

Student Resources



Students Resources

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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 a special 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, 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.

Please Note: All funds collected will go towards student programming and activities.

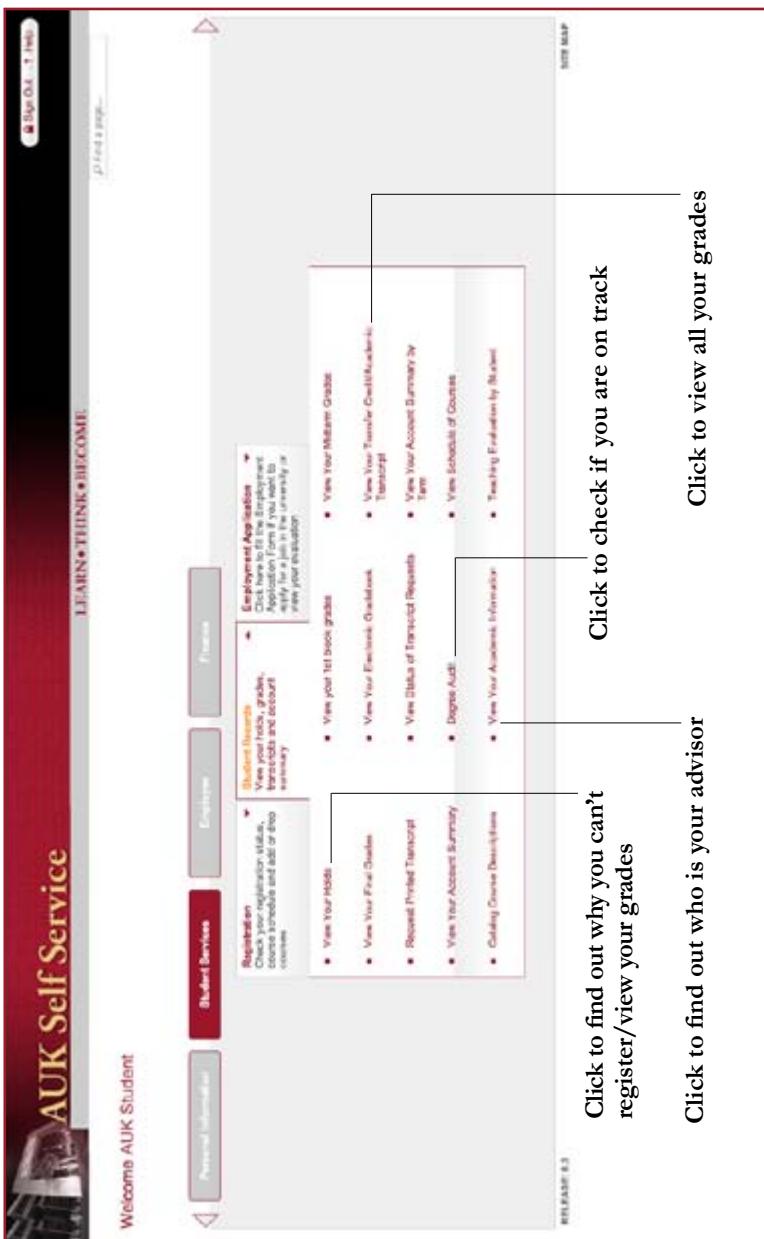
SPORTS FACILITIES & ATHLETIC TEAMS

There are three multipurpose basketball/volleyball courts and a soccer field available for student use. Sports equipment can be checked out from The Hangout (activity space) or 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*



The screenshot shows the AUK Self Service website with a red header bar containing the text "AUK Self Service", "LEARN•THINK•BECOME", "Sign In", and "Help". Below the header is a navigation bar with tabs: "Personal Information", "Student Services", "Employee", "Finance", and "Employee". The "Student Services" tab is currently active. The main content area is divided into several sections:

