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Orientation Overview

Orientation Leadership Team

FYE PRESIDENT
Bavly Wahib
012.8310.2986
bavly@aucegypt.edu

INTERNATIONAL COMMITTEE PRESIDENT
Saif El-Din Osama Mohamed
012.2589.9990
saif.diab@aucegypt.edu

CHAIR
Salma Elrouby
010.6570.7478
salmaelrouby@aucegypt.edu

EXECUTIVE COORDINATOR
Mostafa Ashraf
011.4292.4265
mostafahanfi@aucegypt.edu

FINANCIAL COORDINATOR
Mary Soliman
012.2766.3907
mary.soliman@aucegypt.edu

Orientation Checklist

By the end of orientation, you should have checked off each item on the following list:

- Submitted missing admission documents (provisionally accepted students only)
- Completed all required placement exams (if applicable)
- Registered for courses and have a copy of the class schedule (not applicable for Arabic Language Intensive Program students)
- Obtained AUC ID card (see p. 52)
- Signed up and activated AUC email address, which you will need to receive electronic messages and notifications from the University (see p. 30)
- Purchased a bus pass or parking permit (if applicable) (see p. 24 - 25)
- Submitted medical form to the medical services office (see p. 37)
- Checked in and received welcome pack (international students only) (see p. 5)
- Submitted all necessary paperwork for visa to be issued or submitted proof of residency (international students only)
  www.aucegypt.edu/studentlife/isa/visa
Program Overview

Orientation is mandatory. It is designed to help you adjust to University life at AUC through a series of sessions and events. The orientation steering committee and the orientation leadership team have been planning a variety of activities to welcome you to student and academic life at AUC. Just look for the student leaders wearing the orientation T-shirts, volunteering to help you throughout the week. If you have a question, they have an answer.

What if I fall under two categories. Which program do I attend?
Each program is tailored to serve your needs according to your enrollment. If you fall under two categories, then you should attend the program specifically designed for you as a priority, along with the other general program.

*Example: I am a degree-seeking international student. Which program should I attend?*
You have to attend the First-Year Experience (FYE) program (burgundy schedule), but as an international student, make sure to attend the information and cultural sessions (blue schedule), as they will also be helpful to you.

*Example: I am a transfer student. Which program should I attend?*
If you are an international transfer student, you should get an exemption from the FYE office (Campus Center, room 1058), then attend the international student orientation program (blue schedule). Your advising will be through the Office of International Students and Study Abroad (ISSA). However, if you are a local transfer student, then you should attend the FYE program (burgundy schedule) and schedule your advising through the Student Service Center, next to the AUC portal.

*Example: I do not know which category I fall under. What should I do?*
Ask the orientation leaders or staff members available at the orientation functions.

For inquiries about the international student orientation, contact the Office of International Students and Study Abroad (ISSA), Campus Center, rooms 1058 and 1052 international@aucegypt.edu.

For inquiries about the First-Year Experience program, contact FYE, Campus Center, room 1058, ext. 4176/3848.
<table>
<thead>
<tr>
<th>Time</th>
<th>Place</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wednesday, January 21</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00 am (midnight)</td>
<td>University Residences</td>
<td>Residence Halls Open</td>
<td>Zamalek and on-campus residence halls open and students check in</td>
</tr>
<tr>
<td><strong>Thursday, January 22</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:30 am – 1:00 pm</td>
<td>Office of International Students and Study Abroad (ISSA), 1052, Campus Center</td>
<td>Check-in</td>
<td>You will be welcomed, walked through the orientation schedule and assigned to an International Peer Leader (IPL). Enter your contact information into the ISSA system so that you can be reached at any time</td>
</tr>
<tr>
<td>9:30 am – 1:00 pm</td>
<td>ISSA Office, 1052, Campus Center</td>
<td>Welcome Packs</td>
<td>Get introduced to the ISSA team, visit the International Student Lounge and pick up your welcome pack</td>
</tr>
<tr>
<td></td>
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<td></td>
<td><em>Refreshments will be served</em></td>
</tr>
<tr>
<td><strong>Monday, January 26</strong></td>
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</tr>
<tr>
<td>9:30 – 10:30 am</td>
<td>Mary Cross Lecture Hall</td>
<td>Opening Session</td>
<td>You will be welcomed, walked through the orientation schedule and assigned to an International Peer Leader (IPL)</td>
</tr>
<tr>
<td>9:30 am – 1:00 pm</td>
<td>ISSA Office, 1052, Campus Center</td>
<td>Check-in</td>
<td>Enter your contact information into the ISSA system so that you can be reached at any time</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><em>Refreshments will be served</em></td>
</tr>
<tr>
<td>9:30 am – 1:00 pm</td>
<td>Moataz Al Alfi Hall</td>
<td>Information Fair</td>
<td>Receive information on a variety of matters including survival Arabic class, student organizations and engagement on campus, and housing</td>
</tr>
<tr>
<td>9:30 am – 1:00 pm</td>
<td>ISSA Office, 1052, Campus Center</td>
<td>Welcome Packs</td>
<td>Get introduced to the ISSA team and services, visit the International Student Lounge and pick up your welcome pack</td>
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<tr>
<td>9:30 am – 1:00 pm</td>
<td>Student Service Center and AUC Library</td>
<td>Issue ID, Bus Pass and Campus Tour</td>
<td>IPLs will assist you in obtaining an AUC ID, purchasing and receiving a bus pass, and taking a campus tour</td>
</tr>
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<tr>
<td>11:00 am – 1:00 pm</td>
<td>ISSA Office, 1052, Campus Center</td>
<td>Late Registration</td>
<td>Undergraduate study-abroad and international nondegree students</td>
</tr>
<tr>
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</tr>
<tr>
<td>1:00 – 8:00 pm</td>
<td>ISSA Outing in Old Cairo Meeting point: Gate 4</td>
<td>Social Outing</td>
<td>Free trip to Old Cairo and dinner</td>
</tr>
<tr>
<td></td>
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<td></td>
<td><em>Registration required with your assigned IPL</em></td>
</tr>
<tr>
<td>Time</td>
<td>Place</td>
<td>Function</td>
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<tr>
<td><strong>Tuesday, January 27</strong></td>
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<tr>
<td>9:00 am – 12:15 pm</td>
<td>Moataz Al Alfi Hall</td>
<td>Information Fair</td>
<td>Receive information on a variety of matters including survival Arabic class, student organizations and engagement on campus, and housing.</td>
</tr>
<tr>
<td>9:30 am – 1:00 pm</td>
<td>Student Service Center and AUC Library</td>
<td>Issue ID, Bus Pass and Campus Tour</td>
<td>IPLs will assist you in obtaining an AUC ID, purchasing and receiving a bus pass, and taking a campus tour.</td>
</tr>
<tr>
<td>9:30 am – 1:00 pm</td>
<td>ISSA Office, 1052, Campus Center</td>
<td>Check-in</td>
<td>Enter your contact information into the ISSA system so that you can be reached at any time. Refreshments will be served.</td>
</tr>
<tr>
<td>9:30 am – 1:00 pm</td>
<td>ISSA Office, 1052, Campus Center</td>
<td>Welcome Packs</td>
<td>Get introduced to the ISSA team and services, visit the International Student Lounge and pick up your welcome pack.</td>
</tr>
<tr>
<td>9:30 – 10:00 am</td>
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</tr>
<tr>
<td>10:00 – 10:30 am</td>
<td>Mary Cross Lecture Hall</td>
<td>Academic Advising Information Session</td>
<td>Study-abroad and international nondegree students: Learn about the academic advising procedures.</td>
</tr>
<tr>
<td>10:30 – 11:00 am</td>
<td></td>
<td></td>
<td>International degree-seeking transfer students: Learn about academic advising procedures.</td>
</tr>
<tr>
<td>10:00 am – 1:00 pm</td>
<td>Prince Alwaleed Bin Talal Bin Abdulaziz Alsaud Hall, 1001</td>
<td>ALIN Registration and Oral Placement Exam</td>
<td>International students: President Lisa Anderson welcomes you to AUC. Register and take the oral placement exam.</td>
</tr>
<tr>
<td>11:00 am – 12:00 pm</td>
<td>Mary Cross Lecture Hall</td>
<td>Arrival/ Survival Kit</td>
<td>Do not miss this presentation about surviving culture shock, the streets of Cairo, adaptation mechanisms and gender issues.</td>
</tr>
<tr>
<td>12:00 – 12:45 pm</td>
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</tr>
<tr>
<td>1:00 – 4:00 pm</td>
<td>ISSA Office, 1052, Campus Center</td>
<td>Late Registration</td>
<td>Undergraduate study-abroad and international nondegree students.</td>
</tr>
<tr>
<td>1:00 – 8:00 pm</td>
<td>ISSA Outing in Khan El Khalili and El Moez Street Meeting point: Gate 4</td>
<td>Social Outing</td>
<td>Free trip to Khan El Khalili bazaar and old site visits in Islamic Cairo.</td>
</tr>
<tr>
<td><strong>Wednesday, January 28</strong></td>
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</tr>
<tr>
<td>9:00 am – 1:00 pm</td>
<td>Campus Center</td>
<td>Late Registration</td>
<td>Graduate study-abroad and international nondegree students.</td>
</tr>
<tr>
<td>9:00 – 11:00 am</td>
<td>ISSA Office, 1052, Campus Center</td>
<td>Late Registration</td>
<td>Undergraduate study-abroad and international nondegree students.</td>
</tr>
<tr>
<td>Time</td>
<td>Place</td>
<td>Function</td>
<td>Description</td>
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</tr>
<tr>
<td>9:00 am – 3:00 pm</td>
<td>ISSA Office, 1052, Campus Center</td>
<td>Welcome Packs and Check-in</td>
<td>Get introduced to the ISSA team, visit the International Student Lounge, pick up your welcome pack and check in</td>
</tr>
<tr>
<td>9:30 am – 1:00 pm</td>
<td>Student Service Center and AUC Library</td>
<td>Issue ID, Bus Pass and Campus Tour</td>
<td>IPLs will assist you in obtaining an AUC ID, purchasing and receiving a bus pass, and taking a campus tour</td>
</tr>
<tr>
<td>11:30 am – 12:30 pm</td>
<td>Mary Cross Lecture Hall</td>
<td>Information Session: Egyptian Society Values</td>
<td>Faculty member discusses change and stagnation in Egyptian society</td>
</tr>
<tr>
<td>1:30 – 2:15 pm</td>
<td>Mary Cross Lecture Hall</td>
<td>Lunch</td>
<td>AUC staff members provide information and answer your questions about student services on campus including, but not limited to, visas, career advising, medical services, connectivity and sports</td>
</tr>
<tr>
<td>3:00 – 4:00 pm</td>
<td>Student Service Center and AUC Library</td>
<td>AUC Services at Your Fingertips</td>
<td>AUC staff members provide information and answer your questions about student services on campus including, but not limited to, visas, career advising, medical services, connectivity and sports</td>
</tr>
<tr>
<td>5:00 – 8:00 pm</td>
<td>Larry H. Hyde Terrace (outside Moataz Al Alfi Hall)</td>
<td>Marhaba Welcome Party</td>
<td>Celebrate your arrival to AUC and Egypt with music, authentic Egyptian food and fun</td>
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</tbody>
</table>

