

STUDENT HANDBOOK | 2020/21

THE AMERICAN UNIVERSITY *of* PARIS

Welcome, Global Explorer!

The AUP Student Handbook 2020/21 is your guide to life at the University and out in the City of Light. Inside you'll find information about how to get support for your studies and tips on staying safe when you're out and about.

It's designed as your catch-all companion to AUP living. We've packed it full of handy tips on everything from how to get settled in a new city to where to find Paris's best patisserie.

AUP is all about being curious, about asking the right questions and about exploring the world and having new experiences. You're not alone on this journey – we'll be there to support you every step of the way.

We're proud of our diverse student community and know you are ready to achieve great things – it all starts here! Time to get out in the city and make your own adventure.

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find covid-19
tips, advice or
information
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Find all academic information,
support services and policies
online at

AUP.EDU /UNDERGRADUATE

Find out what you can study as a
major or minor.

/GRADUATE

Learn more about our graduate
programs and the tracks and
specializations available.

/ACADEMIC-POLICIES

Take a look at our academic policies.

Subjects include:

- Core curriculum requirements
- Your academic standing
- How we grade and what that means for you
- Auditing a class
- Getting your transcript
- Withdrawing from classes
- Transferring credit

/STUDY-ABROAD

Take your education beyond Paris -
learn about studying abroad at one of
our partner institutions.

/INTERNSHIPS

Learn everything there is to know
about internships at AUP.

/CREDIT

Find out what credit you can use
towards your degree and get help
with the process.

/LIBRARY

Our library offers you:

- Access to personalized research help (researchhelp@aup.edu)
- Document delivery and inter-library loan services (articles, books and films)
- Orientation and referral to other Paris libraries

/FINANCES

Get the complete picture on
tuition and living costs, scholarship
opportunities and financial aid.

/ADVISING

Our advising team are here to help
you make key choices about:

- finding an advisor;
- planning your career; or
- finding an internship.

/ARC

The Academic Resource Center (ARC)
is a writing, tutoring and academic
technology space.

- Learn about academic integrity.
- Find a peer tutor.
- Get support for your learning needs.

/WRITING-LAB

Get feedback and support on your
writing and research.

Explore life as
an AUP student
online at

AUP.EDU /ENGAGE

Want to join a student organization? Have an idea for a new group? Just want to see what's happening on campus? Visit AUP Engage: the one-stop shop for all campus clubs and activities information.

/LEADERSHIP

Get involved in student leadership or craft a legacy as part of student government, student media or the student advisor program.

/VOLUNTEER

Work towards social and environmental change by taking part in volunteer initiatives and community service.

/STUDENT-ADVISORS

Help new students feel at home in the AUP community.

/ATHLETICS

Our athletics department offers you:

- a selection of competitive and recreational activities;
- access to local gym memberships; and
- support to help you practice your favorite sport in Paris.

/HEALTH

Our team is here to help you navigate the French health care system.

- What does my health plan cover?
- How can I get a Carte Vitale?
- How can I get my medical expenses reimbursed?
- Where can I find a doctor that speaks English?

/IMMIGRATION

Our Student Immigration Services office provides you with the resources you need to apply for and renew your legal residence documents.

/GPS

Make your extracurricular experiences count with the Global Professional Skills Program: our signature program that will help you succeed in an international career.

/BOOKSTORE

Our bookstore is available for you to:

- buy your required and recommended course reading;
- sell your used course books; and
- pick up books written by faculty, AUP clothing and other memorabilia.



OUR URBAN CAMPUS

WHERE CAN I FIND...?