- Registration:** "Check your registration status, Click to fill your Employment Application Form if you want to change your employment status or view your transcript."
- Student Records:** "View your holds, grades, transcripts and also see other course information." Includes links: "View Your Holds", "View Your Grade", "View Your Financial Aid Status", "View Your Financial Aid Transcript", "Request Physical Transcript", "View Your Academic Summary", "Degree Audit", "View Your Academic Information", and "View Your Academic Details".
- Employment Application:** "Click here to fill the Employment Application Form if you want to change your employment status or view your transcript."
- View Your Mailbox:** "View your Mailbox Grade"
- View Your Financial Aid:** "View Your Transfer Credit Information", "View Your Financial Aid Transcript", "View Your Academic Summary by Term", "View Enrollment of Courses", and "View Your Academic Information".
- View Your Academic Details:** "View Your Enrollment by Month".

On the right side of the page, there are two buttons: "Help" and "Logout".

Annotations:

- Click to find out why you can't register/view your grades** (points to the "View Your Academic Details" link in the "View Your Financial Aid" section).
- Click to check if you are on track** (points to the "View Your Grade" link in the "Student Records" section).
- Click to view all your grades** (points to the "View Your Mailbox Grade" link in the "Employment Application" section).
- Click to find out who is your advisor** (points to the "Degree Audit" link in the "Student Records" section).

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 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 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 <i>Sciences Building (Ground Floor)</i>
Academic Probation	Academic Advising Center <i>Retention Coordinator</i>
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 <i>Administration Building (First Floor)</i>
Health Services	AUK Clinic: 2224-8399, Ext: 100
Lost and Found	AUK Store (<i>not the bookstore</i>)
New ID Cards	Office of Student Life <i>Sciences Building (Ground Floor)</i>
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 <i>Sciences Building (Ground Floor)</i>
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 <i>Administrative Building (Ground Floor)</i>
Writing Assistance	Writing Center <i>Science Building (Second Floor)</i>
Facility/Space Reservations	<i>Office of Public Affairs</i> <i>Administration Building (3rd Floor)</i>

ACADEMIC ADVISING CENTER

UNDECLARED ACADEMIC ADVISING

MAJOR DECLARATION PROCESS

PEER ACADEMIC LEADER PROGRAM (PALs)

MAJORS FAIR & SO MUCH MORE

2011-2012

BACHELOR OF ENGINEERING IN COMPUTER ENGINEERING

GENERAL EDUCATION REQUIREMENTS	COMPUTER ENGINEERING ACADEMIC REQUIREMENT
ENGLISH (100)	Average GPA of 3.00 or higher in declared program
PHYSICS (100)	Math 101 (300) & Math 102 (300)

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Academic Advising Center

Tel: 1802040

AAC@auk.edu.kw

Ext:3241

2011-2012

BACHELOR OF ENGINEERING IN COMPUTER ENGINEERING

GENERAL EDUCATION REQUIREMENTS	COMPUTER ENGINEERING ACADEMIC REQUIREMENT
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Activities & Events

The University believes that involvement in co- and extra-curricular activities enriches the collegiate experience and provides opportunities to students to improve their communication, resource management, interpersonal and leadership skills. The Office of Student life assists in the coordination of a variety of activities scheduled throughout the academic year. Activities cover a wide range of interests and include something for every student.

Student Life

Activities & events sponsored by
The Office of Student Life include:





Rama Sabano

Senior coordinator of Campus life

Email: Rsabano@auk.edu.kw

Tel: 1-802040 / (+965) 2-224-8399 ext. 3277

Activities are mainly scheduled for university hours. Student Activities are open to all students. Some events may require prior sign ups for participation. The Office Welcomes events/activity suggestions from students. it tries to accommodate these into the Office events calendar as much as possible.

Diversity Programs: As part of diversity Programming, the Office of Student life organize the Social Awareness Week every year in order to raise awareness on various issue such as human rights, poverty and community service among others. The Office also hosts an International Week which aims to expand awareness and celebrate diversity on campus.



