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Greetings from the Dean of Student Affairs!

Welcome to the Wolfpack family. We live by the motto *Bringing the University to Life!* Over the next few years, you will be challenged intellectually, personally, physically, and emotionally. And you will win! The odds are in your favor. A team of professionals are ready to assist you in defining and reaching your personal, educational, and career goals. That support does not stop at graduation; we are committed to your lifelong success.

In partnership with many other offices and departments at AUK, the Office of the Dean of Student Affairs is responsible for leading the organizational units that support the moral, social, cultural, and physical development of the student. From wellness, health services, and student leadership to athletics, career exploration, or just simply listening to your concerns, we encourage students to take full advantage of all the resources and opportunities that AUK has to offer. Challenge yourself. We are confident that our numerous programs and services will help you rise to the occasion and turn your dreams into realities. For additional information about your life as a student, please visit the Student Affairs section of the university website at [www.auk.edu.kw](http://www.auk.edu.kw); for AUK community members check out the AUK Portal, or email studentaffairs@auk.edu.kw.

Dr. Hanan Muzaffar  
*Dean of Student Affairs*

**DIVISION OF STUDENT AFFAIRS**

The Division of Student Affairs believes that students are more apt to be successful if they lead a balanced academic and social collegiate life. The departments within Student Affairs are devoted to providing extra- and co-curricular programs in which students have the opportunity to engage in experiences and services outside the classroom that are designed to enhance one’s academic life and encourage social growth and maturity. Involvement is an important component of a well-rounded college experience.

**MISSION STATEMENT**

The Division of Student Affairs strives to provide a comprehensive array of effective programs and services designed to support students from matriculation to degree completion and beyond, facilitating personal and academic development and promoting lifelong learning which sustains a mutually beneficial relationship with the university.

**DIVISION OBJECTIVES**

Maintain services and programs which facilitate students’ mental and physical wellbeing, thus enabling them to succeed academically and socially.

- Facilitate opportunities for students which are designed to promote social integration, and characteristics such as self-awareness, personal growth, collegiality, and fairness.
• Instill concepts in our students that focus on global awareness, civic responsibility, and lifelong learning while promoting enlightened values systems.

• Foster relationships, with both internal and external communities, through programs and services designed to create and sustain a lasting commitment with the American University of Kuwait.

• Provide opportunity to enrich lives beyond the traditional classroom setting through lifelong learning initiatives.

Student Affairs, through the departments of Student Life, Career Services and Wellness, and Alumni Affairs, meets its objectives by hosting a variety of cultural, educational, social, recreational, career- and health-related activities and services. In addition, the staff provides programming and support for student organizations, the Student Council, and alumni. Co-curricular, student leadership, athletic and intramural sports programs, student employment, counseling and healthy living, as well as student adjudication are also coordinated by Student Affairs.

Our university is also a community dedicated to working together to create conditions that support teaching, learning, and personal growth. Each individual is expected to honor his/her obligations and commitments. Thus, the rules and regulations of the university constitute not only basic and uncompromising standards and guidelines for conduct on and off campus, but are also commitments that all are obligated to respect, honor, and promote when one becomes a member of the AUK community. The Office of Student Life enforces the rules and regulations concerning student conduct at the university. The university reserves the right, through due process, to take disciplinary action against students for violations of institutional standards of behavior and academic regulations and procedures, which are defined in this catalog and the Student Planner & Handbook.

AUK, as a learning community, is compelled morally and ethically to uphold and promote the highest academic and behavioral standards among its students. Evidenced in its programs and services, the Division is committed to enhancing our students’ positive and proactive attitude towards themselves, the community and the world while they continue to Learn, Think, and Become.
OFFICE OF STUDENT LIFE

MISSION STATEMENT
The Office of Student Life’s mission is to create a campus environment that encourages personal growth and promotes professional, ethical, intellectual, and physical development through student engagement in lifelong learning opportunities outside the classroom.

OBJECTIVES

- **Personal Growth & Responsibility**
  Create and facilitate opportunities to assist students in developing lifelong skills which promote positive values, personal integrity, individual responsibility, communication skills, and teamwork.