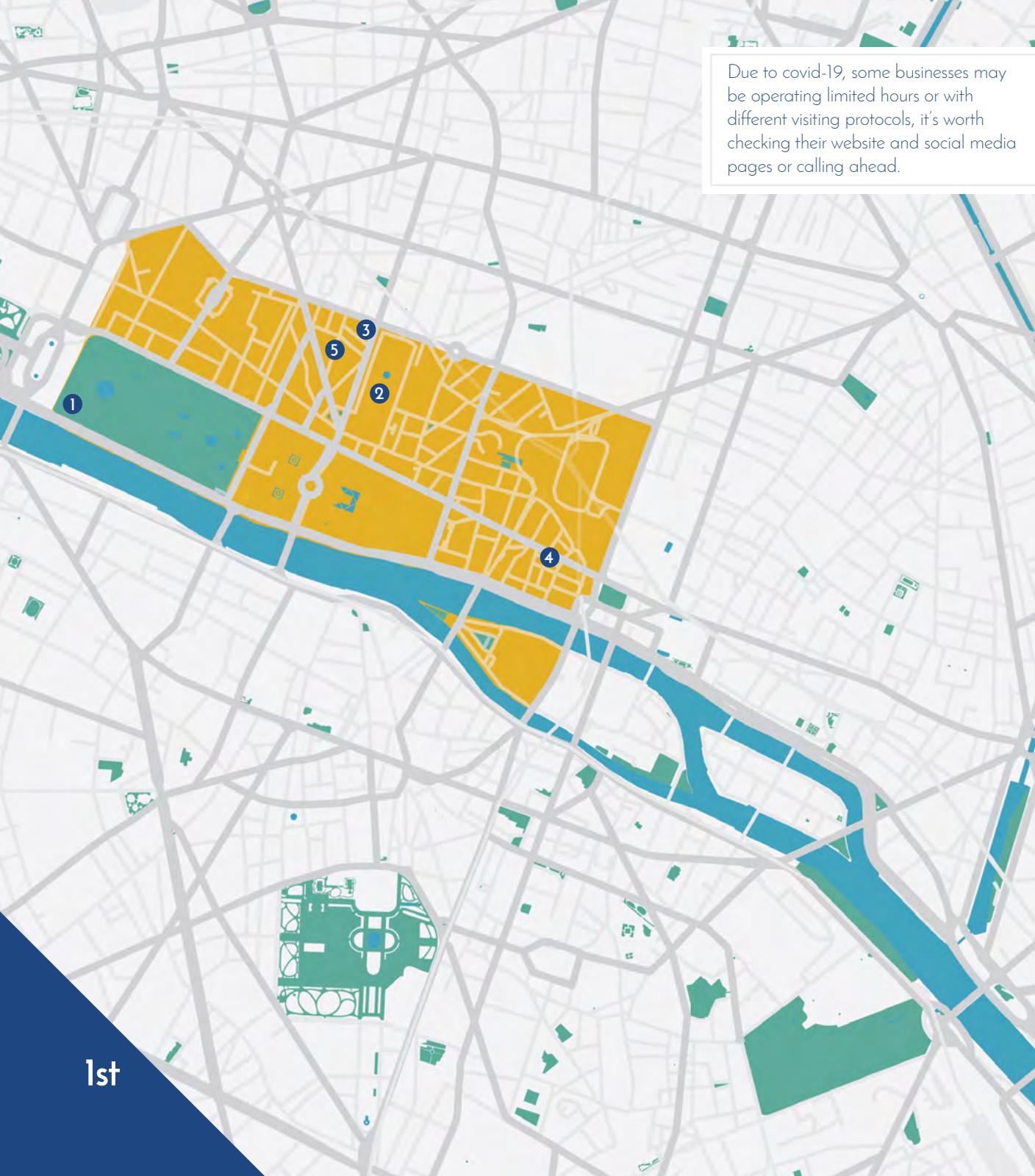
Academic advising	2
AMEX Café	1
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Careers and internships	2
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Health and insurance	1
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Sports and clubs	1
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- 1** Combes Student Life Center
6, rue du Colonel Combes
- 2** Quai d'Orsay Learning Commons
69, quai d'Orsay*
- 3** Administration building
5, boulevard de La Tour-Maubourg
- 4** AUP bookstore, classrooms and faculty offices
2 bis, Passage Landrieu
- 5** Classrooms and faculty offices
102, rue Saint-Dominique
(entrance at 16, passage Landrieu)
- 6** Grenelle Teaching and Mentoring Center
147, rue de Grenelle
- 7** Classrooms (under renovation)
9, rue de Monttessuy

* Principal access to the Quai d'Orsay Learning Commons is through 6, rue du Colonel Combes.



DISCOVER
YOUR PARIS



DISCOVER YOUR PARIS 1ST ARRONDISSEMENT

1 Musée de l'Orangerie

Jardin des Tuileries

Looking for a calm moment? Head to the ground floor to find Monet's famous Water Lilies, known in French as the Nymphéas, displayed in two custom-built oval rooms. Originally offered to the French state by Monet after the First World War as a symbol of peace, these astonishing artworks need to be seen in person.

2 Jardin du Palais Royal

2, Galerie de Montpensier

The perfect spot to sit, picnic and read. On your way out, stop by the Colonnes de Buren, an installation by French artist Daniel Buren featuring 260 black-and-white striped columns.

3 Juveniles

47, rue de Richelieu

A friendly, family-run bistro serving up fresh market cooking that will make you want to be a regular. Don't forget to buy a bottle on the way out to enjoy at home.

4 59 Rivoli

59, rue du Rivoli

An art collective and former squat, this peculiar building sits proudly in the throng of rue de Rivoli where an unmissable façade looks down on shoppers. Inside, discover paintings, sculptures and photographs from the 15 permanent and 15 temporary artists that call this quirky gallery home.