**Thursday, January 29**

<table>
<thead>
<tr>
<th>Time</th>
<th>Place</th>
<th>Function</th>
<th>Description</th>
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<tbody>
<tr>
<td>9:00 am – 3:00 pm</td>
<td>ISSA Office, 1052, Campus Center</td>
<td>Late Registration</td>
<td>Undergraduate study-abroad and international nondegree students</td>
</tr>
<tr>
<td>9:30 am – 1:00 pm</td>
<td>ISSA Office, 1052, Campus Center</td>
<td>Welcome Packs and Check-in</td>
<td>Get introduced to the ISSA team and services, visit the International Student Lounge, pick up your welcome pack and check in</td>
</tr>
<tr>
<td>9:30 am – 1:00 pm</td>
<td>Student Service Center and AUC Library</td>
<td>Issue ID, Bus Pass and Campus Tour</td>
<td>IPLs will assist you in obtaining an AUC ID, purchasing and receiving a bus pass, and taking a campus tour</td>
</tr>
<tr>
<td>9:30 – 10:00 am</td>
<td>Mary Cross Lecture Hall</td>
<td>U.S. Embassy Information Session</td>
<td>American students: Receive important information and tips from American Citizen Services</td>
</tr>
<tr>
<td>10:00 am – 1:00 pm</td>
<td>U.S. Embassy Information Session</td>
<td>ALIN Registration and Oral Placement Exam</td>
<td>Register and take the oral placement exam</td>
</tr>
<tr>
<td>12:00 – 6:00 pm</td>
<td>*Classroom</td>
<td>Survival Arabic</td>
<td>Crash course in situational Arabic for international students Registration with the School of Continuing Education is required</td>
</tr>
</tbody>
</table>

**Friday, January 30**

<table>
<thead>
<tr>
<th>Time</th>
<th>Place</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am – 6:00 pm</td>
<td>ISSA trip to the Pyramids and Sphinx</td>
<td>Trip</td>
<td>A trip to the Pyramids and lunch Registration is required with your assigned IPL</td>
</tr>
</tbody>
</table>

**Wednesday, February 4**

<table>
<thead>
<tr>
<th>Time</th>
<th>Place</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be Announced</td>
<td>To be Announced</td>
<td>A session by the Office of Graduate Student Services for new international graduate students</td>
<td>A session by the Office of Graduate Student Services for new international graduate students</td>
</tr>
</tbody>
</table>

* Classroom location is included in the package you received during registration.
### First-Year Experience
**Spring 2015 Schedule**

<table>
<thead>
<tr>
<th>Time</th>
<th>Place</th>
<th>Function</th>
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</thead>
<tbody>
<tr>
<td><strong>Wednesday, January 21</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>12:00 am (midnight)</td>
<td>University Residences</td>
<td>Residence Halls Open</td>
<td>Zamalek and on-campus residence halls open and students check in</td>
</tr>
<tr>
<td><strong>Tuesday, January 27  Theme: AUC and its Majors</strong></td>
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</tr>
<tr>
<td>10:15 – 10:45 am</td>
<td>Bartlett Plaza</td>
<td>FYE Registration</td>
<td>Register and pick up your welcome pack at the registration booths</td>
</tr>
<tr>
<td>11:00 – 11:45 am</td>
<td>Bassily Auditorium</td>
<td>Opening Ceremony</td>
<td>Welcome, Jennifer Skaggs, dean of students</td>
</tr>
<tr>
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<td>“The Value of a Liberal Arts Education,” Mahmoud El-Gamal, provost</td>
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<tr>
<td></td>
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<td>AUC documentary featuring institutional services, values and campus facilities</td>
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<td></td>
<td>Announcements, Marsil Kalliney, associate director, First-Year Experience and Leadership Institute</td>
</tr>
<tr>
<td>11:45 am - 12:15 pm</td>
<td>Bassily Foyer</td>
<td>Group Meetings and Campus Tour</td>
<td>Meet with your peer leader and group members</td>
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<td></td>
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<td></td>
<td>Learn your way around campus with your peer leader and group</td>
</tr>
<tr>
<td>12:30 – 1:45 pm</td>
<td>Classroom*</td>
<td>Interactive Session</td>
<td>Meet and mingle with your facilitator, peer leader and fellow students</td>
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<td></td>
<td>Discuss AUC’s mission statement, liberal arts philosophy and majors</td>
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<td></td>
<td>Build critical thinking skills</td>
</tr>
<tr>
<td>2:00 – 3:00 pm</td>
<td>AUC Sports Center</td>
<td>The Competition</td>
<td>Activities focusing on the development of critical thinking skills</td>
</tr>
<tr>
<td>3:00 – 4:00 pm</td>
<td>Bartlett Plaza</td>
<td>Majors Fair</td>
<td>Information about AUC majors and opportunities:</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Academy of Liberal Arts</td>
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<tr>
<td></td>
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<td></td>
<td>• School of Business</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>• School of Global Affairs and Public Policy</td>
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<tr>
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<td></td>
<td>• School of Humanities and Social Sciences</td>
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<tr>
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<td></td>
<td>• School of Sciences and Engineering</td>
</tr>
<tr>
<td>4:00 pm</td>
<td>Bartlett Plaza</td>
<td>Social Event</td>
<td>Get together, make friends and have fun with your fellow freshmen</td>
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<td></td>
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<td>Are you up for the competition?</td>
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*Classroom location will be announced by your peer leader.*
<table>
<thead>
<tr>
<th>Time</th>
<th>Place</th>
<th>Function</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td><strong>Wednesday, January 28</strong> Theme: Self-Discovery and Goal Setting</td>
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</tbody>
</table>
| 10:00 – 11:15 am | Classroom*                                 | Interactive Session | Discover yourself  
Set your academic and career goals  
Learn how to choose your major |
| 11:30 am – 12:00 pm | Bartlett Plaza  
School of Humanities and Social Sciences  
/Alwaleed Plaza  
Library Garden | The Competition | Activities focusing on teamwork |
| 12:15 – 1:00 pm | Bassily Auditorium | Plenary | Mini-presentations reflecting on AUC services |
| 1:45 – 3:00 pm | Classroom* | Interactive Session | Learn about time management and  
build critical thinking skills |
| 3:00 – 4:00 pm | Bartlett Plaza  
School of Humanities and Social Sciences  
/Alwaleed Plaza  
Library Garden | The Competition | Activities focusing on the development  
of leadership, planning and time  
management skills |
| 4:00 pm | Bartlett Plaza | Social Event | Mingle with your friends and have fun |
| 3:00 – 3:30 pm | Mohamed Shafik Gabr Lecture Hall | Session for International Degree-seeking Students | Learn about office services that are  
available to you |
| **Thursday, January 29** Theme: Student Life and Values | | | |
| 10:00 – 11:30 am | Classroom* | Interactive Session | Discuss community service, the  
meaning of diversity in and outside of  
class, as well as on and off campus |
| 11:30 am – 12:15 pm | Bartlett Plaza  
School of Humanities and Social Sciences  
/Alwaleed Plaza  
Library Garden | The Competition | Activities focusing on teamwork |
| 12:30 – 1:45 pm | Bartlett Plaza | Student Engagement Fair | Discover student life at AUC |
| 2:00 – 3:30 pm | Classroom* | Interactive Session | Academic integrity  
College customs and policies |
| 4:00 – 4:45 pm | Bassily Auditorium | Convocation Ceremony | Your AUC inauguration ceremony:  
Welcome to the AUC community |
| **Tuesday, February 24** | | | |
| 9:00 – 9:30 am | Bassily Auditorium | Plenary | Mini-presentations: Registrar,  
Academic Advising Center and  
Career Center |
| 9:45 – 11:15 am | Classroom* | Interactive Session | Interactive activities, academic rules  
and regulations, Student Bill of Rights  
and Responsibilities |
| 10:30 am – 5:00 pm | University Garden (behind the library) | Community Day | Join the celebration of AUC’s second  
Community Day. Win raffle prizes,  
engage in fun activities and mingle  
with student clubs on campus.  
Live entertainment by Mahmoud  
El Esseily ’06 |

*Classroom location will be announced by your peer leader.
# Graduate Student Orientation

