

# DISCOVER

2015-2016 Student Handbook

A young woman with dark hair, wearing a light blue jacket and a grey scarf, is smiling and looking towards the camera. She is holding a large, light-colored canvas tote bag. The bag has text printed on it in various colors and fonts. The background shows a blue sky and a metal structure, possibly a bridge or a building.

**THE AMERICAN**  
**UNIVERSITY 50**  
*of* **PARIS** **YEAR**

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**MISSION STATEMENT**  
**THE AMERICAN UNIVERSITY OF PARIS**

Chartered as a liberal arts college in 1962, The American University of Paris is today an urban, independent, international university located at the meeting point of France, Europe, and the world. The University provides a student-centered, career-enabling, and transformative learning experience to the global explorers who are its Bachelor's and Master's students, empowering them to cross both disciplinary and cultural borders with ease in order to assume their places as responsible actors in over 140 countries worldwide.

AUP's mission is to educate its graduates to communicate effectively in a world of many languages; to read well, listen carefully, and write intelligently in a voice of their own; to become critical thinkers about history and human societies, economics, culture, literature, the arts, science, politics, psychology, business, and communication; to develop creative interdisciplinary solutions to contemporary global challenges; to be digitally literate in a world of swift-paced change; to understand the ethical imperatives of living in such a world; and to move across the cultural borders of the contemporary world with a sense of commitment to and responsibility for a world held in common.

The University achieves its mission by providing to its students a curriculum combining liberal arts inquiry and preparation for professional life, student-centered and active learning in small classroom settings; dynamic, engaged teaching informed by both disciplinary and interdisciplinary faculty scholarship; a host of opportunities for direct experience of the world and its many cultures; a wealth of intellectual exchanges on campus at conferences of global reach; and an integrated learning model that marries classroom learning and its application to real-world contexts, preparing students to master and to make, to reflect and to apply, to analyze and to act. In these ways, an AUP education supports professional skills development and cultural fluency, the sense of global engagement and the capacity to negotiate difference that emerge from the natural diversity of AUP's student and faculty bodies. Upon graduation, AUP students take part in and benefit from the global network that is our worldwide alumni community, creating lifelong connections to one another and to the University.



## LETTER FROM THE PROVOST

Dear Students,

Congratulations on your choice to study at the American University of Paris! We are confident that your intellectual journey at AUP will be exciting and that it will open a lifetime of possibilities.

Our mission in Academic Affairs can be simply stated: to make your experience at AUP as rigorous and relevant as possible so that you can meet the challenges of the global 21st century. We accomplish this with a world-class faculty, an innovative curriculum and high-quality academic and student support. AUP professors and professional staff are all deeply devoted to your learning and are eager to help you identify the resources and services that you will need along your path to personal discovery and success.

At AUP you will get the best of two worlds: an American education focused on interdisciplinary and cross-cultural learning and the unrivaled experience of living, interning, and cultivating your talents in Paris. Your professors will expose you to fascinating new people, ideas, places, and opportunities; they will use the city to stretch you in unimaginable new ways; and they will help you develop global skills and insights highly valued by contemporary organizations and employees. The American model of education, however, is not simply about career preparation. It is also about transformational experiences and self-discovery. If it's done right, lightning will strike: a spark will cross the gap between minds. Be prepared to let it happen! Our hope is that you will uncover at AUP your unique passions as well as the most rewarding pathways for their full cultivation and expression.

As Provost of AUP, I want to say once again that we are very excited that you will be among us. If you have any questions or concerns, please do not hesitate to contact our offices or me personally.

On behalf of the faculty and academic staff of the American University of Paris, I wish you a successful year.

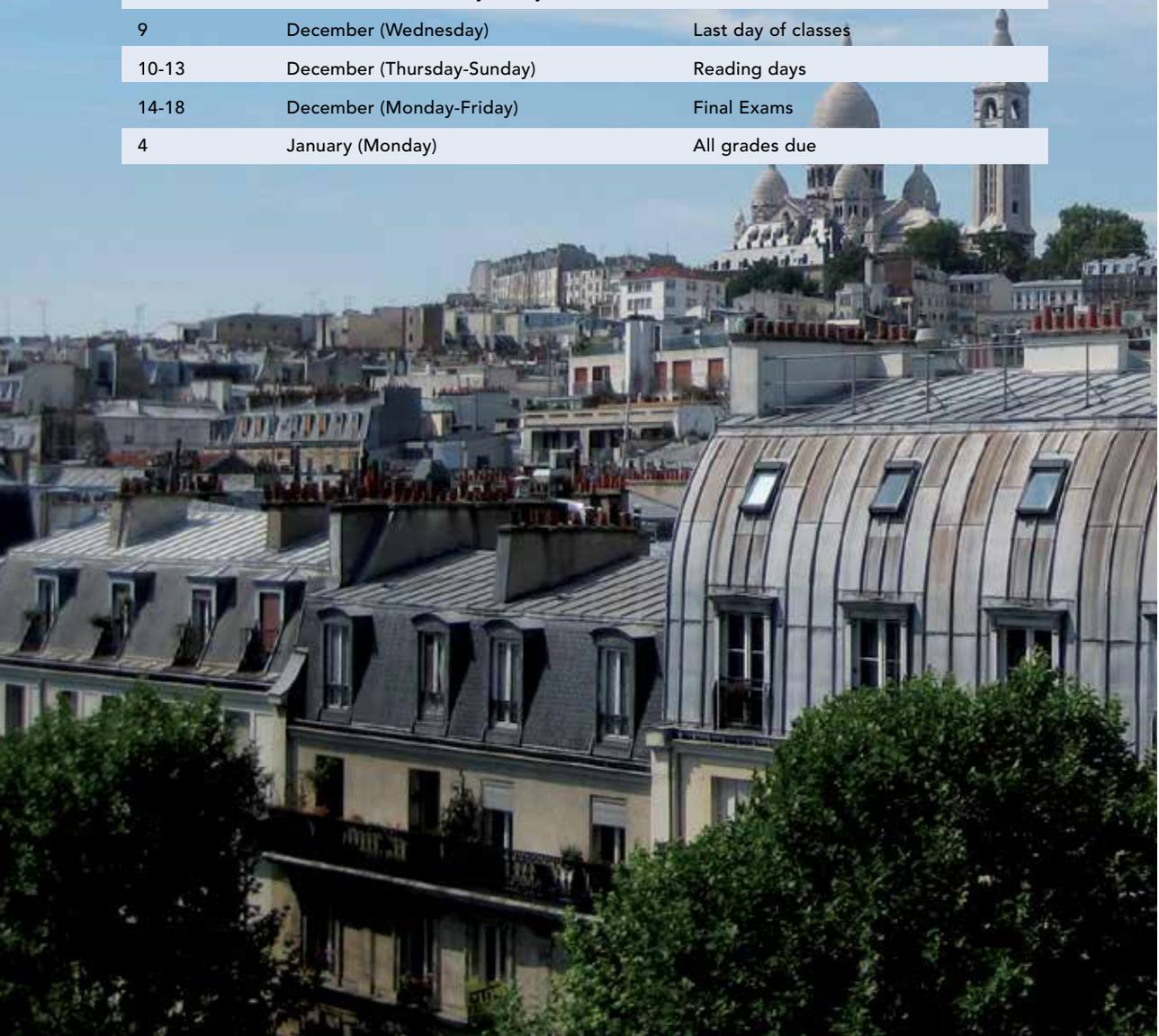
**Scott Sprenger**  
Provost



# Academic Calendar

## FALL 2015

31-2	August 31 - September 2 (Monday-Wednesday)	Orientation begins for different new student groups
7	September (Monday)	Classes begin
13	September (Sunday)	Last day to DROP/ADD courses online
21	October (Wednesday)	Mid-semester
23	October (Friday)	Mid-semester grades due
6	November (Friday)	Last day to withdraw from a course Last day to choose CR/NC grading option
11-13	November (Wednesday-Friday)	Fall Break (no classes)
9	December (Wednesday)	Last day of classes
10-13	December (Thursday-Sunday)	Reading days
14-18	December (Monday-Friday)	Final Exams
4	January (Monday)	All grades due



## SPRING 2016

11-13	January (Monday - Wednesday)	Orientation begins for different new student groups
15	January (Friday)	Returning Student Late Registration
18	January (Monday)	Classes begin
24	January (Sunday)	Last day to drop/add courses
22-4	February-March (Monday - Friday)	Spring break
16	March (Wednesday)	Mid-semester
18	March (Friday)	Mid-semester grades due
28-29	March (Monday-Tuesday)	Easter Break (no classes)
1	April (Friday)	Last day to withdraw or choose credit/ no credit option
3	May (Tuesday)	Last day of classes
4-8	May (Wednesday-Sunday)	Reading days



# ACADEMIC LIFE AT AUP

Become familiar with the many aspects of academic life at AUP, including our academic policies, services and support resources. This handbook provides a quick review of AUP degree programs and key academic policies. Whatever program or major you pursue, you will learn about the importance of academic integrity to your success at AUP. The support provided to students by the Academic Resource Center (ARC), Academic and Career Advising Center, Library and more are also described in this section of the handbook.

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## OVERVIEW OF UNDERGRADUATE PROGRAMS

You will pick a major by the end of your second year at AUP. This choice will determine your main concentration of coursework and your area of academic expertise. Because students typically view the major as their main career pathway, this decision can often be a source of anxiety. Many students, of course, know right away what they want to study based on a precise career choice (business, journalism, psychology, management, and so on). Yet many more students do not know what they want to study as they enter college. If this describes you, don't worry! You have time to sample courses and to figure out what major is best suited to your personal interests. Don't settle for a major because you think it's practical or because somebody else wishes it for you. Try to uncover what you are passionate about and what you want to spend your life doing. Be open to the adventure of intellectual discovery. Be ready to change majors if you make a discovery and feel that your original choice was an error.

The American system of education allows for choice and flexibility. And keep in mind that employers look last at what you majored in. They care that you can think, reason, write, speak and problem solve well.

You are lucky: AUP boasts a wide variety of innovative majors. Examples range from Art History (for which Paris museums are your classroom) through Middle Eastern Pluralities or even Quantitative Environmental Science. Look below to see an overview of AUP's programs and go online to familiarize yourself with offerings and requirements. Talk to your advisor. While you are at it, figure out what minors are available. Often it is an interdisciplinary combination of coursework that you will find fascinating and that future employers will find valuable in your AUP experience. Remember that 35-40% percent of hiring is major independent—meaning that what many employers desire is a blend of certain skill-sets (available via many majors) and professionalizing experiences such as internships.



**BE OPEN TO THE  
ADVENTURE OF  
INTELLECTUAL  
DISCOVERY!**



### **ART HISTORY AND FINE ARTS**

Extending the classroom outward to the 132 museums and monuments in Paris and to destinations all over Europe, the Department of Art History makes certain that you acquire a broad grasp of the evolution of Western Art. You learn to look carefully, to analyze works critically, and to develop a good visual memory. Research skills are continually sharpened, and you reach an optimal level of both written and oral expression. As a Fine Arts student you learn about the artistic past while discovering your own talent through a rigorously structured art studio program that includes drawing, painting, sculpture, and printmaking. You learn to solve problems in alternative ways and to develop a critical view of your own work.

The Department offers majors and minors in Art History, Visual Culture, and Fine Arts and contributes to the major in Gender, Sexuality, & Society.

### **COMPARATIVE LITERATURE AND ENGLISH**

The Department of Comparative Literature and English teaches you to pay close attention to the written word in the analysis of historical, social, philosophical, and psychological processes. You become a critical and creative thinker, learning to use the English language powerfully and precisely within a world of many languages and cultures. You learn to analyze and interpret individual literary texts and to make enlightened connections with other works and disciplines. Through intensive practice in writing, you acquire professional writing skills within the cultural sphere, learning to express your ideas both clearly and elegantly. Close advising helps you to articulate a personal focus of study and to match your individual interests with departmental requirements.

The Department offers a major in Comparative Literature in Literary Studies & the Creative Arts as well as minors such as Classical Civilization, Creative Writing and Linguistics. The Department directs the English Foundation Program and the General Education requirement "Speaking the World: English."

### **COMPUTER SCIENCE, MATH AND SCIENCE**

As a student of Computer Science you learn to understand the theoretical underpinnings of the field of computing and software development, and prepare to work in a field in which radical change is the norm. Professors in the department specialize in the areas of human computer interaction, artificial intelligence, and robotics. Emphasizing interdisciplinary education and research, the Computer Science program maintains close ties with many other departments, as well as with research centers, universities, and industry in Europe and all over the world.

If you envision an environmentally oriented career or want to explore the science of the environment and implications for policy, you will learn different environmental disciplines using scientific methods and understand the relationships amongst science, policy and

citizen activism as you pursue courses in Environmental Science.

Coursework in this department enhances your general education at AUP by providing you with skills for quantitative and abstract reasoning, comprehension, analysis, integration of knowledge, and problem-solving. The Department offers a major in Computer Science, a major in Quantitative Environmental Science and several minors. It directs the General Education requirement "Modeling the World: Math & Science."

### **ECONOMICS**

The Department of Economics provides you with tools, techniques, and a scientific system of analysis to aid your understanding and appraisal of current economic issues. It offers an array of challenging courses in theoretical and applied economics that enable you to develop critical, analytical, and empirical insights into economic issues. Recognizing that economics is only one way of examining societal problems, the department and its faculty encourage an interdisciplinary approach to the discipline that prepares you for a reflective, ethical, and global understanding of economics.

The Department offers a major and a minor in International Economics, and also plays an integral part in the teaching of the Philosophy, Politics, and Economics (PPE) major that is housed in the Department of International and Comparative Politics.

### **FILM STUDIES**

Combining AUP's liberal arts tradition with hands-on practice in filmmaking and video production, the Film Studies Department provides you with a strong background in the history, aesthetics, and theory of film, while introducing you to the practical arts of writing, directing, and producing. You emerge with a broad knowledge of film history and awareness of cinema's connections to other major art forms, such as literature, photography, painting, and music. You acquire analytical skills and are

trained to master the grammar of film syntax, image components, narrative structures, and genres. In addition, you learn the basic techniques of production, directing, writing, editing, and managing small productions. You will have opportunities to network through participation in festivals, screenings, and master classes, facilitating a wide range of possible career paths.

The Department offers a major and a minor in Film Studies and contributes to majors and minors in Global Communications and Visual Culture.

### **FRENCH STUDIES AND MODERN LANGUAGES**

The programs offered by the French Department equip you with communication skills for your everyday life in Paris as well as for a multitude of career paths: speaking, understanding, reading, and writing. Courses are student-centered, run by dynamic teachers, and designed according to the latest educational methods. Language classes are supplemented by a lively multimedia program, regular excursions in Paris, as well as exhibitions and themed evenings organized by the department. You are actively involved in the learning process, whether by sharing your unique experiences with French students or writing articles for the departmental blog.

In addition to directing the General Education requirement "Speaking the World: French" and offering upper-level French courses, the Department offers courses in Linguistics, Arabic, Italian, and Spanish and contributes to the minor in Linguistics, European Languages and Cultures and Parisian Studies.

### **GLOBAL COMMUNICATIONS**

The Department of Global Communications trains future world citizens to think comparatively about our changing societies, infused as they are by information and digital technology. In a fluid, ever-changing environment, the Department's approach is resolutely interdisciplinary and cross-cultural. You are exposed to both theory and practice,

with a strong grounding in the field's historical roots. You learn to think creatively about communication in all its forms, from the first uses of signs to digital flows. You work on the intersections amongst media, meaning, and social practices. The discipline is a rich weave of anthropology, journalism and media studies, geography, political economy, semiotics, and sociology. Global Communications serves as a gateway to a world grappling with a technological revolution of unprecedented speed and reach.

The Department offers majors and minors in Global Communications, Visual Culture, and Journalism, plus minors in Anthropology and Comparative Political Communication.

**HISTORY**

A critical understanding of the past cultivates your appreciation of its relevance to the present and to the construction of the future. The history of Paris spans over 2,000 years and the markers of this past are still visible today. For this reason, the Department considers Paris its most essential partner. Regular visits in Paris—and to other important cities across the continent—are an integral part of its program. Because history is a way to understand the full range of human experience, the department draws strength from several disciplines. Art History, Global Communications, Film, French Studies, Politics, Philosophy, Psychology, and Comparative Literature all contribute to placing history in its geographic, temporal, and cultural context.

The Department offers majors and minors in History, in History, Law & Society, and in Middle East Pluralities, and several minors.

**INTERNATIONAL AND COMPARATIVE POLITICS**

The field of International and Comparative Politics is a systematic study of political institutions, processes and behaviors that can help you understand some of the biggest questions of our day. It prepares students of diverse nationalities to become world citizens ready to assume the responsibility of civic and political leadership in the twenty-first century. You will choose from courses in political science, government, law, geopolitics, country and regional studies, and political economy that provide a sophisticated examination of the allocation of ideas and resources across nations and societies. Through cooperation with world renowned universities and ties to international institutions, UN agencies, the media and non-governmental organizations, the department offers you many opportunities for intellectual exploration, internships and special research and publication projects.

The Department offers a major in International and Comparative Politics and a major in Philosophy, Politics and Economy as well as minors in Politics, International Law, and Environmental Policy.



## **INTERNATIONAL BUSINESS ADMINISTRATION**

AUP's International Business Administration Department teaches you all the skills needed to succeed in a rapidly-changing and global world of management and commerce. Now that major companies operate across national borders, employers seek graduates who have a proven ability to solve problems and manage effectively across cultures. In addition to learning the concepts, models, and techniques required by the business world, you practice real world problem solving, leadership, teamwork, and effective communication skills, gaining in the process global understanding, a sense of ethics and responsibility.

The Finance major prepares you to understand the economic and financial environment, and enables you to evaluate alternative investment opportunities, to learn how to finance those opportunities, and to manage optimal portfolios. In the Entrepreneurship major you learn small business management and the activities required for planning and creating new enterprises within a single country and internationally.

The Department offers majors and minors in International Business Administration, International Finance, Entrepreneurship, Management, and Management Information Systems.

## **PHILOSOPHY**

The Philosophy curriculum at The American University of Paris is designed to give you a grounding in the major disciplines of philosophy—ethics, metaphysics, epistemology, aesthetics, political philosophy, and logic—by means of a thorough exposure to the history of philosophy. It offers both breadth and depth. What is real? Why are we here? What is the nature of our moral obligations? Philosophy is concerned with life's fundamental questions: existence, value, and truth. The major and minor in philosophy allow you to study key texts and investigate the big questions. This investigation not only hones intellectual and critical-thinking skills, it

also helps you discover more about yourself and what you believe. The overall aim of philosophy is to join concept to intuition and argument to imagination in the exploration of grand questions.

## **PSYCHOLOGY**

Psychology is the study of action, thought, and feeling. Why do people do what they do? What does "normal" mean? If you've ever wondered about other people's motivations or tried to understand your own feelings, you've already explored psychology informally. Psychology is the formal inquiry into such questions, providing you with a solid background in the central theories, approaches, and controversies in contemporary psychology. Our faculty is especially interested in how culture and social context influence basic aspects of psychology. The program aims to foster dialogue amongst different perspectives to give insight into the complexity of human beings, their social positions, and their relationships. You are prepared for entry into professional life or for graduate studies in diverse programs of study, including clinical, neuroscience, developmental, social, and cultural psychology.

The Department offers a major and minor in Psychology, a major in Gender, Sexuality, and Society, and a minor in Gender Studies.

## **SELF-DESIGNED MAJOR (BA)**

You may be a particularly motivated student who wishes to define your own interdisciplinary course of study at AUP in a form unavailable in the traditional disciplines. If this is of interest you may make a proposal for a Self-Designed Major. The major is supervised by the Self-Designed Major Committee, an interdisciplinary group of faculty.



**FOR ADDITIONAL  
INFORMATION,**

**please contact the department chair(s) listed in the back of the handbook or contact the advising center at [advising@aup.edu](mailto:advising@aup.edu)**



### STUDY ABROAD

AUP maintains special partnerships with top-tier universities around the world that allow you to spend a semester as a full-time student at another institution while earning credit toward your AUP degree.

Current options include:

#### **Eugene Lang College**

The New School for Liberal Arts  
(New York, New York)

#### **Central European University**

(Budapest, Hungary)

#### **University of Cape Town**

(South Africa)

#### **The University of Miami**

(Florida)

#### **The American University of Cairo**

(Egypt)

**All the member colleges and universities of the Association of American International Colleges and Universities (AAICU), a consortium of American Universities across Europe, North Africa, Central Asia and the Middle East**



AUP also has special academic partnerships with:

#### **Eugene Lang College**

The New School for Liberal Arts  
(New York, New York)

#### **Oxford University**

International Human Rights Law Program (UK)

#### **Université Paris I Panthéon-Sorbonne** (Paris)

#### **Université de Paris Sorbonne-Paris IV** (Paris)

### CONTACT THE STUDY ABROAD COORDINATOR

in the Advising Center for help choosing and preparing for your study abroad adventure. **Study Abroad Coordinator, U-405 & 406, Ext. 661/671**

## GRADUATE PROGRAMS

### **MASTER OF ARTS IN CROSS-CULTURAL AND SUSTAINABLE BUSINESS MANAGEMENT**

As future international managers in a global business environment, you will receive professional preparation that is balanced intellectually between the theoretical and the practical, and that enables you to manage sustainable businesses across cultures. The program provides a progressive setting to simulate and study numerous business management and strategy scenarios and includes study excursions and conferences to look at business practices across cultures. A dual MA/MBA option pairs AUP's MA in Paris with an MBA program from a top partner university in Asia, Europe, the Middle East or North America.

### **MASTER OF ARTS IN GLOBAL COMMUNICATIONS**

A cutting-edge program designed for students who want to learn the rare combination of critical theoretical research skills in media and communications and practical hands-on training in branding, public relations, video productions and advocacy. In addition to the main Master's of Arts in Global Communication track you can choose a fashion track, a visual and material culture track or a development communications track.

