

# Office of Student Affairs

The Office of Student Affairs oversees student activities, athletics, counseling, student housing, international student services, career and placement services, the bursary, and the work-study program. Moreover, the office manages university-wide projects such as the New Student Orientation Program and the AUB community service program. The Office of Student Affairs at the American University of Beirut provides services to students that enhance their overall well-being and creates opportunities for them to enrich and broaden their educational experience. Visit our website at [www.aub.edu.lb/~websao](http://www.aub.edu.lb/~websao) to learn more about the Office of Student Affairs.

The Office of the Dean of Student Affairs is located in West Hall, ground floor, room 108, and can be reached by phone at +961-1-374374 ext. 3170 or ext. 3171, by fax at +961-1-744478, or by e-mail at [sao@aub.edu.lb](mailto:sao@aub.edu.lb). The office is open during regular working hours.

## Student Activities

Student Activities is a Student Affairs sub-unit that aims to provide opportunities for student development through co-curricular activities that complement AUB's academic programs. The specific aims of the department are to:

- provide opportunities for student leadership in a variety of settings such as clubs/societies, student representative committees and student publications
- serve as an information resource for students about student life at AUB
- provide support services for student organizations
- promote diversity and civic responsibility
- coordinate and facilitate the work and events of AUB student organizations
- organize major campus events such as the Outdoors festival

All activities are approved by the Department of Student Activities with close supervision by the Dean of Student Affairs. The department's role is to supervise these activities and that of the student activities building, West Hall. West Hall hosts most student organization activities in addition to various AUB events sponsored by faculties, departments, centers, and alumni.

The Department of Student Activities is located in West Hall, ground floor, room 111–114, and can be reached by phone at +961-1-374374 ext. 3197 or ext. 3182, by fax at +961-1-744478, or by e-mail at [std-act@aub.edu.lb](mailto:std-act@aub.edu.lb). The office is open during regular work hours.

## Counseling

Adjusting to university life can be a difficult transition and a very stressful experience for many students. Personal difficulties, whether of a recent or long-standing nature, can hinder academic success and seriously affect a student's quality of life and well-being.

Personal counseling is offered to AUB students to help them identify and address their issues and problems. This could include anxiety, depression, grief, substance abuse, eating

disorders, and relationship and family problems. In fact, there are no restrictions as to what can be discussed in counseling.

The counseling team provides assistance to students with study-related issues such as test anxiety and time management. Counseling is free and confidential.

The Counseling Center is located in West Hall, 2nd floor, room 206, and can be reached by phone at +961-1-374374 ext. 3178, ext. 3158, or ext. 3196, or by e-mail at [ak28@aub.edu.lb](mailto:ak28@aub.edu.lb), [da17@aub.edu.lb](mailto:da17@aub.edu.lb) or [ck05@aub.edu.lb](mailto:ck05@aub.edu.lb). The office is open during regular work hours.

## **Career and Placement Services**

The AUB Career and Placement Services provide guidance to AUB students, graduates, and alumni for their life-long career development needs. We strive to achieve these goals through

- facilitating the exploration of career options and developing effective career life planning skills
- supporting current and former AUB students on a continuous basis in achieving their career goals through the development of lifetime career planning and job search skills
- disseminating pertinent employment information and experiential educational resources based on changing trends in the global job market
- providing full-time, part-time, and summer internships for students and AUB graduates
- enhancing students' professional image
- helping students develop skills within their academic disciplines to become future leaders in their professions

Career and Placement Services is located in West Hall, ground floor, room 111–115 and can be reached by phone at +961-1-374374 ext. 3172, by fax at +961-1-744488, or by e-mail at [mg03@aub.edu.lb](mailto:mg03@aub.edu.lb) or [sao@aub.edu.lb](mailto:sao@aub.edu.lb). The office is open during regular work hours.

## **Athletics and Recreation**

The University offers a wide range of sports, athletics, and recreational programs through its athletics department. The completion of the Charles Hostler Student Center on lower campus this year will invigorate athletic life at AUB. Between May and October, students may visit the AUB beach for swimming, water sports, recreation, or relaxation.

On campus there are four lighted tennis courts. Professional tennis lessons are available for a small charge. Opportunities for competitive (varsity) and team sports abound, as do options for individual recreational activities.

Programs include the following sports:

Basketball (Men, Women, Junior)  
Soccer (Men, Women, Junior)  
Volleyball (Men, Women)  
Handball (Men)  
Tennis (Men, Women)  
Badminton (Men, Women)  
Rugby (Men)  
Track and Field (Men, Women)  
Body Building  
Karate  
Thai-Boxing  
Jujitsu  
Wrestling  
Aerobics  
Dance  
Dabkeh  
Chess

During the fall semester, athletics offices are located at Kerr Hall, first floor, and can be reached by telephone at ext. 3200. The department is normally open between 7:30 am and 8:00 pm every day, including weekends. The athletics offices will move to the Hostler Center in the spring semester.

athletics department e-mail: [sports@aub.edu.lb](mailto:sports@aub.edu.lb)

website: [www.aub.edu.lb/~websport/](http://www.aub.edu.lb/~websport/)

## Student Housing

AUB is a residential university in the American liberal arts tradition. It was the first and still is one of the few residential universities in the Middle East offering a beautiful campus where a rich extracurricular and community life flourishes. Life in the AUB residence system has established strong and supportive communities.

Freshman students whose parents reside outside Beirut or in its suburbs are required to live in the University's residence halls throughout their first year, unless otherwise authorized in writing by their parents. The Office of Student Affairs strives to create and maintain an atmosphere in the residence halls that help students grow, academically, emotionally, and socially. A major goal is for students to acquire life skills that are needed outside the university community.