Refuse to be Ordinary: is the AUK volunteer program. This program provides AUK students with the information and the opportunity they need to significant contributors to the Kuwaiti community through service. The office networks with various local charities and tries to assist them with their volunteer requirements.

Volunteer opportunities have included visits to animal shelters, beach clean-ups, fundraisers among others.

The Hangout is the official Students lounge of the American University of Kuwait. Come During your free time to relax, play game, hangout, enjoy our services, and take part in the activities that we organize. The Hangout currently offers the following services: Satellite TV, Playstation 3, DVD Player with home theatre system, table tennis, pool table, board games (chess, monopoly, risk you name it!) seating areas for hanging out. Looking for a nice, relaxing and cozy place to spend free time or study? this is the place to be! Join us at “ The Hangout” activities space

STUDENT CLUBS & ORGANIZATIONS

Student Clubs and Organizations is where students come together to organize events, gain leadership and organizational skills, as well as network with faculty, staff and classmates who have similar interests. Student Organizations range in categories such as Academic, Cultural, Community Service, Social, and General Interests.



BENEFITS FOR REGISTERED AND RECOGNIZED CLUBS

- Support from the University
- Opportunity to reserve office space for your club or organization
- Advertising for events
- AUK club or organization official email account
- Finance Department account to deposit/withdraw club or organization funds
- Opportunity to seek funding or sponsorship for events

Rama Sabano

Coordinator of Student Organizations & Leadership Development

Email: rsabano@auk.edu.kw

Tel: 1-802040 / (+965)2-224-8399 ext.3277

Different categories and example of clubs that have been active on campus

General Interests

Community Service

Al-Akhdar Environmental Club
AlakhdarClub@auk.edu.kw
Community Service Club
CSC@auk.edu.kw
Hope Club
hope@auk.edu.kw

Cultural

Arabic Literature Club
arabiclitclub@auk.edu.kw
Cooperation Club
cooperation@auk.edu.kw
International Club
International@auk.edu.kw
Lebanese Culture Club
LebaneseClub@auk.edu.kw
Patriots Club
ThePatriotsClub@auk.edu.kw
Armenian Culture Club
Armeniancultureclub@auk.edu.kw
Al-Ahrar Club
Alahrar@auk.edu.kw
Al-Mostaqla Club
almostaqlaclub@auk.edu.kw

B.E.L.L.E
Belle@auk.edu.kw
Pure Science Club
ScienceClub@auk.edu.kw
The Art Factory
ArtFactory@auk.edu.kw
Drama Club
dramaclub@auk.edu.kw
Voice of AUK
voice@auk.edu.kw
Photographers Club
photographers@auk.edu.kw
Kuwait Media Club
kuwaitmedioclub@auk.edu.kw
Game Development Club
gamedevelopmentclub@auk.edu.kw
Human Rights Club
HumanrightsClub@auk.edu.kw
The Film Club
filmclub@auk.edu.kw
Kuwait Designers Club
Kuwaitdesigners@auk.edu.kw
Table-Top Club
Tabletop@auk.edu.kw

Honor Society

Sigma Tau Delta
SigmaDelta@auk.edu.kw
Pi Gamma Mu
PiGammaMu@auk.edu.kw

Academic

Accounting Club
accountingclub@auk.edu.kw
ACM AUK
ACM@auk.edu.kw
Finance Club
thefinanceclub@auk.edu.kw
Marketing Club
marketingclub@auk.edu.kw
MUN AUK
MUNAUK@auk.edu.kw
E&B Club
E&B@auk.edu.kw
IEEE Student Branch
IEEE@auk.edu.kw

AUK ATHLETICS



The University offers inter-collegiate athletic opportunities that allow student-athletes to compete locally and regionally against universities in the following sports: Soccer, Basketball, Volleyball, Tennis, Table Tennis, Squash and Swimming.