### **MASTER OF ARTS IN INTERNATIONAL AFFAIRS, CONFLICT RESOLUTION AND CIVIL SOCIETY DEVELOPMENT**

The dual-language, dual-degree Master of Arts in International Affairs, Conflict Resolution, and Civil Society Development permits you to earn both an American-accredited Master's degree and a certificate from the French Sorbonne-Paris 1. A one-year, English-language program, as well as a two-year, part-time, English-language program in international affairs, is also available.

### **MASTER OF ARTS IN PUBLIC POLICY AND INTERNATIONAL AFFAIRS**

The Master of Arts in International Affairs and Public Policy combines the most challenging aspects of the disciplines represented by International Politics, Economics and Public Policy.

### **MASTER OF ARTS IN PUBLIC POLICY AND INTERNATIONAL LAW**

A highly competitive, one-year program that offers you an interdisciplinary graduate degree in partnership with Oxford University's summer program in International Human Rights Law.



For more information about AUP graduate programs, contact the Associate Dean of Graduate Studies Oliver Feltham at [ofeltham@aup.edu](mailto:ofeltham@aup.edu). Graduate program administrators are also available. For further assistance contact John Gallagher at [jgallagher@aup.edu](mailto:jgallagher@aup.edu)

# FACULTY-LED CULTURAL STUDY TRIPS

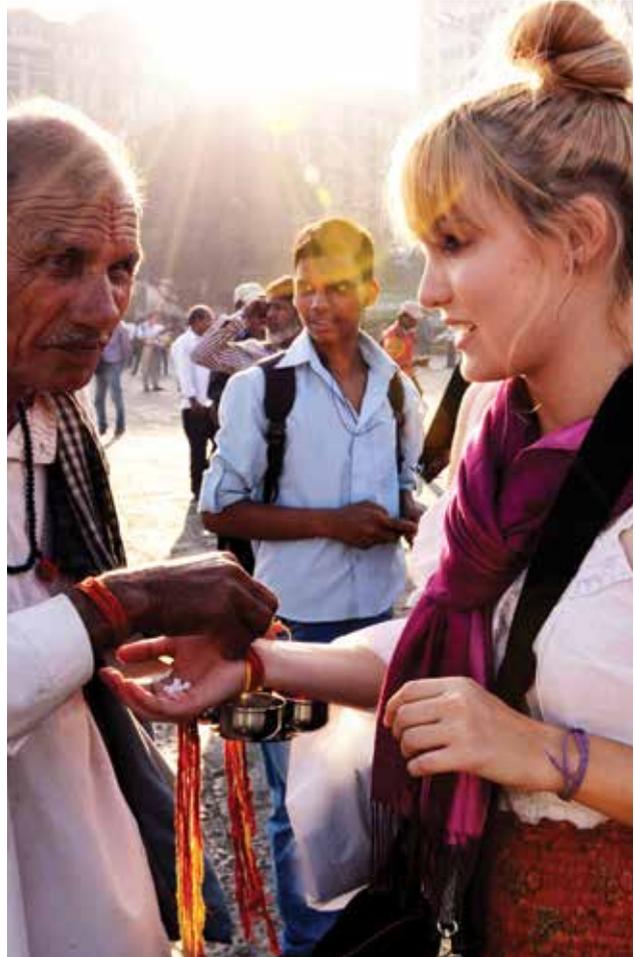
You engage directly with the histories, perspectives and contemporary realities of some of the most fascinating places in Europe and beyond on faculty-led study trips. The trips are closely tied to AUP's academic curriculum, permitting you to experience in an immediate and tangible way the ideas you have learned about in books and lectures.

## CHOOSE YOUR DESTINATION

Take an art history trip to London, study sustainability in Sweden, discuss the business climate with entrepreneurs in Istanbul, or visit human rights NGOs and war crimes courts from the Bosnian war in Sarajevo and Belgrade. Though most trips last one to four days and take you to destinations within France and Europe, some are longer and explore other continents. Check the website regularly for new opportunities.

## STUDY BEYOND THE CLASSROOM

Study trips are led by AUP faculty members, in order to closely complement your academic experience while at the University. The trips are organized by the Cultural Program Office in close collaboration with faculty members, so that trips carefully link with course material. Study trips and excursions are offered throughout the year, and you may go on trips designed for courses you are not enrolled in. Trips connect to courses in a range of ways: a contemporary world literature course goes to the Frankfurt Book Fair; an advertising and branding course trip heads for London and includes visits to multiple agencies in the city; a politics or communications class might go to Bosnia-Herzegovina and Serbia and an environmental science class may study sustainability in Sweden. As you prepare for your upcoming semester you should be sure to understand the cultural study options available to you by going to the AUP website at [www.aup.edu](http://www.aup.edu)



## LOOKING AHEAD

See the upcoming semester's cultural excursions and study trips on our website at [www.aup.edu](http://www.aup.edu)

# THE IMPORTANCE OF ACADEMIC INTEGRITY

The American University of Paris values honesty, fairness, and respect in all academic endeavors. As you join our learning community, you will be expected to uphold our principles of academic integrity. Integrity in this context includes a commitment to providing a true and valid indication of individual achievement.

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## WHAT CONSTITUTES A VIOLATION OF ACADEMIC INTEGRITY?

A number of actions comprise academic integrity and honesty and they all involve taking responsibility for your own work, citing sources responsibly, and attributing any borrowed materials in a rigorous and forthright way. The most egregious examples of academic misconduct include plagiarism, fabrication, and cheating. Infringements of the Code of Academic Integrity are serious and can lead to failing grades or dismissal from the University. The importance of this topic requires a few examples and explanations to provide clarity.

### PLAGIARISM.

Failure to acknowledge the sources and authors of all borrowed, quoted, copied or paraphrased material (in any format) constitutes a serious violation of academic integrity. All use of, or references to, the work or ideas of others (including books, re- search, opinions, statistics, Web/Internet content, electronic communications), whether published or unpublished, must be correctly cited. Plagiarism includes the use or submission of someone else's work as one's own work. It is considered theft and is unacceptable practice at AUP. Plagiarism can take the following forms:

- Submitting research, papers, assignments, quizzes or examinations produced by another as one's own;
- Submitting purchased material, such as a term paper, for coursework or credit;
- Restating or paraphrasing works without acknowledging or correctly citing the source(s);
- Copying any portion of work belonging to another without proper citation.

The AUP Writing Lab offers workshops and individual consultations if you have questions about plagiarism. Writing Lab tutors are experts in citation guidelines and can explain when, why, and where to attribute ownership of ideas and content included in research papers and



The AUP Writing Lab offers workshops and individual consultations for all students who have questions about plagiarism.

*Learn more, p...*



assignments. The Writing Lab also features software that can help you scan your own papers for plagiarism. The *MLA Handbook for Writers of Research Papers* and other citation guides are available to you in the Academic Resource Center.

### **FABRICATION AND FALSIFICATION**

Fabrication is the practice of inventing information, or knowingly submitting dishonest work. It includes the falsification of research, data, quotations, studies or other findings, and thus is an unacceptable practice. Examples of fabrication or falsification include the following:

- Submitting a paper, thesis, lab report, or other academic exercise that is falsified, invented, or contains fictitious data or evidence;
- Deliberately and knowingly concealing or distorting the true nature, origin, or function of data or evidence;
- Falsifying or misrepresenting one's records, transcripts, experience, or coursework;
- Selectively manipulating research and results.

### **CHEATING**

Academic integrity requires compliance with all testing and evaluation procedures so that the results demonstrate your honest mastery of information. Cheating is the act or attempted act of deceiving, misleading or misrepresenting this mastery and is unacceptable behavior. Examples include:

- Copying from another student's quiz, test, or examination paper;
- Obtaining unauthorized access to testing content before, during, or after an exam;
- Using unauthorized aids such as notes, textbooks, PDAs, cell phones or calculators, while taking an exam;
- Collaborating on a test, quiz, or other project in a manner unauthorized by the instructor.

### **ADDITIONAL EXAMPLES OF ACADEMIC MISCONDUCT**

Academic integrity policies are important to your success and fair treatment. If your work, progress, and performance are not measured under equitable conditions, you may obtain an unfair advantage over your peers.

Additional examples of academic misconduct include, but are not limited to:

- Stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the professor;
- Encouraging, or collaborating with, another student to violate the Code of Academic Integrity;
- Stealing, defacing, or concealing library or course materials with the purpose of depriving others of their use;
- Tampering with grades, course documents or student records, with the purpose of obtaining an unfair advantage over other students;
- Failing to comply with AUP's Acceptable Use Policy for the use of University computer resources and networks;
- Failing to adhere to University policies for classroom decorum, such as disrupting the class by arriving late or leaving the room while class is in session, using or consulting a cell phone during class, talking to a neighbor, reading e-mail or otherwise compromising the learning experience of one's fellow students.

### **PROCEDURE FOR VIOLATIONS OF ACADEMIC INTEGRITY**

Minor infractions and first-time offenses are often resolved between you and the professor. The professor may choose to consult with his/her Department Chair, the Office of Academic Integrity or the Provost. You may consult with your academic advisor, the Office of Student Development, the Office of Academic Integrity, or student members of the Honor Board.

In order to facilitate these processes, the Office of Academic Integrity provides a faculty-student resolution form. The forms are available on-line. Resolution forms allow you and the professor to come to an agreement upon the circumstances and the penalty for violations. If you choose to dispute the outcome of a particular incident, the matter will be referred to the Office of Academic Integrity for mediation.

### **THE OFFICE OF ACADEMIC INTEGRITY**

The Office of Academic Integrity, working closely with Academic Resource Center and the Writing Lab, supports both students and faculty members by providing information on integrity issues and mediating cases of academic dishonesty. Disputes that are not resolved between faculty and students are formally handled by the Office of Academic Integrity. The Director of the Office of Academic Integrity serves as an impartial mediator and will attempt to resolve difficulties and seek resolutions.

Confidential questions and concerns may be sent to [academicintegrity@aup.edu](mailto:academicintegrity@aup.edu). For more information on what constitutes academic dishonesty, please see our Writing Lab Web site. <http://www.aup.edu/infotech/writinglab>

### **THE HONOR BOARD**

If you dispute or appeal the findings of the Office of Academic Integrity, the case can be referred to the Honor Board. In addition, incidents involving egregious offenses, repeat offenses and/or unresolved appeals will be turned over to the Honor Board for adjudication. The Honor Board will hear all cases that could result in suspension or expulsion. You may request an advocate from the Office of Student Development or from the Honor Board at any time during the formal procedures. Honor Board decisions are final. Only the President of the University can reverse an Honor Board decision. A confidential written record of Honor Board proceedings will be kept on file in the Office of Student Development, and a written record of the Honor Board's conclusions will be placed in the your file.

The Honor Board is composed of seven members who are prepared to meet at least once per semester. Its membership includes: two teaching faculty members, (appointed by the Chair of the Faculty Senate), the Director of the Office of Academic Integrity, and the Dean of Student Development.

### **STUDENT PLEDGE TO UPHOLD THE AUP CODE OF ACADEMIC INTEGRITY**

In the interest of academic excellence and community trust, all members of AUP are responsible for understanding and upholding the tenets of the Code of Academic Integrity.

**I pledge that I will neither misrepresent my work nor give or receive unauthorized aid.**

**I accept responsibility for maintaining the AUP Code of Academic Integrity at all times.**

**I pledge to foster an atmosphere of honesty and academic integrity among my fellow students.**

**I pledge to practice ethical behavior in the use of research data, university records, information and information technology.**

**I will uphold the highest standards of academic integrity in all of my work at AUP, including during examinations.**

**I understand that I will be subject to serious sanctions should I commit any violation of the AUP Code of Academic Integrity. Sanctions may involve failing grades, suspension or expulsion from the University.**

# ACADEMIC POLICIES



## UNDERSTANDING AUP'S ACADEMIC POLICIES

In order to successfully plan for your academic career at AUP you need to be aware of the most important academic policies. It is important that you learn about academic standing, grading and credit policy, registration requirements, academic course options within and outside the University and other important policies. More information can be found in the AUP Academic Handbook on the website available at <http://goo.gl/Ti5z9I>.

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### YOUR ACADEMIC STATUS

#### **Maintaining Academic Standing**

As an undergraduate degree-seeking student (including part-time), you must maintain a cumulative grade point average (GPA) of 2.00 or above to be in good academic standing at the University. If you achieve a GPA of less than 2.00 you are subject to probation status or university dismissal depending on the progress made towards the degree.

As a graduate student, you must maintain a cumulative grade point average of 3.00 to be in good academic standing at the University. If your GPA is less than 2.7 you will be dismissed.

#### **Provost's Distinguished Achievement Roster**

If you have achieved a distinguished level of academic performance you are honored each semester by being named to the Provost's Roster of Distinguished Academic Achievement. You are eligible for Provost's

Roster honors after you have completed 16 graded semester credits at The American University of Paris; if you have not received an Incomplete in a course or taken any courses on a Credit/No Credit basis; and if you have earned a semester grade point average of 3.50 or above with no grade below C+ (2.3). If you take a course with an obligatory Credit/No Credit grading policy (internship, external language course) you are not excluded from Provost's Roster consideration.

#### **Departmental Honors**

Academic Honors are a tradition at the American University of Paris. Some degree programs offer an honors track to exceptionally motivated students who wish to be challenged beyond the scope of regular degree requirements (see Program Requirements for more information).



### **GENERAL EDUCATION REQUIREMENTS**

General Education (Gen Ed) is at the heart of an American university education and represents the shared part of the curriculum that each student in the University studies. This collection of courses and activities carries the University's particular signature and delivers on its mission. A twin pillar to the major—your choice of specialization—General Education will permit you to gain exposure to a broad foundation in other subjects, develop a range core skills, and learn different methods of thinking and problem solving. The purpose of Gen Ed is to prepare you to address today's challenges with versatility, deftness and multiple perspectives. It also prepares you to communicate your findings in clear writing and persuasive public speaking. In a world where 70% of employers seek graduates who can think broadly and deeply and who can analyze the complex forces driving our world today, general education will serve you well throughout your life and career.

AUP's General Education Program includes: FirstBridge or EnglishBridge, the acquisition of solid math skills, achievement of elementary French, completion of an academic writing

sequence, a science course and three General Education classes in a range of disciplines. Two of the three General Education courses must be selected from each of the "Mapping the World"(Course Type: GE110) and "Comparing Worlds"(Course Type: GE100) course categories. You can recognize the latter classes by their course type as part of the course number. Courses that can be applied to either category carry the course designation GE115. Your advisor can help you to identify whether your placement results or credits transferred can count for some of these elements of AUP's General Education program.

### **Substitution**

You may submit a Substitution Petition to obtain permission to substitute a course for a specific major requirement, a minor requirement, or a General Education requirement. Substitutions are possible for courses transferred from another institution or for one taken at AUP when the content is similar to the specific requirement

## GRADING AND CREDITS

### Grades

Your grades are reported at the end of each semester. If your work is unsatisfactory at the midpoint of each semester you will receive warning grades. Grades are neither discussed over the telephone nor given out by e-mail.

### Impact of Receiving an F grade

Grades of F are treated as attempted credits that were not earned, and so are included in both the calculation of GPA and minimum completion rate. Classes in which an F grade was earned should be repeated to protect your grade point average.

### Minimum Passing Grade

As an AUP undergraduate you need to earn the following minimum grades to pass your degree requirements:

- English (up to EN 2020), French (up to FR1200): C
- Major/Minor coursework: C-
- Other General Education Requirements: simply earning credit in the course (D-)

### Repeating a Course

All courses may be repeated when an unsatisfactory grade is earned. In such cases, your GPA computation will take into account the highest grade earned and credit will not be used in calculating the cumulative grade point average, although a record of the repeated course will remain on the your transcript. Only certain courses may be taken twice for credit without counting as repeated. Examples are Fine Arts (AR) courses, creative writing (CL/EN 3000), as well as special topics

courses that are specifically designated as such in each department.

### Credit / No Credit

As an undergraduate student you may designate one course per semester to be graded Credit/No Credit (CR/NC). You must choose this option no later than the deadline stipulated in the Academic Calendar. The granting of CR means that you have satisfactorily completed the requirements of the course with a grade at least equal to C. Credits so earned will count toward graduation requirements, but will not be used in the computation of the grade point average. Once the CR/ NC option is invoked, any letter grade submitted by the professor that is a C- or below will result in an NC grade and zero awarded credits. Any courses can be taken CR/NC; however, it is not recommended for courses in the major. If you elect to take a course CR/NC you are not eligible for Provost's Roster during that semester.

### Transfer Credits

If you come to AUP after having attended another university (i.e., transfer students) you will receive credit for previously completed courses only after an evaluation of your transcript. The credits from all courses for which you have received a C or higher will automatically transfer to AUP upon presentation of an official university transcript. You may transfer a maximum of 64 credits from all sources (i.e., advanced credit awards and transfer credits). You are required to complete 50% of their upper-level

### AUP GRADING SYSTEM

The following grading system is used, based on the 4.00 system:

A = 4.0	A- = 3.7		Excellent
B+ = 3.3	B = 3.0	B- = 2.7	Good
C+ = 2.3	C = 2.0	C- = 1.7	Satisfactory
D+ = 1.3	D = 1.0	D- = 0.7	Unsatisfactory

F = Failure    W = Official Withdrawal    IN = Incomplete    AU = Audit



major requirements at AUP. Up to 8 credits of transfer work may be applied toward a minor. The last 16 credits must be completed in residency. Once you have matriculated there are limits set for further transfer of credits.

### **Credits for each College Level**

As you advance toward graduation, you move from one college level to the next. Registration priority is based on your college level as determined by number of credit hours completed.

#### **Freshman:**

completion of 0 – 31 credit hours

#### **Sophomore:**

completion of 32 – 63 credit hours

#### **Junior:**

completion of 64 – 95 credit hours

#### **Senior:**

completion of 96 or more credit hours

### **Degree Audit**

#### **(Junior and Senior Degree Check)**

As you enter your third year—having earned between 64 and 80 credits—you are required to complete a Junior Degree Check with your academic advisor. This third-year audit verifies your academic progress to ensure a timely schedule for graduation. All Junior Degree Checks are verified by Academic Affairs before becoming a part of the student's file. A second degree audit (Senior Degree Check or Degree Application) is due in October of the academic year of graduation.

### **Tuition and Credits**

Full-time tuition (12-18 credits) covers basic tuition for four courses per semester. Credits taken beyond this normal course load will be charged per credit. Note that due to the rigorous demands of the Master's programs, graduate students at AUP are generally not allowed to take course overloads. If you are a Graduate student you pay per credit.



## MORE ACADEMIC COURSE OPTIONS

### AUDITING

If you are a full-time student you can audit one class on top of a full-time schedule for no extra charge in spring and fall. In summer, if you audit courses (AUP degree-seeking students) you pay a reduced fee determined on a per-credit basis. (You can find an Audit Petition at <https://www.aup.edu/academics/offices-resources/registrar/forms>.)

### DIRECTED STUDY

Directed Study allows the exceptional degree-seeking student to work in an area of special academic interest under the direct supervision of a faculty member.

If you have a minimum of junior standing and a GPA of 3.00 you are eligible. Directed Study projects may not be taken on a "Credit/No Credit" basis, and the successfully completed project may earn one to four credits. You may take no more than one Directed Study in a given semester, and submit no more than eight Directed Study credits for graduation. Completed Directed Study forms must be submitted to the Registrar by the end of the Drop/Add period.

### SUMMER TERM

From the beginning of June to mid-July, The American University of Paris offers a variety of credit-bearing courses adapted to fit the intensive study format of a summer term. Enrollment is open to you as a returning AUP student as well as visitors, 18 and older, who have completed secondary education. The flexible schedule allows you to earn from 1 to 11 credits in either a six-week session, or in one of the two intensive three-week sessions.

**ENJOY SUMMER IN  
PARIS WHILE EARNING  
CREDIT TOWARDS  
YOUR DEGREE.**



## REGISTRATION POLICIES

### ENTERING STUDENT CHECK-IN AND REGISTRATION

As an entering student you must participate in the Orientation week check-in process to finalize your registration, even if you have pre-registered for courses on-line. You must have met the terms of your tuition payment plan within the deadlines provided or take the risk of having your course registrations cancelled.

### RETURNING STUDENT CHECK-IN

When returning to AUP for the next semester you must confirm presence on campus for the new semester with the Registrar's Office by check-in. You must be checked-in by the end of the third day of classes. If you do not meet this deadline will have your classes cancelled and you will have to re-register during the Drop/Add period, with no guaranteed re-entry into the cancelled classes.

### THE STUDENT SERVICES PORTAL

The AUP Student Portal allows you to register online as a returning student. The Student Portal also gives you access to your unofficial transcripts, placement exam results, personal course schedule, book list, etc. It can be accessed at <http://student.aup.edu>

### RETURNING STUDENT REGISTRATION

If you are a returning student, you can register online for classes for the following semester after consultation with your academic advisor. Only if you are in good financial standing are you permitted to register. The dates and times of registration are announced and posted during the academic year. You are given priority according to your college level. You mustn't miss the registration period (registration window) assigned to your college level, since no enrollment certificates or visa letters can be issued for the following semester without registration.



### DROP/ADD

Drop/Add week is the first week of classes. You can make changes to your schedule online by dropping and adding courses. It is important to know that there is no waiting list and a dropped class cannot be added back if another student registered for the last seat in the meantime.

### PREREQUISITES

Upper level AUP courses may require the completion of a pre-requisite course. If this is the case your access to the upper-level course will be blocked by the mention "PreReq" on the online portal.

### TRANSCRIPTS

You can view your unofficial transcript(s) via the AUP student portal. Official transcripts should be ordered on-line through the web tool on the Registrar's Office web page (<http://student.aup.edu>). No transcripts will be issued if you are not in good financial standing with the University.



