutoring Assistance	<b>Tutoring Center,</b> <i>Student Center (3rd Floor)</i>
Research consultations and quick reference questions	<b>Library - Instruction Librarians offices</b>
Borrow textbooks	<b>Library - At the Reserves Desk</b>
Writing Assistance	<b>Writing Center,</b> <i>Student Center (3rd Floor)</i>
Facility/Space Reservations	<b>Office of Public Affairs</b> <i>Administration Building (3rd Floor)</i>
Design, Publications, Photography Services, & Media Services	<b>Office of Public Affairs</b> <i>Administration Building (3rd Floor)</i>
Admission Applications and Requirements	<b>Office of Admissions,</b> <i>Building G</i>
AUK & Government Scholarships, Student Government Allowances, Financial Aid	<b>Office of Scholarship &amp; Financial Aid,</b> <i>Building G</i>

The background of the cover is a collage of various campus scenes, including buildings, trees, and paved walkways. These images are overlaid with large, semi-transparent geometric shapes in shades of yellow and orange, creating a modern, layered effect. The main title is centered within a dark red rectangular area.

# AUK<sup>®</sup>

Departments  
Directory  
& Campus  
Resources  
GUIDE

2018 - 2019

## AUK EMERGENCY INFORMATION:

Use the Campus Emergency Phones or dial Ext. **8388** or **22248388**.

Campus Emergency Phones are located in the main lobby and common area of each floor of the Sciences, Liberal Arts and Student Center buildings.

- **AUK Emergency Line 24/7:** 66107010 (*mobile*)
- **Kuwait Emergency Services:** 112
- **AUK Campus Security:** Ext. 3332
- **AUK Campus Medical Clinic:** Ext. 3400 / 3401

## OFFICE OF STUDENT LIFE:

The Office of Student Life is responsible for student activities and programs, clubs and organizations, intramural and UAAK sports, the student employment program, leadership program, ID cards, The AUK Student Lounge, the courts and playing fields, and the men's and women's gyms.

- **Location:** Student Center, 2nd Floor
- **Email:** StudentLife@auk.edu.kw
- **Tel:** 1802040 Ext. 3276

 @aukstudentaffairs

## STUDENT COUNCIL:

Student Council, administered by the Office of Student Life, provides an opportunity for students to hone their leadership skills and practice participatory government. The SC, including student representatives from various campus constituencies through the Student Delegation, is the principle medium of the student voice in university affairs.

- **Location:** Student Center, 2nd Floor
- **Email:** StudentCouncil@auk.edu.kw
- **Tel:** 1802040 Ext. 3420

 @sc\_auk

## VOICE OF AUK:

VOICE, administered by the Office of Student Life, is a student-run monthly magazine that seeks to foster active communication among the campus community. It keeps readers abreast of diverse and relevant issues by providing high-quality news and information in an academic context. Contributing freelance journalists receive 5KD per article of 600-1000 words. The office is located in the new Student Center, second floor, through the Office of Student Life.

- **Location:** Student Center, 2nd Floor
- **Email:** Voice@auk.edu.kw
- **Tel:** 1802040 Ext. 3421



@theVoiceofAUK

## COUNSELING CENTER:

The Counseling Center maintain services and programs which facilitate student mental & physical wellbeing; thus enabling them to succeed academically and socially.

- **Location:** Student Center, 2nd Floor
- **Email:** Counseling@auk.edu.kw
- **Tel:** 1802040 Ext. 3239



@aukstudentaffairs

## ART & MUSIC THERAPY CENTER:

The Art & Music Therapy Center assists with neuroplasticity, or the actual healing of the brain, by creating different avenues to explore things that may not come in normal “talk therapy”. The center aims at engaging in the creation of music & art, with the help of a therapist, to assist both emotional and physical healing & growth.

- **Location:** Sciences Building, Ground Floor
- **Email:** Counseling@auk.edu.kw
- **Tel:** 1802040 Ext. 3237 / 3238

## ALUMNI AFFAIRS & CAREER DEVELOPMENT:

Develops relationships and lifelong connections between AUK and its Alumni through the cultivation of its members as mentors, advocates and supporters, leading to increased support for the institution's mission and goals, in addition to providing solution-focused career services and support for current students and alumni.

- **Location:** Student Center, 3rd Floor
- **Email:** AlumniAffairs@auk.edu.kw / aacd@auk.edu.kw
- **Tel:** 1802040 Ext. 3802 / 3233

 @aukstudentaffairs

## AUK CLINIC:

The on-campus clinic is staffed by a qualified nurse and staff that provide health education and information, first aid, primary medical assistance and minor emergency care to members of the AUK community.

- **Location:** Sciences Building, Ground Floor
- **Timings:** 8:00 am - 7:00 pm (Sun-Thurs)
- **Email:** clinic@auk.edu.kw
- **Tel:** 1802040 Ext. 3400 / 3401

## ACADEMIC ADVISING CENTER (AAC):

Offers academic advising, educational planning, and retention services to all undeclared students, as well as students on academic probation. Staff can be reached at:

- **Location:** Student Center, 3rd Floor
- **Email:** AAC@auk.edu.kw
- **Tel:** 1802040 Ext. 3241

 academicsupport\_auk  @academicsupportservices

## LEARNING SUPPORT SERVICES (LSS):

Offers individual and group tutoring at the Tutoring Center, as well as writing assistance at the Writing Center. Academic Support Specialists can be reached at:

- **Location:** Student Center, 3rd Floor
- **Email:** [TutoringCenter@auk.edu.kw](mailto:TutoringCenter@auk.edu.kw) / [WritingCenter@auk.edu.kw](mailto:WritingCenter@auk.edu.kw)
- **Appointments:** <https://tutortrac.auk.edu.kw>
- **Tel:** 1802040 Ext. 3241
- **Hours:** 9:00 am to 5:00 pm

 @academicsupport\_auk  @academicsupportservices

## OFFICE OF THE REGISTRAR:

Provides academic records and advice regarding enrollment, transcripts, transfer evaluations, course scheduling, policies and procedures in order to encourage informed academic decisions that support the goals of the University.

