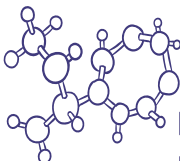


AMERICAN UNIVERSITY IN DUBAI

STUDENT HANDBOOK & PLANNER

2015     DIVERSITY

 2016  HELLO
MY NAME IS  

 $E=mc^2$    International Studies

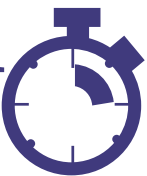
THURSDAY  SUNDAY #  TUESDAY  

@ STUDENT H_2SO_4  COLLEGE       CAFEteria  ENGLISH 

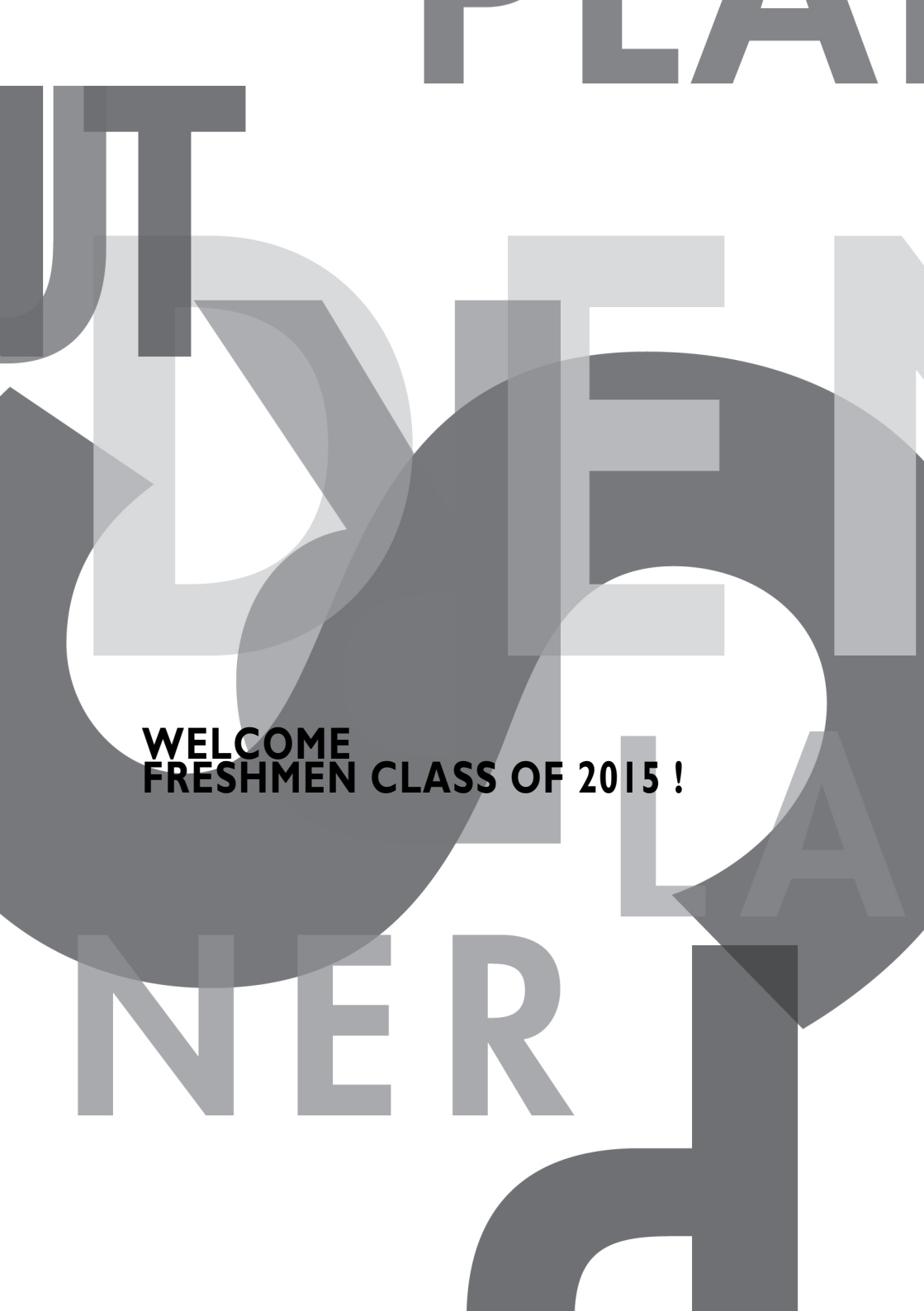
 # ORIENTATION  SOCCER  Night  MBRSC  VISUAL 

  Dorms  COMMUNICATIONS  ENGINEERING  & 

 BUSINESS  B  KNIGHTS  ALUMNI  LIBRARY BOOKS 

WEDNESDAY  ARENA   AUD   





**WELCOME
FRESHMEN CLASS OF 2015 !**

PERSONAL DATA

Name	
Home Address	
Campus Address	
Home Phone	Cell Phone
Housing Phone (optional)	
Email	

EMERGENCY DATA

Name	
Address	
Home Phone	Cell phone
Email	

UNIVERSITY ACADEMIC CALENDAR

FALL SEMESTER 2015

AUG 23	Last day to appeal to Director of Student Retention & Success
AUG 27	Arrival of Dorm Students
AUG 29 - 31	Final Days for Advising and Registration
AUG 30	Student Orientation
SEP 1	Last day to appeal a Suspension or Dismissal to the President
SEP 1	Classes Begin
SEP 1 - 7	Drop/Add
SEP 24 - 28*	Eid Al Adha Break
OCT 15**	Islamic New Year
NOV 5	Last Day for Withdrawal from Classes
DEC 2	National Day
DEC 10	Last Day of Classes
DEC 13	Final Exams Begin
DEC 17	Semester Ends

SPRING SEMESTER 2016

JAN 3	Last day to appeal to Director of Student Retention & Success
JAN 7	Arrival of Dorm Students
JAN 9-10	Final Days for Advising and Registration
JAN 10	Student Orientation
JAN 11	Last day to appeal a Suspension or Dismissal to the President
JAN 11	Classes Begin
JAN 11-14	Drop/Add
MAR 6-10	Spring Break
MAR 17	Last Day for Withdrawal from Classes
APR 21	Last Day of Classes
APR 24	Final Exams Begin
APR 28	Semester Ends

SUMMER I SESSION 2016

MAY 3	Last day to appeal to Director of Student Retention & Success
MAY 4	Arrival of Dorm Students
MAY 4	Final Days for Advising and Registration
MAY 5*	Al Israa Wal Miraj
MAY 8	Last day to appeal a Suspension or Dismissal to the President
MAY 8	Classes Begin
MAY 8 - 10	Drop/Add
MAY 15	Commencement
JUN 9	Last Day for Withdrawal from Classes
JUN 20	Last Day of Classes
JUN 21	Final Exams Begin
JUN 22	Session Ends

SUMMER II SESSION 2016

JUN 28	Last day to appeal to Director of Student Retention & Success
JUN 30	Arrival of Dorm Students
JUN 30	Final Days for Advising and Registration
JUL 3	Last day to appeal a Suspension or Dismissal to the President
JUL 3	Classes Begin
JUL 3 - 5	Drop/Add
JUL 6 - 7**	Eid Al Fitr
AUG 4	Last Day for Withdrawal from Classes
AUG 15	Last Day of Classes
AUG 16	Final Exams Begin
AUG 17	Session Ends

N.B. All Islamic Lunar Holidays for the private sector will be fixed per announcement by the relevant Ministry. Orientation for all terms will be scheduled by the Dean of Student Services. Placement exam dates and registration procedures are available each term from the Admissions Office.