### GRADUATE STUDENT THESIS

As a graduate student you must register your thesis/research project just as you would any other course. However, all Master's theses/research projects require additional paperwork in order to be fully registered and involve completion of a thesis/research project application form. Once completed, and bearing the required signatures and attachments, the form must be submitted to the Associate Dean for approval. All paperwork must be submitted no later than the end of the Drop/Add period during the semester in which you are registering the project.

You have a one-year limit to complete your thesis from the time that the thesis is first registered. In the two semesters following registration 0-credit extensions will be registered for no extra charge other than mandatory special fees (health and insurance). After that deadline, an administrative fee will be charged for one more semester's extension before the thesis is officially graded as Withdrawn (W).

### ACCESS THE AUP STUDENT PORTAL

<http://student.aup.edu>



## CREDITS EARNED OUTSIDE THE UNIVERSITY

### LANGUAGE STUDY AT ANOTHER INSTITUTION

If you wish to study a language not offered at AUP, or are prepared for very advanced-level work, you may register at another institution to extend or complete your language study. A minimum GPA of 2.8 is required to take external language courses, and grades are recorded as either "Credit" or "No Credit". For more information visit the External Language Course Website at <https://www.aup.edu/academics/offices-resources/advising-center/language-study>

### INTERNSHIPS FOR ACADEMIC CREDIT

The AUP Internship Program offers you the opportunity to acquire professional experience while earning academic credit. As an undergraduate, once you have completed a minimum of 32 credits you may register for an internship of up to 4 credits toward graduation. You can register for an internship at any time in the semester (requires a separate online registration procedure) but the internship will be assigned to the semester during which it was dominantly undertaken. Voluntary 0-credit internships are available for you if you do not need academic credit.

### STUDY ABROAD

When you participate in an approved AUP study abroad program, you are charged AUP tuition, and if you are receiving financial aid you will retain your financial aid while studying abroad. The Study Abroad Office will assist you with your application to the host institution. Candidates for study abroad may transfer a maximum of 36 semester credit hours from an AUP partner school towards their graduation. If you study abroad outside of an approved AUP study abroad program, you make all the arrangements

yourself, including paying tuition to your host institution, and you do not retain your AUP financial aid. If you study abroad at non-partner schools you can transfer no more than 18 semester credits towards your graduation. If you wish to study abroad for one semester or one year you must request a Leave of Absence and complete an external course pre-approval form prior to your departure. Only courses in which the grade of C or better was earned at the host institution will be considered for transfer credit at AUP. Only courses in which the grade of C or better was earned at the host institution will be considered for transfer credit at AUP.



## FINANCES AND ACADEMIC POLICIES

### GOOD FINANCIAL STANDING

Your account is considered in good financial standing when all payment plan agreements have been met and there are no outstanding obligations or fees to the library, bookstore, housing, cultural program, multimedia or Student Accounting Services by the end of a semester or academic year.

Transcripts, grades, graduation certificates and diplomas will not be issued to you if your account is not in good financial standing. You will be refused enrollment for the following semester until all debts are cleared. A debt of greater than €1000 will exclude you from participating in the AUP graduation ceremony.

### SATISFACTORY ACADEMIC PROGRESS AND FINANCIAL AID

Satisfactory academic progress is evaluated each year in January and June. If you receive student loans you must maintain a minimum cumulative GPA of 2.00 (3.00 for graduate students). To keep the undergraduate academic scholarship, you must maintain a minimum cumulative GPA of 3.00. Other institutional requirements are described in the AUP Academic Policies Handbook.

# WITHDRAWAL POLICIES

## WITHDRAWING FROM A CLASS

Course withdrawals (W) after the Drop/Add period are not included in the GPA calculation, but are considered a non-completion of attempted course work. If you withdraw from a course you will not be given tuition refunds. Withdrawing from a class does not imply that another class can be added. Dropping and adding classes is an option solely available during the drop/add week (first week of classes). Withdrawal from a course can be approved only before the deadline announced in the Academic Calendar (mid-semester).

## WITHDRAWING FROM THE UNIVERSITY

Once classes begin, if you wish to withdraw from the University and stop attending classes you must contact the Office of Student Development to start the University Withdrawal procedure. Tuition refunds are calculated on a percentage basis dependent upon the official date of withdrawal. Withdrawal from the University does not release the Financially Responsible Person from tuition obligations. All outstanding debts, including those related to the termination of the Monthly Payment Plan, are due in full within 30 days of the official withdrawal date. If you receive University Service Grants and then withdraw you will forfeit your right to receive the grant; however, the applicable (earned) portion of the grant will be credited to your account. Following withdrawal, the designation "W" is recorded on your transcript for all relevant courses.



## OTHER IMPORTANT INFORMATION

### Veterans' Educational Benefits

Eligible participants for the US Military Veterans' Educational Benefits program may receive support for their studies at AUP. The Director of Student Accounting Services at AUP is the VA Certifying Official. For more details on the programs, contact the VA at +1-888-GIBILL-1 or the AUP Office of Student Accounting Services.

### Privacy Settings (FERPA)

AUP's accreditation requires that the University's privacy policy comply with the Family Education Rights and Privacy Act (FERPA). This means that the University cannot send your grades to your parents or to a Financially Responsible Person without your permission. The decision on whether to give permission is first requested during the online orientation process and then during every semester's check-in procedure. You can decide whether you want to release address information to the AUP community, directory information (enrollment, majors, graduation), to a third party requesting it, and to an FRP or parent at the end of each semester. It's important to read our Privacy Policy web page for further information and discuss this choice with your family.

Privacy Policy: <https://www.aup.edu/academics/offices-resources/registrar/privacy-policy>

# ACADEMIC AND CAREER ADVISING

## ADVISING AT AUP

At AUP, you will work closely with academic advisors – both professional advisors in the Advising and Career Development Centers, and faculty advisors whom you will encounter in your freshman FirstBridge seminar, and in your department, once you have chosen a major or a Master's program. Advisors can help you with many things, including major and course selections, transfer credit and substitutions (if needed), scheduling, study abroad options and much more. AUP is small enough that we will know you by name and will remember your personal needs and interests. We are personally invested in your achievement of your learning goals and your timely graduation. We will also encourage you to link your academic interests with appropriate co-curricular and internship experiences so as to enrich your AUP education and to align it with exciting career options. Feel free to call us or to stop by at any time. We are here to help.

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### WHO IS MY ADVISOR?

The first year of university life can be somewhat bewildering, especially for students who are not familiar with the American system of higher education. For this reason AUP freshmen are assigned to one of the faculty members teaching the FirstBridge course they select. This faculty advisor will be your advisor during your first year at AUP. Our experience tells us that this creates a special link amongst freshmen and between students and the faculty members teaching freshmen classes.

During the second year of study, or before you have declared a major, you are assigned to an advisor in the AUP Advising Center. Once you have declared a major, you are assigned to a faculty member in that department who will guide your choices, and review and monitor your academic progress until graduation.

Should you wish to change advisors, please email the Advising Center or stop by the Registrar's Office to fill out a Declaration of Major/Minor form (this form contains an advisor information section).

### ACADEMIC ADVISING CENTER

The Academic Advising Center team provides support for your course selection decisions, transfer credits and any other necessary academic advising for assigned advisees of the Center, but staff is also available to help you when you walk in with questions. You are welcome to see your advisor at any time, but will be required to see your academic advisor every time you need to register for courses or before you take course outside of AUP.

### CAREER PLANNING AND DEVELOPMENT

Whether you are a freshman, returning undergraduate, co-op, visiting, transfer, or graduate student, it's never too early to start preparing for life after you graduate.

The Career Development Office assists you in career exploration and planning; writing resumes (CVs) and cover letters in English or French; targeting potential employers for part-time and summer jobs, internships, or permanent employment; and applying for graduate school.

The Office also organizes career events, posts internship and job opportunities, works hand in hand with the Internship Office to maintain strong relationships with organizations in Paris and around the world, and nurtures connections with working alumni.

The AUP Career Development and Internship Offices enjoy privileged relationships with hundreds of corporations and organizations in France, other parts of Europe, the US, and elsewhere around the world. View current job and internship offers at [www.aup.edu/student-life/resources-services/career-development/job-internship-database](http://www.aup.edu/student-life/resources-services/career-development/job-internship-database).

Every semester, the Career Development Office and the Internship Office distribute the Global Talent brochure that publishes the résumés of AUP students seeking internships to over 500 professional contacts. If you will be seeking an internship, don't miss out on this exciting initiative. Watch for announcements early in the fall and spring semesters or go to [www.aup.edu/student-life/resources-services/career-development/global-talent-brochure](http://www.aup.edu/student-life/resources-services/career-development/global-talent-brochure).

**VIEW CURRENT JOB AND INTERNSHIP OFFERS AT**

[www.aup.edu/student-life/resources-services/career-development/job-internship-database](http://www.aup.edu/student-life/resources-services/career-development/job-internship-database).

**INTERNSHIPS AT AUP**

An internship is a form of professional experience you will undertake in a company or organization under the supervision of one or more practicing professionals. Internships may be full or part time, short or long term, and be paid or unpaid. An Internship listed on your résumé is the first thing a future employer looks at.

French regulations require that only degree-seeking students may pursue an internship and only once an obligatory contract has been established between you, the company



**ITS NEVER TOO EARLY TO START PREPARING FOR LIFE AFTER YOU GRADUATE.**

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and the University. This contract, called a *convention de stage*, will be issued by the AUP Internship Coordinator once you complete the internship registration process.

To find out more about how to register for internships, either for credit or as a non-credit option, go to [www.aup.edu/student-life/resources-services/internship](http://www.aup.edu/student-life/resources-services/internship). Here you can register for an internship online, obtain information about internship requirements and assignments, learn about how your fellow AUP students rated their internship experiences, find out about why you may want to defer your graduation date in order to complete a

full-time internship, and browse through the FAQ section. The Internship Coordinator will be happy to advise you on any other questions you may have.

### **CAREER DEVELOPMENT FOR GRADUATE STUDENTS**

Graduate study is a pivotal moment, when you may choose to implement a career transition or deepen your chosen professional path. The AUP Career Development office supports you in this important step by providing personalized, one-on-one assistance in the following areas:

- Self-assessment: identifying core strengths, career interests, and professional values
- Researching and identifying potential fields, functions, positions, and organizations
- Writing compelling and culturally appropriate résumés, cover letters, and other application documents in English and French
- Networking online and off, including the effective use of social media
- Preparing for recruitment interviews in English or French

Career support begins when you arrive at AUP and continues as long as needed after graduation.

### **CAREER PLANNING TIPS FOR UNDERGRADUATES**

**Freshmen:** What are your dreams for your future? How can you move towards your goals in the next few semesters? Find out how it all works by making an appointment and introducing yourself.

**Visiting Students:** Don't "lose" a semester in your career development. Use AUP resources to update your resume and prepare job, internship, or graduate school applications.

**Transfer Students:** You may be graduating in two years or less. Make sure you are preparing yourself for "Life After AUP" by proactively contacting the Career Development Office.

**Returning Students:** If you have visited the Career Development Office in the past, we suggest that you make an appointment to update your résumé and discuss how your plans have evolved.

If you have not yet visited the Career Development Office, now is the time to do so as you move closer towards graduation, notably to plan for at least one internship before graduation.



#### **OFFICE OF CAREER DEVELOPMENT**

[careers@aup.edu](mailto:careers@aup.edu)

Office Hours:

Mon, Tues, Thurs & Fri: 09:00 - 17:00

Appointment recommended

#### **Internship Coordinator**

[internship@aup.edu](mailto:internship@aup.edu)

Office Hours: M-F: 09:00 - 17:00

Appointment recommended

# ACADEMIC RESOURCES AND SUPPORT

## THE AUP LIBRARY

The mission of the AUP Library is to help you succeed in your academic life and to teach you how to efficiently navigate the complex web of information that will be essential to your academic exploration at AUP. The AUP Library provides a broad selection of services to students. Highlights include personalized research support and guidance as to how to find the right information for your needs and evaluate it appropriately.

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What happens when an academic library opens more hours in the evening and during finals week, allows beverages and snacks, invites you to free coffee and cookies (three times a semester), has comfortable seating and lighting, allows unlimited book renewals within a given semester, and provides different types of study areas, wireless, plenty of electrical power for your devices, facilities for copying, printing and scanning services? That library becomes your space. In the spring of 2016, the AUP Library will be moving to the newly renovated AUP Learning Center in the Grenelle Building, along with ARC and the Advising Center. The Grenelle Building will become a one-stop shop for your learning support.

In order to meet your information needs the AUP Library has built a strong academic collection integrating more than 72,000 books, 500,000 e-books, 40,000 journals and e-journals, and 2,300 media artifacts. All these resources constitute the best Anglophone academic collection in Paris. When rare or very specialized items are not available at the AUP Library our professional team can help you find them. They can also direct you to one of Paris' monumental libraries or to a picturesque local library with which we have partnerships.

The Library offers the classic Library services:

- Access to personalized research help with four professional reference librarians (researchhelp@aup.edu)
- Inter-library loan and document delivery services, book and film loans here too
- Orientation and referral to other Paris libraries, such as the Bibliothèque Nationale de France, the Sciences-Po Library, the Institut du Monde Arabe Library, the Institut National d'Histoire de l'Art Library, among others
- Personalized help with your Master's thesis presentation
- Access through remote authentication to all of our online resources



**LIBRARY** <http://library.aup.edu>

9 rue Monttessuy (ground floor)  
Regular Hours (60 hours/week -full services), plus 30 additional Study Hours (self- service library until midnight) and a week of Rush Hours during finals week (until 03:00).

For further information, join the library tours during Orientation, come any time to the Service Desk, request a private library tour or visit our web page.

## THE ACADEMIC RESOURCE CENTER

The Academic Resource Center (ARC) is a combined study, writing, tutoring and technology space. It is where you will find the academic support and encouragement you need to succeed during your years at AUP. The comfortable furniture and handy laptop plugs make ARC an ideal space for studying, teaching, tutoring and collaboration. ARC includes the Writing Lab, a Group Study Room and the iSpace (Interactive Teaching and Learning Center) where many tutoring sessions take place. We hope you will visit soon and let us know how we can help you!

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### TO MAKE AN APPOINTMENT

Call us at 01.40.62.06.52, e-mail [arc@aup.edu](mailto:arc@aup.edu) or stop by our office and put your name on the board for the time and date that work best for you. We also take walk-ins, so you do not have to make an appointment every time.

### THE WRITING LAB

The AUP Writing Lab, directed by Professors Ann Mott and Cary Hollinshead-Strick, is at the center of a constellation of academic services to be housed, beginning Spring 2016, in the new Grenelle Student Learning Center. In the Writing Lab, expert student tutors provide feedback and support at any stage of the writing process (developing a thesis, organizing an essay, avoiding plagiarism or simply overcoming writer's block). Tutoring sessions are interactive and highly collaborative and generally last 30



minutes. You may also visit the Writing Lab to pick up useful handouts on citation styles (MLA, Chicago/Turabian, APA) or to get point-of-need help with a writing assignment. Special assistance is now available for graduate students writing theses.

ARC and the Writing Lab work closely with the Office of Academic Integrity and help you avoid plagiarism and learn how to cite your sources. We also manage campaigns against plagiarism and cheating and serve as consultants to the AUP Honor Board. Support for faculty and students in combating plagiarism with Blackboard™ tools is also available in ARC. Please contact Ann Borel at [aborel@aup.edu](mailto:aborel@aup.edu) for consultations or workshops.

**“THE WRITING LAB PROVED TO BE QUITE HELPFUL DURING THE SEMESTER, ESPECIALLY IN EXPLAINING WRITING AS IN THE AMERICAN SYSTEM (FORMATS, CITATION, ETC.); THE TUTORS ARE REALLY NICE AND AVAILABLE.”**

### **GROUP STUDY ROOM**

Looking for a space to work with classmates? Have a group project and need a workspace that is not too noisy, but not too quiet either? The ARC Group Study Room welcomes you and your group members. Plug in your laptops, share your screens, charge your phones and iPads, watch video clips together and finish your work in a pleasant space. The tables and counters feature multiple plugs for charging mobile devices, and the room features PC and iMac workstations for students working together, editing video, or practicing presentations. Refreshments are served here during reading days and final exams.



### **THE ISPACE**

features an interactive whiteboard and HD projection system, as well as a DVD/Blu-ray player and sound system. The central collaboration table (wired for laptops and mobile devices) is complemented by soft furniture for tutoring clusters. There is a small, pedagogical library with textbooks and materials used by peer tutors and faculty to assist you.

You may prepare for exams here with your tutor, or practice presentations. You may even encounter some four-legged helpers here when we have special exam stress therapy events before finals.



## **INSTRUCTIONAL TECHNOLOGY – ONLINE TEACHING AND LEARNING**

ARC provides support for various instructional technologies and administers the University's online course sites. Blackboard™ is AUP's Learning Management System. Online course sites allow faculty to post their syllabi, course readings, links, assignments, video clips, presentations and images. You may consult the course material at any time of day or night, which is especially helpful if have to miss a class due to illness or a study trip. To access Blackboard, log in at this link with your AUP network ID and password: <https://blackboard.aup.edu/>.

### **ARC-LINKS PEER TUTORING PROGRAM**

While the Writing Lab Tutors help you improve your writing across the curriculum, our ARC-Link Tutors specialize in selected subjects and challenging courses. They are nominated by faculty each semester and coordinate weekly group-study sessions. ARC-Link tutors serve many different disciplines, from Calculus to Economics to French.

They will help you work through assignments, prepare for exams and discuss any difficulties you may be encountering. Since they have already succeeded in the courses they tutor, they are an excellent resource for improving your grades. The schedules change every semester, so please check the list in ARC or on our Facebook page. Sessions take place in the iSpace, unless otherwise posted.



### **TECH/MEDIA PEER TUTORS**

The ARC Tech/Media Tutors are the third cohort of peer tutors. They are resourceful, tech-savvy and able to help you with standard software applications (such as Word, Excel and PowerPoint). They troubleshoot computers in ARC and can advise you on projects and presentations involving multimedia technology. These tutors also provide technical support, during exams, if you are a student with disabilities.



#### **THE ACADEMIC RESOURCE CENTER**

General Information, Blackboard requests, Tutoring Appointments:  
[arc@aup.edu](mailto:arc@aup.edu) & [writinglab@aup.edu](mailto:writinglab@aup.edu)

[facebook.com/ARCATAUP](https://facebook.com/ARCATAUP)

[facebook.com/AUPWritingLab](https://facebook.com/AUPWritingLab)



# AUP BOOKSTORE

AUP's Bookstore is a non-profit service to AUP students, dedicated to providing educational materials at affordable prices. Books assigned as required or recommended course reading may be purchased at the Bookstore. At the end of the fall and the spring semesters, you have the opportunity to sell a selection of your used course books back to the University. Please note that we do not buy back at the end of summer sessions.

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## GETTING YOUR BOOKS

What to bring:

- Your official online registration form.
- Your valid AUP ID card

## HOW IT WORKS:

- When you arrive at the Bookstore, you fill out a form with the courses for which you need books. The books are pulled for you.
- We have a selection of used books sold on a first-come, first serve basis.
- During the "Rush" period, allow an hour or more to purchase your Books.

## PAYMENTS:

Purchases may be made in Euros only -- cash, personal euro checks, Visa or Mastercard, debit card or Travelers' checks.



**BOOKSTORE** 10 bis rue Amelie

### Regular hours:

Monday through Friday: 10h00 – 16h00

### Extended opening hours for fall & spring:

3 working days before classes begin:

10h00—12h00 and 13h00—17h00,

Closed during lunch time

1st Week of Class 10h00—18h00

2nd Week of Class 10h00—17h00

Extended opening hours for summer:

10h00—16h00

Closed Saturday and Sunday.



## LETTER FROM THE DEAN OF STUDENT DEVELOPMENT

Dear Students,

Welcome to AUP. This Handbook is your guide to you AUP's many resources and policies—in it, you will find answers to your most frequently asked questions. In addition to pages on key academic programs and policies, dates and services, it features a variety of opportunities and activities to encourage you to broaden your university experience beyond the classroom. Read more about our Student Government Association, Sports and Cultural Programs and Student Advising Program for incoming undergraduate students.

As Vice President and Dean for Student Development, I challenge you to take full advantage of your AUP education and to enjoy every minute of it. Meet as many new people as possible and explore learning opportunities both inside and outside of the classroom. Keep in mind that during your university experience, the more you give, the more you will receive in return, so become an engaged member of our community.

A key to successfully navigating your way through this and future semesters at AUP is good time management. Use the Handbook to jot down meeting times, social activities, work hours, etc. Or simply refer to it for essential dates like Drop/Add and graduation. I also encourage you to explore the University website which features much of the information in this Handbook, as well as many other useful tools and resources, especially those featured in the Student Life section at [www.aup.edu/student-life](http://www.aup.edu/student-life). And remember that you are always welcome to visit The Office of Student Development if you have questions or are looking for support.

Here's to an excellent and rewarding year!

**Marc Monthéard**  
VP & Dean of Student Development



# STUDENT LEADERSHIP AT AUP

## EXPLORING AND CREATING BEYOND THE CLASSROOM

Student clubs, government, and social responsibility initiatives provide chances to explore, to create and to lead. Don't be surprised if you are invited as early as your first semester to contribute to a student-run publication, to act in a theater production or to serve on our Student Senate. These opportunities and many others are an integral part of your AUP education, providing hands-on opportunities to work with a team, bring a new idea to life, show off of your talent and acquire skills applicable now and after you graduate.

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### STUDENT GOVERNMENT

Make your voice heard. Applications and elections for some Student Senate and SGA executive positions will be open during the first two weeks of class in the fall. Consider representing your graduate program, your undergraduate class or undergraduate department. Elections for the 2016-17 student government will take place in April 2016.

