

STUDENT RESOURCES



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
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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 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 two guests at one time, and 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 suitably.
- Valuable items acquired by the AUK store will be stored for a period of six months, after such time, will be appropriately disposed. (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 & Athletic Teams

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 Kwik Kopy) located on campus that provides copying, printing and mailing services to the AUK community.

Print Services

AUK provides each student with a printing quota, free of charge, in various computer labs around campus, and the library.

Student Shared Drives

Students are granted access to shared resources made available by their instructors and can upload files (assignments) as per the parameters and conditions set by the course instructors. These Network Files space are maintained on cloud-Office 365 and backed up by *Microsoft (availability is guaranteed by 99.98 %)*.

Multimedia Services

To ensure the best teaching and learning experience, all AUK classrooms are equipped with:

- Projectors (faculty/students can display web pages, presentations, and other content using podium PC or laptop).
- Surround sound systems.
- DVD players.
- Video conferencing facilities are available in some classrooms and meeting rooms.
- Other services: campus-wide digital announcement system to broadcast notices and alerts (class schedule, events and activities, etc.), video shooting services, editing and censoring services, DVD production, audio/video conversion, and audio recording).
- In addition, members of the AUK community can check out any of the following equipment:
 - Digital audio recorder
 - Digital video camera
 - Portable interactive board
 - iPads

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, savories, and pastries.

Self-Service Guide



AMERICAN UNIVERSITY of KUWAIT™

Personal Information

Student Services

Employee

Search

Student Records

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RELEASE: 8.5

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.
CAS Degree Program Major and/or Minor Declaration Request	Use this form to declare your Major and/or Minor in College of Arts and Sciences.
CAS Degree Program Major and/or Minor Update Request	Use this form to update your Major and/or Minor in College of Arts and Sciences.
CBE Degree Program, Major and/or Minor Declaration Request	Use this form to declare your Major and/or Minor in College of Business and Economics.
CBE Degree Program, Major and/or Minor Update Request	Use this form to update your Major and/or Minor in College of Business and Economics.
Classroom Reservation Request Form	Use this form to request a classroom for an academic event.
Consent to Disclosure of Academic Information	Use this form to release academic information.
Credit Hours Increase Request	Use this form to request an increase of your maximum credit hours.
IEP Single Course Drop/Add and Capacity override Form	Use this form to Drop a course you registered for or Add a course to your schedule.
Incident Report Form	Use this form to report incidents on campus, accidents, and concerns about behavior.
Independent Study Request	Use this form to initiate an Independent Study course.
Individual Course Withdrawal	Use this form to withdraw from your last class.
Internship Request	Use this form to initiate an Internship.
Leave of Absence	Use this form to request a leave of absence from AUK.
Medical Excuse Form	Use this form to provide information concerning the student's visit to the doctor, as well as the doctor's recommendations about the length of time a student should be excused from school.
Pass/Fail Request	Use this form to take a course pass/fail.
Permission to Audit	Use this form to audit an AUK course.
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 override. Be sure to follow all instructions.
Student Name Correction	Use this form to amend your name for your academic records.

Study at Another Institution - Study Away	Use this form to study away at a foreign institution or one inside of Kuwait to take a limited number of courses (approximately 1-2 courses). For students interested in studying for a full semester they should use the Study at Another Institution - Study Abroad Form located on the Study Abroad pages of the AUK Website under How to Apply.
Transcript Request Form	Transcripts can now be requested through Self-Service. Save a trip and order on-line. If you want to print this form you may do so, but it requires an extra trip to the Registrar's Office - one trip to turn it in and another the next day to pick it up.
Undergraduate Single Course Drop/Add Form	Use this form to Drop a course you registered for or Add a course to your schedule.
Withdrawal from a Semester	Use this form to request permission to withdraw from AUK.
Withdrawal from AUK	Use this form to request permission to withdraw from a Semester.

The forms above are available on AUK website: <http://www.auk.edu.kw/aalss/registrar/students>

Other forms are also available through AUK self-service:

1. Application for Graduation
2. Incident Report
3. Request to Override Course Capacity Restriction
4. Student Employment

WHERE DO I GO ON CAMPUS FOR ASSISTANCE?