5 Rue Sainte-Anne

Stretching from avenue de l'Opera to rue du 4 Septembre, this street, the heart of Paris's Japanese quarter, is a paradise for anyone in search of noodles or sushi. Discover endless small, authentic restaurants; but be warned, if you plan to show up around lunchtime on a work day, get there early or be prepared to wait.



2ND ARRONDISSEMENT

1 Galerie Vivienne

5, rue de la Banque

Located behind the Bibliothèque Richelieu, this covered arcade was built in 1832. As you wander to a tea room or old bookshop, look down at the floor mosaics and up at the beautiful glass roof.

2 A.Noste

6 bis, rue du 4 septembre

A Basque restaurant upstairs and a lively tapas bar downstairs, A. Noste even has an indoor food truck parked along one wall grilling taloa, a pocket-bread sandwich made with cornmeal. At lunch, be prepared for an influx of office workers.

3 Pizzeria Popolare

111, rue Réaumur

Pizza Popolare is an experience as much as a meal; don't be surprised to see lines snaking around the block an hour before it opens. This outpost of the Big Mamma group is nevertheless an ideal place to grab a reasonably priced lunch.

4 Le Grand Rex Cinema

1, boulevard Poissonnière

Originally built for Jacques Haik, a wealthy film producer known for introducing Charlie Chaplin to France, the Grand Rex is the largest movie theatre in Europe. Inside, you can watch screenings of all the big releases as well as a selection of classics and modern-day independent films. Marvel at the elaborately painted night-sky ceiling, a highlight of this art deco landmark, while you wait in comfort.

5 Rue Saint Denis

One of the oldest streets in Paris, this route was initially laid in the 1st century by the Romans. Today, the street is notorious for its seedier elements, but it's also home to cafes, bars and restaurants catering to a younger crowd.

3RD ARRONDISSEMENT

1 Marché des Enfants Rouges

26, rue Charlot

Make time to stop by the oldest food market in Paris. Created in 1615, this friendly spot is ideal for picking up some fresh produce or grabbing a quick lunch on the go. Our tip, head straight for Chez Alain Miam Miam for an epic sandwich made fresh to order.

2 Loustic Café

40, rue Chapon

The specialty coffee scene in Paris has been growing fast. If grabbing a quick café at the nearby tabac just won't cut it, Loustic Café is an upscale alternative, offering excellent coffee in a stylish space.

3 Musée des Arts et Métiers

60, rue Réaumur

A museum of the history of science and industry that is straight out of steampunk fantasies. This is an ideal choice for anyone interested in the museum's collection of 80,000 objects and 15,000 drawings.