UNIVERSITY ACADEMIC SCHEDULE

CLASS SCHEDULES

FALL-SPRING SEMESTERS

Sunday, Tuesday, Thursday Class Schedule
(Undergraduate + Graduate)**

Period	Time
1	8:00 - 8:50
2	9:00 - 9:50
3	10:00 - 10:50
4	11:00 - 11:50
5	12:00 - 12:50
common break	1:00 - 2:00
6	2:00 - 2:50
7	3:00 - 3:50
8	4:00 - 4:50
9	5:00 - 5:50
10	6:00 - 6:50
11	7:00 - 7:50
graduate	7:00 - 10:00

Monday, Wednesday Class Schedule
(Undergraduate + Graduate)**

Period	Time
1	8:00 - 9:15
2	9:30 - 10:45
3	11:00 - 12:15
common break	12:15 - 1:30
4	1:30 - 2:45
5	3:00 - 4:15
6	4:30 - 5:45
7	6:00 - 7:15
8	7:30 - 8:45
graduate	7:00 - 10:00

SUMMER SESSIONS

Sunday - Wednesday Class Schedule
(Undergraduate + MBA)**

Period	Time
1	8:30 - 10:50
2	11:00 - 1:20
break	1:20 - 2:00
3	2:00 - 4:20
4	4:30 - 6:50
5	7:00 - 9:20



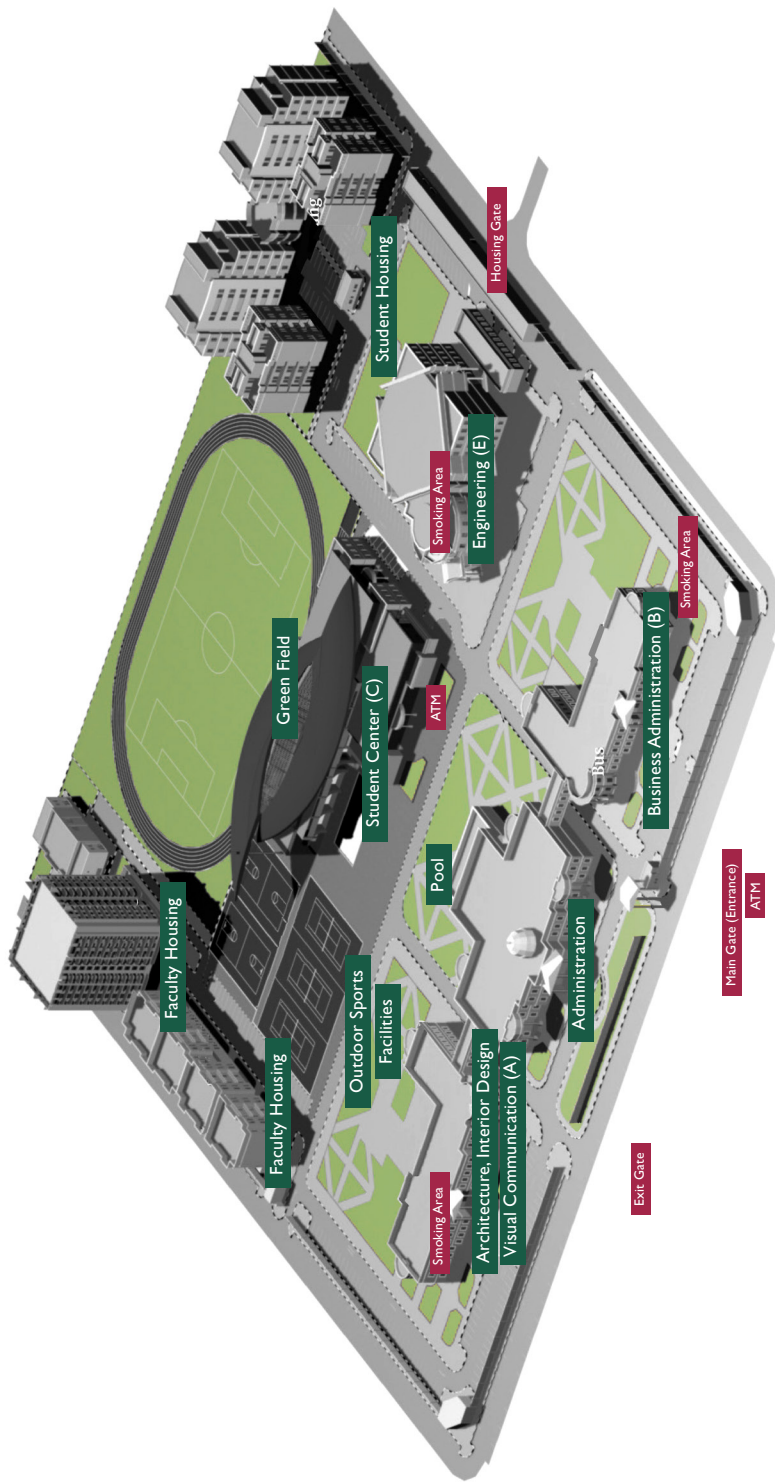
Note Kindly note that during the Summer Sessions, there are three additional compulsory classes on alternative Thursdays for Sunday/Tuesday and Monday/Wednesday classes.

CAMPUS MAP

OFFICES

Admissions	Admin 101-6 & 115-7	Student Services	C (3rd Floor)
Barber Shop	Outside C Bldg	+ Administrative Office	C 327
AUD Bookstore	C (1st Floor)	+ Athletics	C 328 & C 231
SGA Bookstore	C 225	+ Counseling	C 322
Cafeteria	C (1st Floor)	+ Dean's Office	C 329
Dance Room	C 231	+ Health Center	A 116
External Relations	Admin 129 & 215C	+ Student Activities	C 332
Finance	Admin 124	+ Student Housing	C 330
Food Court	C (2nd Floor)	Student Success & Retention	C (3rd Floor)
Gym	C 232	+ Academic Support	Admin 109
Hair Salon	Outside C Bldg	+ Alumni Relations	C 323
IT Helpdesk	E 217	+ Career Services	C 324 & C 323
Library	Admin (2nd Floor)	+ Coordinator Office	C 327
Lockers	E 118	+ Director's Office	C 325
Lost & Found	Exit Gate	+ Student Support	C 326
Math Center	E 225		
Printing Shop	C146 - 147		
Registrar	Admin 127		
Student Mailroom	C 327		
Student Lounge	E 421		
Squash Court	C (1st Floor)		
Student Visa Office	Admin 120		
Uni Mart	C (1st Floor)		
Writing Center	E 115		





WHERE DO I GO FOR?

ACADEMIC CONCERNS	Academic Advising & Academic Support
ACADEMIC PROBATION	Academic Support Division
ACADEMIC SUPPORT	Academic Support Division
ALUMNI	Alumni Relations Division
AUDITS	Registrar
DROP/ADD	Registrar/ Academic Advising
CAREER INFORMATION	Student Retention - Career Services/Academic Advising
CLUBS / EVENTS	Student Services - Student Activities Division
COMPLAINTS	Online Student Complaint System (p.13)
COPY CARDS	Library
COUNSELLING	Student Services - Counsellor
CRIME REPORTS	Central Services
EMAIL ADDRESS	Registrar
EMERGENCIES	Security Office/Dean of Student Services
FEE PAYMENTS	Finance
GRADE REPORTS	Registrar
GRADE QUESTIONS	Instructor (First)/Academic Support Division
GRADUATION POLICIES	Registrar
HEALTH	Student Services - Health Center Division
HEALTH HISTORY FORM	Student Services - Health Center Division
HEALTH INSURANCE	Student Services - Health Center Division
HOUSING	Student Services - Housing Division
INCOMPLETES	Registrar
INSURANCE	Student Services - Health Center
IT HELP DESK	IT Services
JOBS	Career Services Division
LAB FACILITIES	Program Specific

LEAVE OF ABSENCE	Registrar
LEADERSHIP PROGRAMS	Student Services - Student Activities Division
LOCKERS	Facilities Office
LOST & FOUND	Exit Gate
INCOMPLETE REQUEST	Registrar
ID CARDS	Registrar
MAIL (DORM STUDENTS)	Housing Security Office
MAIL (OTHER STUDENTS)	Student Services
MESSAGES	Reception
NAME / ADDRESS CHANGE	Registrar
PARKING	Central Services
PLACEMENT TESTS	Admissions
PROGRAM CHANGE	Registrar
REGISTRATION	Registrar
SCHOLARSHIPS	Admissions/Registrar
SPECIAL NEEDS	Academic Support Division/Health Center Division
SPORTS	Student Services - Student Athletics Division
STUDENT ACTIVITIES	Student Services - Student Activities Division
TRANSCRIPTS	Registrar
TUTORING	Academic Support Division
VISAS	Central Services - Visa Officer

IMPORTANT NUMBERS

EMERGENCY

University Hotline	04 3183555
Ambulance	998
Dubai Police Department	999
Fire Department	997

GENERAL SERVICES

Fault Reporting	170/171
Roadside Assistance (AAA)	800 4430
Telephone Directory	180/181

HOSPITALS (PRIVATE)

American Hospital	04 3367777
Jebel Ali Hospital	04 8845666
Medcare Hospital	04 4079100
Welcare Hospital	04 2827788

HOSPITALS (PUBLIC)

Dubai Hospital	04 2714444
Rashid Hospital	04 2192000
Latifa Hospital	04 2193000

TRANSPORTATION

Dubai Metro	800 9090
Dubai Taxi	04 2080808
National Taxi	04 3399000

AUD (MAIN NUMBERS)

Reception	04 3999000
Exit Gate	04 3183501
Health Center	04 3183200
IT Helpdesk	04 3183480
Lost & Found (Exit Gate)	04 3183501
Main Gate	04 3183500
Student Services	04 3183134
Student Retention & Success	04 3183584
Residence Hall Gate	04 3183530

AUD (GENERAL SERVICES)

AUD Barber Shop	055 4743733
AUD Hair Salon	04 3995991
Cafeteria	04 3183535
SGA Bookstore	04 3183450
Uni Mart	04 3992728



LIFE AS A STUDENT



STUDENT LIFE

Get involved on campus. There are many ways to get involved at AUD. See the Athletic Coordinator or Student Activities Coordinators for details on sports teams, activities, events, and clubs.