AUK annually participate in the University Championship Cup (UCC), a country-wide tournament for private universities, as well as the Higher Education Sports League that competes against 9 higher education universities throughout Kuwait. Student-athletes also compete in international tournament, representing AUK and

The Office of Student Life offers students the opportunity to get involved with intercollegiate, intramural, and recreational sporting activities. AUK's various sports programs aim to develop students' athletic aptitude; not only enhancing the students' physical skills and technique, but also teamwork, leadership, and sportsmanship.

GET INVOLVED in the AUK athletic community!



**INTERCOLLEGiate ATHLETICS
AND RECREATIONAL PROGRAMS**



RECREATIONAL PROGRAMS

The university offers two major types of recreational programs, intramural sports and fitness activities

Trevor N. Taylor

Assistant Director

Email: ttaylor@auk.edu.kw

Tel: 1-802040 / (+965) 2-224-8399 ext.3278

INTRAMURAL SPORTS

The university offers on-campus sports for men and women to participate in. Opportunities are provided for a variety of skill levels with an emphasis on friendly competition. Students can participate in the following:

- Soccer
- Badminton
- Basketball
- Wii Sports
- Table Tennis
- Flag Football

FITNESS ACTIVITIES

Fitness activities are offered throughout the year as classes or special events.

Student can learn new skills and stay physically active by engaging in events such as: **Yoga, Meditation, Pilates, Kick Boxing, Body Toning Class, Golf Week, Rafting Competition, and Paint Ball**

New activities are annually added, and upon students' request. Additional information about intercollegiate athletics & recreational programs can be found at **The Office of Student Life** or through email at auksports@auk.edu.kw

WORK AT AUK



Students can seek employment through the different departments available on campus:

- Office of Admissions
- Center for Continuing Education (CCE)
- Intensive English Program (IEP)
- Information Technology (IT)
- Library
- Office of the Registrar
- Writing Center
- Office of Student Life & Wellness Center (CSW)
- Career Services & Wellness Center (AAC)
- Alumni Affairs
- Academic Advising Center (AAC)
- Office of Public Affairs
- Office of the Dean of the College of Arts & Sciences
- Office of the Dean of the College of Business & Economics
- Office of the Dean of the College of Engineering
- Division of Business & Economic
- Division of Social Sciences
- Division of Science & Engineering
- Division of Arts & Humanities

Applicants must be student at the American University of Kuwait that is currently enrolled with strong interpersonal skills. Further information on the student employment process and how to apply, can be accessed through the **AUK Self Service**, once students have been admitted to AUK and registered for classes.

AMERICAN UNIVERSITY *of* KUWAIT

Student Government Association

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is recognized as the official representative voice of the student body at the American University of Kuwait. It serves as a liaison between students and the University administration. SGA is aimed at representing the opinions, concerns, and recommended resolutions of the student body at AUK of all backgrounds, nationalities, and genders that comprise the diverse population of the AUK community.

SGA is responsible for:

- Acting as a liaison between administration and students.
- Addressing key student issues.
- Listening and projecting student voices and concerns through activities such as Open Meetings, Townhall Meetings, and General Assemblies.
- Ensuring student rights.
- Ensuring the unity of the student body.
- Supporting clubs and organizations.
- Encouraging student involvement on campus.

The Student Government Association is here for YOU!!



SGA

Phone: 1-802040 Ext: 104

Email: sga@auk.edu.kw

Ground floor of the Liberal Arts building

ACADEMIC ADVISING CENTER Tutoring Services

Academic Support Program at AUK are designed to help students become independent and successful learners by improving their study skills, increasing their understanding of course content, enhancing their self-confidence, and encouraging them to develop a positive attitude toward learning. **All services are free of charge for AUK students.**

The Tutoring Center

Having any problems with your classes? The Tutoring Center assists students to be better learners, more successful in their courses, and to guide them in their daily life at the university through Tutoring and Academic Skills Workshops. The Tutoring Center provides free services to the entire AUK intensive English and undergraduate community.

Our services include:

- Explaining concepts that students have difficulty understanding.
- Discussion of assignments (Not solving).
- Reinforcement of classroom Instruction.