- **Student & Civic Engagement**
  Facilitate student perception of social responsibility to a greater community beyond themselves within AUK and Kuwait, in an effort to promote personal and ethical accountability and growth.

- **Diversity & Social Responsibility**
  Create and promote programs that will assist students in fostering a better understanding of campus and world diversity while learning to respect all cultures, people, and differences to enhance relationships and gain a more professional and intellectual knowledgebase.

- **Healthy & Recreational Activities**
  Develop and provide students the opportunity to participate in intramural sports, athletics, and activities to promote a healthy lifestyle and encourage physical fitness.

- **Fun & Interactive Experiences**
  Ensure activities are provided throughout the year that allow students to engage in a welcoming, fun, and social learning environment that encourages personal growth.

STUDENT ACTIVITIES
A variety of activities and events are organized for students throughout the year. Events have included movie nights, guest speakers, various competitions, social nights, and many educational and entertaining activities. In addition, a variety of annual events take place, including welcome back barbecues, haunted houses, talent shows, international weeks, awareness weeks, art exhibitions, and the AUK volunteer program. Students receive weekly announcements via email as well as through flyers, social networks, and SMS to keep them informed about campus happenings.

THE WOLFPACK HANGOUT
Students have the opportunity to relax and/or entertain themselves at the university student activity lounge. They can spend free time playing board games, PlayStation, Wii, Table Tennis, Pool, Foosball, or watch television. Additionally, the Hangout coordinates larger scale activities for students throughout the year such as the Big Day Out, Foosball championships, and Pool tournaments, to name a few. The Wolf Pack Hangout is located behind the offices of Career Services & Wellness, next to Gate 1, and is open on weekdays from 9:00 a.m. to 8:00 p.m.

CLUBS AND ORGANIZATIONS
Student organizations and clubs also contribute to the total college experience. Students can join or establish clubs and organizations, from the academic and literary, to the social and cultural. Currently, there are over 30 active organizations on campus, which students can join and participate in. To apply for university recognition, organizations must have a minimum of 5 committed members to the club or organization. Each student club or organization elects or appoints an executive board consisting of (at minimum) a president, secretary, and treasurer. Student organizations are open to any registered and eligible student in good academic and behavioral standing at the American University of Kuwait. An Involvement Fair is held twice a year, once every semester, to encourage recruitment for clubs and membership. Detailed information on campus organizations can be obtained from the Office of Student Life.
STUDENT COUNCIL
The university encourages the active participation of the Student Council (SC) in university life. The SC 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. The SC also has a voice in the creation, organization, and functioning of many student activities, as well as the opportunity to serve on university committees where student representation is required.

STUDENT PUBLICATIONS
Student publications serve as an important media for information and communication with fellow students, and for creating and maintaining an environment of academic freedom and free expression. The university-sponsored student newspaper, The Voice of AUK, provides students with reporting, editorial and management experiences, and skills development. All student-run print or electronic media are expected to observe the established standards of professional journalism.

All student organizations are advised and guided by a member of faculty or staff. The Dean of Student Affairs or designee has the supervisory and ultimate responsibility for all student programs and publications sponsored through the Office of Student Life.

ATHLETIC SPORTS & RECREATIONAL PROGRAMS
Students participating in intercollegiate athletics and recreational programs are given the opportunity to improve their fitness level and athletic skills, while developing teamwork, leadership, sportsmanship, and self-confidence. These extracurricular activities help to develop important social, emotional, and intellectual skills that can assist students in becoming well rounded individuals.

Intercollegiate athletics are organized sporting events between higher education institutions. Opportunities to compete in soccer, basketball, volleyball, tennis, table tennis, squash, and swimming are offered to both male and female students. Student athletes represent AUK in various local and regional competitions throughout the year.

Recreational programs allow members of the AUK community (students, alumni, faculty, and staff) to participate in fitness classes, learn a new sport, or compete in intramural sports. AUK offers a variety of fitness classes, from aerobics to zumba and kickboxing. Each semester a different sport is introduced for the AUK community to try, such as golf, paintball, and archery. Throughout the year intramural tournaments are organized for some athletic activities like soccer, basketball, and volleyball, as well as other non-athletic activities, such as computer games. This variety of individual and team activities gives members of the AUK community the chance to discover extracurricular activities that cater to their interests. For more information, contact the Office of Student Life.