Arrangements for on-campus housing are made through the Office of Student Affairs. The Office of Admissions sends each new student a student housing application form as soon as they make the commitment to enroll.

The housing form must be completed and returned to the Office of Student Affairs by the first week of August for the fall semester, and by the first week of January for the spring semester. A copy of the residence application may be downloaded from the Office of Student

Affairs webpage. Early application is advised. Each semester dorm students must renew their housing application. Students who do not live in a residence hall during the fall semester but wish to do so in the spring semester and/or summer session may apply and are assigned space subject to availability. Housing charges appear on the statement of fees issued to students during the registration period each semester/session, and they vary with the following three types of accommodation:

regular, double-occupancy room	LL1,610,000
semi-private double occupancy room	LL1,940,000
private room	LL2,600,000

Cable TV, DVD, and web-enabled computers are available in the lounge/basement of each building.

## **Residence Halls**

There are six student residence halls: four for women, two for men. The rooms are divided mainly into doubles (accommodating two persons); some semi-private rooms (two-double occupancy rooms with their own bathroom); and in rare instances, when availability permits, a few private rooms (single occupancy sharing the floor bathroom). Priority is given to accommodating all undergraduate applicants.

All residence halls have heating, hot water, washing machines, dryers, irons, web-enabled computers in the lounges, including wireless access and a telephone on each floor. Each room is furnished with a bed, desk, chair, and closet. All dormitories are air-conditioned.

### **Women's Residence Halls**

The four women's halls are located on lower campus overlooking the Mediterranean sea. The ground floor of each hall houses the reception desk, a kitchen, computer terminals with internet access, and a lounge for socializing, receiving guests, and watching television. International pay phones, laundry facilities, and vending machines with snacks and soft drinks are installed in the basement or ground floor of all buildings.

### **Men's Residence Halls**

The two men's residence halls are located in the west part of upper campus close to Bliss Street, with its abundance of shops and constant bustle of activity. The ground floor of each hall houses a reception desk, computer terminals with internet access, and a lounge for socializing, receiving guests, and watching television. International pay phones; vending machines with snacks, cold soft drinks, and hot drinks; and laundry facilities, are installed in the basement and ground floor. An entertainment room equipped with TV, DVD, and a pool table is located in the basement of Penrose.

Student Housing is located in West Hall, ground floor, room 111–112, and can be reached by phone at +961-1-374374 ext. 3175, or by e-mail at [stdhouse@aub.edu.lb](mailto:stdhouse@aub.edu.lb). The office is open during regular work hours.

## International Student Services

International Student Services provide support to international students and assists AUB students interested in studying abroad. International students are strongly urged to register at ISS upon arrival in Lebanon.

Other services include

- orientation and shuttle pick-up from the airport
- development of opportunities for international students to meet each other and also to integrate into the AUB community
- pre-arrival assistance
- AUB Ambassador Program: AUB student volunteers are matched with international students on campus to help newcomers adjust to the new culture
- visa and resident permit information

## Visas, Residence Permits, and Passports

International students joining AUB should have their passports valid for a period of no fewer than 13 months from the date of joining the University. Most nationalities require a visa to enter Lebanon, and most need to arrange for a visa in advance.

Once registered, international students who do not hold a Lebanese passport are required to obtain a residence permit before the expiration of the entry visa stamped in their passport. It is strongly recommended that students apply for this permit as soon as possible after arrival and **ONLY** after registering and paying AUB tuition fees. Application forms are available at the ISS desk.

## Study Abroad/Student Exchange

Currently AUB has a graduate exchange program with The Elliot School for International Affairs at George Washington University in Washington, DC, USA. International Student Services and the CAMES department can assist students interested in joining this program.

To obtain information about other study abroad opportunities, students should contact International Student Services directly. International Student Services is located in West Hall, first floor, room 111–113 and can be reached by phone at +961-1-374374 ext. 3176, or by e-mail at [intlstds@aub.edu.lb](mailto:intlstds@aub.edu.lb). The website is <http://staff.aub.edu.lb/~webiss/>. The office is open during regular work hours.

## **Work-Study Program**

The Office of Student Affairs coordinates an extensive work-study program that provides employment opportunities on campus for eligible full-time undergraduate and graduate students.

During academic year 2005–06 over 400 students participated in the work-study program, working with faculty and administration in various campus offices and in the Medical Center. Part of the program is linked with the Office of Financial Aid, with 69 students placed on the basis of need.

Job vacancies can be viewed on the website. Any full-time student in good academic standing may apply for open positions at the Office of Student Affairs. Selection is competitive, requires an interview, and is based on the applicant's skills relevant to the job.

The work-study program is located at West Hall, ground floor, room 111–116, and can be reached by phone at +961-1-374374 ext. 3177, or by e-mail at [rs19@aub.edu.lb](mailto:rs19@aub.edu.lb) or [sao@aub.edu.lb](mailto:sao@aub.edu.lb). The office is open during regular work hours.

## **Community Service Program**

In the spirit of AUB's commitment to serve its community and to be an integral part of it, students are encouraged to participate in AUB-organized community service programs, ranging from working with children to environmental issues.

Students interested in volunteering can e-mail [cmtyserv@aub.edu.lb](mailto:cmtyserv@aub.edu.lb). Students are encouraged to apply online at the community service website, by following the link on the student affairs webpage.

## **Bursary Program**

A number of students, mainly from the Arab world but also from beyond, are sponsored to study at AUB by their national governments, through their embassies, or through large private institutions. The Office of Student Affairs provides administrative support and financial updates to the sponsoring institutions or embassies. Contact Therese Mir'ib in West Hall, first floor, room 108, or by phone at +961-1-374374 ext. 3170, or by e-mail at [sao@aub.edu.lb](mailto:sao@aub.edu.lb).