## Spring 2015 Schedule

<table>
<thead>
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<th>Time</th>
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<tr>
<td>12:00 am (midnight)</td>
<td>University Residences</td>
<td>Residence Halls Open</td>
<td>Zamalek and on-campus residence halls open and students check in</td>
</tr>
<tr>
<td><strong>Wednesday, January 28</strong></td>
<td></td>
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</tr>
<tr>
<td>9:15 – 11:15 am</td>
<td>Mansour Group Lecture Hall</td>
<td>General Graduate Orientation Session</td>
<td>Session by the Office of Graduate Student Services (GSS) for ALL new graduate students. Topics include advising and registration, payment of tuition, financial opportunities and fellowships, academic integrity, support grants and more. The session will also introduce participants to services offered by various AUC offices and centers including the Office of Online Student Services, University Academic Computing Technologies (Blackboard services), the Writing Center and Career Center</td>
</tr>
<tr>
<td>10:30 am – 2:00 pm</td>
<td>Office of Graduate Student Services</td>
<td>Nondegree Registration</td>
<td>Graduate nondegree students register in assigned offices</td>
</tr>
</tbody>
</table>
| 11:30 am – 12:30 pm| Assigned Classroom*            | Graduate Program Overview - Departmental Sessions | Meet with faculty members and department representatives in designated classrooms. Faculty members will be present to provide information on a standard two-year plan such as:  
  - Which courses to begin your graduate degree with  
  - Program components  
  - Core courses vs. electives  
  - Program-specific rules and regulations  
  - When to begin the thesis  
  You will be introduced to staff members in your department, who will be able to provide guidance, answer your questions and direct you to relevant faculty members. |
| 12:30 – 3:00 pm   | Assigned Classroom*            | Advising and Registration                    | Graduate students report to assigned laboratories and/or classrooms, depending on their program for advising and registration                                                                                  |

*Classroom location is included in the package you received upon registration*

**The Student Service Center is open Sunday to Thursday, from 9 am to 3 pm, to obtain your AUC ID and issue a bus pass.**
<table>
<thead>
<tr>
<th>Time</th>
<th>Place</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:00 – 1:30 pm</td>
<td>AUC Library/Help Desk</td>
<td>Library Tour</td>
<td>Learn your way around the library</td>
</tr>
<tr>
<td>2:00 – 2:30 pm</td>
<td></td>
<td></td>
<td><strong>Students receive their payment advising slip, pay tuition, have their ID card issued, pay for transportation services, and learn about other opportunities and services on campus.</strong></td>
</tr>
<tr>
<td>1:30 -2:00 pm</td>
<td>Starting Point in front of AUC Library</td>
<td>Campus Tour</td>
<td>Learn your way around campus</td>
</tr>
<tr>
<td>2:30 -3:00 pm</td>
<td></td>
<td></td>
<td>* Classroom/laboratory location is included in the package you have received on orientation day. *<em>The Student Service Center is open Sunday to Thursday, from 9 am to 3 pm, to obtain your AUC ID and issue a bus pass.</em></td>
</tr>
</tbody>
</table>
### Arabic Language Program Orientation

#### Spring 2015 Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Place</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wednesday, January 21</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00 am (midnight)</td>
<td>University Residences</td>
<td>Residence Halls Open</td>
<td>Zamalek and on-campus residence halls open and students check in</td>
</tr>
<tr>
<td>9:30 – 9:45 am</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:45 – 10:00 am</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00 – 10:15 am</td>
<td>University Residences</td>
<td>Orientation Session</td>
<td>Welcome note and introduction to the Department of Arabic Language Instruction (ALI), Dalal Abu El Seoud, ALI director</td>
</tr>
</tbody>
</table>
| 10:15 – 10:30 am      | Prince Alwaleed Bin Talal  
                        | Bin Abdulaziz Al Saud  
                        | Hall, 1001                                          | Introduction to the Arabic Language Intensive Program (ALIN), Laila Al-Sawi, ALIN director        |
| 10:30 – 10:45 am      |                                            |                        | Introduction to ALIN Computer-Aided Language Learning (CALL) facilities, Rasha Essam, head, CALL Unit, ALI |
| 10:45 – 11:15 am      |                                            |                        | Welcome remarks and introduction to student life at AUC                                          |
| 11:15 - 11:45 am      |                                            |                        | Lunch                                                                                           |
|                       |                                            |                        | *Schedules will be posted*                                                                      |
|                       |                                            |                        |                                                                                                 |
| **Thursday, January 29** |                                            |                        |                                                                                                |
| 9:30 – 9:45 am        |                                            |                        | Introduction to the Language Exchange Partners Program (LEPP) by Alissa Nostas, Department of English Language Instruction, and Lisa White, Department of Arabic Language Instruction |


<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Name</th>
</tr>
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<tbody>
<tr>
<td>ALI</td>
<td>Department of Arabic Language Instruction</td>
</tr>
<tr>
<td>BUS</td>
<td>School of Business</td>
</tr>
<tr>
<td>CAPS</td>
<td>Career Center</td>
</tr>
<tr>
<td>CASA</td>
<td>Center for Arabic Study Abroad</td>
</tr>
<tr>
<td>CLT</td>
<td>Center for Learning and Teaching</td>
</tr>
<tr>
<td>ELI</td>
<td>Department of English Language Instruction</td>
</tr>
<tr>
<td>GAPP</td>
<td>School of Global Affairs and Public Policy</td>
</tr>
<tr>
<td>GSA</td>
<td>Graduate Students Association</td>
</tr>
<tr>
<td>GSE</td>
<td>Graduate School of Education</td>
</tr>
<tr>
<td>HUSS</td>
<td>School of Humanities and Social Sciences</td>
</tr>
<tr>
<td>ISSA</td>
<td>Office of International Students and Study Abroad</td>
</tr>
<tr>
<td>LEAD</td>
<td>Leadership for Education and Development Program</td>
</tr>
<tr>
<td>NYO</td>
<td>New York Office</td>
</tr>
<tr>
<td>ODUS</td>
<td>Office of the Dean of Undergraduate Studies</td>
</tr>
<tr>
<td>OGS</td>
<td>Office of the Dean of Graduate Studies</td>
</tr>
<tr>
<td>OSD</td>
<td>Office of Student Development</td>
</tr>
<tr>
<td>OSII</td>
<td>Office of Strategic and International Initiatives</td>
</tr>
<tr>
<td>RBSCL</td>
<td>Rare Books and Special Collections Library</td>
</tr>
<tr>
<td>RISE</td>
<td>Research Institute for a Sustainable Environment</td>
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<tr>
<td>SCE</td>
<td>School of Continuing Education</td>
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<tr>
<td>SRC</td>
<td>Social Research Center</td>
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<td>Student Service Center</td>
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<tr>
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<td>School of Sciences and Engineering</td>
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<tr>
<td>SU</td>
<td>Student Union</td>
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<td>Teaching English to Speakers of Other Languages</td>
</tr>
<tr>
<td>UACT</td>
<td>University Academic Computing Technologies</td>
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<tr>
<td>UIS</td>
<td>University Information Systems</td>
</tr>
<tr>
<td>UTI</td>
<td>University Technology Infrastructure</td>
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</table>
What are the common acronyms used at AUC?

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</tbody>
</table>

* Exact date to be confirmed by official notice
AUC OFFICES AND DEPARTMENTS

A
Academic Advising Center 14
Academy of Liberal Arts 11
Accounting Department 17
Admissions 6
Americana Food Court 18
Arab and Islamic Civilizations 11
Arabic Language Instruction 11
Arts 5
Athletics Office 25
AUC Forum 10
AUC Press 24

B
Bank (CIB) 12
Biology 13
Bookstore 18

C
Campus Planning and Construction Services 28
Campus Shop 18
Caravan (student newspaper) 17
Career Center 19
Center for Arabic Study Abroad 11
Center for Learning and Teaching 15
Chemistry 13
Citadel Capital Financial Services Center 17
Classroom Technologies and Media Services 15
Clinic 19
Communications 12
Computer Science and Engineering 13
Construction and Architectural Engineering 13
Copy Center 10, 18
Core Curriculum 14
Cynthia Nelson Institute for Gender and Women’s Studies 10

D
Data Analytics and Institutional Research 12
Day Care Center 19
Dean of Students 19

E
Economic and Business History Research Center 10
Economics 17
El-Khazindar Business Research and Case Center 17
Electronics and Communications Engineering 13
Engineering and Science Services 13
English and Comparative Literature 11
English Language Instruction 11
Environmental Health and Safety 27
Equal Opportunity and Affirmative Action 12

F
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Faculty Housing 27
Faculty Lounge and Services 18
First-Year Experience and Leadership Institute 18
Food Services 24

G
Gerhart Theater, The 5
Graduate School of Education 9
Graduate Student Services 20

H
History 11
Human Resources 12

I
Institutional Advancement 12
International Students and Study Abroad 18

J
John D. Gerhart Center for Philanthropy and Civic Engagement 10
Journalism and Mass Communication 17

K
Kamal Adham Center for Television and Digital Journalism 17

L
Law 17
Leadership for Education and Development (LEAD) Program 19
Libraries and Learning Technologies 15

M
Malak Gabr Arts Theater 5
Management 17
Mansour Group Lecture Hall 14
Mary Cross Lecture Hall 22
Mathematics and Actuarial Science 13
Mechanical Engineering 13
Medical Services 19
Middle East Studies 11
Model United Nations/Model Arab League 11
Mohamed Shafik Gabr Lecture Hall 22

O
Ombuds 15

P
Petroleum and Energy Engineering 13
Philosophy 11
Photographic Gallery 17
Physical Plant 27
Physics 13
Political Science 11
President, Office of 12
Prince Alwaleed American Studies Center 11
Provost, Office of 12
Public Policy and Administration 17

R
Rare Books and Special Collections Library 15
Registrar 12
Research Institute for a Sustainable Environment 28
Residential Life 24
Rhetoric and Composition 11

S
School of Business 17
School of Continuing Education 4
School of Global Affairs and Public Policy 17
School of Humanities and Social Sciences 11
School of Sciences and Engineering 13
Security 12/18
Senate 10
Sharjah Art Gallery 5
Social Research Center 10
Sociology, Anthropology, Psychology and Egyptology 11
Sponsored Programs 12
Strategic and International Initiatives, Office of 12
Student Accounting 12
Student Development 18
Student Financial Affairs and Scholarships  6
Student Service Center 6
Student Support 19
Supermarket (Seoudi Market) 25