### STUDENT MEDIA

One of the University's largest student-run organizations, AUP student media produces the *Peacock Magazine*, The Plume website and PTV videos. Co-curricular credit-bearing workshops for the magazine, Web and video production teams are open for enrollment during Orientation and the first week of class each semester. Apply for vacant executive positions during Orientation and the first week of class.

**BE INVOLVED,  
MAKE A DIFFERENCE!**

## CLUBS

Join one of a number of active AUP clubs or start your own to develop leadership skills and make new friends. Opportunities range from competing in international conferences with the AUP Politics Association to getting on stage with our White Mask Theater Club, from learning about Champagne's many grape varietals with the Wine Society to promoting local cultural and language with the French Club. Don't miss Clubs Night on the 1st floor of Combes each semester to find out more: September 17 in the fall and January 26 in the spring.

## VOLUNTEER INITIATIVES

Learn how to teach English to your francophone peers in the nearby suburbs through 1.2.3. RAP. Teach English to local kindergarten-age children in the AUP neighborhood. Make artwork and bring smiles to children in local hospitals through the My Art Goes Bang association. Or give back in other ways, including participating in the Environmental and Community Services Committee (ECS).

## STUDENT ADVISING

The Student Advisor Program welcomes you as a new student, helping you to settle into your new housing and to connect with clubs and activities in Paris. We offer a number of events and excursions throughout the year, designed specifically for first-year undergraduate students.



## GET TO KNOW THE MYRIAD CLUBS AND ACTIVITIES ON CAMPUS BY ATTENDING OUR CLUBS AND STUDENT GOVERNMENT WELCOME FAIR

at Orientation or Clubs Night on Sept. 17, 2015 and Jan. 28, 2016. For more information, talk to your student advisor or check in with the Student Leadership Office on the third floor of Combes, right next door to the Cultural Program and Athletics Office.

# HOW THE STUDENT LEADERSHIP OFFICE SUPPORTS YOU

The Student Leadership Office is overseen by Student Leadership Coordinator, Joëlle Gewolb, and Associate Dean for Student Development, Kevin Fore. Collaborating with faculty, Student Development, the Amex and other units, they serve as advisors to our student government and student media organizations and support student-run clubs and volunteer initiatives on campus. They also supervise our Student Advising Program for first-year students in collaboration with Dean for Student Development, Marc Monthéard.

## SUPPORTING STUDENT-LED INITIATIVES

The Student Leadership Office and student-run Activities and Clubs Committee (ACC) support student-led clubs and initiatives on campus. They can help you identify currently active organizations, define and secure budget requests and coordinate with other groups, both at AUP and in Paris and beyond. They are particularly interested in helping you to develop successful and sustainable programming, whether through existing clubs or by launching a new idea.



**DEVELOP NEW SKILLS AND HAVE FUN!**

“Given our diverse student body, many arrive at AUP unfamiliar with the idea of extracurricular activities. Take the time to understand the many opportunities available to you as soon as you arrive on campus and get involved. It’s one of the best ways not only to have fun and feel connected, but also to acquire new skills and show that you know how to take initiative.”

– Kevin Fore, Associate Dean of Student Development

Bring your talent and interests to campus and learn in the process. Contact [acc@aup.edu](mailto:acc@aup.edu) or [student\\_leadership@aup.edu](mailto:student_leadership@aup.edu) or stop by the third floor of Combes Student Life Building for more information.



### STUDENT LEADERSHIP OFFICE

#### Joëlle Gewolb

Student Leadership Coordinator  
6 Rue du Colonel Combes, C-306  
01 40 62 08 21 [jgewolb@aup.edu](mailto:jgewolb@aup.edu)



#### Kevin Fore

Associate Dean of Student Development  
6 Rue du Colonel Combes, C-308  
01 40 62 06 31 [kfore@aup.edu](mailto:kfore@aup.edu)





# STUDENT GOVERNMENT ASSOCIATION

Dear Students,

The Student Government Association (SGA) helps you make the most of your time at the American University of Paris by creating transformative and fulfilling learning opportunities, while also striving to advocate for and represent the student population. We serve the student body and act as your voice to the administration, faculty, and Board of Trustees. Our mission is to facilitate student involvement, empower student leaders and build the kind of community that has been the heart of this University since it was founded in 1962.

Graduate and undergraduate students run our SGA, which is composed of nine executive team members, a Student Senate (including departmental representatives, graduate program representatives, class representatives and a visiting student representative) and six committees.

During this upcoming school year, we invite each of you to share your ideas and talents with our tight-knit community. We can't wait to see what the future holds!

Sincerely yours,

**The 2015-2016  
Student Government Association**



### SGA OFFICE

6 Rue du Colonel Combes,  
Combes Student Life Building C-304  
sga@aup.edu sga.aup.edu

### Social Networks:

facebook.com/aup.sga  
twitter.com/aup\_sga

## SGA ELECTION TIMELINE

### Fall Elections

- Aug. 31: Applications open
- Sept. 9: Student Senate, 12:10-1:30, C104  
(open information session)
- Sept. 11: Applications close
- Sept. 14: SGA Speech Night,  
voting opens
- Sept. 18: Voting closes,  
results announced

### January Elections

- Jan. 11: Applications open
- Jan. 20: Student Senate, 12:10-1:30, C104  
(open information session)
- Jan. 22: Applications close
- Jan. 26: SGA Speech Night,  
voting opens
- Jan. 29: Voting closes,  
results announced

### Spring Elections for Fall 2016

#### Round I

- Mar. 7: Applications open
- Mar. 18: Applications close
- Mar. 22: SGA Speech Night,  
voting opens
- Mar. 25: Voting closes,  
results announced

#### Round II:

- Mar. 25: Applications open
- Apr. 8: Applications close
- Apr. 12: SGA Speech Night,  
voting opens
- Apr. 15: Voting closes,  
results announced

# SGA

## EXECUTIVE TEAM

Making things happen on a daily basis

Representing the Student Body in its interactions with the administration, faculty or any other organizations beyond AUP

**OPEN TO ALL STUDENTS.  
JOIN TODAY!**

## SENATORS

Representing the Student Body and upholding the Constitution

Making decisions to advance issues of importance for the student body; responsible for allocating 100K student activities budget

## EXECUTIVE TEAM

Student Senate-appointed groups charged with a variety of missions, including reviewing and updating the constitution, supporting clubs, promoting a sustainable environment on campus, etc.

Six Committees:

- Activities and Clubs (AC)
- Careers and Internships
- Environmental and Community Service (ECS)
- Judiciary
- Social
- Sports

## SGA CHARITY WEEK

Participate in the annual SGA Charity week planned each year in March-April. Promoting both local and international charities during a week's worth of events, guest speakers and fundraising, the week will culminate with our annual 7K run, co-sponsored by the SGA, the Student Leadership and Athletics offices. If you have a suggestion for a good cause or would like to support charity week, contact [sga@aup.edu](mailto:sga@aup.edu)



## SUPPORT OUR 7K RUN FOR CHARITY

The SGA Charity week will culminate this year with our annual 7K run. Please get in touch with us [sports@aup.edu](mailto:sports@aup.edu) for more about the 7K race, tickets and all of your sports-related interests and questions!

## YOUR 2015-16 SGA EXECUTIVES



**Graduate Student  
Council President:**  
Taylor Paris  
gsc\_president@aup.edu

**Undergraduate Student  
Council President:**  
Evon Pervan-Keller  
usc\_president@aup.edu



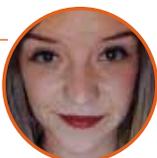
**USC Vice-President:**  
Savannah Jenkins  
usc\_vp@aup.edu

**SGA Treasurer:**  
Luljeta Malota  
sga\_treasurer@aup.edu



**USC Communications Director:**  
Elizabeth Segre-Lawrence  
usc\_communications@aup.edu

**USC Social Director:**  
Delaney Peterson  
usc\_social@aup.edu



## YOUR 2015-16 SGA SENATORS

### Economics:

Toyla Lagon

### International Comparative Politics:

Viktoriya Shevstova

### Computer Science:

Fatima Orozco

### Film Studies:

Lyzbeth Lara

### French:

Ciat Conlin

### Global Communications:

Dasha Goncharova

### International Business

### Administration:

Alexandra Elz

### History:

Marie Robin

### Psychology:

Victoria Lewis

### Art History:

Daniel Umstaedter

### Comparative Literature:

Alfredo Rentiera

Elections for the following positions  
will be held in September 2015:

Open to graduate students

*GSC Vice President*

*GSC Communication Director*

*GSC Social Director*

*MA Global Communications Rep*

*MA Public Policy Rep*

*MA International Affairs Rep*

Open to undergraduate students

*Freshman Rep*

*Senior Rep*

*Sophomore Rep*

*Visiting Rep*

*Junior Rep*

Committee Chair positions will be confirmed  
in September. If you are interested in  
participating on a committee please contact  
the Student Leadership Office.

# VOLUNTEERING & COMMUNITY SERVICE

Interested in volunteer initiatives or community service? Want to work towards social and environmental change? Volunteering is an excellent way to make your time in Paris meaningful in parallel with your academic pursuits, as well as to hone unique skills for professional work after graduation. We have developed a unique selection of both long- and short-term opportunities aligned with your schedule and interests. Give back to the Parisian community by joining a soup kitchen, or help further afield by joining one of our international partnerships in Madagascar, India or South Africa. To get involved, start by talking to the Student Leadership Office and the Environmental and Community Services Committee (ECS).

## ENVIRONMENTAL AND COMMUNITY SERVICES COMMITTEE (ECS)

AUP Cares, Roots & Shoots and AUP Green, three student-led clubs, come together under the umbrella of this committee to promote sustainable communities and development. Last year, AUP Cares distributed blankets to the homeless during the cold winter months; Roots & Shoots hosted an evening with the renowned Jane Goodall to celebrate her 80th birthday and raise over €10K for the Jane Goodall Institute France; and AUP Green worked toward revamping the University's campus recycling program. Contact [ecs@aup.edu](mailto:ecs@aup.edu) to find out more.

## OUTSIDE PARTNERSHIPS

**Love Hip Hop and Rap?** Want to meet French people and give back to the local community? One, Two, Three...Rap! teaches English to youth in Paris and the suburbs by using American hip-hop music and culture. Become a teacher, help organize concerts and recording sessions, or work on their website and communication strategies.

**My Art Goes Bang** is a non-profit organization focused on supporting children hospitalized in Paris. They offer artistic workshops twice a week to Hôpital Robert Debré in the 19th *arrondissement*. Help them to bring a little light and joy into what can sometimes be a traumatic and difficult stay for these children.



## RECYCLING AT AUP

AUP was the first university in France to set up a comprehensive recycling program and it was a student-led initiative supported by the administration. Contributing to a more sustainable environment starts here on campus with our recycling club AUP Green. Please encourage everyone to respect the simple rules posted above recycling bins for paper and plastic as the program can only work with your cooperation. Contact AUP Green at [aupgreen@aup.edu](mailto:aupgreen@aup.edu) if you would like to help.

# STUDENT ADVISOR PROGRAM

As a new undergraduate you are assigned a student advisor at Orientation. Student advisors — upper-division students who have been rigorously trained and generally active in student life during their AUP years—are on hand to assist as you settle in to Paris and your new apartment.

Your student advisor will accompany you throughout the entire week of Orientation, leading you on a unique selection of social events and activities throughout the week. They are also available throughout the semester to answer questions, direct you to relevant campus services and update you on student activities. Take the time to get to know your student advisor and don't hesitate to schedule an appointment if you would simply like to chat about questions you have or something you have on your mind.



All incoming students benefit from exclusive access to Student Advisor Program trips and activities. Take advantage of this unique opportunity to visit Paris and its neighboring top destinations. Sign up for the events on the next page during Orientation or in the Student Leadership Office by paying a small reservation fee and marking your calendars now!

## WHAT SOME STUDENT ADVISORS HAVE TO SAY ABOUT THE PROGRAM...



Toyla Lagon, Saint Lucian:  
" You are finally here!  
Welcome to AUP!  
Welcome to Paris"



Ketia Archaia, Georgian:  
" Being an advisor implies being an experienced friend, both officially and unofficially."



Seun Ozolua, American:  
" Being a student advisor is being able to make a family from strangers."



Riki Davis, American:  
" I'd like to leave a great first impression to each of my advisees and to be a friendly face they can talk to in a crowd of strangers."



Paolo Pellegrino, Italian:  
" I look forward to helping you fully enjoy the amazing experience of studying at AUP."

## STUDENT ADVISOR PROGRAM ACTIVITIES 2015-16

Open to all incoming undergraduate students\*

### FALL 2015



**Sept 9:** Transfer and Visiting Students  
Tour of the Marais + falafel dinner (€5 fee)



**Sept. 10:** Visiting Partner Student  
Evening of Theater and Pancakes (€5 fee)



**Sept. 10:** Freshman Tour of the  
Promenade Plantée + picnic (€5 fee)

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Open to all incoming undergraduate students



**Sept 24:** Bordeaux Wine Tasting (free)



**Sept 26:** Normandy Beach  
Activities Excursion (€30 fee)



**Nov 21:** Chateau de Versailles Excursion (€5 fee)

### SPRING 2016



**Feb. 13:** Freshman Ice skating at the  
Hotel de Ville (€5 fee)



**Feb. 13:** Visiting and Transfer Bowling at  
Front de Seine (€5 fee)



**Feb. 13:** Visiting Partner Tour of the  
Marais + falafel dinner (€5 fee)

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Open to all incoming undergraduate students



**Jan 28:** Galette des Rois (free)



**April 2:** Tour of the Catacombes (€5)



**April 23:** Giverny Excursion (€30)

*\*All other students should contact the Student Leadership Office if interested in participating. Some additional spaces may be available.*

# AUP CLUBS

## STUDENT CLUBS AT AUP

One of the best ways to feel connected at AUP is to join or start your own club. You may also learn practical skills such as writing, bookkeeping, marketing, layout and graphic design. See below for a selection of active AUP clubs. Who knows? You may discover a talent or passion that you didn't even know about. Check out a sampling of AUP clubs below.



### **AUP MUSIC & PERFORMING CLUB (AMP):** [amp@aup.edu](mailto:amp@aup.edu)

Responsible for Open Mic nights in the Amex Café as well as other musical events that happen throughout the year, including the Fall Holiday Bash and the Spring Showcase. AMP also manages the Music Room. Located in the basement of Combes, the Music Room is home to an excellent and eclectic collection of instruments and equipment



### **THE AUP POLITICS ASSOCIATION (AUPPA):** [auppa@aup.edu](mailto:auppa@aup.edu)

Creates a place for discussions on current topics such as human rights and social movements via lectures, movie screenings, Model United Nations trips, and other activities. AUPPA aims to stimulate student leadership among the student body while bringing everyone in the community together to think critically about current affairs.



### **WHITE MASK THEATER CLUB:** [whitemask@aup.edu](mailto:whitemask@aup.edu)

Always on the lookout for student talent, be it actors, writers, producers, make-up artists, technicians or publicists, White Mask Theater Club is a source of entertainment, expression, and creativity at AUP. The group collaborates with faculty and staff to produce several performances each year. It also hosts improv' workshops and scriptwriting competitions.



### **FRENCH CLUB:** [sga\\_french@aup.edu](mailto:sga_french@aup.edu) or [student\\_leadership@aup.edu](mailto:student_leadership@aup.edu)

Working closely with AUP's French Department, this club organizes French food and wine tasting events, French-speaking improv' workshops, and cultural excursions. The club is open to native speakers as well as beginners.

**START  
EXPLORING!**

### **CLUBS NIGHT**

on the first floor of Combes each semester: September 17  
in the fall, January 26 in the spring

# AUP STUDENT MEDIA

## PRINT, DIGITAL AND VIDEO

One of the University's largest student-run organizations, AUP Student Media produces a print and online version of *Peacock Magazine*, the Plume news website and Peacock TV. Combining print and online media, each platform is managed by a team of dedicated students and faculty advisors to create professional-level products. You can earn academic credits for your involvement in these student-led media activities and, if you wish, graduate with a major in journalism.

Whatever your level of involvement, you work collaboratively in a real-world newsroom setting on every aspect of journalism production – writing and editing stories, layout and design, website curation, video production and editing, and social media branding and promotion. You gain hands-on experience across media platforms that will prepare you for careers in journalism and media production.

### PEACOCK MAGAZINE

*Peacock Magazine* is a glossy-print magazine produced once a semester by a team of student editors in collaboration with faculty advisors. The magazine combines in-depth investigative feature articles with columns and photo features. *Peacock Magazine's* online presence enhances the established print brand with regularly updated posts. Some students will focus on magazine design and layout; others will show interest in website curation, while still others will hone their skills as writers or columnists.

While not mandatory, it is recommended that if you are interested in *Peacock Magazine* that you take the magazine workshop course, Magazine Practicum (CM1850), which meets Wednesdays from 9-11:55 am. We look forward to meeting you!

### THE PLUME

The Plume is our news website focused on campus news, fashion, politics, culture and the arts. Featuring a wide range of stories, serious and quirky, the site will inform, distract and entertain our audience of international students living in Paris. The bundles of engaging news and entertainment posted on the site are always sharable on online social networks. Our team of student journalists gain professional-level training in writing, editing, web curation, infographics, and social media management.

You are welcomed to get involved in The Plume, but to benefit fully from digital training it is recommended that you sign up for the workshop course, Online News Practicum (CM1851), which meets on Wednesdays from 12:10-3:05pm. Stop by the newsroom and join the team!





## PEACOCK TV

Peacock TV is an audiovisual journalism platform that produces a weekly broadcast and updated content about campus news and events in Paris. While working on Peacock TV you gain hands-on experience writing scripts, reporting, producing on-camera broadcasting, and editing news segments -- skills that are crucial for anyone interested in a career in broadcast journalism. If Peacock TV sounds like something you would like to get involved in, please sign up for the workshop course (CM1852), which meets every Wednesday from 6:30-9:25pm. We would love to have you on the team!

### STUDENT MEDIA BOARD – FALL 2015

#### Peacock TV: [ptv@aup.edu](mailto:ptv@aup.edu)

Executive Editor: Jessica Benne  
Deputy Executive Editor: Korinah Sodahlon

#### Peacock Magazine: [peacock@aup.edu](mailto:peacock@aup.edu)

Editor in Chief: Ariana Mozafari  
Deputy Editor: To be appointed in the fall

#### Plume Website: [plume@aup.edu](mailto:plume@aup.edu)

Editor in Chief: To be appointed in the fall  
Deputy Editor: To be appointed in the fall

#### MA Assistants

Business and Logistics: Fatme Fahda  
Social Media and Content: Olivia Kuczynski

**Staff Advisor:** Kevin Fore,  
Associate Dean for Student Development

**Faculty Advisor:** Matthew Fraser,  
Department of Global Communications

Applications for Board positions are open each semester. Candidates must enroll in the corresponding student media workshop and be available for Board meetings Wednesday Period 5. To apply, see [www.aup.edu/student-life/clubs-activities/asm/the-board](http://www.aup.edu/student-life/clubs-activities/asm/the-board)



## THAMER SALMAN STUDENT MEDIA CENTER

6 Rue du Colonel Combes,  
C-301 and C-302

If you are involved in student media you work out of this state-of-the-art newsroom and video production studio, creating content for digital, print, and broadcast media. Supported by a faculty of knowledgeable professionals and the Student Leadership Office, you step into editorship positions to gain real-world newsroom experience and, in some cases, build your career as a future journalist.

Student media publications are produced in separate workshops that focus on each form of media, and are open to you regardless of experience. Sign up for these Fall 2015 workshops during Orientation or the first week of class. A graduate workshop will be available in the spring.

### CM 1850 Magazine Practicum:

**Peacock Magazine**  
Wednesday, Periods 1 and 2

### CM 1851 Online News Practicum:

**The Plume**  
Wednesday, Periods 3 and 4

### CM 1852 Video Production Practicum:

**PeacockTV**  
Wednesday, Periods 7 and 8

For more information,  
contact us at [asm@aup.edu](mailto:asm@aup.edu)

# ATHLETICS AT AUP

The Athletics Office offers you a selection of competitive and recreational activities based on overall student demand, offers you access to local gym memberships and offers support if you are interested in practicing your favorite sports in Paris.

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## COMPETITIVE SPORTS

AUP's competitive teams participate in the Paris Intercollegiate League. The rewards of playing on a team include learning to work collaboratively, setting challenging goals... and achieving them, and making lifelong friends and memories.

If you wish to play on a team you must demonstrate dedication and good time management. If interested in becoming a coach's assistant you may help schedule and lead practices and prepare teams for league games. For more details, please contact the Athletics Office ([sports@aup.fr](mailto:sports@aup.fr)) or feel free to reach out to team coaches and captains directly.

### 2014-2015 Competitive Teams:

Equestrian, Volleyball (female), Indoor Soccer (male), Basketball (male)

### Other Potential Fall 2015

#### Competitive Teams:

Dance/Cheer, Volleyball (male), Basketball (female), track(female), track

## RECREATIONAL SPORTS

Our recreational or "fun" sports sessions are weekly activities that fit into your busy academic schedules. They are designed to help you stay in shape, meet friends and simply de-stress after classes. Join one of the existing courses or create your own activity with the help of our Athletics Office.

Thanks to partnerships with local clubs, we are able to cater to or at least assist with most sports interests. In addition, the office collaborates with our SGA and Student Leadership Office to organize events like our annual 7K run. The race, which takes place in the spring, usually attracts runners from AUP and the community to benefit a charity.

The Athletics Office also secures a limited number of tickets to national and international sports events in Paris.

### 2014-2015 Recreational Offering:

Boxing, Flag Football, Yoga

Our 2015-16 offering will depend on student interest.

## YEARLY GYM MEMBERSHIP FOR SPECIAL €200 AUP STUDENT RATE!

Forest Hill now offers you a special €200 yearly subscription at Aquaboulevard, located just 25 minutes from Combes door to door. The center features a water park and fitness club with tennis and squash courts, group classes and more. Sign up for this great deal in the Athletics Office or contact us at [sports@aup.edu](mailto:sports@aup.edu) for more information.