4 House of Nicolas Flamel

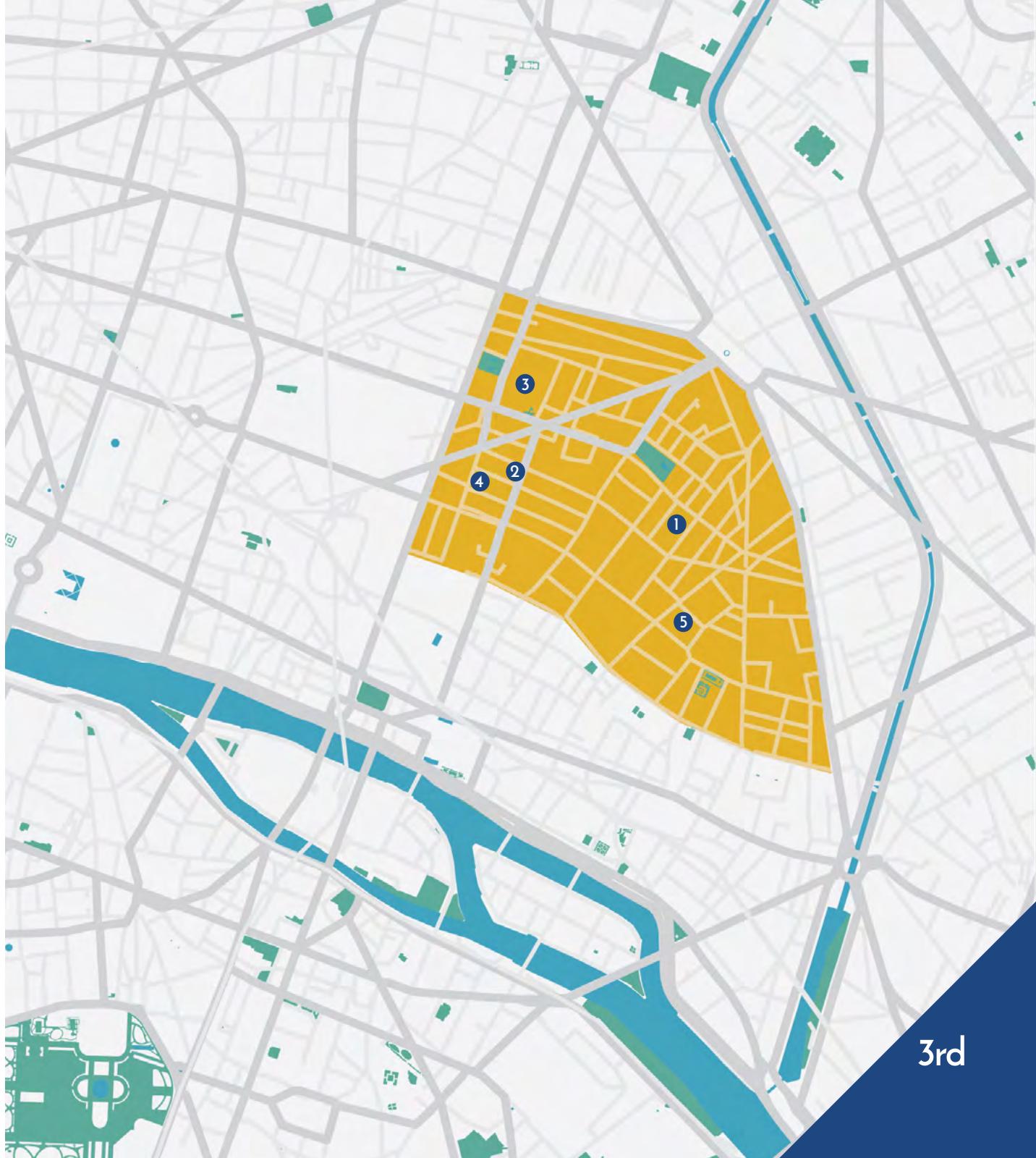
51, rue de Montmorency

Take a walk past the oldest house in Paris; dating back over 600 years, it is also the former home of famous alchemist Nicolas Flamel – said to have created the Philosopher's Stone.

5 Musée National Picasso-Paris

5, rue de Thorigny

The only public collection in the world that takes you on a journey through Picasso's creative process, from sketchbooks and studies to masterpieces and movies.



4TH ARRONDISSEMENT

1

Place des Vosges

Place des Vosges

One of the oldest squares in Paris, the Place des Vosges is lined with beautiful buildings and arcades housing cafes, restaurants and galleries. In the summer, it fills with sunseekers picnicking on the green lawn that covers the center of the place.

2

Maison de Victor Hugo

6, place des Vosges

Located right next to the place des Vosges, the author's home is free to enter. Victor Hugo wrote some of his major works here, including a large portion of *Les Misérables*. You can even make an appointment to dive into his library. (reopens after renovations, November 2020)

3

L'Ebouillanté

6, rue des Barres

Stop here for a lemon and ginger tea to go with your vegetarian brik: a savory stuffed Tunisian pancake. Nestled on a pedestrian street behind a church, this place feels more Provence than Paris. The €15 set menu is excellent value.

