



# STUDENT RETENTION AND SUCCESS OFFICE

***“We believe that immediate support will lead to  
long-term success.”***

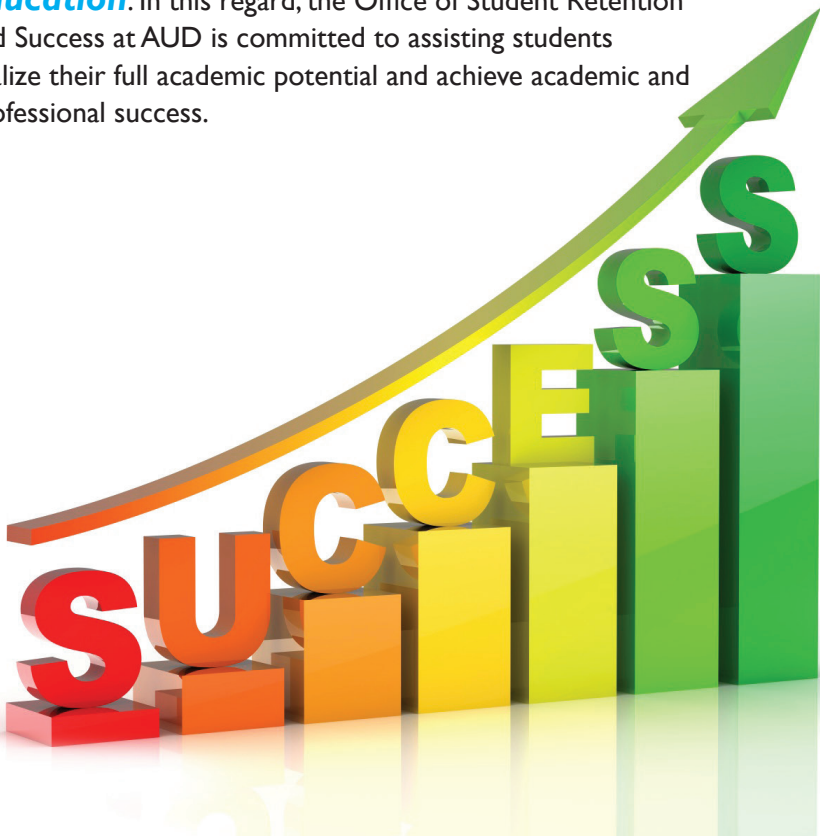
*–Tala K. Makhlouf, Director of Student Retention and Success*

## ABOUT OUR OFFICE

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

**“Success does not consist in never making mistakes but in never making the same one a second time.”** George Bernard Shaw

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



# STEP BY STEP

*The AUD Office for Student Retention and Success tailors its support in three stages:*

1

## **ADJUSTMENT**

from high school to university academia. Support for students and coaching on course choice.

## **DEVELOPMENT**

career advice and internship placements, through alumni relations, and strong focus on self reliance and responsibility.

2

3

## **BUILDING**

the professional resume and securing relevant and fruitful work experience that will assist in finding a job after graduation.





**Tala K. Makhoulf**  
**SRS Director**  
 tmakhoulf@aud.edu  
 +971 4 318 3580  
 C325



**Bushra Finaish**  
**SRS Assistant Director**  
 bfinaish@aud.edu  
 +971 4 318 3581  
 C326



**Cynthia Samaha**  
**Career Services**  
**Coordinator**  
 csamaha@aud.edu  
 +971 4 318 3582  
 C323



**Cherine Chehab**  
**Academic Advising**  
**Coordinator**  
 cchehab@aud.edu  
 +971 4 318 3585  
 Admin 109d



**Jessika Papadopoulou**  
**Career Services**  
**Coordinator**  
 jpapadopoulou@aud.edu  
 +971 4 318 3589  
 C323



**Miriam Khalil**  
**Academic Advisor**  
 mkhalil@aud.edu  
 +971 4 318 3586  
 Admin 109c



**Hira Kamal Akbar**  
**Career Services**  
**Coordinator**  
 hakbar@aud.edu  
 +971 4 318 3132  
 C324



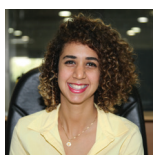
**Mai Naji**  
**Academic Advisor**  
 mnaji@aud.edu  
 +971 4 318 3588  
 Admin 109b