Alternatively, if you are interested in gym membership with access to multiple locations around Paris you may sign up with Club Med Gym. Contact the Student Accounting Office for a special AUP reduced-price membership: [sas@aup.edu](mailto:sas@aup.edu)



### THE ATHLETICS OFFICE

6 Rue du Colonel Combes C-307  
[sports@aup.edu](mailto:sports@aup.edu)

# CULTURAL PROGRAM: LEARNING IN ACTION

Each semester, the Cultural Program organizes 15-20 study trips as well as a number of cultural excursions and events for the AUP community. Study trips, proposed and led by faculty, are designed to closely complement and deepen an academic curriculum, allowing you to discover in person what you are learning about in class. Most trips are in Europe, but more faraway and exotic destinations are also offered.

The Cultural Program office, located in C-305, should be your first-stop location to find information on study trips, cultural excursions, and other events in Paris. See the following pages of this handbook for more about Cultural Program excursions and activities and contact details for the Cultural Program Coordinator.

## USEFUL TIPS

Find out more about the Cultural Program study trips: grab a copy of the Cultural Program brochure (available at the CP office and across campus) or check out the Cultural Program webpage on the AUP website.

Interested in registering for a CP study trip? The online registration portal on the Student Portal is open during the first week of classes or DROP/ADD. Registration for a study trip is done the same way as registration for an academic course; simply filter study trips by applying "CP" in the department field of the registration portal.

The cancellation deadline from a study trip is the last day of DROP/ADD in the beginning of the semester; no refunds are possible after this date. Study trips are billed directly to your student ledger and should be paid as soon as the trip is confirmed by email from the CP coordinator at the beginning of the semester; online payment can be done through Student Accounting Services. Please note that outstanding balances will result in blocked grades and transcripts.

Need a helping hand to pay for your study trip? *Coup de Pouce* is a donation-based resource that provides a limited amount of financial aid to AUP full-time students who are registered in classes with study trips and who are in financial need. See the SGA or the Cultural Program for more information.





## FALL 2015 STUDY TRIPS

*Destination*

**Marseille**

**Brussels, Bruges & Ghent**

**The Hague**

**Strasbourg**

**Istanbul**

**Bordeaux**

**London**

**London & Stratford-Upon-Avon**

**Venice**

**Rome**

**Vienna**

**Copenhagen, Oslo, Vaxjo**

**Cairo**

**Florence**

**Geneva**

**Naples-Pompei**

*Dates*

Oct 2-4

Oct 3-4

Oct 6

Oct 7

Oct 7-11

Oct 8-11

Oct 15-18

Oct 15-18

Oct 15-18

Oct 22-25

Oct 29-Nov 1

Nov 7-13

Nov 11-15

Nov 11-15

Nov 17-18

Nov 20-22

*Professor(s) leading trip*

David Tresilan & Justin Mcguinness

Kathleen Chevalier

Susan Perry & Michelle Kuo

Rebekah Rast & Steven Ekovich

Hall Gardner

Daniel Medin & Ralph Petty

Waddick Doyle

Dan Gunn

Isabel Gardner

Stephen Sawyer & Jonathan Shimony

Daniel Medin

Mehdi Majidi

David Tresilan

Kathleen Chevalier

Hall Gardner

Anna Russakoff & Jonathan Shimony

**A SAMPLING OF RECENT AUP STUDY TRIPS**



**London & Stratford-upon-Avon**  
CL 3038 Shakespeare in Context

Immerse yourself thoroughly in the world of theater during this visit to Stratford-upon-Avon and London, Shakespeare’s birthplace and home of the Royal Shakespeare Company (RSC). In addition to seeing a number of plays in Stratford and London, enjoy a guided tour of the Globe Theater and attend a workshop on acting.



**Fez**  
ES/HI 3017 The Islamic City

Founded in 808, Fez is often called “the best preserved mediaeval city” in North Africa. Held to be Morocco’s spiritual capital, it is both magnet for pilgrims from sub-Saharan Africa and a major draw for tourists in search of “something cultural.” As a student in this history and urbanism class, discover in situ how daily life, architecture and religious beliefs are intertwined. The trip sheds light on the development of the city’s organic built form – and the challenges of conserving it today.



**Vienna**  
ES-HI 3006 Vienna

For centuries, Vienna was the star at the center of Central Europe. By the time the Austro-Hungarian Empire disintegrated in 1918, it had also become a hotbed for the avant-garde. This four-day study trip enables you to explore the city’s rich cultural legacy, from Imperial palaces to modernist structures; from Old Masters to the provocative canvases of Schiele and Klimt; from fin-de-siècle cafés to the couch used by Freud.



**Loire Valley**  
AH 490 Women & the French Renaissance

This three-day trip to the Loire Valley — where French kings, queens and their courts resided during long periods of the 15th and 16th centuries— includes a visit to the castle of Amboise and a stop in Loches to see the remnants of one of the earliest French castles as well as structures designed for King Charles VII’s mistresses Agnès Sorel and Anne of Brittany.

## OTHER EXCURSIONS AND ACTIVITIES

In addition to organizing myriad faculty-led study trips (as detailed in the Academic section of this handbook), the Cultural Program also offers non-academic excursions and tours, tickets to local events and a selection of on-campus activities.

Excursions are fun one- or two-day trips that take advantage of the many opportunities close to Paris and within France. They're not associated with an academic course but you'll definitely have a fun educational experience. This year, first-year undergraduates are invited to travel to Normandy's D-Day sites to discover an important intersection of Franco-American history in the fall, and to Giverny to enjoy Monet's gardens in the spring. Recent tours have included the Chocolate Walk and Fashion Walk with Paris Walks and guided museum visits.

### TICKETS

The Cultural Program frequently provides reservations or discounted tickets to the many cultural events in and around Paris. Attend a ballet recital at the Opéra Bastille, a musical at the Théâtre du Châtelet or a play at a local theater. Reserve your tickets at Orientation and during the first week of class as they sell out fast.

### AUP EVENTS

Student Government, official AUP clubs and individuals partner with the Cultural Program to organize photo exhibitions, film festivals, and celebrations of crafts, cuisine, music, and dance from different parts of the world. Contact the Cultural Program directly if you would like to discuss a partnership or project.

**NEW ACTIVITIES  
AND DESTINATIONS  
ARE ADDED EVERY  
SEMESTER!**

Check the new Cultural Program brochure and your e-mail throughout the year. In order to sign-up for a cultural excursion, event or guided tour, pre-pay for your participation on the Cultural Program webpage, at Orientation or in the Cultural Program office on the third floor of Combes. Please note that all payments are final and no refunds are possible in the event of cancellation.

### GET YOUR TICKETS NOW!

#### MUSICALS AND DANCE 2015-16

##### Musicals at Châtelet Theater

**Dec. 2:** Singing in the Rain (€42)

**Feb. 3:** Kiss Me Kate (€40)

**March 16:** Passion (€40)

**April 2:** Carmencita (€35)

**June 20:** Wonderland (€35)

##### Dance at the Palais Garnier et Opéra Bastille

**Oct. 1:** "20 Dancers" Boris Charmatz (€15)

**Nov. 19:** "La Bayadère" Rudolf Noureev (€55)

**Dec. 9:** Three modern performances in honor of Pierre Boulez (€55)



#### CULTURAL PROGRAM OFFICE

6 Rue du Colonel Combes C-307

**Office Hours:** Monday through Friday  
from 09:00 to 17:00

[https://www.aup.edu/academics/  
cultural-program](https://www.aup.edu/academics/cultural-program)



# AUP App

Don't miss out!



Events & Clubs



Services, Courses, & Maps



Meet Students & Classmates



Automatic Schedule Sync

... and much more!



Download now!



[aup.campusapp.com](http://aup.campusapp.com)

# STUDENT EVENTS CALENDAR 2015-2016

## AUGUST

- 31 Applications open for SGA Elections and Student Media Board
- 

## SEPTEMBER

- 5 Student Activities Fair, Orientation
- 9 Student Senate 12:10-1:30, C104 (open information session)
- 9 SA Excursion:  
Tour of Marais and Falafel Dinner  
*(exclusively for visiting and first-year transfer students)*
- 10 SA Event: American Thursday Social  
*(exclusively for visiting partner schools, USC, GW), Combes*
- 10 SA Excursion: Promenade Plantée Picnic  
*(exclusively for first-year, degree-seeking students)*
- 11 SGA Back to School Party
- 11 Applications close for SGA Elections and Student Media Board
- 14 SGA Speech Night,  
Voting opens for SGA elections
- 16 Student Senate 12:10-1:30, C104 (lunch with faculty chairs and program directors)
- 17 SGA Clubs Night, Combes
- 18 Voting closes for SGA elections, results announced; New ASM Board members appointed.
- 23 Student Senate 12:10-1:30, C104 (first full session of semester)
- 24 SA Event:  
Bordeaux Wine Tasting, Combes
- 26 SA Excursion:  
Normandy D-Day Beaches
- 30 Student Senate, 12:10-1:30, C104
- 

## OCTOBER

- 2 Study Trip: Marseilles
- 3 Study Trip: Brussels, Bruges & Ghent
- 6 Study Trip: The Hague
- 7 Study Trip: Strasbourg
- 7 Study Trip: Istanbul
- 7 Student Senate, 12:10-1:30, C104
- 8 Study Trip: Bordeaux
- 14 Student Senate, 12:10-1:30, C104
- 15 Study Trip: London
- 15 Study Trip: London & Stratford-Upon-Avon
- 15 Study Trip: Venice
- 21 Student Senate, 12:10-1:30, C104
- 22 Study Trip: Rome
- 28 Student Senate, 12:10-1:30, C104
- 29 Study Trip: Vienna
- 30 SGA Halloween Party, Combes
- 

## NOVEMBER

- 4 Student Senate, 12:10-1:30, C104
- 7 Study Trip: Copenhagen, Oslo, Vaxjo
- 11 Study Trip: Cairo
- 11 Study Trip: Florence
- 11 Student Senate, 12:10-1:30, C104
- 12 Athletics Competition for AUP Athletes in Rome
- 17 Study Trip: Geneva
- 18 Student Senate, 12:10-1:30, C104
- 19 International Student Soirée, Combes
- 20 Study Trip Naples-Pompeii
- 21 SA Excursion: Chateau de Versailles  
Student Media Board Applications Open for Spring 2016
- 25 Student Senate, 12:10-1:30, C104
- 26 AUP Thanksgiving
- 27-29 Environmental and Community Service Supermarket Drive for La Chorba
-



## DECEMBER

- 2 Student Senate, 12:10-1:30, C104  
Spring 2016 ASM Board  
members appointed.
  - 2 Châtelet Theater: Singing in the Rain
  - 9 Student Senate 12:10-1:30, C104  
(last session of semester)
  - 9 SGA and Student Media  
End of the Semester Party, Combes
- 

## JANUARY

- 11 Applications open for SGA Elections
  - TBD Student Activities Fair, Orientation
  - 20 Student Senate (open information session)  
12:10-1:30, C104
  - 22 Applications close for SGA Elections
  - 26 SGA Speech Night,  
Voting opens for SGA elections
  - 26 SGA Clubs Night, Combes
  - 27 Student Senate, 12:10-1:30, C104
  - 28 SA Event: Galette des Rois
  - 29 Voting closes for SGA elections,  
results announced
- 

## FEBRUARY

- 3 Student Senate, 12:10-1:30, C104
  - 3 Châtelet Theater: Kiss Me Kate
  - 7 SGA Super Bowl Sunday
  - 10 Student Senate, 12:10-1:30, C104
  - 13 SA Excursion:  
Tour of Marais and Falafel Dinner  
(*exclusively for visiting and  
first-year transfer students*) Combes
  - 13 SA Excursion:  
Ice Skating at the Hotel de Ville  
(*exclusively for first-year degree  
seeking students*)
  - 13 SA Excursion:  
Bowling at the Front de Seine Dinner  
(*exclusively for visiting and first-year  
transfer students*)
  - 17 Student Senate, 12:10-1:30, C104
- 

## MARCH

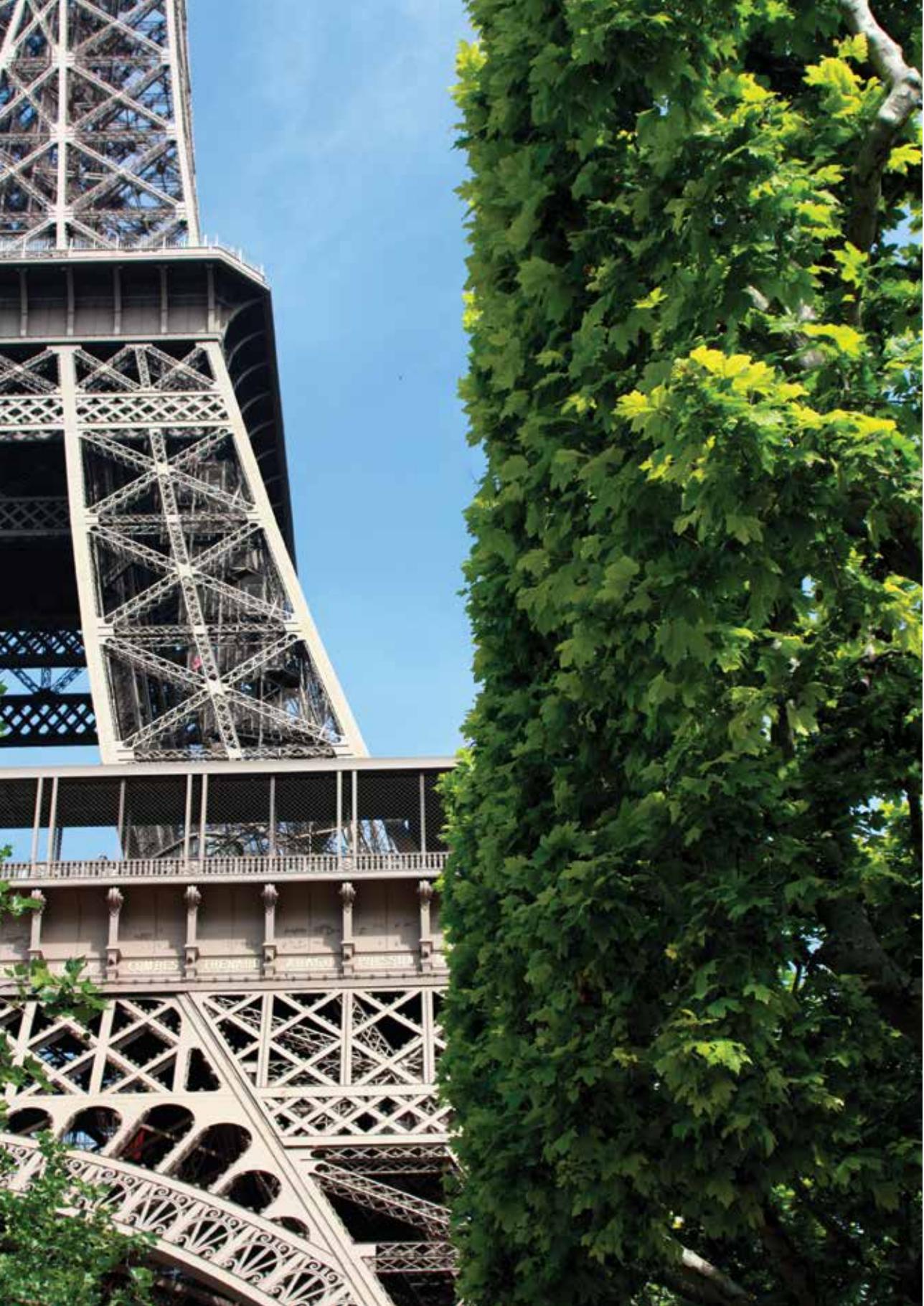
- 7 Applications open for ROUND I  
2016-17 SGA Elections
  - 9 Student Senate, 12:10-1:30, C104
  - 16 Student Senate, 12:10-1:30, C104
  - 16 Châtelet Theater: Passion
  - 18 Applications close for ROUND I  
2016-17 SGA Elections
  - 22 ROUND I 2016-17 SGA Speech Night
  - 22 Voting Opens for ROUND I  
2016-17 SGA Elections
  - 23 Student Senate, 12:10-1:30, C104
  - 25 Voting Closes for ROUND I 2016-17 SGA  
Elections, Results Announced
  - 25 Applications open for ROUND II  
2016-17 SGA Elections
  - 30 Student Senate, 12:10-1:30, C104
- 

## APRIL

- 2 SA Event: Paris Catacombes
  - 16 Châtelet Theater: Carmencita
  - 4-9 SGA Charity Week
  - 6 Student Senate, 12:10-1:30, C104
  - 8 Applications close for ROUND II  
2016-17 SGA Elections
  - 9 SGA Charity Week: 7K run in the 7th
  - 12 ROUND II 2016-17 SGA Speech Night
  - 12 Voting Opens for ROUND II  
2016-17 SGA Elections
  - 13 Student Senate, 12:10-1:30, C104
  - 15 Voting Closes for ROUND II  
2016-17 SGA Elections, Results Announced
  - 16 Worlds Fair
  - 20 Student Senate, 12:10-1:30, C104
  - 21 Cultural Program Show & Tell
  - 23 SA Excursion: Giverny
  - 27 Student Senate, 12:10-1:30, C104
  - 28 Student Showcase
  - TBD SGA and Student Media End of the  
Semester Party, Combes
- 

## MAY

- 24 Graduation Gala
-



## LIVING IN PARIS

### GET TO KNOW YOUR CITY

Paris is one of the most culturally rich cities in the world, with 132 museums along with a multitude of theaters and monuments. The best way to discover your new home away from home is to walk as much as possible, exploring of the delights of each arrondissement with friends and relaxing at a café or park along the way.

As a student living in Paris, you benefit from many discounts at theaters, museums and movie theaters. Make the most of your stay in the French capital by venturing out to discover its many colorful cultural assets. For detailed cultural tips take a look at the "Entertainment" page in the Living in Paris section of the AUP website, contact the Cultural Program Coordinator or stop by to see Yann Louis in the Office of Student Development on the fourth floor of the Combes Student Life Center.

# RESIDENTIAL LIFE

The AUP Office of Residential Life in the Office of Student Development helps you find housing and provides help with housing-related issues, such as payment of rent, insurance declarations, and liaising with landlords.

As a first-year student you are housed by AUP in either shared student apartments made available by our housing partner Comforts of Home, or in homestays arranged by the Office of Residential Life.

Graduate students and returning undergraduate students may elect to use the Office of Residential Life to find an independent apartment, consult listings on our database and arrange apartment visits in person. If you choose to find accommodations through AUP's Office of Residential Life you are bound by certain rules and regulations, but are also guaranteed certain rights. It is essential to understand these rights and responsibilities from day one in order to avoid confusion or unnecessary frustration later in the year.

Graduate students and returning undergraduates who wish to find housing through Paris-based services offered outside of the Office of Residential Life should consult the Housing section on the AUP website for a few practical tips.



**ROOMMATES  
OFTEN BECOME  
LIFE-LONG FRIENDS.**

## HOUSING RIGHTS & RESPONSIBILITIES

**The Office of Residential Life may help you with:**

- Finding comfortable, affordable accommodations within a reasonable commuting distance from campus;
- Resolving interpersonal issues that may arise between you and your roommates, your neighbors and your landlord;
- Finding someone to help with maintenance issues that may arise in your apartment such as leaks, electrical problems or appliance issues.

**Your responsibilities include:**

- Ensuring you do a walk-through upon arrival and departure of your apartment, keeping a copy of the walk-through form (*état des lieux* in French);
- Maintaining your apartment while you are living in it, including cleaning or necessary repairs prior to your move-out;
- Communicating with the Office of Residential Life and your landlord when issues arise;
- Respecting COH move-out dates communicated at the beginning of the semester, or, if you are in an independent apartment, giving one-month's written notice before moving out of your apartment, which should always coincide with the end of a semester (December, May, or July) – not mid-semester.

Graduate students and returning undergraduates who wish to find housing outside of AUP's Office of Residential Life should consult the AUP website for a few practical details.



### STUDENT ADVISOR APARTMENT VISITS

New undergraduates housed with Comforts of Home will be assigned a Student Advisor at Orientation. Your Student Advisor will visit your COH apartment early in the semester to ensure that your transition to Paris has been successful and to discuss how you can take full advantage of student activities at AUP. They will also provide support for any concerns you may have about your apartment or your roommate arrangements.

If you are housed in homestays you will also be assigned a Student Advisor, albeit without a house call. Events will be organized on and off campus, including activities planned for you and your landlord to do together.

### THE HOUSING DATABASE

Graduate students and returning undergraduate may peruse our online listings when looking for new housing. You'll find a map of the apartment, information about nearby amenities and photographs of the apartments, if available. Carefully note the availability date of the apartment as well as any potential extra costs, and visit the AUP Office of Residential Life to inquire about scheduling a visit.



### WHAT THE OFFICE OF RESIDENTIAL LIFE DOES

- Houses hundreds of AUP Students each semester
- Liaises closely with our first-year student housing provider Comforts of Home to ensure your satisfaction and proper communication
- Assists with housing insurance claims, CAF applications, while encouraging responsibility and accountability
- Develops and maintains good working relationships with independent landlords who provide housing to AUP students throughout Paris
- Helps resolve disputes and misunderstandings between you and your landlord and among you and your roommates in shared apartments.

## ROOMMATE RELATIONS

Learning to live with others is a valuable part of the college experience and at AUP we are pleased to be able to provide you with communal living spaces within the heart of our unique city. Instead of a typical American dormitory setting, we've chosen to house you in family-style Parisian apartments where you will share space with anywhere from 4 to 6 other students, on average, depending on the size and layout of the apartment.

### Roommate grievances

Communication is the first step towards building an agreeable roommate relationship, and AUP's Housing Office and Counseling Service can help you troubleshoot miscommunication between roommates and to try to start anew in the case of disagreement or a communication breakdown.