T
Textbook Store 18
Theban Mapping Project 11
Training and Development 12
Travel Office 24

U
University Academic Computing Technologies 15
University Information Systems 14
University Technology Infrastructure 14
Utility Plant 27

W
Welcome Lounge 5

Y
Yousef Jameel MBA Fellows Program 17
Yousef Jameel Science and Technology Research Center 13

Buildings and Open Spaces Map Key

Paul and Charlotte Corddry Park .................. 1
Allam Amphitheatre, The ........................ 2
Bruce L. Ludwig Family Square .................. 3
Dr. and Mrs. Elias Hebeka Building .......... 4
Center for the Arts (AUCCA)  .................... 5
Dr. Hamza AlKholi Information Center ... 6
Watson House ...................................... 7
AUC Portal ......................................... 8
Graduate School of Education ................... 9
Research Centers Building ..................... 10
Prince Alwaleed Bin Talal Bin
Abdulaziz AlSaud Hall (WALEED) ............. 11
Administration Building ........................ 12
School of Sciences and Engineering (SSE) .... 13
Hatem and Janet Mostafa Core
Academic Center, The (HATEM) ............... 14
Library ............................................. 15
Bartlett Plaza .................................... 16
Abdul Latif Jameel Hall (JAMEEL) ............. 17
Campus Center .................................. 18
Arnold Pavilion .................................. 19
Bassily Auditorium ............................... 20
Moataz Al Alfi Hall ................................ 21
Conference and Visitor Center ............... 22
Memory Wall Grove ................................ 23
University Residences ......................... 24
Sports Center .................................... 25
Bus Terminal ...................................... 26
Physical Plant Compound ..................... 27
Campus Development Building ............. 28
# University Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airport clearance/pick-up</td>
<td>4778/4779</td>
</tr>
<tr>
<td>AUC New Cairo Bookstore</td>
<td>1303</td>
</tr>
<tr>
<td>AUC Tahrir Square Bookstore</td>
<td>5929</td>
</tr>
<tr>
<td>Bus inquiries/passes</td>
<td>4801/012.7000.0066</td>
</tr>
<tr>
<td>Bus lost and found</td>
<td>011.1294.9496</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.aucegypt.edu/services/transport">www.aucegypt.edu/services/transport</a></td>
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<tr>
<td>Career Center</td>
<td>3515</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.caps.aucegypt.edu">www.caps.aucegypt.edu</a></td>
</tr>
<tr>
<td>Clinic - AUC Tahrir Square</td>
<td>5000</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.aucegypt.edu/services/medical">www.aucegypt.edu/services/medical</a></td>
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<tr>
<td>Equal Opportunity and Affirmative Action</td>
<td>2345</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:eqopp@aucegypt.edu">eqopp@aucegypt.edu</a></td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.aucegypt.edu/offices/eoaa">www.aucegypt.edu/offices/eoaa</a></td>
</tr>
<tr>
<td>Graduate Student Services</td>
<td>3475/2620</td>
</tr>
<tr>
<td>International Students and Study Abroad</td>
<td>010.0006.6907</td>
</tr>
<tr>
<td>Emergency line</td>
<td><a href="mailto:international@aucegypt.edu">international@aucegypt.edu</a></td>
</tr>
<tr>
<td>IT help desk</td>
<td>1200</td>
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<tr>
<td>Library help desk</td>
<td>3770</td>
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<tr>
<td>Lost and found</td>
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<tr>
<td>Mail office</td>
<td>4280</td>
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<tr>
<td>Medical Services - AUC New Cairo</td>
<td>4000*</td>
</tr>
<tr>
<td>- AUC Tahrir Square</td>
<td>5000*</td>
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<tr>
<td>Off-campus housing assistance</td>
<td>3839</td>
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<tr>
<td>On-campus residences</td>
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<tr>
<td>Male reception</td>
<td>4020*</td>
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<tr>
<td>Female reception</td>
<td>4010*</td>
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<tr>
<td>Residential Life</td>
<td>4810</td>
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<td>Email</td>
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</tr>
<tr>
<td>Website</td>
<td><a href="http://www.aucegypt.edu/studentlife/reslife">www.aucegypt.edu/studentlife/reslife</a></td>
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<tr>
<td>Student Service Center</td>
<td>1000</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:enrol@aucegypt.edu">enrol@aucegypt.edu</a></td>
</tr>
<tr>
<td>Textbook Store</td>
<td>1030</td>
</tr>
<tr>
<td>Transportation (Emergency)</td>
<td>012.7000.0066*</td>
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<tr>
<td>Travel Office</td>
<td>3963/3964/3965/3966</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:travel@aucegypt.edu">travel@aucegypt.edu</a></td>
</tr>
<tr>
<td>Website</td>
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<td>Zamalek Bookstore</td>
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</tr>
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**Cairo numbers**

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<td>Operator</td>
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<tr>
<td>AUC New Cairo</td>
<td>1000*</td>
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<tr>
<td>AUC Tahrir Square</td>
<td>2964*</td>
</tr>
<tr>
<td>Fax</td>
<td>2795.7565</td>
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<tr>
<td>AUC emergency</td>
<td>4414/4415 before 4 pm - 4444 after 4 pm</td>
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<tr>
<td>Campus security</td>
<td>3892/2454</td>
</tr>
</tbody>
</table>

**New York Office**

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone</td>
<td>1.212.730.8800</td>
</tr>
<tr>
<td>Fax</td>
<td>1.212.730.1600</td>
</tr>
</tbody>
</table>
Department of Arabic Language Instruction ............................................................. 1730/1735
Blackboard hotline ..................................................................................................... 012.2900.5544
Academic Advising Center for Freshman Students ........................................... 2731/2733/2738/3751/3572/3574
Graduate student academic advising ........................................................................ By department
Nondegree/study-abroad undergraduate student academic advising ....................... 3809/3815
Transfer student academic advising ........................................................................
Egyptian transfer students ..................................................................................... 3572/3574/3575
International transfer students ................................................................................ 3809/3815

Austrian Cultural Forum 3570.2974/5
Website www.acfc.cc — www.austro-arab.net

Baad Elbahr Cultural Association 2578.4494
Email stefania@baadelbahr.org
Website http://baadelbahr.org

British Council 19789
Website www.britishcouncil.org/egypt

Cairo Opera House 2739.0144
Email info@cairoopera.org
Website www.cairoopera.org

Darb 1718 Contemporary Art and Culture Center 2361.0511
Website www.darb1718.com

Elmastaba Center for Egyptian Folk Music 2392.6768
Email info@mastaba.org
Website http://elmastaba.weebly.com

French Cultural Center 2791.5800/2794.7679

German Cultural Center (Goethe institute) 3748.4501/576
Email info@cairo.goethe.org
Website www.goethe.de/cairo

Gezirah Art Center 2737.3298

Italian Cultural Center 2735.8791

Rasheed 22: The coworking space with a mission 2735.3314
Email cowsrasheed22@googlemail.com
Website http://cairospaces.blogspot.com

Safar Khan Art Gallery 2735.3314
Email info@safarkhan.com
Website http://safarkhan.com

El Sawy Culturewheel 2736.6178/8881
Website http://culturewheel.com

Tawazon Wellness Studio 010.9555.7266
Townhouse Gallery www.thetownhousegallery.com

Ambulance ................................................................. 123* Arabic-speaking only
Cairo guide ................................................................. www cairo360 com
Cairo life ................................................................. www cairodining com
Fire................................................................. 180* Arabic-speaking only
Movies in theatres ................................................................. www yallabina com
Online food orders ................................................................. www otlob com
Road emergency ................................................................. 012 2111 0000* Arabic-speaking only
Yellow Pages information ................................................................. 140*

For AUC New Cairo, dial 2615 before the extension • For AUC Tahrir Square, dial 2797 before the extension
Country code and city code 20.2 • Mobile to landline, add 02 at the beginning • * 24/7
How can I obtain my bus pass?

Payment of bus fees must be made in cash at the Student Service Center cashier. Students may activate their IDs for bus access after paying the required fees. To activate your student ID for bus access, visit the bus terminal at Gate 4.

Students are encouraged to pay the fees prior to or at the beginning of the semester to avoid purchase of pay-by-ride ticket. Per-ride tickets may be purchased from the AUC transportation supervisor located at the bus terminal from 8:00 am to 6:00 pm, or from the Commercial International Bank at both AUC New Cairo and AUC Tahrir Square, from 8:30 am to 2:00 pm.

The bus service covers most of Cairo, as well as Al Rehab. The bus routes are Maadi, Haram, Al Rehab, Mokattam, Heliopolis, Nasr City, Shubra El-Kheima, Manial, Zamalek/Agouza, Dokki, Shubra/Ramses, Downtown Tahrir and 6th of October.

For the bus schedule, visit: www.aucegypt.edu/bus

To have your AUC ID activated for bus access, you need to pay the following fees:

<table>
<thead>
<tr>
<th>Duration</th>
<th>Undergraduate Student Fees</th>
<th>Graduate Student Fees</th>
<th>International Undergraduate</th>
<th>International Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Semester</td>
<td>LE 2,405</td>
<td>LE 975</td>
<td>$332</td>
<td>$135</td>
</tr>
<tr>
<td>One Year</td>
<td>LE 4,580</td>
<td>LE 1,830</td>
<td>$632</td>
<td>$253</td>
</tr>
<tr>
<td>Winter or Summer</td>
<td>LE 435</td>
<td>LE 435</td>
<td>$60</td>
<td>$60</td>
</tr>
</tbody>
</table>

Per-ride tickets are available for visitors or those who use the bus less than three times a week. Price of ticket varies according to destination. For each one-way trip, prices are between LE 16.5 and LE 20.

For more information, visit www.aucegypt.edu/bus.

Payment of bus fees on time saves you paying bus tickets per ride.
How can I obtain a parking permit?