Consider joining one of AUD's Leaderships Programs: Student Government Association, Orientation Leaders, Peer Health Educators, Peer Tutors, Study Abroad Mentors and Resident Assistants.

Voice your opinion. Know that you have a voice through the AUD Student Government Association (SGA). You can talk with any officer regarding advice, concerns, complaints, issues, ideas, or clarifications. See page 14 for more information.

Make it a point to attend the General Student Forum that takes place during the Spring semester, and be an active participant of the AUD student body.

Plan your career. Schedule an appointment with the Career Services Office, sometime during your first year at AUD. The Career Services staff is always available to help you build your CV, identify and find internships and part-time jobs, offer interview techniques and presentation skills workshops, and assist in the job search process upon graduation.



STUDENT RIGHTS

Right to file a complaint. In an effort to continuously improve communication within the AUD community, the university has developed an online '*Student Complaint System*'. The application <http://complaints.aud.edu> is accessible through the AUD website under the My AUD Portal section. The *Student Complaint System* is focused on providing feedback to problems/issues raised by AUD students.

Right to appeal your grade. You can appeal a grade; just make sure that you have evidence and proof as to why the grade should be other than what you were given. The Appeal Process is fully described in both the *Student Handbook* and the *AUD Undergraduate Catalog*.



PERSONAL LIFE

AUD offers one-on-one personal counseling services, if you are going through personal problems or if you are facing challenges which affect your personal growth, emotional well-being and success in the university. Contact the Personal Counselor to schedule an appointment. The confidentiality of the counseling sessions is protected by the counselor's code of ethics. For more information, refer to the *AUD Student Handbook*.

STUDENT GOVERNMENT



STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) serves as a liaison between university staff and students and plays an active role in planning and coordinating student activities.

Recognized as the official representative voice of the student body, students are encouraged to freely and openly express their views to SGA officers who will ensure appropriate follow-up.

The SGA is composed of executive and representative members. Specialized committees are created to focus on particular tasks and operations in regularly scheduled meetings throughout the academic year.



RESPONSIBILITIES

Important SGA responsibilities include:

- + Representing students' interests to the AUD administration;
- + Supporting the Student Activities Division in facilitating campus activities;
- + Assuming financial responsibility for SGA funds and financial records,
- + Operating the SGA Bookstore; and
- + Striving to uphold and promote the AUD Honor Code.

*All AUD students are eligible for membership.



SGA BOOKSTORE

The SGA Bookstore provides a valuable service to the AUD student body by allowing students an option to sell and buy course textbooks. The SGA Bookstore is located in C225 (ext. 450) and operates on an SGA Officer volunteer schedule during the beginning of the semesters and by appointments arranged by email - sgabookstore@clubs.aud.edu .



THE SGA TEAM 2015-2016

President - Karim Guirguis
Vice President - Alma Alfawal
Secretary - Afrah Arif
Treasurer - Omnia Hosny
Public Relations Officer - Hoor El Shafei
Media Officer - Reem Ismail
Bookstore Manager - Antoni Karam

SGA can be contacted directly at sga@clubs.aud.edu

MY AUD PORTAL

CAMPUS COMPUTERS (LOGON TO: AUDA}

USER NAME	Student ID Number
PASSWORD	Student ID Number (New Students) Same as Before (Existing Students)



BLACKBOARD™

<http://ecourses.aud.edu>

- + Web-based online learning and teaching system
- + Keeps you up to date on all academics

You must first log onto a campus computer and change your password

USER NAME	Student ID Number
PASSWORD	Same as your computer login



MYMAIL

<http://mymail.aud.edu>

- + MyMail is the email system for AUD Students accessible through the web from anywhere
- + Serves as the main means of communication between faculty, staff, and students
- + Serves as a professional and personal email

FirstName.LastName@mymail.aud.edu

USER NAME	FirstName.LastName
PASSWORD	Student ID Number



STUDENT PORTAL

<http://www.aud.edu>

- + Serves as an online information system where you can view your grades, class schedule, academic holds, financial info and advisor details
- + Tracks credits attempted and credits earned from previous terms
- + Allows you to register online for your courses

Username and password: created by students

Note Please change your password after you log in. For more assistance contact IT Support
04 318 3480 / ithelpdesk@aud.edu

NOTE IT

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DEPARTMENTAL
INFO

THE OFFICE OF STUDENT SERVICES

The Office of Student Services is a vital part of the AUD campus community.

The Office of Student Services works in collaboration with AUD faculty to create a welcoming and supportive environment. Our goal is to provide students with the tools they will need to maximize their potential and achieve both personal and professional success in school and in life.

The divisions within the office were carefully designed to suit the evolving needs of students. These divisions include:

- Dean's Office;
- Athletics;
- Personal Counseling;
- Health Services;
- Housing; and
- Student Activities.

DEAN'S OFFICE

The Dean of Student Services personally provides guidance and support for students as they explore, understand, and adjust to university life.

The Dean, in support of AUD's Mission, manages all divisions of Student Services, which are dedicated to enhancing the academic, personal, and professional development of students.

Maintaining an open door policy, the Dean is available to meet with students and parents as needed or upon request. In compliance with university policies and procedures, the Dean also helps students interpret, clarify, understand, and resolve concerns or complaints.

In addition, the Dean serves on all honor, conduct, and grade appeal councils as outlined in the AUD Student Handbook.



CONTACT INFORMATION

DEAN OF STUDENT SERVICES

DR. ROBIN ANKE

Tel: 04 318 3130

Email: ranke@aud.edu

Office : C329

ATHLETICS

AUD Athletics accommodates all students at various fitness levels, ranging from beginners to advanced, and more competitive athletes. Students who engage in sports work as part of a team, develop leadership skills, and maximize their potential for success.



ATHLETIC FACILITIES

AUD has some of the best sporting facilities in Dubai, open to all AUD students, alumni, faculty and staff, and their families:

- + A soccer field;
- + Outdoor track;
- + Tennis courts;
- + Volleyball court;
- + Indoor and outdoor basketball courts;
- + Squash courts; and
- + Outdoor swimming pool.



AUD SPORTS TEAMS

Regular tournaments, games, and friendly matches compliment the training and reward student athletes who are encouraged to maintain a delicate balance between academic and athletic excellence.



DROP-IN SPORTS, SPORT CLUBS AND FITNESS PROGRAMS

Drop-in sports, clubs and fitness programs are designed for AUD students, alumni, faculty, and staff who wish to enjoy social interactions in an athletic environment.



CONTACT INFORMATION

ATHLETICS DIRECTOR
MR. MISO PANCETOVIC
Tel: 04 318 3515

Email: mpancetovic@aud.edu

Office : C328

ATHLETICS COORDINATOR
MR. JOSEPH NOHRA
Tel: 04 318 3420

Email: jnohra@aud.edu

Office : C231

PERSONAL COUNSELING

When faced with new challenges, it is not uncommon for students to seek extra support to help them achieve academic success.

The Personal Counselor is a trained professional who is committed to helping students identify, understand, and develop skills to increase their self-awareness and resolve their personal concerns.



COUNCELING SERVICES

Making the transition to university life is not always easy nor is it the same experience for every student. Students face a variety of challenges which may affect their personal growth, emotional well-being, and their ability to succeed. Some of these challenges include, but are not limited to:

- + Test anxiety
- + Issues with alcohol or drug abuse
- + Depression, grief or trauma
- + Relationship difficulties
- + Concentration problems.

Any of these issues may prevent students from reaching their full potential. Students may find that their previous methods of handling problems are not working for some reason. They may find, for example, that talking to friends or relatives about their concerns does not seem particularly helpful. Counseling is an educational process that students are encouraged to pursue, as needed or desired.



CONFIDENTIAL

Counseling is a confidential process. Students are encouraged to speak freely and trust that their personal information will remain private. In the rare case that the Personal Counselor must speak with a student's family member(s) or the Dean of Student Services, the student will be notified.



CONTACT INFORMATION

PERSONAL COUNSELOR

TBD

Tel: 04 318 3134

Office : C327

HEALTH SERVICES

AUD Health Center provides general care medical care for all currently enrolled students, faculty, and staff, to promote the prevention of illness and the well-being of members of AUD community.

Minor cases are treated on the premises; however, students may be referred to health providers in the area for more serious problems that exceed the Health Center's capabilities. Blood testing for residence visas is scheduled through the AUD Health Center. This service is offered only for people sponsored by the university. The Health Center also provides health education programs for the university community on a regular basis.

All enrolled students are required to submit the *Health History Form*, which must be endorsed by a physician. Failing to provide the health form will place students on registration hold for the subsequent semester.

Students with medical problems or disabilities must submit a medical report from their physician, describing their conditions, restrictions, and special requirements, in order to receive academic help and/ or accommodations based on their medical needs.



MEDICAL INSURANCE

Private health insurance, covering care in the UAE, is mandatory for all AUD students.