AUP and COH staff are here to help mediate in the case of a roommate conflict. This may arise from small issues, such as having someone else use your toothpaste, or from a big one, such as being called a derogatory term for not taking out the garbage. Conflicts generally arise from disrespectful behavior, such as rooming with someone who never does his dishes, or regularly comes home and turns the lights on at 4am while you're sleeping.

If you're having a hard time with your roommates, schedule an appointment with the Head of the Office of Residential Life by emailing her at [jlarsen@aup.edu](mailto:jlarsen@aup.edu). She and her team will work with you to determine if you should speak with another member of AUP staff, COH staff, or if all roommates need to be called in to discuss the conflict.

### TIPS FOR PAVING THE WAY TO A POSITIVE ROOMMATE RELATIONSHIP

**Set the ground rules:** fill out your roommate agreement all together, and discuss potential points of conflict.

**Do your part:** pick up after yourself, and stick to apartment-wide agreements about taking out the garbage and cleaning the bathroom.

**Communicate!** Let your roommates know before bringing guests into the apartment.



### OFFICE OF RESIDENTIAL LIFE

6 Rue du Colonel Combes C-405 & C-406  
[Housing@aup.edu](mailto:Housing@aup.edu)



## SETTLING IN AND GETTING AROUND PARIS

Life can sometimes be challenging in Europe, whether you are a native Parisian or not, and even more so when you have moved here from a completely different country. This is why the Student Development team is available at Orientation and throughout the year to inform and assist you in all aspects of everyday life. We have also developed partnerships with local banks and a service company to facilitate moving to Paris. Please see further below for more details.

---

### STUDENT DEVELOPMENT HELPDESK

- Need advice on banking?
- Confused about how to obtain a metro pass?
- Not sure where to get a cell phone or replace a SIM card?
- Not sure where to find storage space?
- Having trouble with administrative red tape and contracts?
- Dealing with a theft and not sure where to turn?

Schedule an appointment or stop by to see Yann Louis at the Student Development Helpdesk on the fourth floor of Combes for tips on living independently in the French capital. We are happy to help with all of the following: banking, metro passes, information about cell phones and SIM cards, tips for storage space, advice for administrative red tape and contracts and support dealing with a lost or stolen item.

Yann is also available to meet with you if you are looking for ideas about fun activities to do around Paris. You can refer to the "Living in Paris" section of the AUP website for more information, or feel free to come and say hello to Yann during his office hours.



**Yann Louis**

Student Development Assistant  
6 rue du Colonel Combes  
Fourth floor reception next to the student lounge  
Office Hours: M-F 10:00-18:00  
01 40 62 06 30  
ylouis@aup.edu

## BANKING

AUP partners with two banks close to campus, each with designated English-speaking representatives. If you plan to stay in Paris for more than one semester, we strongly recommend opening a French bank account. Bank accounts are required in France to obtain a phone and Internet plan, as well as to open an account for any apartment utilities. Below you will find more details regarding our partner banks.

---

### **Société Générale**

Société Générale  
Representative: Eden Malka  
106, rue Saint Dominique  
75007 Paris  
Tel: (33/1) 47 53 55 17  
christian.bernada@socgen.com  
*(Please write "pour Eden Malka" in the subject line of your email)*

### **LCL**

Representative: Benoit Malnar  
2 bis, avenue Bosquet  
75007 Paris  
Tel: (33/1) 44 11 30 07  
paris.bosquet@lcl.fr  
*(Please write "pour Mr Malnar" in the subject line of your email)*



## MOBILE AND INTERNET SUPPORT

AUP also collaborates with Com Avenue, a company that offers services from all local mobile and Internet providers. Com Avenue employees speak English and are happy to meet with you to discuss the phone and Internet plans that might best meet your needs. They provide reliable, quality advice as well as excellent customer service.

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### **Com Avenue is located at:**

24 rue du Champs de Mars, a 5-minute walk from campus. They are open Monday to Saturday 10:00 to 20:00.  
Tel: (33/1) 45 55 00 07  
info@comavenue.com





## TRANSPORTATION

The very first metro line was built in Paris in 1900, and the city has since developed a complete network of public transportation that includes the metro, bus and tramway systems.

If you are under the age of 26 you can purchase a yearly student discount transportation card for €342, called the Carte Imagine R.

If you are over 26 you can purchase a regular transportation card, called Carte (Pass) Navigo, which you can renew on a monthly or yearly basis. At the time of this printing, it cost €70/month for a pass covering Paris (zones 1 and 2).

Note that a pass is valid for all metros, buses and tramways. Don't miss Yann's workshops during Orientation week for more in-depth explanations of Paris' transportation system and how to purchase the passes.

### STUDENT SAFETY: "STREET SMART IN PARIS"

Paris is a relatively safe city, but as in any city you should stay alert when out and about. Here are a few things to consider whether you consider yourself a Parisian or are new to the city:

- Spend a few weeks observing your surroundings and learn to recognize red flags.
- Develop street-smart habits, such as watching out for pick-pockets and con artists, and cultivating a "non-tourist" look and attitude.
- Be aware of cultural differences that can potentially lead to misunderstandings, and thereby conflicts: approach people with a bit more reserve than usual, always begin with "bonjour" when you walk into a shop or stop someone to ask a question, be friendly but not too inviting in public places, and avoid eye contact that could be misinterpreted.

- When riding the metro, the bus, or when wandering on the streets, watch your belongings at all times: cell phones are the most stolen item in any big city, snatched right out of your hands or pockets.
- When going out to drink: set-up a “buddy system” similar to the “designated driver” system. Be aware that when you have had too much to drink you become an easy target for all kinds of aggression, including sexual assault. Don’t leave anyone behind!
- In clubs/bars: don’t leave your drink unattended, and/or don’t accept a drink from a stranger, unless you’ve seen it poured in front of you... yes, roofies.
- Make sure to set aside some money for a cab, and preferably order one.
- Always have a valid ID on you, but leave the passport at home: you should carry a photocopy of it with you always, but make sure to have another official form of ID; have your student ID card with you at all times, just in case.
- At the Champs de Mars or other similar places: please know that pickpockets/ thieves, petty criminals are on the lookout for foreigners, and especially one who have had a bit too much to drink.
- Alcohol is a major factor in aggressions, so follow the advice given previously to avoid any potentially dangerous situations.
- Please review AUP’s Emergency Procedures bulletin, also posted on our website. Take a picture of the document and keep it on your cell phone. Enter the University’s 24-hour hotline (emergencies ONLY) in your cell. And post a copy in your apartment.
- In case of a serious emergency, the University will contact you with instructions via a text message on your cell phone.



## USEFUL INFORMATION

### CABS/CAR SERVICES

#### Uber

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

The Uber app connects you with a driver at the tap of a button.

Available on iPhone, Android...

#### Taxi G7

[www.taxig7.fr](http://www.taxig7.fr)

or by phone at: 3607

#### Taxis bleus

[www.taxis-bleus.com](http://www.taxis-bleus.com)

or by phone: 08-91-70-10-10

#### Taxis parisiens

[www.central-taxi-parisien.com](http://www.central-taxi-parisien.com)

or by phone: 08-25-56-03-20

### PHARMACIES

#### Pharmacie Centrale

Open 7 days a week, 8:00 a.m.-12:00 a.m.

15th arrondissement

52 Rue du Commerce

Metro: Avenue Emile Zola

Tel: 33(0)1 45 79 75 01

#### Pharmacie du Drugstore des Champs-Élysées

Open 7 days a week until 2:00 a.m.

8th arrondissement

133 Avenue des Champs-Élysées

Metro/RER: Charles de Gaulle Etoile

Tel: 33(0)1 47 20 39 25

### LOCAL POLICE STATION OPEN 24/7

7th arrondissement

9, rue Fabert

01 44 18 69 07

Metro line 8 – RER C Invalides



## SUPPORT BEYOND THE CLASSROOM

Adjusting to life abroad can be challenging, as can adjusting to college life socially and academically. In addition to the services mentioned on the previous pages, our Health & Wellness program also provides in-house guidance counseling as well as off-campus appointments with psychologists and psychiatrists.

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### **A variety of counseling services are available to you:**

**On campus:** In a safe and confidential environment, our student guidance counselor can meet one on one with you to assess your needs and provide the proper support. While you are welcome to drop in to meet with the on-campus counselor during office hours, ensure that appropriate time and attention will be provided to your concerns by scheduling an appointment.

**Off campus:** AUP collaborates with two off-campus therapists who are available to meet with you during 45-minute sessions free of charge. You must schedule an appointment and can do so either directly using the contact information listed in this section or by contacting your on-campus student guidance counselor.

We also collaborate with a large English-speaking network of medical and mental health care providers in Paris, including counselors, doctors, psychologists and psychiatrists. Consultations with these doctors and specialists are typically fully reimbursed by AUP's comprehensive Health Care Plan.

Learn more about what AUP counseling services may have to offer you and what professional counseling is all about by visiting AUP's website: [www.aup.edu/student-life/resources-services/health-wellness/counseling](http://www.aup.edu/student-life/resources-services/health-wellness/counseling).



### DID YOU KNOW?

Getting good grades and making the most out of life at AUP is certainly important to you. Thus your general well-being, in terms of physical and mental health, is crucial as well. We provide a range of services to assist with more general daily life issues to ensure that your experience at AUP goes as smoothly as possible.

Important components for a healthy and academically successful semester include having a grasp on time management, getting enough sleep, eating properly, and cultivating a good social network. Our counselors can provide you with tools and tips on some of your personal concerns.

The Health & Wellness program offers various workshops throughout the year to guide, inform, raise awareness and hopefully encourage prevention. Topics often discussed include: body image, study habits, substance abuse, anxiety and time management as well as sexual harassment and assault. Stay tuned to [www.aup.edu](http://www.aup.edu) for updates on upcoming workshops.



### THE COUNSELING TEAM

6 Rue du Colonel Combes, C-408  
Office hours: M-F 9:30-17:30

#### On-campus

##### Guidance Counselor

Sandrine Godt  
01 40 62 06 43  
[sgodt@aup.edu](mailto:sgodt@aup.edu)

**Office Hours:** 9:30 – 17:30



#### Off-campus Therapists

Mathilde Toulemonde  
06 13 91 46 12  
[mathilde.toulemonde@gmail.com](mailto:mathilde.toulemonde@gmail.com)  
(by appointment)

Ariane Wilder  
06 43 73 19 93  
[arianewildermft@yahoo.com](mailto:arianewildermft@yahoo.com)  
(by appointment)

# HEALTHCARE PLAN

The American University of Paris offers you a comprehensive Health Care Plan which guarantees excellent medical coverage, helps integrate you into French society and supports the University's academic mission.



It is a French government requirement that all students have health insurance. If you are full-time student you are automatically enrolled in the AUP Student Health Care Plan at the beginning of each semester. For new students and returning students alike, coverage begins the first day of Orientation and lasts until the beginning of the following semester. The policy is automatically renewed for continuing students during the second semester and the summer.

The plan consists of French Student Social Security (SMEREP), full medical coverage with MSH International's supplemental insurance, counseling services, and emergency support.

The AUP Student Health Care Plan is mandatory and available in several packages depending on your status: see the Health Care Plan page on the AUP website for full details, or contact the AUP Health Care Plan Coordinator at [health@aup.edu](mailto:health@aup.edu). MSH International are English speaking, and you can also contact them directly at: +33 1 44 20 48 15.



## THE CARTE VITALE

If you are staying at AUP for more than one semester it is worth applying for a *Carte Vitale* to speed up the process and so that you get a permanent social security number. You will need a birth certificate with an *apostille* to apply. The Health Office staff can help you with your application.



### HEALTH CARE COORDINATOR

6 Rue du Colonel Combes, fifth floor  
01 40 62 08 21  
[health@aup.edu](mailto:health@aup.edu)

# DOCTORS

## EMERGENCY SERVICES

Hospitals with Emergency Rooms in Paris  
[http://www.aphp.fr/site/urgences/urgences\\_adultes.htm](http://www.aphp.fr/site/urgences/urgences_adultes.htm)

### Hospitals & Clinics

Clinique Blomet  
136 bis, rue Blomet 75015 Paris  
Metro: Convention Tel: 01.40.45.37.37

Herford British Hospital  
3 rue Barbès 92300 Levallois-Perret  
Metro: Anatole France  
Tel: 01.46.39.22.22

Hopital Européen Georges-Pompidou  
20, rue Leblanc 75015 Paris Metro: Balard  
Tel: 01.56.09.20.00

## GOOD TO KNOW

You are covered and reimbursed from the first day of orientation. If you need to see a doctor you will need to pay him or her directly. Keep all the paperwork you are given, including your prescription after you have had it filled. You will need it to be reimbursed.

The first time you see a doctor, this person will become your "generalist." Ask them to complete the *médecin traitant* form. This way you can be sure of getting the maximum reimbursement.

Come to the Health Office for information and lists of doctors and to drop off your claims.

Think about setting up your online account with both SMEREP and MSH quickly so that you can track any claims you have made; the health office will issue instructions on how to do this during the first week of class.

### Psychiatric Emergencies

Hopital Saint-Anne 01-45-65-80-00  
Open 24/7  
Day: 1 rue Cabanis  
Day and Night: 17 rue Broussais 75014 Paris  
Métro Glacière or bus 62

Students Medical and Dental Center  
Affordable fees and a variety of specialists  
12 rue Viala  
75015 Paris - M° Dupleix Medical  
Tel: 01 53 95 30 00 or 01 53 95 30 01  
Dental Tel: 01 53 95 30 21

## GENERAL PRACTITIONERS

### English Speaking Doctors

Dr. Patricia Nizard  
41, Avenue Bosquet 75007 Paris  
Metro: Ecole Militaire Tel: 01 45 55 66 15  
Regular fee: 50 €

Dr. Francis Slattery  
10, Avenue d'Elyau 75016 Paris  
Metro: Trocadero  
Tel: 01 47 42 02 34  
Regular fee: 60€

### SOS Médecins

SOS Médecins makes house calls when you are too sick or when a GP not available. Make sure to ask for a claim form from the doctor so that you can be reimbursed. "You can sometimes request an English-speaking doctor.  
Tel: 3624 or 01.47.07.77.77

### Doctors who charge less than €40

Dr. Philippe Labet  
41, Avenue Rapp 75007 Paris  
Tel: 01 44 18 94 82 French/English/German  
Regular fee: 23-30€

Dr. Philippe Martinetti  
39, Avenue Duquesne 75007 Paris  
Tel: 01 47 83 56 57 French/English  
Regular fee: 23€

Dr. Maxime Szusterkac  
70, Rue de Sevres 75007 Paris  
Tel: 01 43 06 71 45  
French/English  
Regular fee: 23€

## SPECIALISTS

### Dentists

Dr. Olivier Besserman  
34, rue de la Victoire  
75009 Paris  
Metro: Notre Dame de Lorette  
Tel: 01.48.78.49.50

Dr. Céline Bismuth  
7, rue Bernard de Clairevaux  
75003 Paris  
Metro: Rambuteau  
Tel: 01.48.87.61.61

Dr. Guillaume Brahami  
1B Place de Valois 75001 Paris  
Metro: Palais Royal  
Tel: 01.42.61.60.40

Dr. Aidan Dowd  
11, rue de la Fontaine du But  
75018 Paris  
Metro: Lamarch Caulaincourt  
Tel: 01.46.06.90.64

### Dermatologist

Dr. Brigitte Marchal  
40, ave Bosquet 75007 Paris  
Metro: Ecole Militaire Tel:  
01.45.51.04.40

### Gynecologists

Dr. Anne-Françoise Neiman  
150, rue de l'Université 75007 Paris  
Metro: Invalides  
Tel: 01.44.18.72.18

Dr. Tatiana Oppenheim 17,  
Boulevard du Temple 75003 Paris  
Metro: Filles du Calvaire Tel:  
01.48.87.22.63

### Laboratories

Laboratoires d'Analyses  
Médicales  
42, ave Bosquet  
75007 Paris  
Metro: Ecole Militaire  
Tel: 01.47.05.84.37

Laboratoires d'Analyses  
Médicales  
16, rue José-Maria de Heredia  
75007 Paris  
Metro: Ségur  
Tel: 01.47.83.24.13

### Ophthalmologist

Dr. Esther Blumen  
41, ave Bosquet 75007 Paris  
Metro: Ecole Militaire  
Tel: 01.45.55.65.45

### Opticians

Optique Monnery  
49, rue Cler  
75007 Paris  
Metro: Ecole Militaire Tel:  
01.47.05.18.67

Walter Optique Service  
107, rue Saint Dominique  
75007 Paris  
Metro : Ecole Militaire  
Tel : 01.45.51.70.08

### Osteopath

Mr. Jacques Lachant 9 bis, rue  
de Valence 75005 Paris  
Metro: Gobelins  
Tel: 01.43.37.85.55

### Physical Therapists

Mr. Paul Beurskens 34, rue  
Dauphine 75006 Paris Metro:  
Odéon  
Tel: 01.44.07.04.97

### Psychiatrist

Dr. Isabelle Laffont  
11 rue Vignon Metro Madeleine  
75008 Paris  
Tel: 01.40.06.04.49 isabelle.  
laffont@free.fr

### Radiology/X-rays

Centre d'Imagerie Médicale  
199, rue de Grenelle 75007 Paris  
Metro: Ecole Militaire  
Tel: 01.45.55.08.09

Dr. Anne Ducellier-Orlowski  
16, rue Franklin  
75016 Paris  
Metro: Trocadéro  
Tel: 01.45.25.15.10

## PHARMACIES

49, ave Bosquet  
75007 Paris  
Metro: Ecole Militaire

104, rue Saint Dominique  
75007 Paris  
Metro: Ecole Militaire

151, rue de Grenelle  
75007 Paris  
Metro: La Tour-Maubourg





## CONNECTIVITY AT AUP

### YOUR AUP NETWORK ACCOUNT

Your AUP NetID allows you to access e-mail, computer labs, file storage, printing, library services, Blackboard course sites and more. It consists of your five-digit student ID number, preceded by the letter "a." For example, if your ID number is 99999, your NetID will be a99999.

### AUP E-MAIL

Every student receives an AUP email account: a12345@aup.edu or firstname.lastname@aup.edu. All official University communications are sent to this account so be sure to check your email daily at <http://mail.aup.edu>.

### WIFI AND YOUR DEVICES @ AUP

You can use your personal computer, phone or tablet to connect to AUP's wireless network in any campus building. You can also easily sync your AUP account (e-mail, calendar and contacts) with your phone or tablet using the "Microsoft Exchange" account option on your device. You can send certain types of documents from your laptop to campus printers using the "Web Print" feature at <http://printing.aup.edu>.

The AUP network uses the 802.11b/g standard and "Wi-Fi Protected Access" (WPA Enterprise) security. For instructions on using AUP Wi-Fi see, [www.aup.edu/wifi](http://www.aup.edu/wifi)

### COMPUTER LABS & MULTIMEDIA SERVICES

PC and Mac labs are being relocated to new spaces over the coming semester. Look for more information in your AUP email for up-to-date locations and hours. Services include scanning, printing in color and black & white, CD/DVD burners and equipment loans (USB keys, headphones, etc.). Well stocked with cameras, tripods, microphones and the like, the Multimedia Office provides equipment

and guidance for audiovisual projects. The Multimedia Office also supports classroom audiovisual equipment and the Pat Thompson Production Studio. Services include:

- Free Microsoft Office installation for personal Windows and Mac laptops.
- Free McAfee VirusScan installation on personal Windows laptops.
- Audio & Video equipment available from the Multimedia Office, C-303. See Multimedia policy.
- Free access to video tutorials at <https://lynda.aup.edu>.
- Access to the AUP Film/Photo/Broadcast studio. Contact: [multimedia@aup.edu](mailto:multimedia@aup.edu).

The purchase of an external hard drive is strongly advised when working on video projects.



## YOUR PERSONAL COMPUTER @AUP

For compatibility with AUP systems, the following minimum standards apply: Windows 7, 8 or 10 and Mac OS X 10.6 or later. More recent operating systems are supported.

AUP strongly encourages you to purchase extended warranty options for your computer.

### Personal File Storage-My Files

Every student has a personal file storage space. Nightly backups make this a secure place to store files. Access your files from any campus computer or your laptop at [www.aup.edu/current-students](http://www.aup.edu/current-students)

## SECURITY

- Personal laptops must have up-to-date anti-virus software installed, available free of charge (PCs only, not MACs). Bring your laptop to the Lab.
- Never share your NetID password with anyone, and remember to always log off lab computers!
- Please review AUP ITS Policies at: [www.aup.edu/its/policies](http://www.aup.edu/its/policies).

## PRINTING

- Each semester, a certain number of 'free' pages are allocated to each student. Additional printing credits may be purchased by logging in to [www.aup.edu/current-students](http://www.aup.edu/current-students), then IT Services, My Printing. Please respect the environment and help reduce costs. Avoid printing unnecessarily.
- You can print from your laptop. Log on to <http://printing.aup.edu> and click "Web Print."



## DEVICE DO'S AND DON'TS

Keep and bring your laptop installation CDs and manuals, in case you need to reinstall or reconfigure your system.

Be sure to bring the appropriate adapters and electrical connectors for France.

See: [http://goeurope.about.com/cs/electricity//bl\\_electricity.htm](http://goeurope.about.com/cs/electricity//bl_electricity.htm).

Keep a record of your computer configuration and serial numbers, and a backup copy of your files.

Check international warranty options for equipment purchased outside France.

Please note that to protect AUP equipment, food and drinks are prohibited in all Computer Labs

## NEED TECHNICAL ASSISTANCE?

The Helpdesk is your first point of contact for technology support. Our e-mail and Web-based system allows us to efficiently route, respond to and track the high volume of requests we receive. Your ticket is then routed to the most appropriate staff member for handling.

