

THE AMERICAN UNIVERSITY 55 *of* PARIS YEARS

At Home @AUP
Fall 2019 Orientation

Are you at home?



Goals of this workshop:

- Provide key information technology (IT) advice
- Address essential health and medical information
- Review banking and phones in Paris
- Diversity at AUP
- Provide a quick, global review of campus resources

By the end of Orientation, you should start to feel like you have “set up shop” and know how to navigate around AUP and Paris, even if you don’t have all of the answers!

Information Technology

A short presentation by

Sandrine CUPERTY

Communication and Training Manager

IT Services

helpdesk@aup.edu

+33(0)1 40 62 06 96

IT Services

- Need help? Write to helpdesk@aup.edu or call +33(0)1 40 62 06 96
- [NetID and Email](#)
- [Wi-Fi](#)
- [Security](#)
- Printing – [Sharp printer MFD User Guide](#)
- [Office 365](#) OneDrive, Mobile Apps + Install on your desktop + Quick Tips
- [Blackboard](#) + if you need assistance: arc@aup.edu
- [LinkedIn Learning](#) + Training - helpdesk@aup.edu
- [Multimedia](#)
- [Library](#)
- Q & A

Please note that a brand new IT section will soon be available on the website. You will be informed by email once it is online.

Health and Insurance

Health Office

- Anne-Laure Jardry– Health Plan Coordinator
- Marina Spasova – Health Plan Assistant

Combes, 5th floor * health@aup.edu

Mission:

- Ensure you are enrolled in our health insurance plan or have a proper exemption
- Confirm your immunization coverage
- Assist with medical appointments, including doctors and specialists
- Guide you through the reimbursement process
- Support students seeking a *Carte Vitale*

Health Office Advice...

- Create your MSH account
- *The Carte Vitale* will make your life easier
- Hospitalization: inform AUP or MSH insurance as soon as possible
- Beware... The American Hospital
- *SOS Medecins*: house calls ... tell them you have social security...
- When you are abroad, you are covered but for emergencies only
- All emergency numbers are on the back of your AUP ID card
- Do not forget International SOS!

See the "Useful Documents"
section of the Health & Wellness
web pages

Banking in Paris (1)

- To open an account or not to open an account?
- Not an easy process but a necessary one (health and immigration)
- Designated support working with Société Générale: Yann Louis and Olivia Grobocopatel
- SG on campus to provide support during Orientation and first 2 weeks of class.
- Paperwork for US citizens
- Getting the card ... and getting the code!
- Don't forget to wire money on the account

Banking in Paris (2)

- Student Feedback: “Use the Société Générale at 106 rue Saint Dominique. Yann can help when you need it. Use your resources around AUP, especially if you're not confident in doing things in French.”
- Housing insurance with the bank
- What’s the difference between credit and debit?
- Closing an account, steps to follow

Phones in Paris

“For phones, most people end up using Free, because it's easiest to get a hold of without going through too many documentation/bureaucratic hoops.” – AUP student

A visit of the Free Center is scheduled during orientation week (see your schedule or your student advisor). Bring a bank card (French or foreign), you get the SIM card immediately.

Good to know:

- Other contracts: Provide copy of passport and RIB. To cancel, prepare request 1 month in advance.
- See Yann Louis or Olivia Grocopatel at the Student Development Helpdesk on the fourth floor of Combes with questions!
- **Once you have a new number, update your contact information on www.aup.edu!**
- BTW: Did you call your parents to let them know that you survived the trip?? 😊

Student Development Helpdesk

Yann Louis & Olivia Grocopatel: Mon-Fri 10am to 10pm

Combes fourth floor Student Development Helpdesk

studentaffairs@aup.edu

Ext. 630 (01 40 62 06 30)

Help with metro passes (attend the Orientation workshops!), bank issues, administrative services, translation, finding your way around Paris and emergencies... and more!

Diversity at AUP

OUR DIVERSE COMMUNITY



We are proud to be a diverse, inclusive community with students, faculty and staff coming to our campus with a background of different experiences, identities and abilities. We do our best to enable all students to make the most of their time here. At AUP you can find a wide variety of support, including involvement in student clubs, counseling and other avenues of assistance.

We ask all students to uphold the values of the AUP Compact (see p. 118 of this handbook) that guarantees the rights of all members of our AUP community of the "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."

Transitioning to university life can be an exciting and nerve-racking experience for any student, but we understand that some may face more hurdles than their peers. We want your time here to be an exploration of your independence but encourage you not to hesitate to reach out to one of our dedicated and trained staff members for support, information, or advice.

LGBTQ STUDENTS

AUP offers multiple student organizations dedicated to LGBTQ identities. Find out more on the clubs website at aup.edu/clubs.

Additionally, most of restrooms on campus are single use restrooms that are not gendered.