All AUC community members must register their vehicles (even if the vehicle will only drop off the member) through:
http://www4.aucegypt.edu/vehicleregistration/login.aspx

Parking permits cost LE 900 annually and LE 450 per half year, paid in cash. Any member of the AUC community may register for any number of vehicles, depending on availability.
- The daily fee before 6:30 pm is LE 5.
- There are no parking fees after 6:30 pm.
- There are no parking fees for more than one passenger from the AUC community riding the same registered vehicle.

Students should print out the auto-reply registration email (with payment details) and pay their fees at the Commercial International Bank. They will then receive their vehicle stickers from the security desk at Gate 4. Parking passes are available the same day they are purchased.

For comments and suggestions
aucparking@aucegypt.edu

For more information
www.aucegypt.edu/services/parking

Parking Comments and Suggestions
aucparking@aucegypt.edu

Parking Telephone
ext. 4444
<table>
<thead>
<tr>
<th>Location</th>
<th>Outlet Name</th>
<th>Extension</th>
<th>Working Hours</th>
<th>Specialties</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administration Building</strong></td>
<td>Auntie Anne’s</td>
<td>4786</td>
<td>Sunday to Thursday 8:30 am - 7:00 pm</td>
<td>Pretzels, wedges, snacks, latte and lemonade mixers</td>
</tr>
<tr>
<td><strong>Americana Food Court</strong></td>
<td>Baskin Robbins</td>
<td>N/A</td>
<td>Sunday to Thursday 10:00 am - 7:00 pm</td>
<td>Premium ice cream</td>
</tr>
<tr>
<td></td>
<td>McDonalds</td>
<td>4789</td>
<td>Sunday to Thursday 9:00 am - 9:00 pm</td>
<td>Burgers and fries</td>
</tr>
<tr>
<td></td>
<td>Subway</td>
<td>4787</td>
<td>Sunday to Thursday 9:00 am - 10:00 pm</td>
<td>Fresh sandwiches</td>
</tr>
<tr>
<td></td>
<td>Villa Fresh Italian Kitchen</td>
<td>4763</td>
<td>Sunday to Thursday 9:00 am - 11:00 pm</td>
<td>Pizza, pasta and salads</td>
</tr>
<tr>
<td><strong>ARTOC Sports Court</strong></td>
<td>Seoudi Mini Market</td>
<td>1979</td>
<td>All Week 8:30 am - 11:00 pm (Closed during Friday prayers)</td>
<td>Different types of groceries, snacks, food and toiletries</td>
</tr>
<tr>
<td><strong>Bartlett Plaza</strong></td>
<td>Quick 24</td>
<td>N/A</td>
<td>Sunday to Thursday 8:30 am - 8:00 pm</td>
<td>Snacks</td>
</tr>
<tr>
<td></td>
<td>Tarwi2a Cart</td>
<td>N/A</td>
<td>Sunday to Thursday 9:00 am - 7:00 pm</td>
<td>Hot and cold sandwiches with Lebanese flavors</td>
</tr>
<tr>
<td><strong>Dining Hall</strong></td>
<td>Cilantro</td>
<td>4784</td>
<td>All Week 8:00 am - 10:00 pm</td>
<td>Coffee, sandwiches, salads and desserts</td>
</tr>
<tr>
<td></td>
<td>The Caf By SANO</td>
<td>4782</td>
<td>24/7</td>
<td>Sandwiches, salads, Oriental and Italian corners, hot meals, fresh fruits/juices and coffee station</td>
</tr>
<tr>
<td><strong>Gate 4 - School of Sciences and Engineering</strong></td>
<td>Bananas</td>
<td>4780</td>
<td>Sunday to Thursday 8:30 am - 11:00 pm</td>
<td>Non-fat frozen yoghurt, non-dairy frosties, fruit smoothies and shakes</td>
</tr>
<tr>
<td><strong>Library Garden</strong></td>
<td>L’Aroma</td>
<td>N/A</td>
<td>Sunday to Thursday 8:00 am - 7:00 pm, Saturday 9:00 am - 5:00 pm</td>
<td>Coffee, sandwiches, salads and desserts</td>
</tr>
<tr>
<td><strong>Prince Alwaleed Bin Talal Bin Abdulaziz Alsaud Hall</strong></td>
<td>Cairo Kitchen</td>
<td>4765</td>
<td>Sunday to Thursday 8:30 am - 10:00 pm</td>
<td>Traditional Egyptian food; falafel; koshari; soups; fresh salads; Egyptian desserts; creme caramel; vermicelli, apricot, date and rice pudding</td>
</tr>
<tr>
<td></td>
<td>The Bakery Shop (TBS)</td>
<td>N/A</td>
<td>Sunday to Thursday 8:30 am - 7:00 pm</td>
<td>Cookies, croissants, sandwiches and coffee</td>
</tr>
<tr>
<td><strong>The Hatem and Janet Mostafa Core Academic Center</strong></td>
<td>Cinnabon</td>
<td>4762</td>
<td>Sunday to Thursday 8:30 am - 8:00 pm</td>
<td>Cinnamon buns, salads, sandwiches and coffee</td>
</tr>
<tr>
<td><strong>Zamalek Building</strong></td>
<td>Tarwi2a</td>
<td>2739.7032 (telephone)</td>
<td>All Week 7:00 am - 11:00 pm</td>
<td>Traditional Egyptian cuisine</td>
</tr>
<tr>
<td><strong>AUC Tahrir Square (Falaki Academic Center)</strong></td>
<td>Kitchen Moves</td>
<td>5019, 5707, 5438</td>
<td>Saturday to Thursday 8:30 am - 9:00 pm</td>
<td>Salads, sandwiches, desserts and coffee</td>
</tr>
</tbody>
</table>
• The food outlet schedule is subject to change during semester breaks.
• Vending machines are available at the School of Sciences and Engineering, Prince Alwaleed Bin Talal Bin Abdulaziz Alsaud Hall and the University Residences.
• The Caf delivers to on-campus residents throughout the week, from 9 pm to 3 am. To place an order, call 010.2590.0355.
The student housing experience at AUC fosters academic development, cultural awareness and personal growth. Residential life staff members work to ensure that your stay at the on-campus residences is enriching and memorable.

**AUC HOUSING**

AUC offers two housing options to students:
1. Zamalek residence, 10 minutes from AUC Tahrir Square
2. On-campus residences at AUC New Cairo

To access the office’s calendar of activities, visit www.aucegypt.edu/studentlife/reslife

To take on **online virtual tour** of both residences, visit:
www.aucegypt.edu/studentlife/reslife/hallinfo/pages/virtualtour.aspx

For facilities and hall descriptions, visit:
www.aucegypt.edu/studentlife/reslife/hallinfo

**OFF-CAMPUS HOUSING ASSISTANCE**

For off-campus housing assistance, please refer to the international student section, page 59.
VISION
Assist freshmen in making the most out of their experience at the University, as well as enhancing their sense of leadership and community involvement.

MISSION
Help first-year students who live at the University Residences make a smooth transition to AUC by allowing them to have a structured and fun-filled first semester.

FIRST-YEAR RESIDENTIAL EXPERIENCE (FYRE)
The new FYRE program provides freshmen who live at the University Residences with opportunities for active learning and integration with the campus community. Freshmen enjoy a residential life experience that integrates fun and education through study-skill seminars, orientation sessions and mentoring programs, as well as engagement in recreational activities such as cooking, fishing trips and cocktail nights. The program aims to help freshmen build strong social relations that would ensure their smooth transition to University life.

Office of Residential Life
Across from the AUC Sports Center ext. 4019
reslife@aucegypt.edu
www.aucegypt.edu/studentlife/reslife
How do I get connected?

MY.AUCEGYPT.EDU
(One URL, One Password, One Username)
The student portal gives you access to all services and online resources with only one login, using your AUC email username and password to access Blackboard, Banner Self-Service, online forms, the University calendar, news, announcements and more.

WIRELESS NETWORK
You may access the wireless network (AUC-WLAN) using your AUC email credentials (your own username and email password).

OPEN-ACCESS LABS
All open-access labs are equipped with high-end PCs, printers and scanners.

IT Help Desk
The Hatem and Janet Mostafa Core Academic Center, ground level, room G024
AUC Library, plaza level
support@aucegypt.edu
ext. 1200
Sun - Thu
8:30 am - 4:30 pm

Go to https://signup.aucegypt.edu
Enter your AUC ID and request activation code

Activation code will be sent either to your personal email or mobile

Enter the activation code and choose an appropriate username and strong password (minimum 8 – 20 characters)

A verification message will appear confirming the activation of your AUC email account

Now you are ready to log on to the Banner Self-Service, Portal and Blackboard
COMPUTING SERVICES

1. **IT Help Desk**
   This is a one-stop-shop for all services, such as email, Blackboard and Banner.

2. **Licensed Software Library**
   Software such as Microsoft Office and Kaspersky Anti-virus are offered free of charge to all AUC students. The University Academic Computing Technologies (UACT) team handles software installations on site and provides certain software on media, if required.

3. **Technical Support for Laptops**
   UACT provides assistance to students in troubleshooting laptop problems. Make an appointment by sending an email to techsupport@aucegypt.edu if you need help.

4. **Blackboard**
   To use Blackboard, visit http://blackboard.aucegypt.edu and log in using your AUC email credentials. For more information or help using Blackboard, email blackboard@aucegypt.edu, visit the Blackboard support page at www.aucegypt.edu/it/uact/bb or contact the IT Help Desk at support@aucegypt.edu or ext.1200.

5. **Moodle**
   To use Moodle, visit http://Moodle.aucegypt.edu and log in using your AUC email credentials. For more information or help using Moodle, email Moodle@aucegypt.edu or visit www.aucegypt.edu/it/uact/Moodle.

6. **Second Life**
   With your avatar, you can visit any place (universities, museums, countries), attend events, learn different languages or talk to people from different nationalities and cultures on Second Life, an online virtual 3D world. For more information, visit www.aucegypt.edu/it/uact/secondlife.