To enroll in the AUD-sponsored health insurance plan, students are charged a nonrefundable fee on their Fall semester bill covering the period of September 1st through August 31st.

For this fee to be waived, students are required to provide the Finance office with evidence of currently valid private health insurance, covering care in the UAE (Original Insurance Card). The deadline is the last day of the Fall semester Drop/Add (see AUD Academic Calendar).

Failure to provide this evidence before the deadline will result in cancellation of the option to waive the health insurance coverage and associated fee.

Students must collect their Insurance Cards from the Finance Department one week after drop/add period.



CONTACT INFORMATION

Location

A116, School of Architecture, Art and Design Building

Direct Line

04 318 3200, or ext. 200

Working hours

8.00 am - 9.30 pm weekdays

Emergency Line

04 318 3555, or ext. 555

Available 24/ 7



STUDENT HOUSING

AUD offers housing to over 500 students in four non-smoking residence halls. Each residence hall has a laundry room, study area, TV lounge, fully-equipped kitchen, and a dining room.

Residential students are supported by Housing Assistants, for operational purposes, and student leaders known as Resident Assistants (RAs). The RAs are committed to answering residents' questions, explaining housing rules and regulations, as well as helping students address any issues or concerns they may have.



EVENTS

Throughout the year, the RAs organize a series of events, which encourage students to begin forming lasting friendships, while fostering a sense of community.

Past events have included:

- + Welcome and theme parties;
- + Karaoke nights;
- + Movie nights;
- + Cooking competitions;
- + Sports tournaments; and
- + Video game tournaments.



CLEANING

Cleaning services are complimentary and compulsory for all rooms to maintain the highest hygiene standards and encourage clean living.

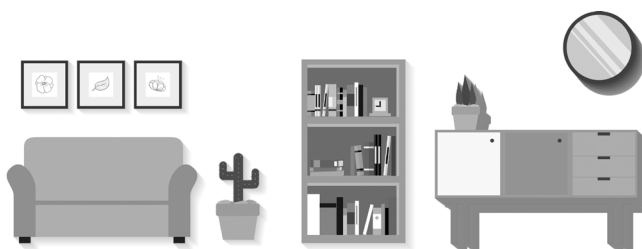


CONTACT INFORMATION

HOUSING MANAGER
MS. RAYYA AL BARAZI
Tel: 04 318 3133

Email: ralbarazi@aud.edu

Office : C330



STUDENT ACTIVITIES

Engagement in student governance, clubs, and activities is an essential part of student life at AUD. Students are encouraged to socialize with classmates from other cultures, to engage in team-building and get involved in organizational and event planning. The Student Activities Division is committed to and empowers students to become strong leaders, build networks, and make new friends while discovering mutual interests.



STUDENT CLUBS

AUD has a number of student-focused and student-led clubs, which include:

- + Cultural clubs;
- + Departmental clubs;
- + Performance clubs; and
- + Special interest clubs.



LEADERSHIP ROLES

Beyond club membership, AUD offers extensive leadership opportunities, which are carefully and intentionally designed for students to develop important skills in management, communication, public speaking, and public relations.

- + Orientation Leaders (OLs) A select group of students who welcome new students to AUD and help them make the transition into university life;
- + The Student Government Association (SGA) An elected group of students who represent the entire AUD student body and serve as a voice and mediator between the students and the university administration.
- + Study Abroad Mentors (SAMs) A selected group of students who welcome study abroad students to AUD and arrange activities that showcase the cultural and social aspects of life in Dubai.



CONTACT INFORMATION

STUDENT ACTIVITIES COORDINATOR

MS. KELLY GOSA

Tel: 04 318 3136

Email: kgosa@aud.edu

Office : C332

STUDENT ACTIVITIES COORDINATOR

MS. KATERYNA KURDYUK

Tel: 04 318 3135

Email: kkurdyuk@aud.edu

Office : C332



THE OFFICE OF STUDENT RETENTION AND SUCCESS

The Office of Student Retention and Success supports students throughout their journey at AUD. From the day they enroll till their graduation and even beyond...

AUD embraces liberal education as the context within which the university provides students with a 360-degree whole-person education. In this regard, the Office of Student Retention and Success at AUD is committed to assisting students realize their full academic potential and achieve academic and professional success.



MISSION

The mission of the Office of Student Retention and Success is to assist students in achieving their goals as AUD degree candidates and graduates. Hence, the Office focuses on enhancing academic viability and status and on job placement and career advancement. Academic advising and support, career services and alumni relations are the vehicles through which the Office achieves its goals.



DIVISIONS

The support is delivered through 4 main vehicles:

- + Academic Advising
- + Alumni Relations
- + Career Services
- + Student Support



ACADEMIC ADVISING DIVISION

The goal of the University's academic advising division, under the Student Retention & Success Office, is to help students identify and achieve their academic goals and to become self-directed learners and decision makers.

Registration and Pre-Registration take place each term and Academic Advisors are available throughout the year for academic counseling and course selection support.



AN ADVISOR SHOULD

- + Help the student navigate the academic and administrative processes and programs of the University;
- + Aid the student in understanding policies, standards and requirements;
- + Engage the student in discussions on educational and career objectives and how they relate to current or expected courses of study;
- + Assist the student in formulating a course of study after giving advice about courses;
- + Serve as a contact for referral to other campus resources;
- + NOT create a schedule for the student.



A STUDENT SHOULD

- + Be proactive and search out information needed for courses scheduling, program planning, and successful completion of all graduation requirements;
- + Seek their academic advisor prior to registration each semester;
- + Learn about the policies, procedures, and rules about AUD;
- + Come to pre-advising and advising sessions well-prepared with questions and relevant materials and forms;
- + Monitor his/her academic progress.

Please note the following:

- + All students with < 60 credit hours must meet with their respective advisors at the Academic Advising Division prior to online registration;
- + Undergraduates with > 60 credit hours are encouraged to consult with their faculty advisors for assistance on degree requirements;
- + Engineering and Pre-Engineering students are advised through the Academic Advising Division until their graduation.

ALUMNI RELATIONS

AUD Alumni are members of a very diverse, professional, talented and vitalized community.

The AUD Alumni Association is the student's link to the university after graduation. The Association extends to the AUD Community beyond graduation, forging a lifelong bond with the university. The purpose of the Association is to promote excellence in all aspects of its alumni, establish a relationship between each graduate and the university, promote communication amongst graduates and the community, and to create a powerful professional network.

“Around 5,000 AUD Alumni today”



STAY CONNECTED

Upon logging on to the Alumni Association Portal, you will be taking the first step in building AUDAA's online community to re-connect with your classmates, colleagues and friends. Through Portal you will find out more about your peer's career development, who tied the knot and who's a parent now while rekindling your connection with the AUD community!

alumniportal.aud.edu



CONTACT INFORMATION

ALUMNI RELATIONS COORDINATOR

MS. FARAH EL WAKEEL

Tel: 04 318 3590

Email: fwakeel@aud.edu

Office : C323



CAREER SERVICES DIVISION

In an emerging global market, it is critical for students to be prepared for internships and careers before and after graduation.

The Career Services Division is dedicated to helping students make the successful transition from their university experience to their professional lives. This is achieved through a variety of career planning and development workshops, as well as mock interviews, and employer-focused events, such as the annual Career Fair.



STUDENT SUCCESS WORKSHOPS

- + Time Management
- + How to read a textbook
- + Note Taking Skills
- + Successful Test Taking
- + Memory and Concentration
- + Basic Communication Skills and Techniques
- + Managing Stress and Test Anxiety
- + Keys to being an Online Student
- + Degree Works: Graduate in Four Years
- + Salary Expectations for Majors



EMPLOYMENT

The Career Services Division regularly assists students and alumni in the employment exploration process. This includes, but is not limited to helping them identify:

- + Full-time positions
- + Internships
- + Temporary, and or part-time employment
- + Voluntary employment.



CONTACT INFORMATION

CAREER SERVICES ASSISTANT MANAGER

MS. ELENA AGARAGIMOVA

Tel: 04 318 3582

Email: egaragimova@aud.edu

Office : C323

CAREER SERVICES COORDINATOR

MS. PRANSHUTA LELE

Tel: 04 318 3583

Email: plele@aud.edu

Office : C324

CAREER SERVICES COORDINATOR

MS. HIRA KAMAL AKBAR

Tel: 04 318 3137

Email: hakbar@aud.edu

Office: C324

ACADEMIC SUPPORT DIVISION

When you are dealing with academic challenges, support is available on campus to help you achieve better grades and perform well at college.

- + Contact the Student Support Division, if you:
- + Are on Academic Probation or returning from Academic Exclusion;
- + Are having difficulties with a course;
- + Have any physical or learning disability;
- + Need advice or help improving your learning skills;
Need clarification on academic policies such as grade appeal, probation and exclusion;
- + Need a tutor to help you study a course.