4

Le Trumilou

84, quai de l'Hôtel de Ville

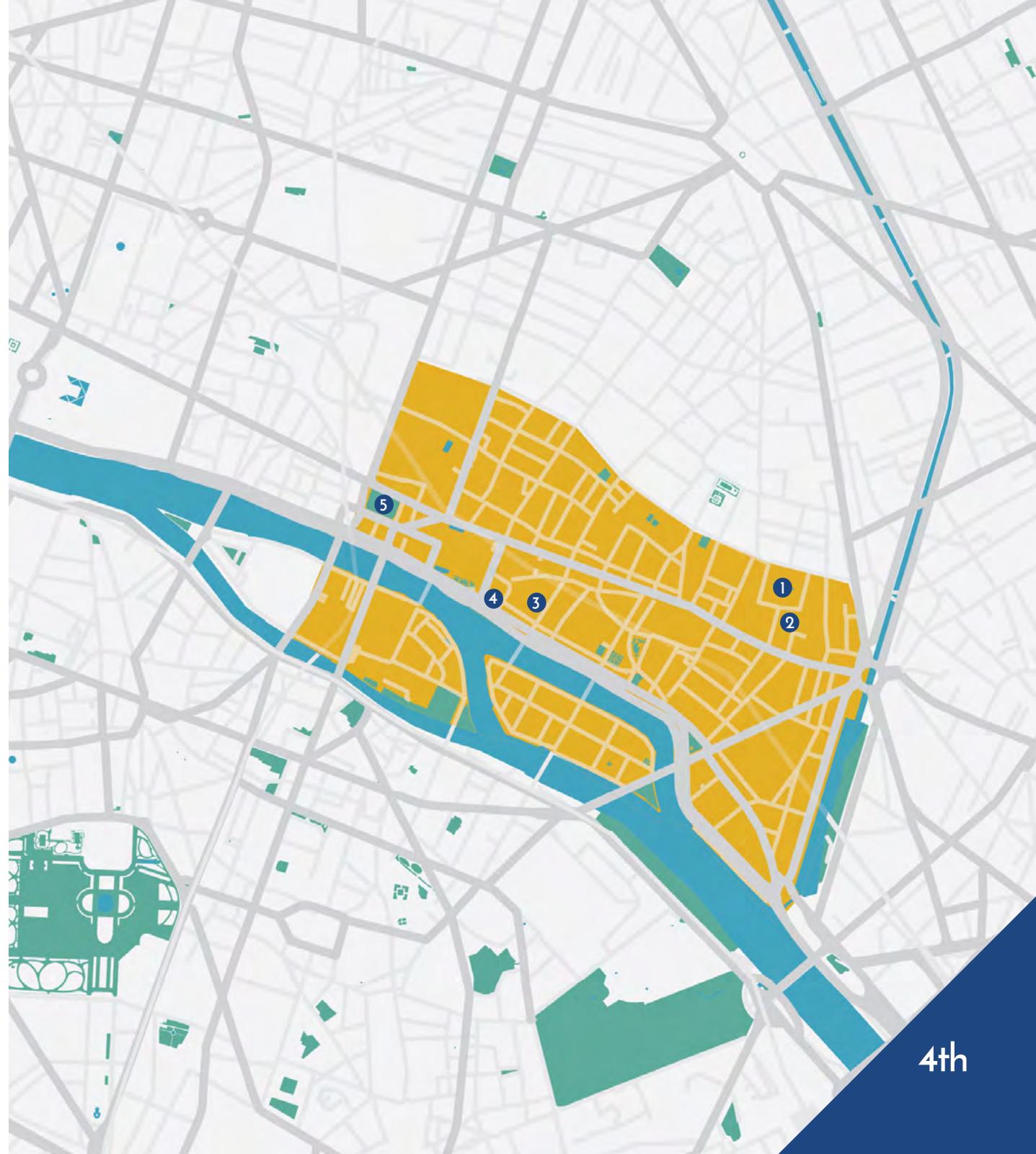
If you are on the hunt for an authentic French dining experience, this is your spot. Grab a table on the terrace and enjoy a classic Parisian bistro where the tables are well worn and the steak frites are served with flair.

5

Tour Saint-Jacques

Square de la Tour Saint-Jacques

Standing alone in a small garden of the same name, this gothic tower offers guided tours ending with fantastic views of Paris from the top. Keep an eye out for the statue of Blaise Pascal at the base of the tower that commemorates his experiments on atmospheric pressure. (Though whether he undertook those here or at the church of Saint-Jacques-du-Haut-Pas is still a point of contention!)



4th

5TH ARRONDISSEMENT

1 Saint-Étienne-du-Mont Church

Place Sainte-Geneviève

For anyone who loves *Midnight in Paris*, it is from the steps of this church that the main character is whisked back in time. Also nearby is an English pub known as The Bombardier, which serves a great banana bread beer.

2 Arènes de Lutèce

49, rue Monge

The ruins of an old Roman amphitheater – these days people use it to play games or just relax.

3 Grande Mosquée de Paris

39, rue Geoffroy-Saint-Hilaire

Head here for an afternoon mint tea and to enjoy the elaborate tilework in the enclosed courtyard.

4 Jardin des Plantes

57, rue Cuvier

Hosting France's premier botanical gardens, this sweeping park is also the home of the Muséum national d'histoire naturelle (the National Museum of Natural History). With archives, greenhouses, gardens, a zoo and regular special exhibitions, the Jardin des Plantes is a place to keep coming back to.