7. **Lynda.com**
   An online software training library in video format, Lynda.com is available to all community members 24/7 on and off campus. You may access Lynda.com by visiting http://lynda.aucegypt.edu and logging in using your AUC email credentials. Certificates of completion are awarded upon finishing courses.

8. **Labs for Student Conferences and Activities**
   UACT open-access labs may be reserved for conferences and student activities. For lab reservations and technical support, email uactlabs@aucegypt.edu early enough to ensure availability.

9. **Multimedia Lab**
   The UACT multimedia lab is located in the AUC Library, room P051. It is fully equipped with specialized multimedia hardware and software for students to use in their course projects and research work. A multimedia specialist is available for assistance every day from 8:30 am to 4:00 pm. High-quality posters, flyers and banners in sizes up to 44 inches may be printed in this lab.

10. **Adaptive Technology for the Visually Impaired and Blind**
    Specialized adaptive technology is available to cater to the needs of visually impaired and blind students in the Prince Alwaleed Bin Talal Bin Abdulaziz Alsaud Hall, room P145, and the AUC Library, room P004.
How do I stay informed?

**NEWS@AUC**

*News@AUC* is an e-newsletter published daily during the fall and spring semesters and on a weekly basis during the summer and winter sessions. It helps keep faculty, staff and students informed of important announcements, events and activities related to everyday life at AUC.

[www.aucegypt.edu/newsatauc](http://www.aucegypt.edu/newsatauc)

**STUDENT PORTAL**

Your gateway to AUC. Provides you with access to important updates, schedules, policies, services, news and account details.

[http://my.aucegypt.edu](http://my.aucegypt.edu)

**CARAVAN**

AUC’s student newspaper

[www.auccaravan.com](http://www.auccaravan.com)

**EMERGENCY NEWS**

AUC created a webpage to communicate to its community immediate emergency updates. Visit this page for information.

Update your emergency contacts through [http://myinfo.aucegypt.edu/](http://myinfo.aucegypt.edu/) to receive notifications and SMS alerts.

[www.aucegypt.edu/newsatauc/pages/emergencynews.aspx](http://www.aucegypt.edu/newsatauc/pages/emergencynews.aspx)
**THE BUZZ**
Sent out twice a week, *The Buzz* includes messages and announcements from AUC's student organizations and the Office of Student Development.

**AUC TIMES**
*AUC Times* is a student-run, monthly magazine that presents a new line of press on campus. The magazine's mission is to inform, entertain and spread awareness among the AUC community. For more information, email auctimes@gmail.com.

**THE INSIDER**
A student-run newspaper

**AUC CALENDAR**
The University calendar keeps you updated about events organized by AUC on and off campus.

http://calendar.aucegypt.edu

http://auc.insiderstudent.com
Are there banking and ATM services on campus?

The Commercial International Bank (CIB) has a branch at AUC New Cairo’s Administration Building and at AUC Tahrir Square. Working hours for both branches are from 8:30 am to 2:00 pm. The units are off on Friday and Saturday and on official holidays.

ATM locations at AUC New Cairo:
1. Campus Center, plaza level, next to the mailboxes
2. Administration Building, garden level, next to Auntie Anne’s
3. Gate 1, near the Dr. and Mrs. Elias Hebeka Building, AUC Center for the Arts, plaza level, below the stairway leading to the Malak Gabr Arts Theater

International students need to have a copy of their student visas in order to open a bank account.

What to do about cards stuck in any of the ATMs on campus
If the captured card is a CIB card, the card holder must pick it up within a maximum period of three working days. Otherwise, the card will be terminated, and the card holder must apply to replace it. If the captured card is a not a CIB card, the card holder may pick it up within a maximum period of 10 working days. Otherwise, the card will not be valid. Card holders must contact their banks to cancel and replace the cards. They must also present their passports and AUC IDs to the bank to receive their cards. For further information about CIB services, visit www.cibeg.com or contact the bank at 19666.
Qualified physicians and nurses are available around the year at the Office of Medical Services (AUC clinic).

**Working Hours at AUC New Cairo**
8:30 am - 4:00 pm
Emergency hours: 4:00 pm - 8:30 am

**Working Hours at AUC Tahrir Square**
8:30 am - 4:00 pm daily, except Friday and Saturday

**Working Hours at the Zamalek Building**
5:00 to 7:00 pm on Saturday, Monday and Wednesday

Patients should make an appointment prior to visiting the clinic, except in case of an emergency. To book an appointment, call 2615.3916/3935 (AUC New Cairo) or 2797.6747 (AUC Tahrir Square).

If the student is severely ill and cannot visit the medical services office, an AUC physician will visit the University Residences, medication will be prescribed and a medical excuse will be given, if needed. Students who could not attend classes due to an illness are requested to bring a medical certificate signed by their treating physician to the medical services office no later than one week after the date of their absence in order to secure approval from the University physician.

According to the Office of Medical Services drug policy, medicine prescribed by an AUC physician will be dispensed by the AUC pharmacy to those who paid the medical service fees. In case the prescribed medicine is not available at the AUC pharmacy, outside purchase must be authorized by a University physician, and the student will then be reimbursed. Drugs such as multivitamins, herbals, contraceptive pills, cosmetics, food supplements and vaccines are not covered. Students who did not pay the medical service fees may purchase their medicine from the AUC pharmacy at a 5 percent discount, with a signed and stamped prescription from an AUC physician.

An AUC ambulance service is available on the New Cairo campus for the transport of critical cases. If a member of the AUC community has an emergency and is off campus, he or she should contact the nearest hospital or the public ambulance (123). In cases where an off-campus emergency is reported directly to AUC’s medical services office, the same procedure will be followed. In all cases, AUC’s medical services office will follow up on any of the reported emergency cases.
AUC requires that all international students have health insurance. The University automatically charges you each semester for the cost of the premium. The mandatory health insurance requirement for international students is administered only by the Office of International Students and Study Abroad. For details of the policy, visit www.cmi-insurance.com/clients/american-university.aspx.

**Medical Insurance Exemption**
If you are currently enrolled in an insurance plan that provides coverage in Egypt and the coverage either meets or exceeds those offered by the AUC policy, you may request an exemption from the health insurance premium. For the exemption instructions and form, visit www.aucegypt.edu/studentlife/isa/pages/MedicalInsurance.aspx

The deadline to submit this form for the Spring 2015 semester is February 3, 2015.

The online exemption form will not be accessible after the deadline. If your admission to the University is granted after the deadline, the request for exemption must be submitted within one week from receiving your admission offer by sending an email to the Office of International Students and Study Abroad at international@aucegypt.edu.
What are the local medical services?

All international students and AUC student housing residents are required to join the University's local medical services plan. Fees are charged the first semester of enrollment.

Coverage includes medical examinations, hospitalization, surgery, X-rays, dentistry, laboratory tests and other medical services, up to LE 25,000 (about $4,060) per year.

Exemptions are made for students sponsored by companies, embassies or other agencies, and for those with immediate family members residing in Cairo. This plan is administered by the medical services office, which deals with day-to-day illnesses, out-patient services and relatively minor in-patient services.

Chronic medications are not covered, particularly if the chronic illness was pre-existing before admission to the University.

Prayer locations:
- Abdul Latif Jameel Hall, roof
- Administration Building, second-floor roof
- AUC Center for the Arts, roof
- AUC Sports Center, first-floor roof
- Dr. Hamza AlKholi Information Center, second-floor roof
- Physical Plant garden
- Prince Alwaleed Bin Talal Bin Abdulaziz Alsaud Hall, second-floor roof
- Residential complex garden - male side
- Residential complex garden - female side
- School of Sciences and Engineering, roof
- The Hatem and Janet Mostafa Core Academic Center, roof

Meditation location:
- Campus Center, second-floor roof
What is the Office of Student Support?

The Office of Student Support is located in the Campus Center, room P001. It is made up of the Student Counseling Center, Student Mentoring Unit and Student Disability Services.

STUDENT COUNSELING CENTER
The center assists students in developing their intellectual, emotional and social abilities through improving self-awareness and learning skills, defining personal goals, resolving challenges and applying effective living skills in everyday interactions. The center adheres to strict professional standards of confidentiality, essential for the development of trust. No information is disclosed to any other party without permission from the student. Individual counseling is provided to address the personal and social changes that may affect academic performance, career plans, personal lives or relationships. Since understanding and adjusting to those personal challenges and changes is not always easy, students may benefit from the help of individual counseling.

STUDENT MENTORING UNIT
The unit advises, guides and supports students to succeed in their academic endeavors, especially those facing difficulties. It offers academic skill-enhancement workshops, peer and professional guidance and support, and individual sessions to assist students with serious challenges that may jeopardize their academic status. Self-assessments and special needs services are available as well.

STUDENT DISABILITY SERVICES
This unit supports students with various disabilities including physical, learning and psychological challenges. Official, detailed and updated documentation is required to be eligible for disability services and academic accommodations. Students with insufficient documentation are referred to specialized organizations for the relevant assessments, diagnosis and academic accommodations required. Students with disabilities are contacted throughout the semester, once they have identified themselves to the unit, to ensure that each student is receiving the necessary support tailored to his or her specific needs. All campus areas, including the University Residences, are accessible by wheelchairs. Golf carts are available for transportation around campus, with prior arrangement through the Office of Student Support.

Office of Student Support
Campus Center
Room P001
roula.jaroudi@aucegypt.edu
ext. 3899
8:30 am - 4:30 pm

Student Counseling Center
Campus Center
Room P001
scc@aucegypt.edu
ext. 3902
www.aucegypt.edu/studentlife/gethelp/counsel/pages/counsel.aspx

Student Mentoring Unit
Campus Center
Room P001
mentor@aucegypt.edu
ext. 3923
www.aucegypt.edu/studentlife/gethelp/mentor/pages/mentor.aspx

Student Disability Services
Campus Center
Room P001
sds@aucegypt.edu
ext. 3918
www.aucegypt.edu/studentlife/gethelp/pages/disabilityserv.aspx
What athletic programs does AUC have?