THE STUDENT SUPPORT DIVISION

- + Help you devise a plan to improve your GPA;
- + Introduce you to a tutor for a course with which you are having difficulties;
- + Offer workshops and handouts on improving academic skills;
- + Coordinate the academic accommodations for special needs students to assist them in adapting to university life;
- + Provide accurate information regarding academic requirements as well as clarifying the university's academic policies.

Understand that Academic Probation (GPA 2.0 or under) is serious and can result in exclusion from the university if your grades do not improve. There is a set process for Readmission after Academic Exclusion. It is not automatic readmission; all students who have been academically excluded even for one term must reapply.



CONTACT INFORMATION

DIRECTOR OF STUDENT RETENTION & SUCCESS

MS. TALA MAKHLOUF

Tel: 04 318 3580

Email: tmakhlouf@aud.edu

Office : C325

ASSOCIATE DIRECTOR OF STUDENT RETENTION & SUCCESS

MS. BUSHRA FINAISH

Tel: 04 318 3137

Email: bfinaish@aud.edu

Office: C326

STUDENT RETENTION & SUCCESS COORDINATOR

MS. LARA ABOU RUSTOM

Tel: 04 318 3584

Email: lrustom@aud.edu

Office: C327

LIBRARY

The Library at the American University in Dubai provides books, magazines/journals and electronic resources to enrich the university's educational program. AUD's Library has a large English language collection of over 120,000 print/e-books.



SERVICES

- + 4 Group Study Rooms – 2-hour use maximum (minimum of 3 students)
- + Computers – to print, scan and access the internet, online databases, email, e-books and various programs.
- + Photocopying
- + Printing
- + Interlibrary Loans
- + Unused credits expire after 9 months (50) or 1 year (100 & 200)



CIRCULATION POLICIES

- + AUD registered students, faculty and staff may borrow items, access the data bases, and use facilities and services.
- + Students must have their ID card to check out library materials, pay overdue fines and have AUD forms signed.
- + Students, Faculty and Staff are responsible for all items checked out in their name/ID.

REGULAR HOURS

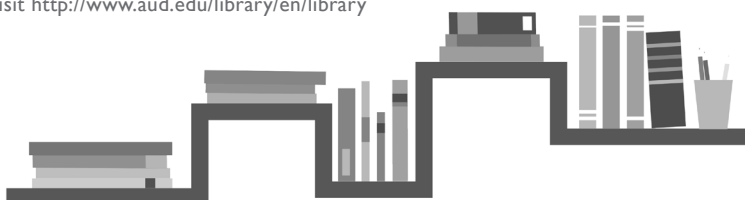
Sunday - Wednesday	8:00 am - 11:00 pm
Thursday	8:00 am - 7:00 pm
Friday	3:00 pm - 7:00 pm**
Saturday	1:00 pm - 10:00 pm



**Extended hours during Fall and Spring during finals 3:00 pm - 10:00 pm

Please be sure to check the website for updated hours.

For more info visit <http://www.aud.edu/library/en/library>



REGISTRAR



SERVICES

- + Maintaining student academic information;
- + Conducting and managing the process of registration;
- + Monitoring and reporting on student satisfactory academic progress and academic eligibility such as degree completion, probations and suspensions, honor roll and graduation roll;
- + Coordinating and issuing official enrollment and academic certifications as required by the students, such as proof of enrollment letters, ID cards, transcripts and diplomas;
- + Posting of transfer credits for new and in-school transfers;
- + Checking and updating student grades and degree audits;
- + Furnishing data for advising, instruction and policy development.



HOW TO REGISTER

- + Check your registration schedule: <http://www.aud.edu/Registrar/RegAdv.asp>
- + Refer to your course sequence in the catalog and choose your courses.
- + Check on the portal for your Advisor.
- + All students with < 60 credit hours must meet with their respective advisors at the Academic Advising Division, prior to online registration.
- + Undergraduates with > 60 credit hours are encouraged to consult with their advisors for assistance on degree requirements.
- + Engineering students are advised at the Academic Advising Division throughout their residency at AUD.
- + Registration will be ONLINE ONLY, during the assigned registration periods.
- + Drop and add will be ONLINE ONLY.



HIGHLIGHTS

Drop/Add

Students may make schedule changes without penalty during each semester's Drop/Add period which is the first week of each semester. Drop/Add is not allowed outside this period.

Course Loads

Regular course load for full-time students:

- Undergraduate students: 15 credits during normal semesters and 9 credits during summer terms.
- Graduate students: 6 credits during normal semesters and 3 credits during summer I term.

Overloads are permitted only for student in good academic standing ($\text{GPA} > 2$); and occasionally a higher CGPA may be required.

AUD's Advising Policy

Following their admission into AUD, all undergraduate students must meet with academic advisors prior to the start of each semester to learn about university policies and departmental requirements.

Note:

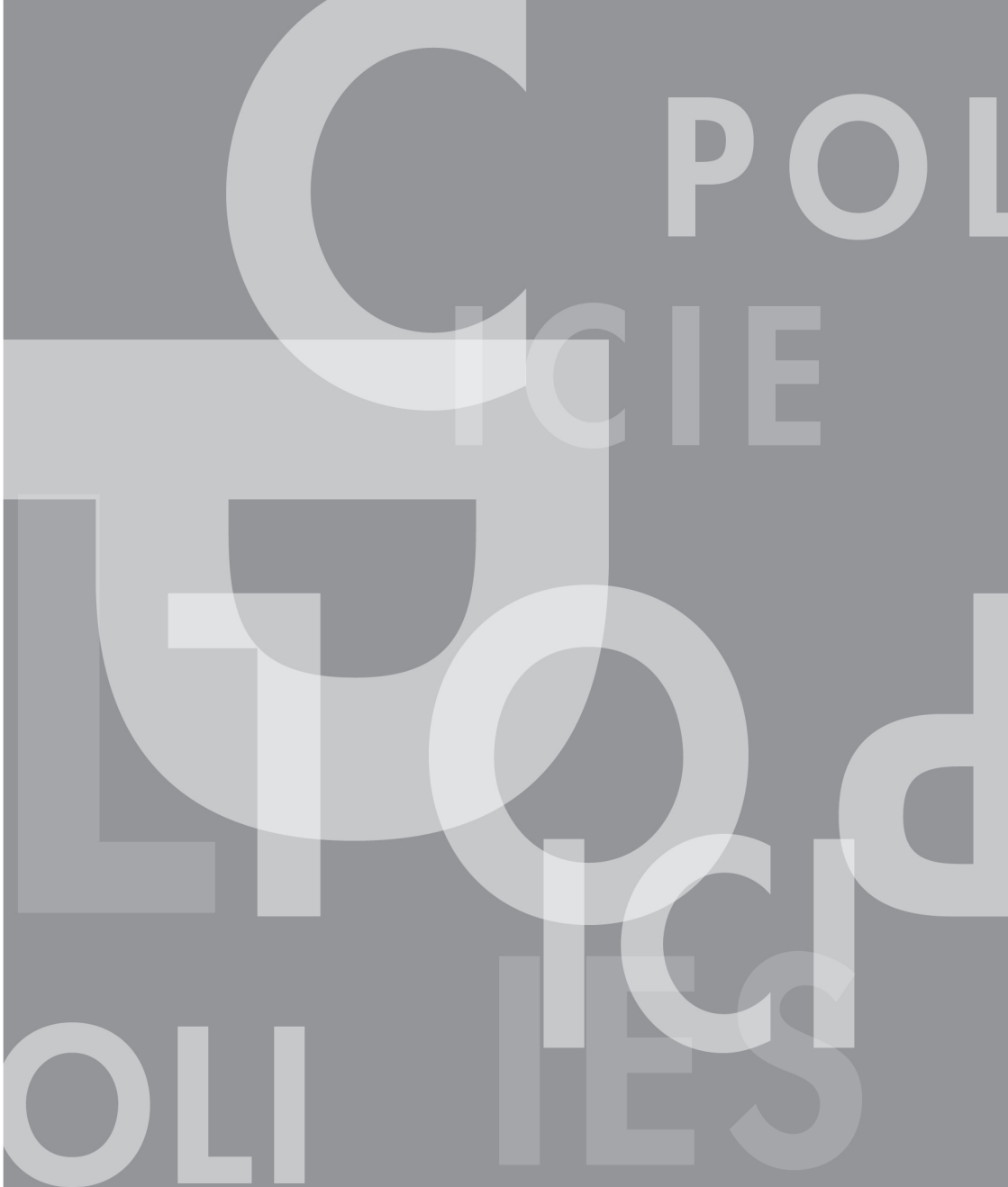
Registration, transcript/letter requests and Diplomas MAY NOT be processed if the student is on any of the following holds:

- + Passport Hold
- + Library Fines Hold
- + Admission Hold
- + AAC Hold
- + Finance Hold
- + Registration Hold



NOTE IT

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



POLICIES

ACADEMIC INTEGRITY & HONOR CODE

All AUD students are expected to demonstrate the highest level of academic integrity in the University. Students are NOT to:

- + Submit work from another party or source
- + Submit papers without proper citation
- + Submit the same paper to multiple courses
- + Plagiarize by knowingly or intentionally claiming other people's work as their own
- + Cheat on exams
- + Allow or help other students to cheat
- + Obtain an exam paper from an instructor's office without his/her knowledge
- + Do another person's assignment



HONOR CODE

As a student of The American University in Dubai, I pledge that all tests taken by me and that all work submitted by me will be original and solely the results of my own efforts.