Our tutors provide those students who have a desire to enhance their academic performance with assistance in almost all subjects. Tutoring may be provided individually or in small group.



ALUMNI AFFAIRS

without " U" there is no "AUK"

As a graduate of the American University of Kuwait, you have become part of a network of future leaders destined to positively impact Kuwait and the global society. You are an AUK family member for life! We celebrate your achievements and will support you with challengers. You make us proud.

The Alumni Network enables you to:

- Stay in touch with former classmates.
- Support current students by serving as a mentor, employing interns or donating to scholarship funds.
- Distinguished AUK Alumni University ID card, which allows Library access and database privileges.
- Enjoy online services such as alumni account and bi-annual network.
- Alumni email account
- Career Services support.
- Get course discounts at the Center for Continuing Education (CCE).
- Alumni Advisory Board.

alumniaffairs@auk.edu.kw
Tel: 1-802040 Ext 3234



LOOK FORWARD TO

Game Nights

Annual Alumni Reception

Alumni Travels

Movie Nights

Career Fair by CSW

Seniors & Alumni BBQ

CAREER SERVICES & WELLNESS CENTER

CAREER SERVICES

- Career Counseling
- Interviewing Skills
- Mock Interviews
- Career Assessments
- Access to Job Postings
- Access To Employer's Database
- Resume'/CV Critiques
- Cover Letter Critiques
- Personal Statements reviews
- Assistance with graduate school applications
- Access to AUK career fairs
- Assistance locating internships available
- Access to career related workshops
- Access to companies' informational sessions
- Access to on campus interviews

WELLNESS & COUNSELING

- Personal Counseling with qualified Counselors (*Confidential Sessions*)
- Workshops and Events on various health related topics
- Guest Speakers
- AUK Clinic

DISABILITY SERVICES

Students are responsible for requesting accommodations through the Career Services and Wellness (CSW). Students who provide valid documented disabilities accommodation requests may receive accommodations designed to enhance chances of success. On a case-by-case basis, requests will be reviewed and accommodations will be provided based upon the availability of resources.

Services include:

- Extended time during exams-quizzes (*arranged with the faculty member*)
- Use of a tape recorder during classes (*permission from instructor is required and student provides recorder*)
- Proctoring exams outside the classroom
- Handicapped Parking
- Regular tables for students in wheel chairs
- AUK campus is designed to provide access to all facilities to all members of the community.

WORKSHOPS & EVENTS

Workshops:

- Resume writing
- Employers' Expectation Series
- Interview Skills
- Graduate School Hunting
- Cover Letter Writing
- Resume Doctors
- Career Orientations and Seminars
- Healthy Living

Events:

- Career Fair
- Health Fair
- Entrepreneurship Fair
- Murder Mystery

CENTER FOR CONTINUING EDUCATION (CCE)

College Students can enhance their career or post-graduate readiness by taking advantage of learning opportunities available through the AUK CCE.

BECOME MORE PROFICIENT

- Business English Language
- Business Writing

PREPARE FOR GRADUATE SCHOOL EXAMINATIONS

- IELTS (International English Language Testing System)
- TOEFL (Test Of English as a Foreign Language)
- GRE (Graduate Record Examinations)
- GMAT (Graduate Management Admission Test)
- TKT (Teaching Knowledge Test)

INCREASE YOUR EMPLOYABILITY SKILLS

- Basic Computing Skills
- Leadership and Supervisory Skills

... and many more. Check our website for up-to-date schedule and course offerings.

www.auk.edu.kw/cce

COURSES
EXAM PREPARATION
WORKSHOPS
CERTIFICATE PROGRAMS

Learning Never Ends...

To register or get more information please contact us via:

Phone: 1802040, 2224-8399 Ext:3197/3198/3199

Fax: 2571-5821

E-mail: cce@auk.edu.kw



AMERICAN
UNIVERSITY
of KUWAIT

INTENSIVE ENGLISH PROGRAM

The Intensive English Program (IEP) serves student with intermediate, high intermediate, and English proficiency. It is geared to develop advanced academic reading, writing, listening, and speaking necessary for the individual student to succeed in the university and specifically prepares you for undergraduate study.