Off-campus Resources

Centre LGBT Paris-IdF
63 Rue Beaubourg, 75003, Paris
01 43 57 21 47
Metro: 11 Rambuteau
Bus: Grenier Saint-Lazare - Quartier de l'Horloge 38,47,75
<https://centrelgbtparis.org/>

LEARNING ACCOMMODATIONS

The Academic Resource Center (ARC) provides tutoring to students in need of assistance (See p.50-51 of this handbook). Please reach out to Pamela Montfort at pmontfort@aup.edu to discuss further learning accommodations.

DISABLED STUDENTS

Please contact studentdevelopment@aup.edu for more information, advice, and tips and tricks for navigating Paris effectively.

INCIDENTS OF BIAS

If you experience any kind of bias on campus AUP has procedures in place for reporting and investigating these incidents. Please reach out to studentdevelopment@aup.edu with any concerns or to report any incidents of bias.

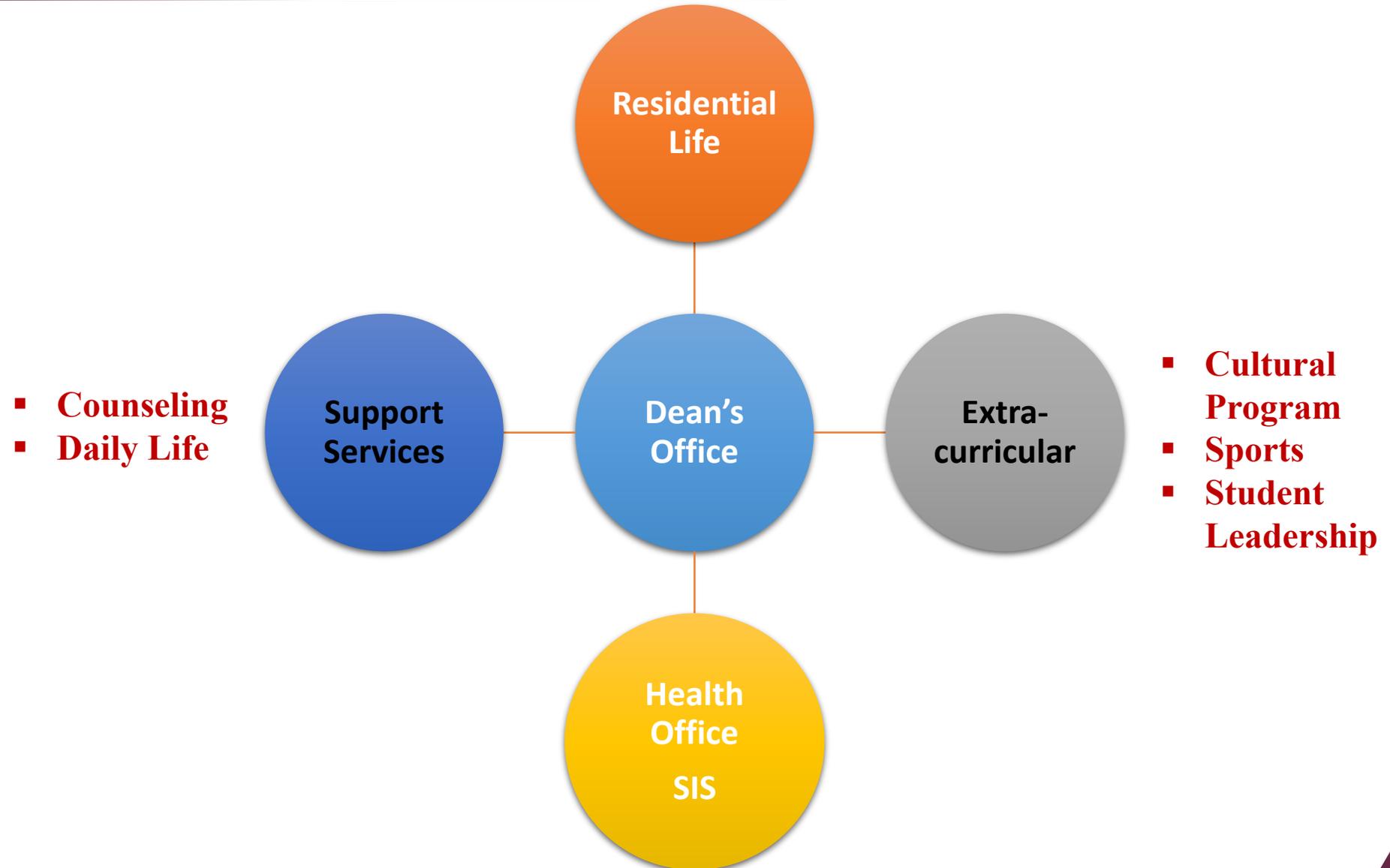
Inclusivity and Respect

"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."

AUP Non-academic Resources

- ✓ ITS
- ✓ Health Office
- ✓ 4th Floor Student Development Helpdesk
- ✓ Partners (banking, phones)
- ✓ Student Advisors!!
- ✓ Dean of Students and VP of Students
- ✓ Counseling Services
- ✓ Other Offices: Residential Life, SIS, Leadership, Cultural Program, Athletics
- ✓ AUP Website
- ✓ Student Handbook

Student Development Team



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