INFORMATION ABOUT	LOCATION
Academic Advising	<i>Undeclared: Academic Advising Center</i> <i>LOCATION: Student Center (3rd Floor)</i> <i>Declared: Faculty Advisors</i>
Academic Probation	Academic Advising Center <i>Student Center (3rd Floor)</i>
Career Advising (<i>Major exploration, internships, graduate school and job information</i>)	Alumni Affairs & Career Development <i>Student Center (3rd Floor)</i>
Campus Security	<i>Near Gate #3 Phone: 22248399, Ext: 3333</i>
Email / Self Service / Computer Problems	IT HelpDesk: 2224-8399, Ext: 3051/2/3/4 <i>Sciences Building (Ground Floor)</i>
Financial Issues	Finance Department <i>Administration Building (1st Floor)</i>
Health Services	AUK Clinic: 2224-8399, Ext: 3400 / 3401 <i>Sciences Building (Ground Floor)</i>
Lost and Found	AUK Store (<i>not the bookstore</i>)
New ID Cards	Office of Student Life <i>Student Center (2nd Floor)</i>
Personal Problems / Issues	Counseling Center <i>Student Center (2nd Floor)</i>
Photocopying and Printing Needs	Kwik Kopy
Registration Information, submit forms, registration issues, etc.	Office of the Registrar , <i>Building G</i>
Sports, Intramurals, and Students Organizations	Office of Student Life <i>Student Center (2nd Floor)</i>
Student Employment	Applications is on your Self-Service account. For questions, visit the Office of the Vice President for Student Affairs <i>Student Center, 3rd Floor</i>
Textbooks and Other University Supplies	AUK Bookstore <i>Administrative Building (Ground Floor)</i>
Tutoring Assistance	Tutoring Center <i>Student Center (3rd Floor)</i>
Research consultations and quick reference questions	Library- Instruction Librarians offices
Borrow textbooks	Library- <i>At the Reserves Desk</i>
Writing Assistance	Writing Center <i>Student Center (3rd Floor)</i>
Facility/Space Reservations	Office of Public Affairs <i>Administration Building (3rd Floor)</i>
Design, Publications, Photography Services, & Media Services	Office of Public Affairs <i>Administration Building (3rd Floor)</i>
Admission Applications and Requirements	Office of Admissions , <i>Building G</i>
AUK & Government Scholarships, Student Government Allowances, Financial Aid	Office of Scholarship & Financial Aid , <i>Building G</i>

STUDENT EMPLOYMENT

The Student employment program provides students enrolled at AUK with the opportunity to gain and improve employment skill sets, test their academic and future employment interests, and gain professional experience. The Office of the Vice President of Student Affairs coordinates student employment across campus.

Students can seek employment in the following departments on campus:

- 1) Academic Advising Center (AAC)
- 2) Center for Continuing Education (CCE)
- 3) College of Business & Economics (CBE)
- 4) Counseling Center
- 5) Department of Arabic & Foreign Languages
- 6) Department of Arts and Graphic Design
- 7) Department of Communication and Media
- 8) Department of Computer Science & Info Systems
- 9) Department of Electrical and Computer Engineering
- 10) Department of English
- 11) Department of International Relations
- 12) Department of Mathematics and Natural Sciences
- 13) Department of Music and Drama
- 14) Department of Social and Behavioral Sciences
- 15) First Year Experience (FYE)
- 16) Information Technology (IT)
- 17) Intensive English Program (IEP)
- 18) Learning Support Services (LLS)
- 19) Library
- 20) Office of Admissions
- 21) Office of Alumni Affairs & Career Development (AACD)
- 22) Office of the Dean of College of Arts & Science (CAS)
- 23) Office of the Vice President of Student Affairs
- 24) Office of PR & Marketing
- 25) Office of Student Life
- 26) Office of the Registrar
- 27) The Voice of AUK

CO-CURRICULAR TRANSCRIPTS

The co-curricular transcript is designed to offer credible recognition of a student's contributions and achievements which can be added to the student's portfolio along with the academic transcript, assisting in forming a holistic understanding of the student and their involvement on campus.

With a fully automated and integrated process on Self-Service banner, students have the ability to record their participation in extra-curricular activities, student employment, clubs & organizations at AUK and their achievements including awards, honors and much more.

Follow these steps to get your CCT:

Step 1 – Login to self-service > Enter University ID & Password

Step 2 – Go to E-forms > Student Life > Click on Co-Curricular Transcript

Step 3 – Import or Enter Information with the relevant fields during your time at AUK and submit form.

INTERNATIONAL PROGRAMS

International Programs

Interning and Studying abroad provide students with transformative experiences, making them more informed and empathetic global citizens, and creates lifelong memories. AUK's international programs provide guidance and resources that help expand educational opportunities abroad. Our existing and developing programs help bridge cultures, deepen understanding, and connect the university community to the world beyond our campus.

The International Programs offered are:

Study Abroad & Student Exchange
AUK-Dartmouth Student Internship
Graduate Student Internship