Unfortunately, ITS does not have resources to provide maintenance for personal laptops and hardware. A list of local IT vendors is available on request.

You can contact the Helpdesk easily

by writing to [helpdesk@aup.edu](mailto:helpdesk@aup.edu),

by calling extension 696  
(01 40 62 06 96 from off campus), or

by logging in at <http://helpdesk.aup.edu>

# IMPORTANT IMMIGRATION REMINDERS

Our Student Immigration Services Office provides you with the resources to apply for and renew your legal residence documents. We have detailed explanations for all student visa situations and AUP students can contact SIS year-round for help.

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## FIRST-YEAR STUDENTS AND TRANSFER STUDENTS

### Non-European union nationals

When you arrive at AUP, the SIS Office will send a copy of your passport, student visa, the entrance stamp placed in your passport upon entry and your original OFII form to the OFII office in order to request a medical visit. Once your application is processed by the French authorities, the OFII will schedule a mandatory medical visit for you that can NOT be rescheduled.

At this visit, a doctor will give you a general check up and take a lung X-ray and possibly ask for blood samples. Do NOT leave your visit without first being issued a *certificat de contrôle médical* (the medical certificate from the OFII) certifying that you have passed the health standards required by the French government as well as the OFII vignette (the OFII sticker), which will be inserted in your passport. You must bring these two documents to the SIS Office to update your records when you have completed your medical visit.

**IMPORTANT:** If you are in your first semester of study in France you will not receive a separate *titre de séjour* upon your first application. The vignette inserted in your passport “validates” the visa and legalizes your stay in France. Both combined, the OFII sticker and the student visa, are your residency card (also called VLS-TS: *visa long séjour valant titre de séjour*). Please note that if you are housed outside Paris (75), you must immediately contact the SIS Office.



### AUP IMMIGRATION SERVICES IS HERE TO HELP

The AUP Student Immigration Service assists all non-European Union full-time students living in Paris with the paperwork necessary to obtain official student status in France. We are here to serve as an intermediary between you and the French Authorities, guiding you in the application process, informing you about procedures and required documents, and directing you towards the appropriate offices when you are scheduled to meet with French authorities.

Check your AUP email daily! This is our primary means of communication with you. Requirements will vary depending on your student status. For further details and a list of required documents, see the SIS section on the AUP website.

## RETURNING STUDENTS

Fall and Spring: If you are a Non-EU returning student you must contact the Immigration Office three months before your *titre de séjour* expires to start the renewal application. Note that the application must be complete and sent to the French Authorities two months before the residency card expires.

### Be timely as expensive late fees apply:

One day - three months after expiry: €180 (late fee) + €49 (renewal fee)

Three months after expiry: €417 (late fee) + €49 (renewal fee)

**IMPORTANT:** While the renewal application is processed by French Authorities, you must remain in France until they are issued their residence permit (or at least the temporary *récépissé*). See the SIS Office for further details.

## VISITING STUDENTS

If you are staying only one semester, all you need is a temporary student visa (D –visa, *dispense temporaire de carte de séjour*) to enter France. When you arrive at AUP, we will make copies of your passport, your visa, and take your original OFII form. This form is given to you by the Consulate when you receive your student visa.

If you are studying in France for two semesters, you'll need to submit additional documents to the French authorities. See the SIS Office for further details.

## ESSENTIAL ADDRESSES

### Prefecture De Police

Centre de Réception des Etudiants  
Etrangers,  
92 Boulevard Ney  
75018 Paris

### OFII–Office Français de l’Immigration et de l’Intégration

(medical exams)  
48 Rue de La Roquette  
75011 Paris



## STUDENT IMMIGRATION

**SERVICES (SIS)** [sis@aup.edu](mailto:sis@aup.edu)

T-201

01.40.62.0615

**Office Hours:** Mon. - Fri. 9:00–18:00

# MONEY MATTERS

## TUITION PAYMENT DEADLINES AND CONDITIONS

Tuition must be fully paid prior to the start of the semester; you will not be allowed to attend classes unless your full semester tuition and fees have been paid. Student Accounting Services may cancel class registration or place a hold on academic records if you do not pay tuition on time.

Tuition payments must be made by the deadlines listed below. Late fees will be charged for all payments received after the deadlines.

**15 July** Fall semester for yearly and semester payers

**15 December** Spring semester for semester payers

If you have selected the Installment Payment Plan, for which there is a fee of 200€, deadlines are:

**Fall** 1 June or upon receipt of invoice, 1 July, 1 August and 1 September

**Spring** 1 Sept or upon receipt of invoice, 1 November, 1 December and 1 January

Summer tuition is due on 30 April for the first session and 31 May for the second session.

Student Accounting Services is happy to meet with you and your parents if you would like assistance managing payments. If you are receiving financial aid and/or have loans, you are expected to contact the Financial Aid Office (ddolyak@aup.edu) regarding any requirements that must be met.

## HOW TO PAY

Once registered for classes, you can log on to your account on the AUP website and look under the Student Portal to find MyBilling. This will show all amounts owed and payments received for any given term.

Payments may be made online by credit card via the AUP website <http://my.aup.edu/> payment. Other payments can be made by bank transfer, by check in euros drawn on a French bank, or in cash.

## OUTSTANDING FINANCIAL OBLIGATIONS

If your account has an overdue balance you will have a hold placed on your account. You will not be able to register for the subsequent semester and transcripts, certificates of credit, and diplomas will not be issued until the accounts are paid in full. If you have an outstanding balance you will not be allowed to participate in the Graduation ceremony. If you think you may be affected by these policies you should contact Student Accounting Services to make arrangements to resolve outstanding financial obligations.



## STUDENT ACCOUNTING SERVICES (SAS)

supports you and your family with billing and payment processes. The department maintains all your AUP financial records. Information about tuition and fees is available on the SAS pages of the AUP website: [www.aup.edu/student-life/resources-services/student-accounting-services](http://www.aup.edu/student-life/resources-services/student-accounting-services).

For questions about making payments and requesting refunds please contact

### Sally Overton

soverton@aup.edu  
01 40 62 07 13

For questions about invoices and debts please contact

### Mattea Lalanne

mlalanne@aup.edu  
01 40 62 07 11

For general information: [sas@aup.edu](mailto:sas@aup.edu)



## COMMUNITY STARTS WITH YOU

AUP students move across cultural borders both on campus and in Paris on a daily basis. As you find your place in our diverse community, you are expected to act as an exemplary citizen, upholding the AUP code of student conduct while also respecting local French customs and laws. Read the Rights and Responsibilities document in this section of the handbook to also understand your rights as a student, including representation by student government, protection from discrimination and harassment and access to a wealth of resources and facilities.

Paris is a relatively safe city compared with other world capitals, but we encourage you to take the time to familiarize yourself not only with the emergency services available in the city but also with the many services provided on campus. Remember, you are now part of a community and should never hesitate to reach out for support.

# STUDENT RIGHTS & RESPONSIBILITIES

## I. THE AMERICAN UNIVERSITY OF PARIS (AUP) COMPACT

The American University of Paris is an educational institution that exists for the transmission of knowledge, the pursuit of truth, and the development of its students as critical thinkers able to move across the cultural borders of the contemporary world with a sense of commitment to and responsibility for a world held in common.

The University promotes its educational goals and preserves the human rights of each of its members by supporting the following rights and safeguards for all of its students:

- A. Freedom of expression and freedom of inquiry for students and all members of the University community, subject to the limitations that such freedom shall not extend to the denial of another's rights nor to attacks on individuals or on the university community as a whole.
- B. Student right to participate in the shared governance of the University, including an opportunity to express concerns and affect change through the Student Government Association as well as student membership on appropriate committees and administrative bodies.
- C. Freedom from discrimination on the grounds of sex, race, color, religion, national origin, age, disability, sexual orientation or gender identity, creating an atmosphere of mutual respect in which the improvement of opportunities for individual intellectual development is the paramount concern;
- D. The safety, welfare and property of all members of the University community, and the safety and property of the University itself.

It is the responsibility of each member of the AUP community to support these standards of the AUP Compact.

## II. RIGHTS AND RESPONSIBILITIES ON CAMPUS

The University's campus in the 7th arrondissement of Paris brings together academic resources, offices, and public spaces in a unified, though distributed, architectural whole. While on urban campus, students benefit from the following:

### A. Representation by Student

**Government:** the Student Government Association (SGA) is an integral part of the University's model of shared governance. Each year a new student government, including an executive branch and members of the student senate, is democratically elected by the student body. Graduate and undergraduate executives, the senate and SGA-mandated committees contribute actively to discussions about the community, including challenges and problems, and are free to propose projects and solutions directly to the faculty, administration and the Board of Trustees. The SGA is also responsible for allocating the University's student activities budget.

- B. **Access to student-led organizations:** official student-led organizations must first be approved by the Student Leadership Office; members are required to be currently registered students. Current students are allowed to start new organizations or to join already-established groups, and thus benefit from access to meeting rooms on



campus, equipment available through the multimedia office, the use of student leadership spaces, the right to request funds through the student activities budget and other resources and support. Student groups that violate University policy may be disbanded or have certain rights listed here suspended. Students and student organizations may not sign contracts in the name of the University and should refer to the Student Leadership Office for support with external vendors.

- C. **Right to assemble, promote causes and invite guest speakers:** the University's mission includes educating students to communicate effectively in a world of many different languages, to listen carefully and to think critically about history, human societies, economics, culture, literature, the arts, science, politics, psychology, business and communication. As such, students are free to assemble on campus, address topics of their choice, distribute pamphlets and petitions and invite guest speakers so long as their actions do not interfere with the normal processes of the University or infringe on the rights of others. Posters displayed on the campus must first be approved by the Office of Student Leadership.
- D. **Right to free and autonomous student media organization:** AUP Student Media (ASM), the University's student-led media organization, is a co-curricular endeavor, providing hands-on educational experience for students interested in journalism, communication, social media and other fields. It produces print, digital and video news and entertainment for the entire community. While ASM is dependent on the Student Government Association for funding, the University provides sufficient editorial freedom for

student publications to maintain their integrity as platforms of free inquiry and free expression.

Student editors are not required to submit advance copy to the administration for review and are free to challenge ideas about the campus, the University and the world at large. With this right, however, comes responsibility. Any student who contributes to student media at The American University of Paris is expected to adhere not only to the basic tenants of responsible journalism but also to the University's educational mission. This includes but is not limited to adequate research for all material before publication and properly quoted sources as well as avoidance of all forms of prejudice, libel, slander, undocumented allegations and attacks on personal integrity. All ASM publications are required to indicate on the proper editorial pages or in other appropriate formats that the opinions expressed are those of the publication and are not necessarily those of the University or the student body.

The ASM Board represents student-led media initiatives at the university, providing an official voice to student editors. The board comprises a student editor, a deputy editor and a faculty advisor for each ASM-mandated platform as well as a faculty advisor from the Global Communications Department and a staff advisor from the Office of Student Development. Student editors are appointed by a majority vote of the Board each semester. Faculty, staff and students collaborate on a weekly basis through the ASM Board structure as well as via related student media classes. Student editors may be subject to suspension or removal from their positions by the ASM Board if they do not adhere to the tenants of responsible journalism or if they are found in violation of the Code of Student Conduct.

### III. RIGHTS AND RESPONSIBILITIES OFF CAMPUS AND IN RESIDENTIAL LIVING

All students studying at The American University of Paris, regardless of nationality, are bound by French legislation both on and off campus. Students are required to maintain proper legal residence status during their time as students in France. They are encouraged to explore the subtle and sometimes not so subtle differences between French culture and customs and other cultures and customs that they may be more familiar with. These differences will be addressed at Orientation and throughout a student's studies at the University. Students should also familiarize themselves with all emergency and safety procedures relevant to the University campus as well as Paris, France and Europe. Full details are available in the AUP Handbook and online.

The University commits to housing first-year undergraduates and all other students who request assistance with housing during the time of their studies. Working with our preferred housing partners and local landlords, the University is able to provide a selection of clean, comfortable and well-maintained apartments.

Students who accept accommodations through the University or its preferred housing partners must sign a housing agreement. This agreement is designed to protect students, landlords and the property, ensuring that all parties by French laws and University regulations.

Wherever students may be housed, they are expected to behave appropriately with roommates, neighbors and the community at large, in all respects. Violence or threats, sexual harassment, inappropriate behavior and loud noise are not tolerated, in accordance with the University's Code of Student Conduct, and will result in a warning or possibly immediate eviction.

### IV. RIGHT TO PROCEDURAL FAIRNESS IN DISCIPLINARY CASES

The University strives to protect the dignity, integrity and reputation of each and every student, while at the same time enforcing the Code of Student Conduct and other University policies to maintain order, protect individuals and property and to fulfill our mission. Students accused of a breach of the Code of Student Conduct or of a violation of other University policies are guaranteed a disciplinary process free of excessive legalism and based on common sense. The Student Code of Conduct and details regarding possible sanctions, judicial boards and the appeals process are detailed later in this guide. When students face sanctions that may include censure, probation, suspension, expulsion or eviction, they are guaranteed the following rights:

- Right to be informed of the charges brought against them within a reasonable timeframe, typically within a week of the charges first being reported;
- Right to know prior to any hearing the names of any witnesses testifying against them;
- Right to know prior to any hearing the details of all accusations;
- Right to rebut any accusations and to produce witnesses on their own behalf;
- Right to choose one person to accompany them to any official proceedings or hearings;
- Right to appeal any decisions made by a judicial committee;
- Right to maintain student status until all investigations are completed and a decision is reached by a judicial committee.

## V. UNIVERSITY POLICY ON SEXUAL HARASSMENT

The American University of Paris affirms its commitment to the principle that no student, employee or applicant for employment shall be subject to sexual harassment. Sexual harassment is a violation of the standards of conduct at AUP and is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a condition or term of a student's status in a course, program or activity or a condition of work.
- Submission to or rejection of such conduct by an individual is used as the basis for academic or other decisions affecting a student or employee.
- Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance, educational experience, or creating an intimidating, hostile, or offensive environment.

It is a violation of university policy to initiate any action of reprisal against a member of the university community who in good faith reports incidents of sexual harassment.

Complaints of sexual harassment should be filed with the Dean of Student Development. If the complaint concerns the conduct of another student, the Dean of Student Development will initiate an investigation and follow the procedures outlined above under the standards of conduct for the University and the judicial procedures where appropriate. If the complaint concerns the conduct of a university employee, the Dean of Student Development will forward the complaint to Provost or to the Director of Human Resources, whichever is appropriate, and an investigation will begin immediately. Should allegations of sexual harassment be found to be true, disciplinary actions will be initiated.

## VI. ACADEMIC INTEGRITY AT AUP

Please refer to the discussion of Academic Integrity in the Academic Life section of the handbook

## VII. CODE OF STUDENT CONDUCT

To preserve its integrity as an educational community, the University has defined below institutional standards of conduct for its students. The University provides a mechanism for student participation in the formulation of standards of conduct and in judicial proceedings. These standards of conduct do not restrict the right of the faculty to control conduct in the classroom within accepted standards of academic freedom and responsibility.

### Prohibited Conduct

The following are prohibited:

- The use or threat of force, by any member of the community against any other;
- Sexual harassment, as defined in Section V of the AUP Rights & Responsibilities Guide;
- The possession of firearms or other dangerous weapons or substances on university premises;
- The use, transfer, distribution, possession or sale of any substance classified as a narcotic by French law;
- Theft or willful destruction of the physical or intellectual property of the University or of any member of the community as well as the storage of stolen property on university premises;
- Conduct outside of the University, including on University-sponsored trips and housing, whether arranged by the University or not, which violates either the Code of Student Conduct, or French Law, or which damages the University's standing in the local community;

- Disorderly conduct: verbally abusing University officials acting in performance of their duties; acting in a manner that annoys, disturbs, threatens or harasses others; disrupting, obstructing or interfering with the activities of others, particularly on campus or in residential living, or behaving in a lewd or indecent manner;
- Cyberbullying and stalking another member of the community is prohibited. Whether virtually through social media or other technologies or in person, engaging in any course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress;
- Conduct disturbing or disrupting the authorized use by others of University facilities;
- Smoking in University buildings or in University-arranged housing where smoking is forbidden;
- Students housed through the university Housing Office must sign a Housing Rules and Regulations Agreement before accepting accommodations, and subsequently must respect all aspects of this agreement while housed through the University, including timely payment of rent and arrival and departure deadlines.
- Students excessively late with rental payments for housing secured through the university Housing Office, or with payments for university study trips or cultural excursions, risk judicial procedures as outlined in the Student Rights & Responsibilities Guide.
- Dogs and other pets and animals are not permitted on university premises or housing arranged through the University unless authorized for instructional or laboratory use or when they are trained guide dogs for specific documented medical conditions or for the visually impaired. Appropriate documentation must be submitted to and approved by the Office of Student Development in these cases;
- Violation of the code of academic integrity, as defined in Section IX of the AUP Rights & Responsibilities Guide;
- The use of the University name in such a way as to imply representation of the community, in any public statement or demonstration, without prior authorization by the Office of the Dean of Student Development;
- The posting or distribution of announcements, publicity, publications, or products that are not related to the University's academic or non-academic programs, unless approved by the Office of Student Leadership or the Dean of Student Development;
- Violations of the University's computer security systems and altering the configuration of University computers, software, e-mail accounts, or any other computer files;
- Non-compliance: failure to comply with reasonable directions of University officials acting in performance of their duties. Directives to cooperate in the administration of the Code of Student Conduct are included in the scope of this provision;
- Discrimination: committing any of the above acts because of a person's race, color, religion, sex, national origin, age, disability, sexual orientation or gender identity.

### VIII. SANCTIONS FOR VIOLATIONS OF CODE OF STUDENT CONDUCT

All cases of alleged violations of the Code of Student Conduct or violations of French law and disruptions of public order should be reported to the Dean of Student Development, who will investigate allegations as soon as possible after the reported violation.

The following is a non-exhaustive list of possible sanctions, provided as a guide to those assessing sanctions. This broad list allows for considerable discretion, supporting the Conduct Board, Appeals Committee, the Residential Life Office and the Dean of Student Development in their efforts to provide justice based on the facts of each case examined.

#### **Non-exhaustive list of possible sanctions:**

- Warning: a verbal or written reprimand indicating that a student's conduct is in violation of the Code of Student Conduct.
- Censure: a written reprimand, not noted on transcripts, indicating that a student's conduct is in violation of the Code of Student Conduct.
- Assessment of damages and requirement of payment: a student may be required to settle claims for damage or theft, the amount of which is determined by the Conduct Board, Appeals Committee or Dean of Student Development.
- Immediate suspension from elected office and participation in student-led organizations, including the Student Government Association and athletic teams, and restricted access to certain campus facilities and resources (e.g. Amex, multimedia office, etc.) during the semester in progress.
- Non-academic Probation: students on non-academic probation are not permitted to hold elected office or participate in extracurricular activities of the University during the probation period. Should they violate other standards of conduct while on probation, they may be suspended or dismissed from the University.
- A recommendation to the President of the University that a student be suspended from the University for a limited period of time or be banned from taking final exams and thus completing the semester.
- A recommendation to the President of the University that a student be dismissed from the University for non-academic reasons. Students who have been suspended or dismissed may not enter or use the University's facilities.
- Requirement to produce a medical certificate indicating that the student is in the proper state of health to study at the University.
- Obligation to seek counseling with an on-campus counselor or off-campus therapist as determined by the University. Multiple sessions may be required to ensure the well-being of the student and in some cases a written medical statement attesting to the student's well-being may be required.
- Community service: In certain cases the University may assign a set number of community service hours on or off campus to allow the student to demonstrate his or her goodwill and to help them gain a greater appreciation of the community and campus life.
- Residential warning: In the case of a less serious violations of the Code of Student Conduct or housing regulations, students will first receive a written warning stipulating possible consequences of future violations
- Residential Probation: indicates that a student is no longer in good standing within the university Housing Office and could be forced to relocate with another violation.
- Eviction from residence: termination of

residence contract and exclusion from visiting housing offered by the University or its housing partners. Any student who is evicted forfeits all refunds and housing fees and must find new housing on their own unless decided otherwise by the University.

## IX. JUDICIAL PROCEDURES

Any person may refer a student or student groups or organizations suspected of violating any part of the Code of Student Conduct, University policies or French law to the Dean of Student Development or the Office of Residential Life. Students who feel that they have been discriminated against may also request a meeting with the Dean of Student Development or the University Conduct Board. All members of the Conduct Board and Appeals Committee are appointed yearly in May and must adhere to absolute confidentiality relative to the names and details of all persons involved in cases reviewed.

Students involved in disciplinary cases are guaranteed a certain number of rights as detailed in Section IV of the Guide to Student Rights & Responsibilities.

- A. **Dean of Student Development:** In a first instance, accused parties or students who feel discriminated against are invited to an informal meeting with the Dean of Student Development (or his/her representative) or the Office of Residential Life. If charges can be resolved administratively by mutual consent of the involved parties, the case will be decided at this level with no further proceedings or appeal. A written confirmation will result from this meeting indicating all decisions agreed upon. If mutual consent cannot be resolved with the Dean of Student Development, the case is referred to the University Conduct Board.
- B. **University Conduct Board:** Composed

of two staff members appointed by the Dean of Student Development; one faculty member appointed by Faculty Senate; and two students appointed by the Student Government Association, this board convenes to review grievances that cannot be settled at the level of the Dean of Student Development.

After hearing all evidence and meeting with all parties concerned, the Conduct Board presents a decision to the Dean of Student Development. The Dean in turn conveys this decision in writing to the accuser and the accused by AUP email and in hardcopy to their AUP mailboxes. Accused students who fail to appear before the Conduct Board after one written notice will be deemed not to have contested the allegations against them. Appointments to the committee are made for one year from mid-May to mid-May.