Furthermore, as a student and member of the academic community of The American University in Dubai, I am bound to uphold standards of personal integrity and honesty and to accept my personal, academic and professional responsibilities in the community.

Specifically, I pledge:

- + to adhere to the university's policy on cheating and plagiarism;
- + not to lie or steal in my university undertakings;
- + not to evade the truth or deceive;
- + to inform the appropriate faculty member and Dean, Associate Dean or Chair of my School or Department of any and all cases of academic dishonesty and violations of the Honor Code

Failure to abide by the University Academic Honor Code can lead to a failing grade on the assignment, in the course, in all semester courses, and in some cases can lead to dismissal from the University.

A student will, in most cases, appear before the University Honor Council. The Council has the responsibility of assessing the degree of violation and assigning the relevant punishment.

STUDENT DRESS CODE



The American University in Dubai, in accordance with the laws of the UAE, adheres to specific guidelines regarding appropriate attire. As a result, students are expected to respect themselves and others by dressing properly while on campus. Inappropriate attire will not be tolerated and violations are subject to disciplinary action.

Inappropriate attire is defined as, but not limited to:

- + Tight or revealing clothing;
- + Short shorts and micro-skirts;
- + Cleavage-baring tops or dresses;
- + Sagging jeans or jeans with suggestive holes or markings;
- + T-shirts with inappropriate logos or language;
- + Midriff-baring, open-back or halter tops.

Those responsible for the enforcement of the Dress Code Policy are: the Security Supervisor and security staff, and the Office of Student Services. If students, faculty or staff determine that a student is in violation of the Dress Code Policy, they may report the information to the Office of Student Services.

A four-step system is in place for dealing with students who violate the Dress Code Policy.

1. Students who are deemed to be in violation of the Dress Code will be stopped by security staff. At that time, students must present their student ID for verification purposes, and must report immediately to the Office of Student Services. Students who refuse or fail to present their ID to security staff and report to the Office of Student Services will be subject to disciplinary action including removal from campus and refusal to re-enter until all requirements are met.
2. The Dean of Student Services or designated Student Services staff will notify the student of the violation while reinforcing the Dress Code Policy. Students may be required to leave campus at any time as deemed appropriate by the Office of Student Services. Students will not be eligible to return to campus until he or she is wearing appropriate attire.
3. First-time violators name(s), ID number and date of violation will be entered into the Dress Code Database Management System.
4. Repeat violators will be subject to disciplinary action in accordance with the Violations of Conduct.

SMOKING POLICY

SMOKE-FREE CAMPUS PROCEDURE FOR VIOLATION OF POLICY

To maintain the Smoke-Free Campus Policy, designated smoking areas on campus have been set up as follows:

- + Behind the School of Architecture, Art and Design building
- + Behind the School of Business Administration building
- + Beside the School of Engineering building, tent area

A three step system is in place for AUD Students, Faculty and Staff members caught smoking outside these designated areas.



AUD STUDENTS

1. First time violators: the student's AUD ID card will be confiscated. The student will need to register with the Security Supervisor and can collect the ID card one week after the incident.
2. Second time violators: should the student be caught violating the policy again, he or she will be put on Registration Hold for the subsequent semester.
To remove the Hold, the student must visit either the Health Center Director or the Student Support Manager in order to register.
3. Third time violators: a third violation will lead to the President and Dean of Student Services meeting to discuss giving the student a written warning or putting the student on probation.



AUD STAFF AND FACULTY

1. First and second time violators: the employee will receive a written warning from the Human Resources Office.
2. Third time violators: a third violation will be factored into the employee's annual performance evaluation.

EACH AND EVERY MEMBER OF THE AUD COMMUNITY IS RESPONSIBLE FOR MAINTAINING THIS POLICY.

SOCIAL MEDIA



USE OF AUD SOCIAL MEDIA CHANNELS

With social media, the AUD Community grows beyond the walls of the university to include the whole world. AUD's Facebook®, Twitter®, LinkedIn®, Instagram®, and YouTube® profiles have been created to share news and events about the university and its community. It is important that we remain respectful of the environment in which we are in, mindful of other people and constructive in our day-to-day postings. The following guidelines will keep AUD's social media profiles up to standard.



POSTING COMMENTS

While feedback and criticism are always welcome, they need to be constructive. No political, religious, racist, commercial, sexual, alcohol and tobacco-related or potentially offensive content may be posted on AUD's social media profiles. Material deemed offensive by the Administrators will immediately be deleted, and the student will be blocked.



ADVERTISING AND PROMOTIONS (ANTI-SPAM)

Some promotions and advertising pertaining to the AUD Community may be welcome but requires the Administrators' approval. Abuse on AUD's social media profiles will be considered as spam and dealt with accordingly. Advertising and promotions deemed as spam by the Administrators will immediately be deleted and the person and/or company will be blocked.

READ THE FULL POLICY ONLINE.

FALL CLASS SCHEDULE

	SUNDAY	MOND AY	TUESDAY
08:00 am			
08:30 am			
09:00 am			
09:30 am			
10:00 am			
10:30 am			
11:00 am			
11:30 am			
12:00 pm			
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06:00 pm			
06:30 pm			
07:00 pm			
07:30 pm			
08:00 pm			

WEDNESDAY

THURSDAY



INSTRUCTOR

Name

Phone

Email



INSTRUCTOR

Name

Phone

Email



INSTRUCTOR

Name

Phone

Email



INSTRUCTOR

Name

Phone

Email



INSTRUCTOR

Name

Phone

Email

A large, light purple, stylized letter 'G' that serves as a background logo. It has a thick stroke and a circular body with a small gap at the top.

TEM

SEPTEMBER
FALL 2015

EP



SEPTEMBER

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

“Whenever you find yourself on the side of the majority, it is time to pause and reflect.”

— Mark Twain

Sunday
30

Student Orientation

Monday
31

Tuesday
1

First Day of Classes
Drop / Add (till Sept. 7th)
Undergraduates only: Last day to appeal a Suspension or Dismissal to the President

To-Do List

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Wednesday
2

Drop / Add

Thursday
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Drop / Add

Friday
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Saturday
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SEPTEMBER

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30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

“Live as if you were to die tomorrow. Learn as if you were to live forever.”

— Mahatma Gandhi

Sunday
6

Drop / Add

Monday
7

Drop / Add

Tuesday
8

To-Do List

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Wednesday
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Thursday
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Friday
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Saturday
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SEPTEMBER

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

“The mind is everything. What you think you become.”
— **Buddha**

Sunday
13

Monday
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Tuesday
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To-Do List

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Wednesday
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Thursday
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Friday
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Saturday
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SEPTEMBER

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

“Strive not to be a success, but rather to be of value.”

— **Albert Einstein**

Sunday
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Monday
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Tuesday
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To-Do List

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Wednesday
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Thursday
24

Eid Al Adha Break

Friday
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Saturday
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SEPTEMBER

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30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

“Life is what happens to you while
you’re busy making other plans.”
— John Lennon

Sunday
27

Eid Al Adha Break

Monday
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Eid Al Adha Break

Tuesday
29

To-Do List

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Wednesday
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Thursday
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Friday
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Saturday
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The image features a dark purple background with several overlapping circles in lighter shades of purple. Large, semi-transparent letters are scattered across the composition. In the upper right, the letters 'OBE' are visible. Below them, the letters 'D' and 'E' are partially visible. In the bottom right corner, the letters 'CT' are visible. The overall aesthetic is modern and minimalist.

OBE

OCTOBER
FALL 2015

CT



OCTOBER

S	M	T	W	T	F	S
		29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

“An unexamined life is not worth living.”
— **Socrates**

Sunday
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Monday
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Tuesday
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To-Do List

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Wednesday
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Thursday
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Friday
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Saturday
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OCTOBER

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25	26	27	28	29	30	31

“Whether you think you can or you think you can’t, you’re right.”

— Henry Ford

Sunday

11

Monday

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Tuesday

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To-Do List

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Wednesday
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Thursday
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Islamic New Year

Friday
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Saturday
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OCTOBER

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		29	30	1	2	3
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

“There is only one way to avoid criticism: do nothing, say nothing, and be nothing.”

— Aristotle

Sunday
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Monday
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Tuesday
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To-Do List

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Wednesday
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Thursday
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Friday
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Saturday
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OCTOBER

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25	26	27	28	29	30	31

“Start where you are. Use what you have. Do what you can.”