AUC New Cairo

Indoor facilities
- Billiards hall
- Large gymnasium for basketball, volleyball and handball
- Martial arts room
- Squash courts
- Table tennis
- Three main gyms
- Weight training and aerobics room
- Two women-only gyms

Outdoor areas include:
- 400-meter track
- 50-meter pool
- Six tennis courts
- Two outdoor basketball/football courts
- Two volleyball courts
- Handball court
- Two grass fields

Off-campus facilities (outside AUC New Cairo)
- One gym and a court in the Zamalek Building
- One gym in the Falaki Academic Center, AUC Tahrir Square
The AUC Sports Center is open six days a week during the academic year, with some adjustments during vacation periods and holidays. Students may rent a locker for use during the semester. Information on the Office of Athletics programs, activities, working hours, practice times and sports schedules is available at www.aucegypt.edu/students/sports.

AUC also has a number of sports teams that compete against other universities throughout Egypt and the region. A list of teams and contact numbers for the coaches may be found on the Office of Athletics website.

**Working hours:**
Six days a week:  Sunday - Thursday • 8:30 am - 9:30 pm  
Friday • Off  
Saturday • 11:30 am - 4:30 pm

Hours are subject to change for special events, and all areas of the facility may not be available at all times.
The Student Union (SU) represents all students and operates according to the guidelines set by its constitution, as well as University rules and regulations. The SU president is elected by the student body four weeks before the end of each academic year.

For more information on the SU, visit http://su.aucegypt.edu.

The Student Senate acts as the legislative branch. Representatives are elected every year for each constituency: undergraduate, graduate, international and English Language Instruction (ELI) students. The senate monitors the performance of the executive branch and recommends solutions for issues of concern to the student body.

The Student Court (SC) is the student judiciary authority. This includes ensuring that the SU and all clubs operate according to their constitution and general University policy, and that SU members and club officers execute their responsibilities.

The Clubs and Conferences Committee (CCC) is responsible for the budget allocation of each club through a process that is devised to ensure fair and transparent allocation of financial resources. Each club nominates someone to represent them on the committee.

Academic Associations are the local government of each constituency or major. They are also executive arms within the majors.

AUC’s Student Constitution
The Graduate Students Association (GSA) is presided over by the Graduate Students Association Council, which is made up of a general assembly and an executive committee. Its purpose is to give voice to the concerns of graduate students. The GSA is represented in the Academic Integrity Committee.

The Graduate Student Council (GSC) serves as a forum and representative government for graduate students.
What are the major student organizations?

**ACADEMIC**

- Actuarial Science Association
- Architecture Association
- Astronomy Club
- Business Association
- Chemistry Association
- Computer Science and Engineering Association
- Construction Engineering Association
- Corporate Governance Club
- Cosmos Radio
- Electronics and Communications Engineering Association
- Junior Enterprise Consulting
- Mechanical Engineering Association
- Microsoft Student Partners
- Robotics Club
- Society of Petroleum Engineers
- Trigger Your Mind

**COMMUNITY SERVICE**

- 3alraseef
- Anti-Cancer Team (ACT)
- Glow
- Hand in Hand (HIH)
- Help
- Heya: The Women’s Initiative
- Khatwa
- Resala
- Volunteers in Action (VIA)
STUDENT CONFERENCES

Arabic Literature Conference (Beï3rabi)
Association Internationale des Étudiants en Sciences Économiques et Commerciales (AIESEC)
Community of Science and Technological Activities (CSTA)
Developers Inc.
Enactus
Entrepreneurs Society (ES)
Finance and Investment Conference
International Conference on Global Economy (ICGE)
International Student Leadership Conference (ISLC)
Model Council of Ministers (MCM)

GRADUATE STUDENT CLUBS

Arabic Literature
Biotechnology Club
Black Student Association (BSA)
Egyptology Association
Global Zero
Graduate Business Club
Graduate Political Association
Graduate Students Association
Helm
Mashroo3 Kheir
Philosophy Club
Student Action for Refugees (STAR)
Student Association for Latino and Spanish Affairs (SALSA)

CULTURAL AND SPECIAL INTEREST

Choir Group
Egyptian Folklore Group
Musicana
Sabeel
Salsa Dance Fusion
Serenity Society
Theater and Film Club (TFC)
The Maghrebian Union
The Visual Arts Club

PRESS BOARD

AUC Times
The Insider
What does the Career Center offer me?

The Career Center offers students a wide range of year-round services, programs and events to answer their career-related questions and help them have a smooth transition from college life to the world of work. As a student, the Career Center will provide you with the required resources and job-search tools, as relevant to your career planning needs.
Services include individual and group career-development sessions that will help you do the following:

- Assess your skills, values, interests and personality, which in turn helps you identify your choice of major and career options.
- Research careers, industries and employers through the Career Center library, in addition to online career resources.
- Acquire job-search tools such as résumé writing and interviewing techniques.

To focus your career goal, you may benefit from the following events and programs:

- Explore careers and gain professional insights at the annual Career Day, or through job-shadowing visits and year-round employer information sessions.
- Acquire hands-on experience and test-drive your career through the internship program.
- Apply for job opportunities at the semi-annual employment fairs.
- Explore graduate study options at the graduate study fair and year-round University information sessions.
- Access and apply to a wide range of career opportunities, business competitions and challenges through CareerWEB, AUC’s online career management system for students and alumni.

WHEN MAY I START USING THE CAREER CENTER?

You may start visiting the Career Center as early as your freshman year. This strategy can give you a jump-start in identifying your major and focusing your career goals, and effectively prepares you for the job-search process. The earlier you start, the smoother your transition to the world of work. The Career Center provides its services to enrolled undergraduate, graduate and international students.

What is CareerWEB?

It is your gateway to career services, work-study programs, internships and job opportunities. You may also schedule a career advising appointment with Career Center staff members, or register for a workshop or information session. To access CareerWEB, you need to activate your account and complete your profile.

Will I still have access to the Career Center after I graduate?

Degree-holding AUC alumni continue to have access to the Career Center services after graduation. The center will support you whether you are a recent alum who is looking for a job or considering graduate school, or an experienced professional who is considering a career transition.
WHAT IS THE WORK-STUDY PROGRAM?
Through the work-study (WS) program, the Office of Student Financial Affairs and Scholarships, in collaboration with the Career Center, provides you with the opportunity to gain work experience at various departments and offices on campus. This is a chance to develop your skills while earning some money. Student participants should be willing to dedicate eight to 10 working hours per week, with a maximum of 120 hours during the regular semester, 60 hours during the summer session and 30 hours during the winter session. The student is compensated at the end of the semester.

ELIGIBILITY
The work-study program is open to Egyptian and non-Egyptian full-time, enrolled undergraduates (excluding freshmen) with a GPA of 2.5 or above, as well as enrolled graduate students.

COMPENSATION
Undergraduate students are paid an hourly rate of LE 30. Graduate students are proportionally compensated with a maximum of 15 percent deduction in tuition fees for one academic course per 40 working hours. The compensation will be either credited to the student’s account or given to the student in cash upon his or her request.

For more information, visit www.caps.aucegypt.edu/students/workstudy.html.
AUC LIBRARY

With multiple locations and collections, the AUC Library supports the instructional and research needs of the AUC community. The main library boasts the largest English-language collection in Egypt, as well as physical and electronic collections in Arabic and other languages. The Rare Books and Special Collections Library documents ancient, medieval and modern Egypt, as well as the wider region, through books and archival collections, with particular strengths in Egyptology, Islamic art and architecture, travel literature, regional architecture collections and photography. It also houses the Center of Excellence for the Middle East and Arab Cultures.

AUC MAIN LIBRARY HOURS
(AUC New Cairo)

Saturday - Thursday • 8:30 am - 10:00 pm
Friday • Closed

SERVICES

- Accessibility technology, plaza level
- Peer-to-peer tutoring in the Learning Commons, plaza level
- Tutoring by student technology assistants on technology for class presentations
- Tutoring by research assistants on research skills. For inquiries about tutoring services, visit the research desk or call ext. 2617.
- Multimedia lab on the plaza level, ext. 3754
- Writing center in the Learning Commons, plaza level
- Visit http://library.aucegypt.edu/guides/index.htm for specific locations and other information
What do I need to know about my library?

RARE BOOKS AND SPECIAL COLLECTIONS LIBRARY HOURS
(AUC Library • Third floor • AUC New Cairo)

Sunday, Tuesday, Wednesday and Thursday • 8:30 am - 5:00 pm
Monday • 8:30 am - 7:00 pm
Friday • Closed
Saturday • 9:00 am - 5:00 pm
Visit http://library.aucegypt.edu/about/hours.htm for exceptions to regular working hours.
Exact dates of holidays are to be confirmed by official notice.
FINDING MATERIALS

Main Library Stacks: First and second floors
Call Numbers A - HE: First level
Call Numbers HF - Z: Second level
Theses and Dissertations: Second floor

Reserve Materials: Plaza level
Periodicals/Newspapers: Ground level
Migration and Refugee Studies: Ground level
Microforms/VHS/CDs/DVDs: Plaza level
Rare Books and Special Collections Library: Third floor

To browse for a book by subject, access this guide to the Library of Congress system used at AUC:

A General Works
B Philosophy, Psychology, Religion
C Auxiliary Sciences of History
D History: General
E History: Western Hemisphere
F History: United States
G Geography, Anthropology, Recreation
H Social Sciences
J Political Science
K Law
L Education
M Music
N Fine Arts
P Language and Literature
Q Science
R Medicine
S Agriculture
T Technology
U Military Science
V Naval Science
Z Bibliography, Library Science

What You Need to Have
Valid AUC ID card
AUC email account
Money for photocopying:
- LE 0.15 per page, A4 size
  (front/back LE 0.30)
- LE 0.30 per page, A3 size
  (front/back 0.60)
Money for printing:
- LE 0.15 per page, black and white
- LE 4 per page, color

Need help with your research?
Contact a librarian in the following ways:
• By phone at ext. 3617
• Through the 24/7 live chat service at http://library.aucegypt.edu
• By email at library@aucegypt.edu
• At the research desk, plaza level, AUC Library

Need help with your paper?
Visit the Mohamed Taymour Writing Center annex on the plaza level
Located in the Dr. Hamza AlKholi Information Center, the Student Service Center provides a wide range of services for AUC students, including:

- General inquiries.
- Admission applications for all programs.
- Student documentation requests such as transcripts, enrollment certificates and graduation certificates. Forms are also available online at http://student.aucegypt.edu.
- Payment for bus passes.
- Applications for financial aid, deferred payment, petitions and regaining financial aid for undergraduate and graduate students.
- Payment of tuition fees through certified checks only.
- Advising appointments for new undergraduate and transfer students.
- ID issuance.