**Pranshuta Lele**  
**Career Services**  
**Coordinator**  
 plele@aud.edu  
 +971 4 318 3583  
 C324



**Lara Akouri Nseir**  
**Academic Advisor**  
 Inseir@aud.edu  
 +971 4 318 3587  
 Admin 109a



**Farah El Wakeel**  
**Alumni Relations**  
**Coordinator**  
 fwakeel@aud.edu  
 +971 4 318 3590  
 C323



## The support is delivered through 4 main vehicles



**ACADEMIC ADVISING**



**ACADEMIC SUPPORT**



**ALUMNI RELATIONS**



**CAREER SERVICES**

# ACADEMIC ADVISING

The AUD Academic Advising Division provides advising services to ***students who have completed fewer than 60 credit hours.*** An Advisor's approval is required in order for these students to register.

Prior to the beginning of each term, students are required to meet with the Advisor to:

- review their degree progress;
- discuss university policies;
- departmental requirements; and
- select courses.

**The Academic Advisor assists current students with various aspects of their journey at AUD in order to support student success and enhance the university experience.**

In other words, your academic advisor is your guide, interpreter and mentor.

## ASK. LEARN. SUCCEED.

**Your thousand mile journey to success starts with a single step... at the Academic Advising Division.**



# WE ARE HERE TO HELP YOU NAVIGATE YOUR PATH



# ACADEMIC SUPPORT

The educational experience at AUD can be challenging, and students may experience difficulties in achieving and maintaining academic success.

**The Academic Support Division offers a range of academic services to help students define their educational goals, and build strong study habits to ensure success in their chosen program of study.**

Academic support includes:

- Individualized academic counseling;
- Peer-directed tutoring;
- Experiential learning workshops;
- Disability and special needs accommodations and services; and
- Advising for at-risk students on probation and/or returning from academic suspension.

**“Do not wait until you’re on probation, suspension, or dismissal to seek help.”**

If students are **proactive** in seeking support they will likely see improvements.

This means learning how to budget their time wisely, balance academic coursework with other outside activities, maintain a productive relationship with their advisor, and seek assistance from their instructors during office hours.



*The AUD Student Handbook and the website provide a clear understanding of academic policies and procedures.*



**The most important way for a student to maximize his or her educational success is to understand their role as a student.**



## ***Tutoring Services***

Through the Math Tutor Center, the Writing Center, and the Engineering Tutoring Center, AUD also provides valuable and complementary services for members of its community.

### ***Peer Tutors***

PTs provide academic support and encouragement for those experiencing academic distress. They assist with issues and questions, discuss and provide approaches for difficult academic problem areas.

### ***Peer Advising Leaders***

PALs are trained Junior and Senior students who are available to first-year and other new students in order to answer general academic questions and address concerns.

# ALUMNI RELATIONS

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

**The AUD Alumni Association is the student's link to the university after graduation. The Association extends to the AUD Community beyond graduation, forging a lifelong bond with the university.**

The purpose of the Association is to promote excellence in all aspects of its alumni, establish a relationship between each graduate and the university, promote communication amongst graduates and the community, and to create a powerful professional network.

**“Around 5,000 AUD Alumni today.”**



## **Keeping Alumni Connected**

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

**[alumniportal.aud.edu](http://alumniportal.aud.edu)**



AUD is very proud of its Alumni who are members of a very diverse, professional, talented and vitalized community. The AUD Alumni Association is the gateway to this community and provides services and resources that strengthen the student and alumni ties to AUD and each other by creating a sense of belonging.



## *Benefits*

Alumni can sign up for the **Alumni Benefits Card**, which provides special discounts from businesses in the community, in addition to **access to the following at AUD:**

- Library;
- Sports Facilities;
- Career Services Division;
- Alumni Directory;
- Calendar of Events;
- Travel Agency, Hair Salon, Uni-Mart, Bank, Printing; Services, Food Court.

## *Giving Back*

With your help and support, we can help give back to the community by building **Scholarship Programs.**



Alumni can also choose to become **Mentors** and participate in the **Alumni Networks Program.**



# CAREER SERVICES

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

**The Career Services Division is dedicated to helping students make the successful transition from their university experience to their professional lives.**

This is achieved through a variety of *career planning* and *development workshops*, as well as *mock interviews*, and *employer-focused events*, such as the annual *Career Fair*.