— Arthur Ashe

Sunday
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Monday
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Tuesday
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To-Do List

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Wednesday
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Thursday
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Friday
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Saturday
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VEM

NOVEMBER
FALL 2015

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NOVEMBER

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					30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
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22	23	24	25	26	27	28
29	30					

“Fall seven times and stand up eight.”

— Japanese Proverb

Sunday

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Monday

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Tuesday

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To-Do List

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Wednesday
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Thursday
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Last Day for Withdrawal from Classes

Friday
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Saturday
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NOVEMBER

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					30	31
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

“If the wind will not serve, take to the oars.”

— Latin Proverb

Sunday
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Monday
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Tuesday
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To-Do List

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Wednesday
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Thursday
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Friday
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Saturday
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NOVEMBER

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

“I would rather die of passion than of boredom.”

— Vincent van Gogh

Sunday
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Monday
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Tuesday
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To-Do List

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Wednesday
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Thursday
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Friday
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Saturday
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NOVEMBER

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29	30					

“Education costs money. But then
so does ignorance.”
— Sir Claus Moser

Sunday
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Monday
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Tuesday
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To-Do List

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Wednesday
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Thursday
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Friday
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Saturday
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DECEMBER
FALL 2015

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DECEMBER

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

“When everything seems to be going against you, remember that the airplane takes off against the wind, not with it.”

— Henry Ford

Sunday
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Monday
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Tuesday
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To-Do List

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Wednesday 2	National Day

Thursday 3	

Friday 4	Saturday 5

DECEMBER

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27	28	29	30	31		

“It’s not the years in your life that count. It’s the life in your years.”
— **Abraham Lincoln**

Sunday
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Monday
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Tuesday
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To-Do List

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Wednesday
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Thursday
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Last Day of Classes

Friday
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Saturday
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DECEMBER

S	M	T	W	T	F	S
29	30	1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

“Perfection is achieved, not when there is nothing more to add, but when there is nothing left to take away.”

— Antoine de Saint-Exupéry

Sunday
13

Final Exams Begin

Monday
14

Tuesday
15

To-Do List

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Wednesday 16	

Thursday 17	Semester Ends

Friday 18	

Saturday 19	

DECEMBER

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20	21	22	23	24	25	26
27	28	29	30	31		

“We are what we repeatedly do; excellence, then, is not an act but a habit.”

— Aristotle

Sunday
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Monday
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Tuesday
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To-Do List

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Wednesday
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Thursday
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Friday
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Saturday
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DECEMBER

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27	28	29	30	31		

“A wise man gets more use from his enemies than a fool from his friends.”

— Baltasar Gracian

Sunday
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Monday
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Tuesday
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To-Do List

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Wednesday
30

Thursday
31

Friday
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Saturday
2

SPRING CLASS SCHEDULE

	SUNDAY	MONDAY	TUESDAY
08:00 am			
08:30 am			
09:00 am			
09:30 am			
10:00 am			
10:30 am			
11:00 am			
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08:00 pm			

WEDNESDAY

THURSDAY



INSTRUCTOR

Name

Phone

Email



INSTRUCTOR

Name

Phone

Email



INSTRUCTOR

Name

Phone

Email



INSTRUCTOR

Name

Phone

Email



INSTRUCTOR

Name

Phone

Email

ARY
R

JANUARY
SPRING 2016

AN



JANUARY

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			30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

“Always forgive your enemies;
nothing annoys them so much.”

— **Oscar Wilde**

Sunday

3

Last day to appeal to Director of Student Retention & Success

Monday

4

Tuesday

5

To-Do List

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Wednesday
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Thursday
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Arrival of Dorms Students

Friday
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Saturday
9

Final Days for Advising and Registration

JANUARY

S	M	T	W	T	F	S
			30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

“The person who reads too much
and uses his brain too little will fall
into lazy habits of thinking.”
— **Albert Einstein**

Sunday
10

Student Orientation
Final Days for Advising and Registration

Monday
11

First Day of Classes
Drop / Add
Undergraduates only: Last Day to Appeal a Suspension or Dismissal to the President*

Tuesday
12

Drop / Add

To-Do List

	☐
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	☐

Wednesday
13

Drop / Add

Thursday
14

Drop / Add

Friday
15

Saturday
16

JANUARY

S	M	T	W	T	F	S
			30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

“It is the mark of an educated mind to be able to entertain a thought without accepting it.”

—Aristotle

Sunday
17

Monday
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Tuesday
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To-Do List

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Wednesday
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Thursday
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Friday
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Saturday
23

JANUARY

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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

“Don’t ever wrestle with a pig. You’ll both get dirty, but the pig will enjoy it.”

— Cale Yarborough

Sunday
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Monday
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Tuesday
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To-Do List

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Wednesday
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Thursday
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Friday
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Saturday
30

RUA

FEBRUARY
SPRING 2016

ER



FEBRUARY

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

“Only a generation of readers will spawn a generation of writers.”

— Steven Spielberg

Sunday
31

Monday
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Tuesday
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To-Do List

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Wednesday
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Thursday
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Friday
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Saturday
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FEBRUARY

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

“Education is not preparation for life; education is life itself.”
— John Dewey

Sunday
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Monday
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Tuesday
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To-Do List

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Wednesday
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Saturday
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FEBRUARY

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31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

“In the middle of difficulty lies opportunity.”

— Albert Einstein

Sunday
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Monday
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Tuesday
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To-Do List

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Wednesday
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Saturday
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FEBRUARY

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31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

“The simple act of paying attention can take you a long way.”

— Keanu Reeves

Sunday
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Monday
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Tuesday
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To-Do List

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MARCH
SPRING 2016



MARCH

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28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

“Life shrinks or expands in proportion to one’s courage.”

— Anaïs Nin

Sunday
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Monday
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Tuesday
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To-Do List

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Wednesday
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Thursday
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Saturday
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MARCH

S	M	T	W	T	F	S
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

“Facts are the enemy of truth.”

— Miguel de Cervantes

Sunday

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Spring Break

Monday

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Spring Break

Tuesday

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Spring Break

To-Do List

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Wednesday 9 Spring Break

Thursday 10 Spring Break

Friday 11

Saturday 12

MARCH

S	M	T	W	T	F	S
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

“The trouble with the rat race is that even if you win, you’re still a rat.”

— Lily Tomlin

Sunday
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Monday
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Tuesday
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To-Do List

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Wednesday
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Thursday
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Last Day for Withdrawal from Classes

Friday
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Saturday
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MARCH

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28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

“Not all those who wander are lost”

— J. R. R. Tolkien

Sunday
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To-Do List

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Wednesday
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MARCH

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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

“If what Proust says is true, that happiness is the absence of fever, then I will never know happiness. For I am possessed by a fever for knowledge, experience, and creation.”

— Anaïs Nin

Sunday
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Monday
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Tuesday
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To-Do List

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Wednesday
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APRIL
SPRING 2016





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APRIL

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24	25	26	27	28	29	30

“A deception that elevates us is dearer than a host of low truths.”

— Alexander Pushkin

Sunday

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Monday

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Tuesday

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To-Do List

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Wednesday
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APRIL

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

“A journey is best measured in friends, rather than miles.”

—Tim Cahill

Sunday
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Monday
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Tuesday
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To-Do List

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Wednesday
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APRIL

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

“There is more to life than
increasing its speed.”

— Mahatma Gandhi

Sunday
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Monday
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Tuesday
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To-Do List

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Wednesday
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Thursday
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Last Day of Classes

Friday
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Saturday
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APRIL

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

“As a well spent day brings happy sleep, so life well used brings happy death.”

— Leonardo da Vinci

Sunday
24

Final Exams Begin

Monday
25

Tuesday
26

To-Do List

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Wednesday
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Thursday
28

Semester Ends

Friday
29

Saturday
30

SUMMER I CLASS SCHEDULE

	SUNDAY	MONDAY	TUESDAY
08:00 am			
08:30 am			
09:00 am			
09:30 am			
10:00 am			
10:30 am			
11:00 am			
11:30 am			
12:00 pm			
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07:00 pm			
07:30 pm			
08:00 pm			

WEDNESDAY

THURSDAY



INSTRUCTOR

Name _____

Phone _____

Email _____



INSTRUCTOR

Name _____

Phone _____

Email _____



INSTRUCTOR

Name _____

Phone _____

Email _____



INSTRUCTOR

Name _____

Phone _____

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MAY

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22	23	24	25	26	27	28
29	30	31				

“A ship is safe in harbor, but that’s not what ships are for.”

— William G.T. Shedd

Sunday

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Monday

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Tuesday

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Undergraduates only: Last Day to appeal to Director of Student Retention & Success

To-Do List

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Wednesday

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Arrival of Dorm Students
Final Days for Advising and Registration

Thursday

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Al Israa Wal Miraj**

Friday

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Saturday

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MAY

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1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

“Don’t cry because it’s over. Smile because it happened.”
— **Theodor Seuss Geisel aka Dr. Seuss**

Sunday
8

First Day of Classes
Drop / Add
Undergraduates only: Last day to Appeal a Suspension or Dismissal to the President

Monday
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Drop / Add

Tuesday
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Drop / Add

To-Do List

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Wednesday
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Thursday
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Friday
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Saturday
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MAY

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

“The only thing we have learnt from experience is that we learn nothing from experience.”