The Intensive English Program received its accreditation from the Commission on English Language Programs Accreditation (CEA) – USA for the period of August 2009 through August 2014.

Phone: 1802040
Ext: 3351

IntensiveEnglish@auk.edu.kw





L.E.A.D.

at AUK

Learn • Experience • Achieve • Discover

L.E.A.D. at AUK is a program overseen by the Office of Student Life to provide information and skills on how to be an effective leader on Campus and in the professional world. Sessions are presented by AUK faculty, staff, and alumni, in addition to distinguished members of the community.

Get Involved:

There are three ways for all students to get involved with L.E.A.D. at AUK:

- Occasional Attendees
- L.E.A.D. Participants
- Student Facilitators

Participation Levels:

All levels at the end of the year will be invited to lunch/ dinner with significant members of the AUK Administration.

- Group Level(s)
- Officer Level
- Executive Level
- Presidential Level

Student Facilitators:

Students can volunteer to become facilitators to help coordinate and organize L.E.A.D. at AUK sessions and the overall program throughout the year. This is a great way to gain real-life experience and build one's resume'

L.E.A.D. at AUK Passport:

All students are eligible to collect a L.E.A.D. at AUK passport, which enables participants to collect points and keep record of attended sessions throughout the academic year.

For more information about the L.E.A.D. at AUK program, please visit the Office of Student Life, and pick-up the official L.E.A.D. at AUK brochure.

LEARN
EXPERIENCE
ACHIEVE
DISCOVER

LEAD at AUK Program

Office of Student Life, Room # A-004

Phone: 1802040 / (+965) 22248399, Ext: 3276. Fax: (+965) 25721263

Lead@auk.edu.kw

The Peer Academic Leaders are now hiring



DO YOU WANT
TO BECOME A
PALS
MEMBER ?
APPLY
NOW!

Pick up the Application Form from the
ACADEMIC ADVISING CENTER (AAC).

For more information, contact Hala Al-Abdulrazzaq,
Ext: 3243 or halabdulrazzaq@auk.edu.kw

Office of the Registrar

At the Office of the Registrar, we strive to facilitate the educational process by providing our students, faculty and staff with accurate academic records and sound interpretation of policies and procedures in order to encourage informed academic decisions that support the goals of our University. By continuously developing our services, technology and security standards, we strive to build a reliable and efficient communication structure to collect and deliver academic information to our campus constituents.

OUR SERVICES INCLUDE:

- Catalog Maintenance
- Archiving Student Files
- AUK Self-Service Support
- Graduation Ceremony
- Registration Process
- Preparation
- Transfer Evaluation
- Degree Audit Checks
- Major/Minor Declaration
- Graduation Certification
- Enrollment Verification Letters
- Transcript Processing
- Classroom Reservation

Office of the Registrar

Location: G - Building

Opening Hours: Sunday - Thursday: 8:00 AM- 4:00 PM

Tel: 1802040, **Ext:** 3164

The Writing Center



Having Problems with your **Writing**
or **Reading** Assignments? Lost in
Citation? Passionate about Writing
and want to advance in your
Creative Writing skills? Need
help on **Researching**? Don't know
how to **Develop** your **Idea**?

Book an online appointment at:

<http://tutortrac.auk.edu.kw>
or visit us at the Sciences Building – A207

writingcenter@auk.edu.kw
Phone: **1802040**, Ext. **3200**

Every writer needs a reader, so visit **the Writing Center at AUK**



THE VOICE OF AUK

The Voice of AUK is the official student newspaper of the American University of Kuwait. It is operated exclusively by students in consultation with a faculty advisor.

If you have talents or see yourself as a potential journalist, photographer, or graphic designer, then...

THE VOICE IS THE PLACE FOR YOU!

We welcome contributions from students, faculty, and staff, whether it's news features or even interest pieces.