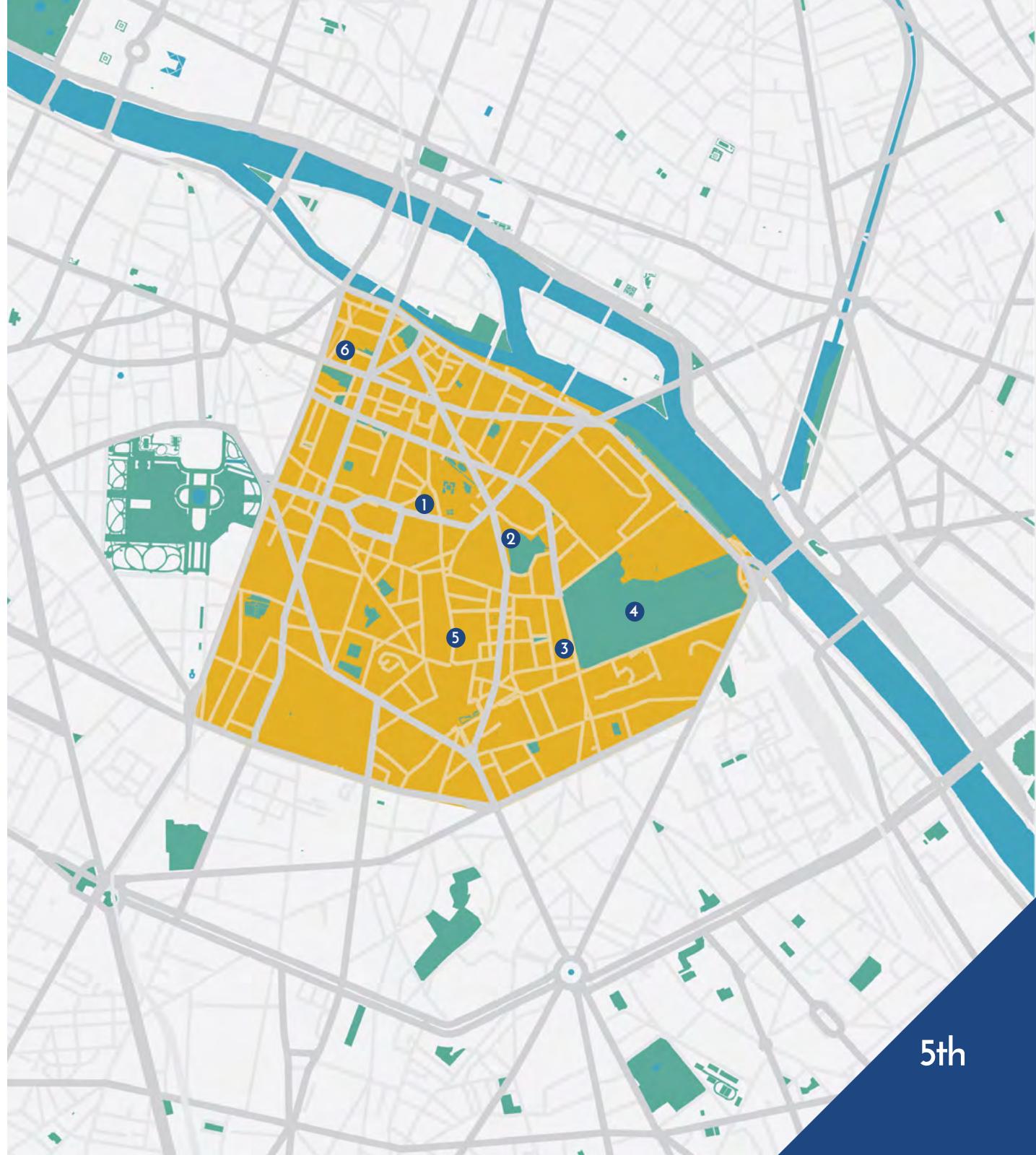
5 Rue Mouffetard

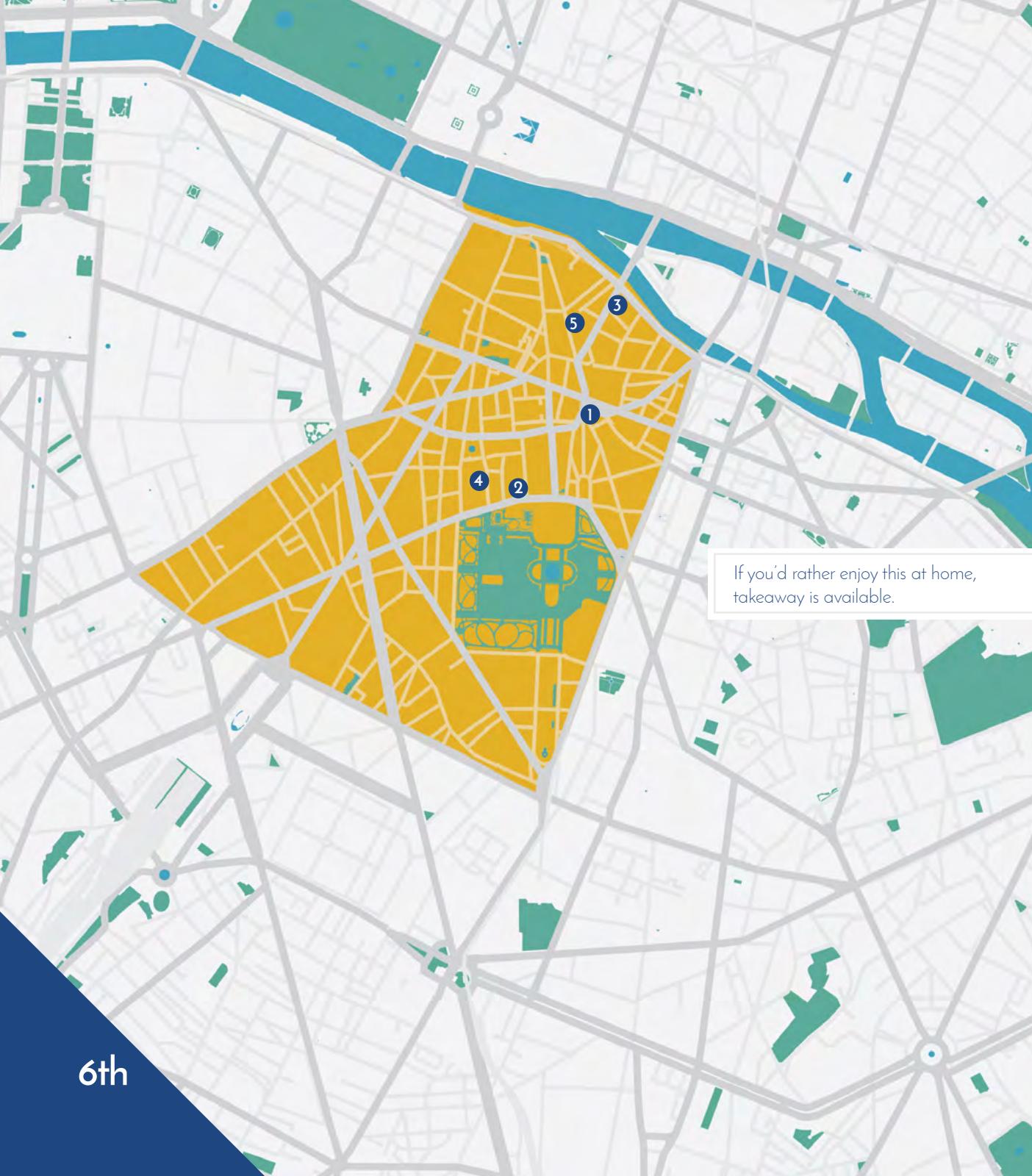
Centered on the Place de la Contrescarpe, this lively street is filled with cafes, restaurants and shops. Follow it all the way to Square Saint-Médard where there is a permanent open-air market.

6 The Abbey Bookshop

29, rue de la Parcheminerie

You've probably heard of Shakespeare and Company, but the 5th arrondissement is a hotspot for independent, English-language bookshops. Head to The Abbey Bookshop and get lost in the floor-to-ceiling stacks of new and secondhand books or stop for a cup of tea outside the front door.