— Chinua Achebe

Sunday
15

Commencement

Monday
16

Tuesday
17

To-Do List

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Wednesday
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Thursday
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Friday
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Saturday
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MAY

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

“A tiger does not shout its
tigritude, it acts.”

— Wole Soyinka

Sunday
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Monday
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Tuesday
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To-Do List

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Wednesday
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

“Boredom is the root of all evil -
the despairing refusal to be
oneself.”

— Søren Kierkegaard

Sunday
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Monday
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Tuesday
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To-Do List

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Wednesday

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Thursday

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Friday

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Saturday

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JUNE

S	M	T	W	T	F	S
29	30	31	1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

“When I want to understand what is happening today or try to decide what will happen tomorrow, I look back.”

— Omar Khayyám

Sunday
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Monday
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Tuesday
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To-Do List

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Wednesday
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Thursday
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Last Day for Withdrawal from Classes

Friday
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Saturday
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JUNE

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

“Life itself is a quotation.”
— Jorge Luis Borges

Sunday
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Monday
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Tuesday
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To-Do List

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Wednesday
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Thursday
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Friday
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Saturday
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JUNE

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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

“When you want something, all the universe conspires in helping you to achieve it.”

— Paulo Coelho

Sunday
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Monday
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Last Day of Classes

Tuesday
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Final Exams Begin

To-Do List

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Wednesday
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Session Ends

Thursday
23

Friday
24

Saturday
25

JUNE

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

“Education is a guide, knowledge is a key.”

— Buddhist Proverb

Sunday
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Monday
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Tuesday
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Undergraduates only: Last Day to appeal to Director of Student Retention & Success

To-Do List

	☐
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Wednesday
29

Thursday
30

Arrival of Dorm Students
Final Days for Advising and Registration

Friday
1

Saturday
2

SUMMER II CLASS SCHEDULE

	SUNDAY	MONDAY	TUESDAY
08:00 am			
08:30 am			
09:00 am			
09:30 am			
10:00 am			
10:30 am			
11:00 am			
11:30 am			
12:00 pm			
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07:00 pm			
07:30 pm			
08:00 pm			

WEDNESDAY

THURSDAY



INSTRUCTOR

Name

Phone

Email



INSTRUCTOR

Name

Phone

Email



INSTRUCTOR

Name

Phone

Email



INSTRUCTOR

Name

Phone

Email

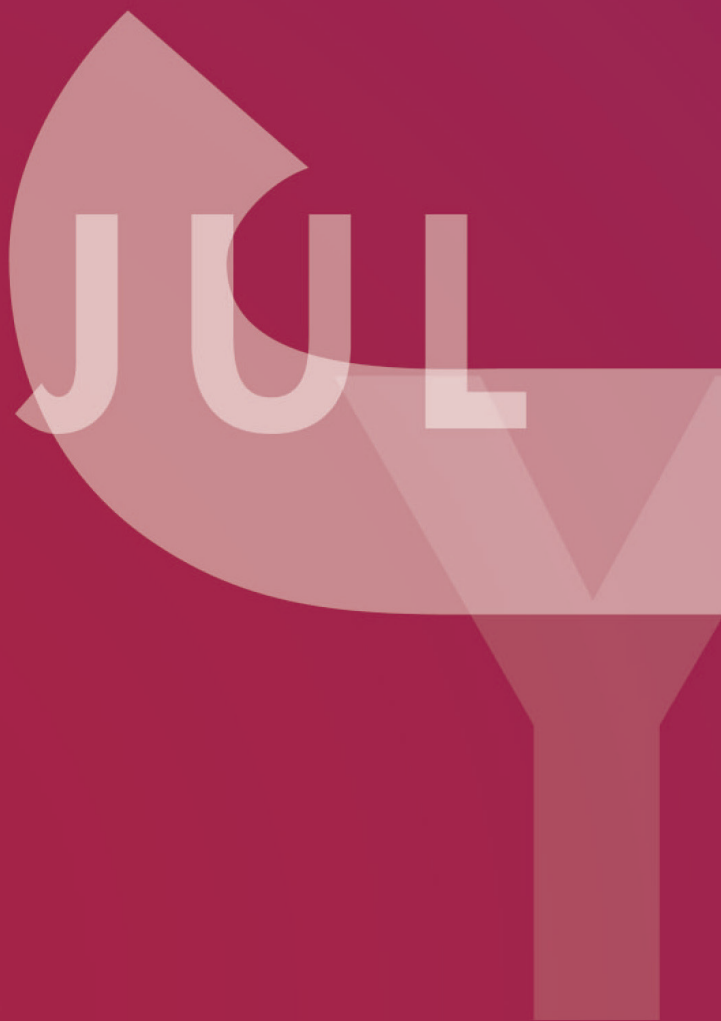


INSTRUCTOR

Name

Phone

Email



JULY
SUMMER II 2016

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JULY

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

“Everything has beauty, but not everyone can see.”
— Confucius

Sunday 3

First Day of Classes
Drop / Add
Undergraduates only: Last day to Appeal a Suspension or Dismissal to the President

Monday 4

Drop / Add

Tuesday 5

Drop / Add

To-Do List

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Wednesday

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Eid Al Fitr*

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Eid Al Fitr*

Friday

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Saturday

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JULY

S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
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“You can never cross the ocean until you have the courage to lose sight of the shore.”

— Christopher Columbus

Sunday

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Monday

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Tuesday

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To-Do List

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Wednesday
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Thursday
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Friday
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Saturday
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JULY

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

“Everyone thinks of changing the world, but no one thinks of changing himself.”

— Leo Tolstoy

Sunday

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Monday

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Tuesday

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To-Do List

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Wednesday
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Thursday
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Saturday
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JULY

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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
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“A journey of a thousand miles
begins with a single step.”

— Confucius

Sunday
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Monday
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Tuesday
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To-Do List

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Wednesday
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AUGUST
SUMMER II 2016

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

“That which does not kill us makes us stronger.”

— Friedrich Nietzsche

Sunday

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Monday

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Tuesday

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To-Do List

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Wednesday
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Thursday
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Last Day to withdraw classes

Friday
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Saturday
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AUGUST

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31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

“Twenty years from now you will be more disappointed by the things that you didn’t do than by the ones you did do.”

— Mark Twain

Sunday
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Monday
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Tuesday
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To-Do List

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Wednesday
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AUGUST

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

“The first step toward success is taken when you refuse to be a captive of the environment in which you first find yourself.”

— Mark Caine

Sunday
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Monday
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Last Day of Classes

Tuesday
16

Final Exams Begin

To-Do List

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Wednesday 17	Session Ends

Thursday 18	

Friday 19	

Saturday 20	

AUGUST

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28	29	30	31			

“History is a continuous chain of events. The present is only an extension of the past.”

— **Shaikh Zayed bin Sultan Al**

Nahyan

Sunday

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Monday

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Tuesday

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To-Do List

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Wednesday
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Saturday
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AUGUST

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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

“All real education is the architecture of the soul.”
— **William Bennett**

Sunday
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Monday
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Tuesday
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To-Do List

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Wednesday
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Thursday
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Friday
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Saturday
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2016

January

SUN	MON	TUE	WED	THU	FRI	SAT
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	3	4	5	6	7	8
	9	10	11	12	13	14
	15	16	17	18	19	20
	21	22	23	24	25	26
	27	28	29	30		
31						

February

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
	19	20	21	22	23	24
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	28	29				

March

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
	6	7	8	9	10	11
	12	13	14	15	16	17
	18	19	20	21	22	23
	24	25	26			
	27	28	29	30	31	

April

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
	3	4	5	6	7	8
	9	10	11	12	13	14
	15	16	17	18	19	20
	21	22	23	24	25	26
	27	28	29	30		

May

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
	19	20	21	22	23	24
	25	26	27	28		
	29	30	31			

June

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	
	5	6	7	8	9	10
	11	12	13	14	15	16
	17	18	19	20	21	22
	23	24	25	26	27	28
	29	30				

July

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
	3	4	5	6	7	8
	9	10	11	12	13	14
	15	16	17	18	19	20
	21	22	23	24	25	26
	27	28	29	30		
31						

August

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
	19	20	21	22	23	24
	25	26	27	28	29	30
	31					

September

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October

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30	31					

November

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	18	19	20	21	22	23
	24	25	26	27	28	29
	30					

December

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
	3	4	5	6	7	8
	9	10	11	12	13	14
	15	16	17	18	19	20
	21	22	23	24	25	26
	27	28	29	30	31	

AT A GLANCE

SEPTEMBER 2016

OCTOBER 2016

NOVEMBER 2016

DECEMBER 2016

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NOTE IT



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IN DUBAI