SECTIONS OF THE NEWSPAPER:

News, Wolfpack Community, Opinions, Editorials, The Arts, Health and Science, Writing Center @ AUK, Faculty Corner, Voice Forum, This Month in History, Student Features, and Arabic Corner.

Voice@auk.edu.kw

Office: Liberal Arts Building, Ground floor,
Clubs/Orgs Office (opposite computer lab).
Ext. 102

Check out our past published issues online at:
www.auk.edu.kw/voice

THE LIBRARY

To support and advance the educational mission of the American University of Kuwait by facilitating access to scholarly collections and information resources.

The AUK library provides books, periodicals, audiovisual materials and online resources that support the learning and research needs of students and faculty. The library staff provides assistance and instruction in the effective use of the resources.

Library Services

- **Information Literacy/ Instruction programs:**
Offers library orientation, guided tours, user guides and online tutorials
- **Circulation/borrowing materials**
- **Membership**
Guests will be able to borrow library materials through library membership
- **Reference services**
- **Reserve services**
- **Off campus Access to the library online materials**
- **Photocopying**
The library provides students with magnetic cards for photocopying with 250 copies each semester.
- **Videoconferencing facility and group study rooms with multimedia systems.**



Service Hours:

Sunday through Thursday 8:00 AM- 9:00 PM
Friday 3:00 PM - 8:00 PM
Saturday 12:00 PM – 6:00 PM

Tel: (+965) 1-802040 Ext. 3065

Email: library@auk.edu.kw

Library Guides: <http://Libguides.auk.edu.kw>



FINANCE DEPARTMENT

The Finance Department provides students, parents, and other constituencies with an effective and efficient service with which to conduct their financial affairs with the University. The Department also serves as an institutional support function of the University to provide assistance in the University's pursuit of its mission.

The Department provides students with the following services:

1. Billing and Cashier operations
2. Maintaining individual student accounts to record charges, credits, and amounts due
3. Facilitating students' in-person or on-line payments
4. Administering the deferred payment system
5. Administering the Scholarship and tuition waivers
6. Applying the sibling discounts
7. Establishing and implementing refund policies and issuing refunds
8. Accepting Student Organization deposits
9. Disbursement of Student Organization checks

Details about due dates and de-registration for non-payment are available in the Academic Calendar at:

http://www.auk.edu.kw/academics/academics_calendar.jsp

FINANCE DEPARTMENT

Opening Hours: Sunday- Thursday: 8:00 AM- 4:00 PM

1st Floor, Administration Building, Tel: 1802040, Ext. 3110/3111
finance@auk.edu.kw

INFORMATION TECHNOLOGY DEPARTMENT

Student Information Technology Services

AUK provides students with an integrated computing and communications infrastructure consisting of:

- Public Access PC's (Library, Open Lab) & Computer Labs (Windows & Mac).
- Access to personal and academic information via AUK Self-Service.
- Wireless Coverage.
- E-mail Access & Internet Access.
- Personal storage space on AUK servers.

Off-Campus Student Access & Services

The AUK Portal <https://myauk.auk.edu.kw/> is your online gateway to AUK information & student services. It also offers off-campus access to AUK Online Library Databases (under the Library Tab).



AUK Self-Service

<http://ssbapp.auk.edu.kw:9000/> provides you web access to important information. You are able to register, view and update your personal and academic information throughout your studies at AUK.



- User ID: At the first time login use your AUK student ID (S000XXXXX) with capital "S".
- Pin: your default password provided by Registrar office is: (BD- - - - -) birth date in the format DDMMYY.
- You will be prompted to change your password
- Password should be at least 6 alphanumeric.

Webmail

E-mail can be accessed through <https://mail.auk.edu.kw> in any web browser (on-campus and off-campus) with Internet access. When the site appears, enter your student ID and password and the mail interface will open. Webmail provides access to your emails, calendar and contact information.