- **Location:** Student Center, 3rd Floor
- **Email:** [Registrar@auk.edu.kw](mailto:Registrar@auk.edu.kw)
- **Tel:** 1802040 Ext. 3164 / 3241

 @academicsupport\_auk  @academicsupportservices

## THE DINER:

The on-campus restaurant provides snacks, light meals and hot meals throughout the day in the atmosphere of a 1950's themed diner.

- **Location:** Liberal Arts Building, Ground Floor
- **Email:** [diner@auk.edu.kw](mailto:diner@auk.edu.kw)
- **Tel:** 1802040 Ext. 3266

## FINANCE DEPARTMENT:

The Finance Department is responsible for providing comprehensive financial services for the University and supports the financial affairs of AUK.

- **Location:** Administration Building, 1st Floor
- **Email:** [Finance@auk.edu.kw](mailto:Finance@auk.edu.kw)
- **Tel:** 1802040 Ext. 3133 / 3212

## INTENSIVE ENGLISH PROGRAM (IEP):

IEP serves students with low to upper intermediate English proficiency. It prepares students for study at AUK by developing high intermediate academic reading, writing, listening and speaking skills.

- **Location:** Liberal Arts Building, 5th Floor
- **Email:** [IntensiveEnglish@auk.edu.kw](mailto:IntensiveEnglish@auk.edu.kw)
- **Tel:** 1802040 Ext. 3351

## INFORMATION TECHNOLOGY (IT):


The IT Department provides the AUK community with an integrated computing and communications infrastructure that includes, Moodle, free Wi-Fi, email services, mobile applications such as Ellucian Go, AUK Self-Service (which provides web access to important information) and Student Cloud – Office 365 (which gives access to AUK e-mail from any web browser).

- **Location:** Sciences Building, Ground Floor
- **Contact:** <http://aukhelpdesk.auk.edu.kw>
- **Tel:** 1802040 Ext. 3050 / 3051 / 3053
- **Mobile:** 66399892



## LIBRARY:

The Library staff assists and instructs in the effective use of resources to support research, teaching and learning needs of the AUK community by providing resources, expertise and innovative services. Available to all members are books, periodicals, audiovisual materials and online resources, as well as videoconferencing facilities, group study rooms, photocopying services and instruction programs.

- **Location:** Central Campus
  - **Email:** Library@auk.edu.kw
  - **Tel:** 1802040 Ext. 3070
- 
- @auk\_library

## CAMPUS SERVICES:

Provides security services, custodial services, building and facility maintenance, landscaping, messenger services and design & renovation programs. Campus emergency phones are located in the main lobby and common area of each floor of the Sciences and Liberal Arts buildings.

- **Email:** \_grpCampusServices@auk.edu.kw
- **Tel:** 1802040 Ext. 3302



## AUKUWAIT REVIEW:

The AUKuwait Review is a collection of work from students including prose, design and photos. It allows students to write and publish in the English and Arabic languages by putting their creative thoughts into words, which are complemented by brilliant photos. Published annually, submissions are accepted from May to December.

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

## CENTER FOR GULF STUDIES (CGS):

CGS is a research center under the College of Arts and Sciences which aims to promote greater cultural understanding of and increased intellectual interest in the Gulf region by facilitating free and open academic discourse on a range of issues that both shape and challenge this region.

- **Email:** [cgs@auk.edu.kw](mailto:cgs@auk.edu.kw)
- **Tel:** 1802040 Ext. 3217
- **Website:** [www.auk.edu.kw/cgs](http://www.auk.edu.kw/cgs)

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

RISE is dedicated to promoting innovative scientific discourse through expanding cross-border research collaborations, industry partnerships and community engagement. It adapts a holistic approach that fosters strong intellectual connections among local and international innovators, academia and industry practitioners, technology and society.

- **Email:** [rise@auk.edu.kw](mailto:rise@auk.edu.kw)
- **Tel:** 1802040 Ext. 3705
- **Website:** [www.auk.edu.kw/RISE](http://www.auk.edu.kw/RISE)

## CENTER FOR CONTINUING EDUCATION (CCE):

CCE develops and runs courses that are uniquely designed to achieve business goals and advance professionals in their careers. Courses are open to all, including current students.

- **Location:** Central Campus
- **Email:** [CCE@auk.edu.kw](mailto:CCE@auk.edu.kw)
- **Tel:** 1802040 Ext. 3197 / 3198
- **Website:** [www.auk.edu.kw/cce](http://www.auk.edu.kw/cce)

 @cce\_auk

 @cce\_auk

## AUK BOOKSTORE:

The AUK Bookstore allows students to purchase textbooks and educational materials needed for their coursework, as well as books for general reading, a variety of clothing and gift items, an a wide selection of magazines on topics ranging from politics and economics to healthcare and entertainment.

- **Location:** Administration Building, Ground Floor
- **Email:** [bookstore@auk.edu.kw](mailto:bookstore@auk.edu.kw)
- **Tel:** 1802040 Ext. 3404

## **DISCLAIMER:**

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While every effort was made to ensure that this Departments Directory/Campus Reserouces Guide is accurate and up-to-date, some information may have changed with regards to contact informtion, locations, and department names, between the printing date and the actual distribution of this handbook.