JUDICIAL AFFAIRS
AUK students must comply with the academic and behavioral regulations of the American University of Kuwait as well as observe national laws. The Office of Student Affairs is responsible for adjudicating the behavioral violations of the Code of Conduct. Violations related to academic integrity are adjudicated by Academic Affairs. Violations may include, but are not limited to, campus safety regulations, institutional operational procedures, misuse of campus facilities, and actions which impede upon the educational process. Judicial Affairs encompasses the services that oversee infractions of institutional policy. Institutional policies that govern student behavior are addressed in the Student Code of Conduct, inclusive of policy and procedural components, which are listed in full detail in the Student Planner & Handbook.

Student Code of Conduct
In order to sustain an environment that supports optimal learning opportunities and promotes personal growth, the American University of Kuwait expects all community members (students, 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, Student 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 more information regarding Student Rights & Responsibilities and the Student Code of Conduct please refer to the most recent edition of the Student Planner & Handbook, which can be found on the website at www.auk.edu.kw or at the Office of Student Life.*

**STUDENT EMPLOYMENT**

The AUK on-campus student employment program is designed to support a student’s educational experience while providing a necessary service to the university community. Students acquire skills that can enhance their employability and benefit them in any career. AUK students have the opportunity to work in various departments of the university. The university employs students based on departmental needs and resources, and the individual skill-set an applicant brings to the required position. For more information on the Student Employment Program, contact the Office of Student Life.

**UNIVERSITY IDs**

Students, staff, and faculty must have an official university identification card (ID) to access the AUK campus. Students collect their ID cards from the Office of Student Life at the beginning of their first semester. Students must update their ID cards at the beginning of every semester to verify current enrollment. Members of the AUK community must present an official ID card upon request from any university official. ID card updates and replacement of IDs (due to loss or damage) are done through the Office of Student Life.
DEPARTMENT OF CAREER SERVICES AND WELLNESS

The Career Services and Wellness Department at AUK offers a wide range of services and opportunities for students to make the most out of their university experience. Services include personal counseling, career counseling, healthy living, and disability services. The department’s role is to support the growth and development of students as individuals and professionals.

MISSION STATEMENT
Provide effective support programs and services intended to address emotional, social, and educational concerns, as well as learning disorders and disability access, thus allowing students the opportunity to overcome what inhibitions to their success.

OBJECTIVES
- Create a trusting and thoughtful environment so that students feel free to address personal issues and concerns.
- Identify strategies designed to accommodate a student’s learning requirements when there are disabilities.
- Assist students in preparing for life after AUK, from career decision-making to employability skills to preparation for graduate school.

PERSONAL COUNSELING
Personal counseling is provided to students to assist them with concerns including anxiety, depression, relationship issues, interpersonal relationships, academic concerns, family and social issues, and personal problems. Counseling approaches are personalized to fit each student’s needs and are confidential. Information is not released without a student’s written consent.

DISABILITY DISCLOSURE
Because of its limited resources for students with disabilities, AUK evaluates any requests for accommodation and access to university programs on a case-by-case basis. Students with disabilities who are requesting accommodations must declare this in the relevant section of their Admission Application packet and provide specific verifiable documentation, which will be evaluated by the Career Services and Wellness Department.

Any current student seeking accommodations who has not disclosed a disability at the time of admission or who after matriculation has discovered an impairment impeding their academic progress and success is subject to the same disclosure and verification procedures as described for new students. AUK does not guarantee accommodations will be provided in all cases.

Scholarship students who find it difficult to meet the learning objectives of the course of study or the intended major due to an identified disability or due to the ineffectiveness of the accommodations received are advised to contact the Scholarship Department prior to the beginning of the following term to discuss options.

AUK reserves the right to make decisions regarding accommodations based upon the availability of resources and/or the change of condition or status of the student. AUK reserves the right to refuse a request for accommodation if it is determined the request fundamentally alters the essential elements of the course, program or activity, and/or exceeds the institution’s assets or resources.