I.T. Helpdesk

<https://aukhelppdesk.auk.edu.kw> provides on-campus and off-campus access to your helpdesk account and to your ticket-logs and resolutions. A link to Helpdesk is available on both the AUK website and the AUK Portal front pages.

General Information & Recommendations

Your AUK account (S000XXXXX@auk.edu.kw) provides you with e-mail, Internet and Network access, as well as on-campus access to your own personal storage space on AUK servers. For security purposes, do not share your account or your password with anyone and change your password every 90 days.

AUK Free WiFi

To enable the wireless network on your laptop or handheld device, select “**AUK WiFi**” from the available wireless networks list, open the internet browser, you will be redirected to the AUK WiFi welcome page. Wait for the page to fully load, then enter your email username and password to access unrestricted, free wireless internet.

Student Shared Drive

The shared drive allows students to work collaboratively from different computers. While logging to any PC on campus, students will see two shared drives showing as “S” and “T”. “S” used by professors to distribute documents to all students and “T” is used as personal storage for students with 50 MB capacity.

Configure Email on iPhone & Blackberry

Students can configure the AUK email on their iPhone and Blackberry to send/receive emails on their handset. If you need help setting up the AUK email on your smart phone, please pass by the IT Department or email helpdesk by filling a ticket on <http://aukhelppdesk.auk.edu.kw>

AUK Mobile Application

Students can access their grades, schedules and AUK Twitter by downloading the AUK application on their smart phone. The application is now available on the Apple Store.

How To Contact the IT Department

- **Location:** Ground Floor, Sciences Building, rooms A-005/A-006/A-007
- **Official Working Hours:** Sunday through Thursday: 8:00 am – 8:00 pm

Any support request should be logged to <http://aukhelppdesk.auk.edu.kw>

Tel: **(+965) 1-802040 / (+965) 2224-8399, Ext. 129/132/125/126/110/134**

IT Department Mobile Number: **(+965) 66399892**

www.auk.edu.kw/IT

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University
of Kuwait



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@auk_kuwait



theAUKVideos

AUK Health Clinic

CLINIC HOURS:

Sunday - Thursday

8:00 AM - 8:00 PM

(During semester only)

Reduced hours during other periods.

LOCATION:

G-Building, next to Library

Tel: 1-802040

Ext. 100/101

AUK maintains an on-campus health clinic staffed by personnel from the International Clinic of Kuwait. A qualified nurse and receptionist provide first aid, primary medical assistance and minor emergency care for members of the University community. Emergencies and serious health cases are immediately referred to the nearby International Clinic or other area hospital facilities as required.

Health Services provided at the AUK Clinic include but are not limited to:



- Emergency first aid response
- Addressing cold/flu symptoms
- Blood pressure checks
- Blood sugar test
- Fainting/Dizziness
- General body & muscle pain
- Headaches
- Fever/Coughs
- Skin allergies/minor irritation/minor burns
- Abdominal pain
- Athletic injuries
- Female health issues
- Hospital referrals

Additionally, AUK Clinic provides health education information and materials (Books and Videos) which promote healthy lifestyle choices and disease prevention. Preventative services include blood pressure checks, blood sugar monitoring, and treatment for elective cases. The clinic strives to address acute medical conditions along with medical assistance such as first aid and basic life support as per clinic policy/procedure.

Safety & Security at AUK

Some of the services that we provide

1. 24/7 campus coverage
2. monitoring campus by surveillance cameras
3. campus access-gate control passage
4. ID cards checks & visitor check-in
5. Approved building & room access
6. Emergency evacuating
7. Parking lot escorts
8. General campus safety service

Our mission is to maintain a welcoming, safe and secure environment for students, faculty and staff by applying the rules of Kuwait Government and AUK. Competent and professionally trained security staff provide a variety of public service to AUK community members by working closely with the University Campus Services Department and law enforcement department in Kuwait

Emergency Line (24 hours): +965 66107010

Campus Security:

Ext: 3332

Campus Medical Clinic:

Ext: 3400 / 3401

Kuwait Emergency Services:

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