**HOW MAY I OBTAIN MY AUC ID?**

Go to the ID unit at the Student Service Center located in the Dr. Hamza AlKholi Information Center, with proof of tuition payment, to issue your ID. International students only need their acceptance letter for ID issuance.
The Academic Advising Center (AAC) guides undeclared students from the moment they join AUC until their safe declaration into their prospective majors. An adviser is the first person students meet during their academic journey at AUC. Advisors support and guide undeclared students to help them make the best possible use of the University’s academic resources.

**WHAT ARE THE ADVISING STEPS?**

1. Log on to the Advising Reservation System (www3.aucegypt.edu/advising) to take an advising appointment. Enter your ID number, and your assigned adviser’s name will appear automatically.

2. Attend your advising session to plan with your academic adviser the courses you will take during the following semester.

The advising session is a chance for you to discuss any academic problems or inquiries that you face throughout the semester.

**HOW DO I LEARN ABOUT ADVISING DATES?**

- Your AUC email
- Blackboard
- News@AUC

**WHAT ARE THE IMPORTANT DATES AND DEADLINES FOR THE SPRING 2015 SEMESTER?**

**Drop and add dates for undergraduate degree-seeking students:**
January 22 - February 5

Deadline for adding courses for undergraduate students:
February 5

Deadline for dropping courses, withdrawal and the submission of course-repeat forms for degree-seeking students:
March 26

Deadline for withdrawal for undergraduate degree-seeking students:
April 23

Deadline for withdrawal for graduate degree-seeking students:
May 12

Use the Banner Self-Service (BSS) to drop or add courses during the late registration and course-change period.
The Office of Graduate Student Services works with the Office of the Dean of Graduate Studies to provide international and Egyptian graduate students with a variety of academic services, including:

- Ongoing advising on fellowships and other financial assistance opportunities available for graduate students.
- Orientation every semester for incoming students and distribution of graduate orientation packages.
- Academic workshops offered every semester on a variety of topics, including academic integrity, research ethics, plagiarism, library research guidance, research theories and methods, and thesis proposal writing. The workshops are offered by faculty and staff members, in collaboration with the Center for Learning and Teaching, Social Research Center, Mohamed Taymour Writing Center, University Academic Computing Technologies and the Department of Rhetoric and Composition.
- Administration of several graduate fellowship opportunities and the fellowship submission system.
- Liaison with departments and offices on academic issues related to graduate students.
- Communication with other AUC offices on behalf of students.
- Publications such as thesis preparation guidelines and the graduate studies handbook.
What undergraduate student services are available?

Office of the Dean of Undergraduate Studies
The office supports undergraduate education and helps undergraduate students, with a special focus on those who have not yet declared a major. The main goal is to help improve advising and registration, encourage greater integration and coordination of teaching and learning across the curriculum, and serve as an advocate for undergraduate students at AUC.

Academic Community Engagement
The Academic Community Engagement (ACE) program, previously known as community-based learning, is the approach to teaching and learning that moves students from classroom lectures, readings and discussions into the application of academic theories and innovative ideas through co-developmental, hands-on service for Egypt, the region and the world.

Core Curriculum
The Core Curriculum strives to trigger student interest and develop their expertise in a wide variety of fields to instill in them a thirst for knowledge, as well as the need for self-examination, self-reliance and independence. It also works to enhance the students’ intellectual capabilities, in addition to their ability to write well, reason clearly and construct an effective, logical argument.

Dialogue Program
Dialoguing courses aim to advance the principles and experience of cross-cultural dialogue through the use of videoconferencing technologies. This gives students the opportunity to engage firsthand in the dialoguing process and to discuss critical global issues with their counterparts from around the globe.

Undergraduate Research Program
The Undergraduate Research Program (UGR) supports and expands opportunities for undergraduate student research, entrepreneurship and creative achievement by nurturing a culture of research and development amongst the academic community.

For more information
The Hatem and Janet Mostafa Core Academic Center, room P001, ext. 3584
The Travel Office handles business or personal trips in Egypt or abroad through corporate deals, in addition to monitoring policies set by the administration for any type of travel.

Services offered by AUC’s Travel Office include:
- Flight reservations and seating assignments
- Flight fare quotations and ticket issuance
- Booking of train tickets (Europe)
- Frequent flyer arrangements
- Hotel reservations in Egypt and abroad
- Meet and Assist airport service
- Organized trips throughout Egypt for individuals and groups

To start processing your request, send an email to travel@aucegypt.edu with your name, date of birth as shown in the passport and all trip details.

You may check the Travel Office website for corporate deals and special offers at www.aucegypt.edu/services/travel.

Travel Office Location
University Residences (across from the AUC Sports Center), Room PD
Working hours: Sunday - Thursday, 8:30 am - 4:00 pm
For inquiries, call ext. 3964

The Office of International Students and Study Abroad offers AUC students two study-abroad programs:

A) Semester/Year Program:
A wide variety of study-abroad opportunities, some on an exchange basis, are available for a semester or an academic year at one of AUC’s affiliate universities. Students on an exchange program pay AUC tuition. Students on a study-abroad program pay the host university’s tuition fees. Under both arrangements, the credits are transferred back to AUC.

For more information, visit www.aucegypt.edu/studentlife/isa/Pages/UndergradProg.aspx

B) Summer Study-Abroad Program:
If you are interested in studying abroad, but not sure if you can handle a whole semester or year away from home, a summer abroad is a good option for a first taste of a unique educational experience that will stay with you for the rest of your life. Summer study abroad will help you develop a new sense of independence and become globally minded as you embark on exciting adventures and make unforgettable memories.

For more information, call ext. 3581 or visit www.aucegypt.edu/studentlife/isa/Pages/summerprogram.aspx

Office of International Students and Study Abroad, Campus Center, rooms 1058 and 1052, abroad@aucegypt.edu
The AUC Press operates five bookstores in Cairo, with the Tahrir and Zamalek bookstores offering a 20 percent discount on all books on the first Saturday of every month.

**Tahrir Bookstore**  
Access from Mohamed Mahmoud gate  
tel 2797.5929  
Working hours: 9:00 am – 4:00 pm daily; Saturday 10:00 am - 4:00 pm; closed Friday

**Falaki Textbook Store**  
Falaki Academic Center, 5 Youssef El Guindi Street  
tel 2797.6933  
Working hours: 9:00 am - 4:00 pm daily; closed Friday and Saturday

**Zamalek Bookstore**  
Zamalek Building, 16 Mohamed Thakeb Street, Zamalek  
tel 2739.7045  
Working hours: 11:00 am – 6:00 pm daily; closed Friday

**University Bookstore**  
Bartlett Plaza, Campus Center, AUC New Cairo  
tel 2615.1305  
Working hours: 9:00 am - 4:00 pm daily; closed Friday and Saturday

**AUC New Cairo Textbook Store**  
Bartlett Plaza, Campus Center, AUC New Cairo  
tel 2615.1303  
Working hours: 9:00 am - 4:00 pm; closed Friday and Saturday

**AUC New Cairo Campus Shop**  
Campus Center, beside Americana Food Court, AUC New Cairo  
tel 2615.4188  
Working hours: 9:00 am - 4:00 pm; closed Friday and Saturday
I am an international student. What is my office on campus?

The Office of International Students and Study Abroad (ISSA) is your office on campus. It facilitates the transition of international students to life in Egypt and at AUC. The ISSA offers advising for study-abroad students, and advocacy and assistance to all international students throughout their sojourn in Egypt. The ISSA staff members act as a liaison between you and other offices on campus on all non-academic issues. The ISSA team includes eight staff members and several International Peer Leaders (IPLs).

For the ISSA activities calendar and the International Student Handbook, visit:
www.aucegypt.edu/studentlife/isa

Office of International Students and Study Abroad
Campus Center, 1058 and 1052
ext. 3839/3844
ISSA Emergency Line
010.0006.6907
international@aucegypt.edu
www.aucegypt.edu/
studentlife/isa

International Student Off-Campus Housing Assistance
ext. 3839
international@aucegypt.edu
www.aucegypt.edu/
studentlife/reslife
If you are a nondegree study-abroad, exchange or transfer student, your academic advising and registration is conducted with the ISSA. You may use the Banner Self-Service to view your course schedule, financial holds and unofficial transcript. For more information, email ipoadvisor@aucegypt.edu.

For academic advising, visit:
www.aucegypt.edu/studentlife/isa/Pages/InternStudents.aspx#A

I AM AN INTERNATIONAL STUDENT. HOW DO I OBTAIN MY FREE TRANSCRIPT?
All incoming study-abroad students are entitled to one free official transcript to be sent automatically to their home institutions, provided that students have no financial or library holds. Please check your account and take necessary action to clear any holds. Students requesting that their free transcript be mailed to their home address outside the United States and Canada are asked to send an email to transcripts@aucegypt.edu, with their AUC ID number and full mailing address. The University will forward the transcripts to the address. Students may apply for FedEx shipment at the Student Service Center for a few more dollars to guarantee delivery in 72 hours.

OFF-CAMPUS HOUSING ASSISTANCE
For assistance with finding off-campus accommodation, contact the Office of International Students and Study Abroad, located in the Campus Center, rooms 1058 and 1052, where a list of apartments in various Cairo neighborhoods is available. Also available is a list of students looking for roommates.