Students are responsible for meeting the learning objectives of the courses in which they are registered.

For more information about services and accommodations provided for students with disabilities, please contact (+965) 2224-8399 ext. 3232, or email CSW@auk.edu.kw.
CAREER COUNSELING AND SERVICES
The career counselor provides solution-focused counseling services and support for current students and alumni. The following services are available:

- Assistance with graduate school applications.
- Interviewing skills.
- Personal Statement reviews.
- Mock interviews.
- Cover letter, resume, and CV critiques.
- Career counseling and assessment.
- Plan and access to on-campus interviews.
- Access to job postings.
- Access to employer’s database.
- AUK Career Fairs.
- Assistance in locating internships.
- Access to career-related workshops.
ALUMNI AFFAIRS

MISSION STATEMENT
The Department of Alumni Affairs develops relationships and establishes lifelong connections between AUK and its alumni, leading to increased support for the institution’s mission and goals through the cultivation of alumni as mentors, volunteers and advocates to AUK. We believe in fostering a deep connection with our senior students to uphold a lasting connection upon their graduation.

OBJECTIVES
• Assist students in the transition to life after graduation.
• Provide avenues for graduates to stay connected with AUK.
• Foster continued involvement with alumni in an effort to enhance mutually beneficial relationships.

SERVICES
The American University of Kuwait’s Alumni Affairs exists to strengthen and promote the interests and welfare of AUK through lifelong commitment and support of its alumni. Through a variety of initiatives, events, services, and communication, Alumni Affairs promotes positive interaction between the university and alumni.

Alumni Affairs considers all graduates from the American University of Kuwait as members of the Alumni Association. Members receive several benefits including:
• An AUK Alumni ID card.
• Bi-annual newsletter.
• Library access and database privileges.
• Alumni email account.
• Career Services support.
• Center for Continuing Education discounts.
• Networking and university events.

Alumni Affairs hosts several events for alumni and students including:
• Senior Launch.
• Annual Alumni Reception.
• AUK Diwaniya.
• Game Nights.
• Movie Nights.
• Senior De-Stress Day.

All members of the Alumni Association are encouraged to submit updated information about their personal and professional lives as well as address and phone number corrections. Updated information allows the university to stay in contact. Alumni can update their information by using the “Update your Information” tab on the website http://webforms.auk.edu.kw/alumniAffairs/form.php.

For additional information about Alumni Affairs, please visit the office or contact (+965) 1802040/ (+965) 2224-8399 ext. 3279. To update address or telephone records, email: alumniaffairs@auk.edu.kw.
AUK CLINIC

MISSION STATEMENT
The AUK Health Clinic provides services designed to promote, sustain, and address the physical wellness of the members of the university community through first response and initial care for medical ailments and injuries on campus, and through educational initiatives which promote healthy lifestyles. This is achieved through excellence inpatient care and education.

SERVICES
The AUK Health Clinic is designed to provide basic care for community members in immediate need of medical attention. The staff consists of a trained nurse and a receptionist who are able to evaluate the level of care needed for patients. Emergencies and serious health cases are immediately referred to nearby facilities. The goal of the clinic is to encourage a healthy and safe environment.

Health Services provided at AUK Clinic include but are not limited to:
- Emergency first aid response.
- Blood pressure checks.
- Blood sugar test.
- Hospital referrals.

Addresses the following symptoms:
- Cold/flu symptoms.
- Fainting/dizziness.
- General body & muscle pain.
- Headache.
- Fever/Coughs.
- Skin allergies/minor irritation/ minor burns.
- Abdominal pain.
- Athletic injuries.
- Female health issues.

Additionally, the AUK Health Clinic provides health education information and materials (books & videos) that 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 procedures. Should any community member or visitor fail to use a reasonable amount of care, any injury or damage resulting from student/employee negligence is not the responsibility of the university.

CONTACT INFORMATION
Sunday through Thursday, 8:00 a.m. – 6:00 p.m. (during semesters only, with reduced hours during other periods)
Tel: 1-802040 or (+965) 2224-8399, ext. 3400/3401
E-Mail: clinic@auk.edu.kw