- C. **Appeals Committee:** Students wishing to appeal the decision made by Conduct Board must submit a written petition within five class days of such a decision to the Dean of Student Development, who will convey the petition to the Appeals Committee, which is composed of the Dean of Student Development, the Chair of the Faculty Senate, and the SGA President (graduate and or undergraduate, depending on the case). The Appeal Committee will meet as soon as possible to review the case and the decision. The Appeals Committee will then decide to uphold or revise the decision of the Conduct Board. This decision is based on a majority vote. In the case of a tie when both the graduate and undergraduate SGA presidents are present, the Dean of Student Development makes the final decision. The Committee may propose to affirm the original decision of the Conduct Board, remand the case back to the Conduct Board for a new hearing, request that new members of the Conduct Board review the case or decide to lift sanctions or

impose new sanctions. The decision made by the Appeals Committee is final. Only the President of the University can reverse an Appeals Committee decision.

#### **X. FERPA PRIVACY RIGHTS**

FERPA stands for The Family Education Rights and Privacy Act. It's the U.S. federal law that governs release and access to student educational records. The purpose of this law is to protect the rights of students and to ensure the privacy and accuracy of educational records. The act applies to all institutions that are recipients of federal aid administered by the U.S. Department of Education.

- Students are protected by FERPA from the first day of classes at The American University of Paris and therefore have the following rights:
- The right to inspect and review academic record within 45 days after the University receives a request for access.
- The right to request an amendment to educational record if it is inaccurate or misleading.
- The right to consent to disclosure of personally identifiable information contained in academic records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the United States Department of Education concerning alleged failures by the University to comply with FERPA.

#### **Parents' rights**

Since all AUP students are "eligible students" under FERPA, parents do not have free access to their children's records—even if they pay the bills. If the "grade release" record is set to "YES", only parents who are listed as the financially responsible person will receive a grade summary and invoice every semester. But they still have to be authorized by their children to receive any supplementary information.

For more about FERPA, please see:  
<http://familypolicy.ed.gov/>

# SEXUAL HARRASSMENT/ AGGRESSION



## HOW YOU SHOULD HANDLE SEXUAL HARRASSMENT/AGGRESSION

Let's talk about it. It could happen to anyone. Incidents of sexual violence should be reported to Student Development and and/or the police. Silence about such crimes contributes to an environment that is supportive of sexual violence, and communicates to victims that sexually violent behavior is tolerated.

### IMPORTANT FACTS: DID YOU KNOW?

Victims of sexual violence come from all different backgrounds. Age, race, religion, sexual orientation, gender, and size do not matter.

About 80% of all sexual assaults are committed by an acquaintance of the victim.

Between 20% and 25% of women will experience a completed and/or attempted rape during their college career: that is 1 in 4 women!

On average, at least 50% of college students' sexual assaults are associated with alcohol use.

Sexual assault is the most under-reported violent crime in many countries.

No one ever asks for or deserves to be sexually violated. Sexual assault is an act of violence and is a crime that is punishable by law.

### WHAT TO DO IF SEXUALLY ASSAULTED

Call someone you trust, and/or a member of the AUP Sexual Aggression Task Force (peer.)

No matter what, do NOT take a shower: save crucial DNA samples, in case you decide later to prosecute (put clothes in a paper bag.)

French law & procedures require you call the Police (dial 17) before going to any hospital: the police will then set-up the proper medical examination, at Urgences Medico-Judiciaires.

If you're a friend of the victim: be supportive, remain calm and concerned, listen without interrupting or questioning, believe the student, and encourage him/her to do the above and seek the proper help and support.

Remind the student that he/she is NOT at fault.

Allow the victim to make his/her own decisions.

Do NOT ask "why" questions that might imply blame.





## RESOURCES

On Campus:

### **The Office of Student Development**

Sandrine Godt,

Student Guidance Counselor:

sgodt@aup.edu - Tel: 01-40-62-06-43

### **Off Campus Therapists:**

Ariane Wilder: 06-43-73-19-93

Mathilde Toulemonde: 06-13-91-46-12

Rosemarie Bourgault

(bilingual French/English)

Clinical Psychologist, Trauma Specialist

7, rue Saint-Senoche, 75017 Paris

Tel: 01-47-20-40-11

Cell : 06-13-50-82-60

rosemarie.bourgault@wanadoo.fr

### **More off-campus resources:**

SOS Viol/Sexual Aggression:

0.800.05.95.95

Urgences Medico-Judiciaires (UMJ)

Hôpital Hôtel-Dieu,

1 Place du Parvis Notre-Dame,

75001 Paris.

Accueil Victimes (Victims Unit)

available 24/7, no appointment needed:

01-42-34-87-00

Violences Femmes Info : 39 19



## AUP SEXUAL AGGRESSION TASK FORCE

Want to learn more or make a difference on campus? We are looking for volunteers to be part of our Sexual Aggression Task Force. Please contact Sandrine Godt, the Student Guidance Counselor: [sgodt@aup.edu](mailto:sgodt@aup.edu)

# STUDENT EMERGENCY GUIDE

In the case of an emergency, The American University of Paris will communicate with you via the University website. We will also send important notifications, alerts, and updates directly to your AUP email address and your mobile phone via SMS. It is therefore ESSENTIAL that we have your most up to date address and contact information - you may update your information on [www.aup.edu](http://www.aup.edu) in your profile ('My Account' on top right of home page).

This guide will help you to identify the correct action to take and the right person to contact in case of an emergency. The course of action might differ according to the nature of the incident, so please read through this document carefully. Print out this guide for reference and post it in your apartment, take a picture of it on your mobile phone and enter the AUP emergency numbers in your mobile phone under the name 'security' so that you can find them in a hurry.

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## RALLY POINTS AND BUILDING CAPTAINS

<i>Building</i>	<i>Rally Points</i>	<i>Security/Building Captains</i>
Combes	Across from fire station, rue Malar	Security 616 / M. Monthead 630
Grenelle	Pharmacy, 151 rue de Grenelle	Security 655 /Computer Lab Staff 651
Landrieu	LCL, 2 bis avenue Bosquet	Security 636 /C. Meyer 635
Monttessuy	Boulangerie, 16 avenue Rapp	J. Sosa 551 / M. Stoepel 552
Pierre Villey	Boulangerie, 11 rue Saint Dominique	N. Moulieres 708 / B. Garros 571
102 St Dominique	Ecole Saint Dominique	M. Savean 663 / S. Tournier 664
118 St Dominique	G20 supermarché	K. Ver Foley 587 / A. Cooper 565
Amelie	SNCF, 78, rue St Dominique	M. Gungadoo 594 / H. Delafosse 592

## EMERGENCY PHONE NUMBERS

AUP Main phone line: 01.40.62.06.00	SAMU (ambulance) 15 Hôpital Georges Pompidou 01.56.09.20.00	SOS Help (English speaking) 01.47.23.80.80
AUP 24/7 Emergency Hotline 06.11.68.76.44	SOS Doctor / SOS Medecins 01.47.07.77.77 or 3624	Poison Control Center 01.40.05.48.48
European Emergency Hotline 112	SOS Dentist 01.43.37.51.00	Adult Burn Center 01.44.34.17.58
Police 17		AUP Website <a href="http://www.aup.edu">www.aup.edu</a>
Fire 18		Student Email <a href="http://mail.aup.edu">http://mail.aup.edu</a>



## WHAT DO I DO ON CAMPUS?

### REPORTING SUSPICIOUS BEHAVIOR OR CRIMES

Report any suspicious behavior or crimes to the Building Captain/Security (details above)

### LIFE THREATENING INJURIES

Call Security/Building Captain IMMEDIATELY (phone numbers above) and provide as much information as possible about your location, the victim, and the injury, or call directly the SAMU (15) or the Fire Department (18) and direct them to the scene by giving them the address of the building.

### NON-LIFE THREATENING INJURIES

Call the Building Captain/Security immediately (phone numbers above) and provide as much information as possible about the injury. Report to the incident to Student Development - 01.40.62.06.30.

### FIRE

Familiarize yourself with the buildings' exits and evacuation procedures. In the event of a fire, leave the building by the nearest exist and wait at the relevant rally point (detailed above).

### EMERGENCY EXIT FLOOR PLANS ARE POSTED IN ALL BUILDINGS

Students, Faculty, and Staff are NOT responsible for fighting fires. Your immediate response is to contact the Security/Building captain of the building in question and, if directed, follow the evacuation procedures in an orderly and prompt fashion. If you are present when a fire occurs, activate the building's alarm system. The Building Captain/Security will notify the Fire Department.

#### Follow the evacuation procedures:

- Alert the Building Captain/Security Guard of the source of the fire and evacuate the building
- Upon hearing a fire alarm sounding evacuate the building through the closest exit
- Do NOT use the elevator
- Once you have evacuated the building, go to the rally point (listed above)
- Assist any handicapped persons in evacuating and help them to the rally point
- If caught in heavy smoke keep low, crawl if necessary
- If your clothing catch fire, STOP DROP AND ROLL to smother the flames
- If trapped by fire place a wet towel or clothing at the base of the doorway to prevent smoke from seeping into the room. Never open a closed door without feeling it first. Call the Fire Department (18) and or Security to alert them of your location inside the building
- Close (without locking) as many doors and windows as possible between you and the fire



## WHAT DO I DO OFF CAMPUS?

### IN THE CASE OF A LIFE-THREATENING EMERGENCY

Call the European emergency hotline - 112 (from a mobile phone only)

Call the Fire Department (including the paramedic service in Paris) - 18

Call the Police - 17

Call the SAMU (emergency ambulance service) - 15

### IN THE CASE OF A MEDICAL CONDITION

Call your own doctor or SOS Médecins - 01.47.07.77.77 or 3624, who will come directly to your home

Call the Office of Student Development - 01.40.62.06.30 during working hours

The AUP emergency number - 01.40.62.06.00 during working hours

The AUP emergency hotline - 06.11.68.76.44 any time, 24/7

### IN THE CASE OF A PHYSICAL ASSAULT OR RAPE

Call the Urgences Médico-Judiciaires (24/7) 01.42.34.82.85 or 01.42.34.82.29

Call Student Development - 01.40.62.06.30 during working hours

Call the AUP Emergency number - 06.11.68.76.44 any time, 24/7

### IN THE CASE OF THEFT

Call Student Development - 01.40.62.06.30 during working hours and the Police - 17

### IN CASE OF FIRE OFF CAMPUS

Call the Fire Department - 18

### IN CASE OF A NATURAL DISASTER OR SEVERE WEATHER CONDITIONS

Check the AUP website and check your mobile phone for information/instructions

### IN CASE OF A TERRORIST ATTACK IN PARIS

Check the AUP website and check your mobile phone for information/instructions

**THE AUP 24 HR EMERGENCY NUMBER IS FOR EMERGENCIES ONLY—  
PLEASE BE DISCRIMINATING!**

# AUP PHONE BOOK

## ACADEMIC DEPARTMENT CHAIRS

### 2015-16 Undergraduate Department and Graduate Program Chairs

<i>Division/Department</i>	<i>Chairs</i>	<i>Telephone</i>	<i>Email</i>
Art History & Fine Arts	Ralph Petty & Anna Russakoff	01.40.62.08.14	rpetty@aup.edu arussakoff@aup.edu
Comparative International Politics	Hall Gardner & Philip Golub	01.40.62.06.91	hgardner@aup.edu pgolub@aup.edu
Comparative Literature & English	Geoff Gilbert	01.40.62.06.81	ggilbert@aup.edu
Computer Science, Mathematics & Science	Claudio Piani & Georgi Stojanov	01.40.62.06.50 01.40.62.06.82	cpiani@aup.edu gstojanov@aup.edu
Economics	Kevin Capehart & Olesia Kozlova	01.40.62.06.84	kcapehart@aup.edu okozlova@aup.edu
Film Studies	Alice Craven	01.40.62.06.08	acraven@aup.edu
Foundation	Linda Martz	01.40.62.06.73	lmartz@aup.edu
French & Modern Language	Dominique Mougel	01.40.62.06.77	dmougel@aup.edu
Global Communications	Charles Talcott	01.40.62.08.26	ctalcott@aup.edu
History	Stephen Sawyer	01.40.62.08.05	ssawyer@aup.edu
International Business Administration	Robert Earhart	01.40.62.06.74	rearhart@aup.edu
MA in Cross-cultural and Sustainable Business Management	Mehdi Majidi	01.40.62.06.74	mmajidi@aup.edu
MA in Global Communications	Robert Payne	01.40.62.08.25	rpayne@aup.edu
MA in International Affairs	Susan Perry	01.40.62.06.85	sperry@aup.edu
MA in Public Policy and International Affairs or International Law	Susan Perry	01.40.62.06.85	sperry@aup.edu
Philosophy	Oliver Feltham	01.40.62.06.76	ofeltham@aup.edu
Psychology	Brian Schiff	01.40.62.05.88	bschiff@aup.edu
Writing Lab	Ann Mott	01.40.62.06.67	amott@aup.edu
Writing Program	Cary Hollinshead-Strick	01.40.62.06.70	cstrick@aup.edu

# AUP PHONE BOOK

## CAMPUS CONTACT INFORMATION

You may not always be sure of sure to contact when faced with a specific problem or question. The Index below identifies offices that can help with various issues. If dialing from a non-campus phone, dial 01.40.62.0... before the AUP extension listed here. Remember, that many of the answers you may be looking for, including access to online payment, academic forms, essential dates, etc., are available [www.aup.edu](http://www.aup.edu).

<i>Your Concern</i>	<i>Office</i>	<i>Campus Location</i>	<i>AUP Phone Extensions</i>	<i>Page No.</i>
<b>Academic Advising</b>	Center for Advising, Internships, Career Development and Leadership Training advising@aup.edu	U-405 U-406	661 / 671	26
<b>Academic Concerns</b>	Dean's Office	C-407	604	14
<b>Academic Requirements</b>	Registrar's Office	T-001	611	--
<b>Academic Status</b>	Registrar's Office	T-001	612 & 613	17
<b>Add/Drop</b>	Registrar's Office	T-001	612 & 613	22
<b>Admissions</b>	Admissions Office admissions@aup.edu	T	720	--
<b>Books and Supplies</b>	Bookstore	A	594	33
<b>Carte de Séjour / Titre de séjour</b>	Student Immigration Services (SIS) sis@aup.edu	T-201	615	73
<b>Class Schedules</b>	Registrar's Office	T-001	818	--
<b>Complaints/Misc</b>	Student Development Office	C-308	630 & 631	38
<b>Computer Information</b>	ITS Helpdesk helpdesk@aup.eduq	PL	696	70
<b>Credits</b>	Registrar's Office	T-001	813	19
<b>Cultural Events/ Tickets</b>	Cultural Program Office fdamrell@aup.edu	C-307	596	49
<b>Doctors/ Health Concerns</b>	Student Development Office	C-308	821	68
<b>Enrollment Certificates</b>	Registrar's Office	T-001	813	22
<b>Financial Aid</b>	Financial Aid Office ddolyak@aup.edu	T	727	75

<i>Your Concern</i>	<i>Office</i>	<i>Campus Location</i>	<i>AUP Phone Extensions</i>	<i>Page No.</i>
<b>Forms, Requirements, and General Inquiries</b>	Master Programs jgallagher@aup.edu	T-108	654	12
<b>Guidance Counseling, Therapist References</b>	Counseling Office sgodt@aup.edu	C-408	643	65
<b>Health Plan</b>	Health Coordinator health@aup.edu	C-500	821	67
<b>Housing/Roommates</b>	Residential Life Office housing@aup.edu	C-405	597-599	58
<b>I.D. Cards</b>	Registrar's Office	T-001	813	--
<b>Internships/ Career Planning</b>	Center for Advising, Internships, Career Development and Leadership Training careers@aup.edu internship@aup.edu	U-409 U-409bis	634 / 625	27
<b>Library Inquiries</b>	Library library@aup.edu	M	562	29
<b>Lost and Found</b>	Reception	C	616	--
<b>Passport/Visa Issues</b>	Student Immigration Services (SIS)	T-201	615	73
<b>Presidential Inquiries</b>	President's Office	T-103	659	--
<b>Raising your concerns to administration, help plan events</b>	Student Government Association (SGA) Office sga@aup.edu	C-304	589	39
<b>Sexual Harassment</b>	The Office of Student Development, Sandrine Godt	C-408	643	86
<b>Sports Inquiries</b>	Sports Office sports@aup.edu	C-307	593	48
<b>Student Accounting Services</b>	Student Accounting Services (SAS) Office	T-004	711 & 713	75
<b>Student Activities Info</b>	Student Leadership Office student_leadership@aup.edu	C-306	821	36
<b>Student Publications</b>	AUP Student Media (ASM) Office asm@aup.edu	C-302	--	46
<b>Study Abroad/ Exchange</b>	Center for Advising, Internships, Career Development and Leadership Training pmontfort@aup.edu	U-405 U-406	661 / 671	11
<b>Transcripts</b>	Registrar's Office	T-001	813	22
<b>Travel Info/Trips</b>	Cultural Program Office	C-307	596	50

# STUDENT SCHEDULE PLANNER

## FALL SEMESTER 2015 CLASS SCHEDULE

PERIOD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Period 1 9:00-10:20					
Period 2 10:35-11:55					
Period 3 12:10-13:30					
Period 4 13:45-15:05					
Period 5 15:20-16:40					
Period 6 16:55-18:15					
Period 7 18:30-19:50					
Period 8 20:05-21:25					

## SPRING SEMESTER 2016 CLASS SCHEDULE

PERIOD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Period 1 9:00-10:20					
Period 2 10:35-11:55					
Period 3 12:10-13:30					
Period 4 13:45-15:05					
Period 5 15:20-16:40					
Period 6 16:55-18:15					
Period 7 18:30-19:50					
Period 8 20:05-21:25					



















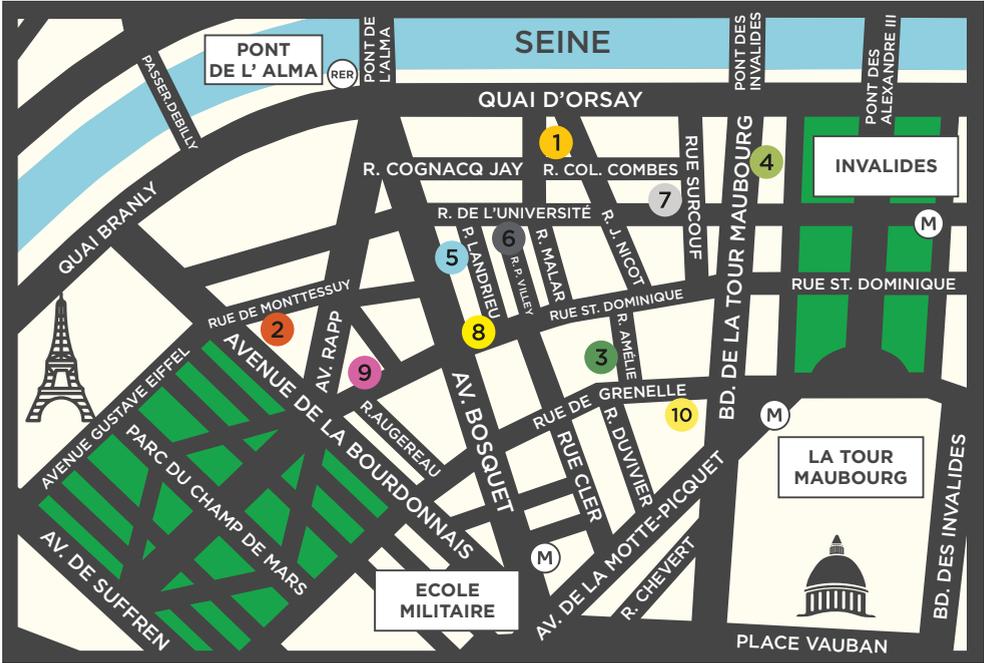








# CAMPUS MAP



- 1 AUP STUDENT LIFE CENTER (C)**  
**6, RUE DU COLONEL COMBES**  
*STUDENT DEVELOPMENT, RESIDENTIAL LIFE, HEALTH OFFICE, THE AMEX CAFÉ, SPORTS, MULTIMEDIA OFFICE, STUDENT LOUNGE, THE AUP CULTURAL PROGRAM, PAT THOMPSON STUDIO, FACULTY OFFICES, CLASSROOMS*
- 2 AUP LIBRARY (M)**  
**9, RUE MONTESSUY**
- 3 AUP CLASSROOMS AND BOOKSTORE (A)**  
**10 BIS, RUE AMÉLIE**
- 4 AUP ADMINISTRATION BUILDING (T)**  
**5, BOULEVARD DE LA TOUR MAUBOURG**  
*REGISTRAR'S OFFICE, STUDENT ACCOUNTING SERVICES, ADMISSIONS, STUDENT IMMIGRATION SERVICES, ALUMNI AFFAIRS, PRESIDENT'S OFFICE, PROVOST, ACADEMIC AFFAIRS, OUTREACH AND ADVANCEMENT*
- 5 AUP CLASSROOMS AND FACULTY OFFICES (PL)**  
**2, BIS PASSAGE LANDRIEU**  
*COMPUTER LAB, ITS, ARC*
- 6 AUP CLASSROOMS AND FACULTY OFFICES (PV)**  
**11, RUE PIERRE VILLEY**
- 7 AUP ADMINISTRATION, CLASSROOMS AND FACULTY OFFICES (U)**  
**148, RUE DE L'UNIVERSITÉ**  
*CENTER FOR ADVISING, INTERNSHIPS, CAREER DEVELOPMENT AND LEADERSHIP TRAINING*
- 8 AUP CLASSROOMS AND FACULTY OFFICES (SD1)**  
**102, RUE ST. DOMINIQUE**  
*STUDENT MAILBOXES*
- 9 AUP FACULTY OFFICES (SD2)**  
**118, RUE ST. DOMINIQUE**
- 10 AUP STUDENT LEARNING CENTER (G)**  
**147, RUE DE GRENELLE**  
*CLOSED FOR RENOVATION UNTIL SPRING 2016*