The Career Services Division regularly assists students and alumni in the employment exploration

process. This includes, but is not limited to helping them identify:

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

Through this process, students *develop career and life planning skills, acquire experience, master job search strategies, and ultimately find rewarding employment opportunities.*

**“Career Services advertise over 400 jobs and internships each semester.”**





# Career Fair

**THE SECRET  
OF GETTING  
AHEAD IS  
GETTING  
STARTED.**

**YOUR  
FUTURE  
STARTS  
RIGHT HERE,  
RIGHT NOW.**

**THE BEST  
WAY TO  
PREDICT  
THE FUTURE  
IS TO  
CREATE IT.**

Every spring the Career Services Division organizes the AUD Career Fair that hosts employers and recruiters from varying fields.

The Career Fair has continuously been successful in facilitating the development of relationships between the AUD student community and employers, in order to meet the dynamic needs of today's marketplace.

The Annual Career Fair is an exhibition where employers set up information booths, advertise available vacancies, collect CVs and interview potential candidates.

**“AUD is partnered  
with more than  
5,000 companies.”**

*Emirates, TwoFour54, Coca Cola, Nestle, DU, GE, DP World, Deloitte, Al Naboodah, Etisalat, ADIB, JWT, Unilever, Nestle, MBC Group, Oracle, Dar Al Handasah, Richmond Group, Emirates NBD, Bloomberg, RTA, ADIB, Six Construct, Philips, Cisco, L'Oreal, Azadea, and many more*



## WORKSHOPS

The Office of Student Retention and Success organizes a series of workshops throughout the year to help students get on track and stay on track.

These ***free interactive workshops*** are designed to teach students strategies and techniques for success.

## Student Success Workshops

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

*We hope to see you at our workshops this semester!*



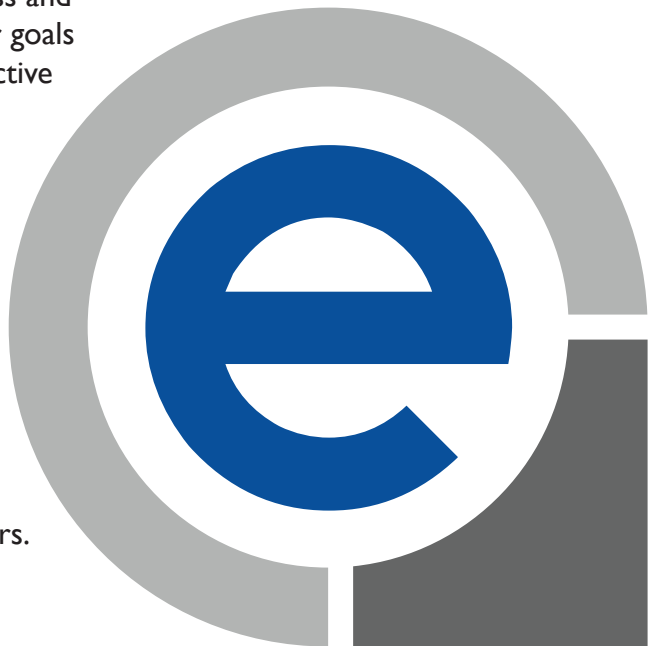
# *“Turn your passion into business”*

The Entrepreneurship Association at AUD, works to promote the concept and spirit of **entrepreneurship** among students and alumni.

It works on providing a **platform that assists young entrepreneurs who aim to start their own business** or in other ways, bring their ideas to life. It also seeks to link and connect experienced entrepreneurs and industry leaders to members of the association, drawing the interest of investors as individuals or as investment corporations.

The association's main purpose is to help members achieve the business and professional career goals through the interactive contacts of the Career Service Division.

A series of events have already taken place at AUD, bringing industry leaders in contact with the association members.



**ENTREPRENEURSHIP**CLUB

# AUD | RETENTION & SUCCESS

## MISSION

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

Academic Advising Division  
[academicadvising@aud.edu](mailto:academicadvising@aud.edu)

Academic Support Division  
[academicsupport@aud.edu](mailto:academicsupport@aud.edu)

Alumni Relations Division  
[audalumni@aud.edu](mailto:audalumni@aud.edu)

Career Services Division  
[careerservices@aud.edu](mailto:careerservices@aud.edu)

[www.aud.edu](http://www.aud.edu)