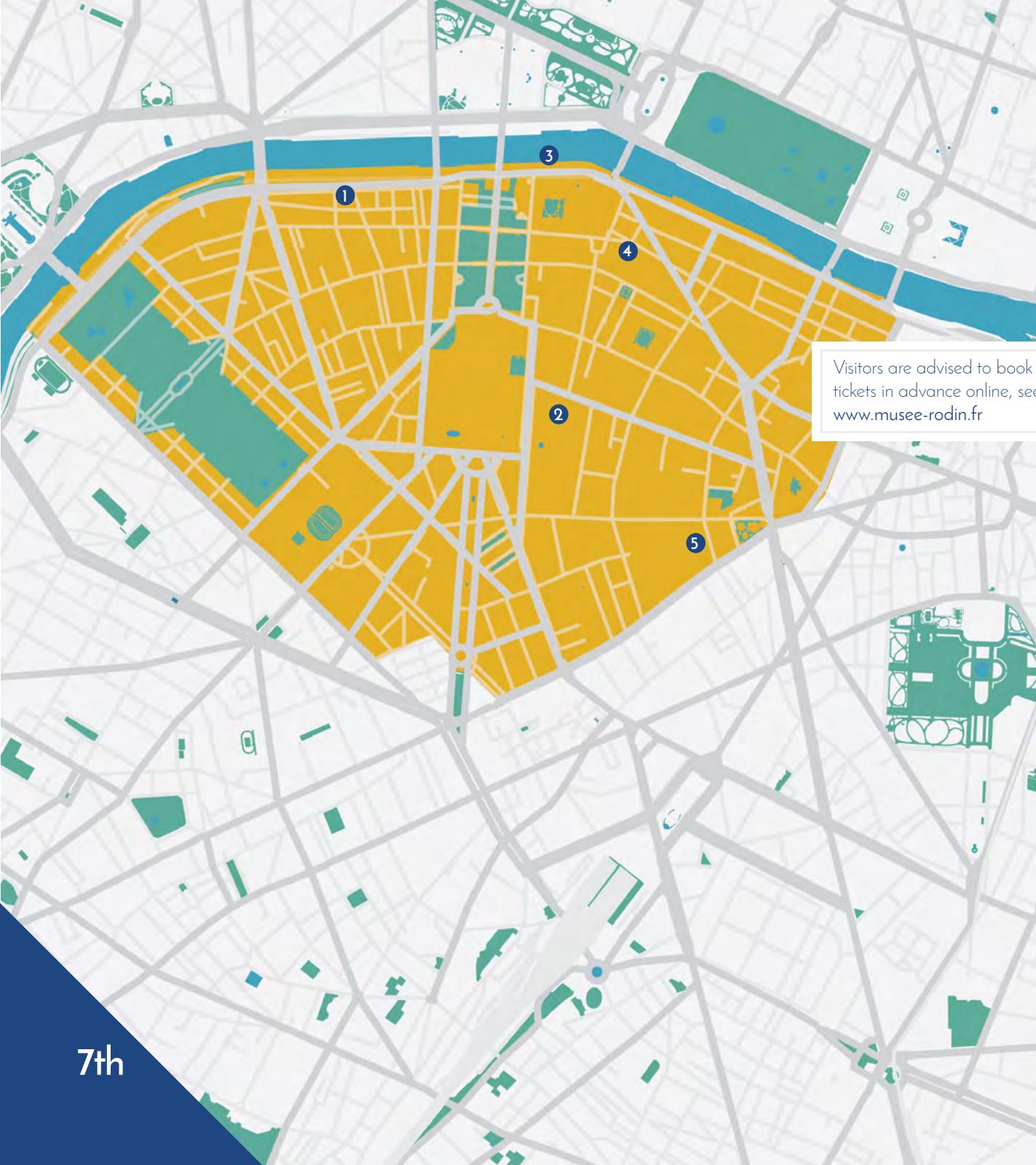




6th

6TH ARRONDISSEMENT

- 1 L'Avant Comptoir de la Terre and L'Avant Comptoir de la Mer**
3, carrefour de l'Odéon
These twinned restaurants are love letters to pork and seafood respectively. Run by the same chef, they offer gourmet small plates and an incredible selection of wine.
- 2 Mètre Étalon**
36, rue de Vaugirard
This overlooked marble shelf under the arcade at 36, rue de Vaugirard was put in place in 1791 after the Académie des Sciences defined the meter for the first time. It is the only surviving example from the period; though these meters were at one time installed on busy streets to let people confirm their own meter measurements. Be sharp – it's easy to miss!
- 3 Fajitas**
15, rue Dauphine
The best Mexican food we've found in town, this restaurant is run by a Mexican/San Franciscan family and offers crazy frozen margarita pitchers alongside an incredible enchilada.
- 4 The Drunken Boat**
4, rue Ferou
On a quiet street between the Jardin du Luxembourg and Place Saint-Sulpice, take a moment to stop and read the poem *Le Bateau Ivre* (The Drunken Boat) by Rimbaud that has been painted on the wall.
- 5 Kodawari Ramen**
26, rue Mazarine
Get your fill of authentic Japanese ramen in a tiny place that's decorated as though you're in Japan – and even sounds like it too, thanks to the street noise played in over speakers. There is often a line, and no reservations are accepted, but it is worth the wait.



7th

7TH ARRONDISSEMENT

Quai d'Orsay Learning Commons

69, quai d'Orsay

This newly minted student hub is AUP's flagship building on the Seine. Discover ten floors of study space and student services with spectacular views over Paris. Seek advice on your career or academic trajectories and explore the library collection in this beautiful new space. A navigation desk is available between the Quai and Combes buildings to help you find what you're looking for.

2

Musée Rodin

77, rue de Varenne

Located in the mansion where Rodin lived, the Musée Rodin features many of the artist's masterpieces – but the show-stealing activity is undoubtedly a stroll in the beautiful rose garden where you will find *The Thinker* in deep contemplation.

3

Rosa Bonheur sur Seine

Port des Invalides

Moored on the Seine, the Rosa Bonheur is only a short walk from campus and offers pizza and drinks at affordable prices, either on the water or quayside from their summer chalet.

4

Julia Child's Paris Apartment

81, rue de l'Université

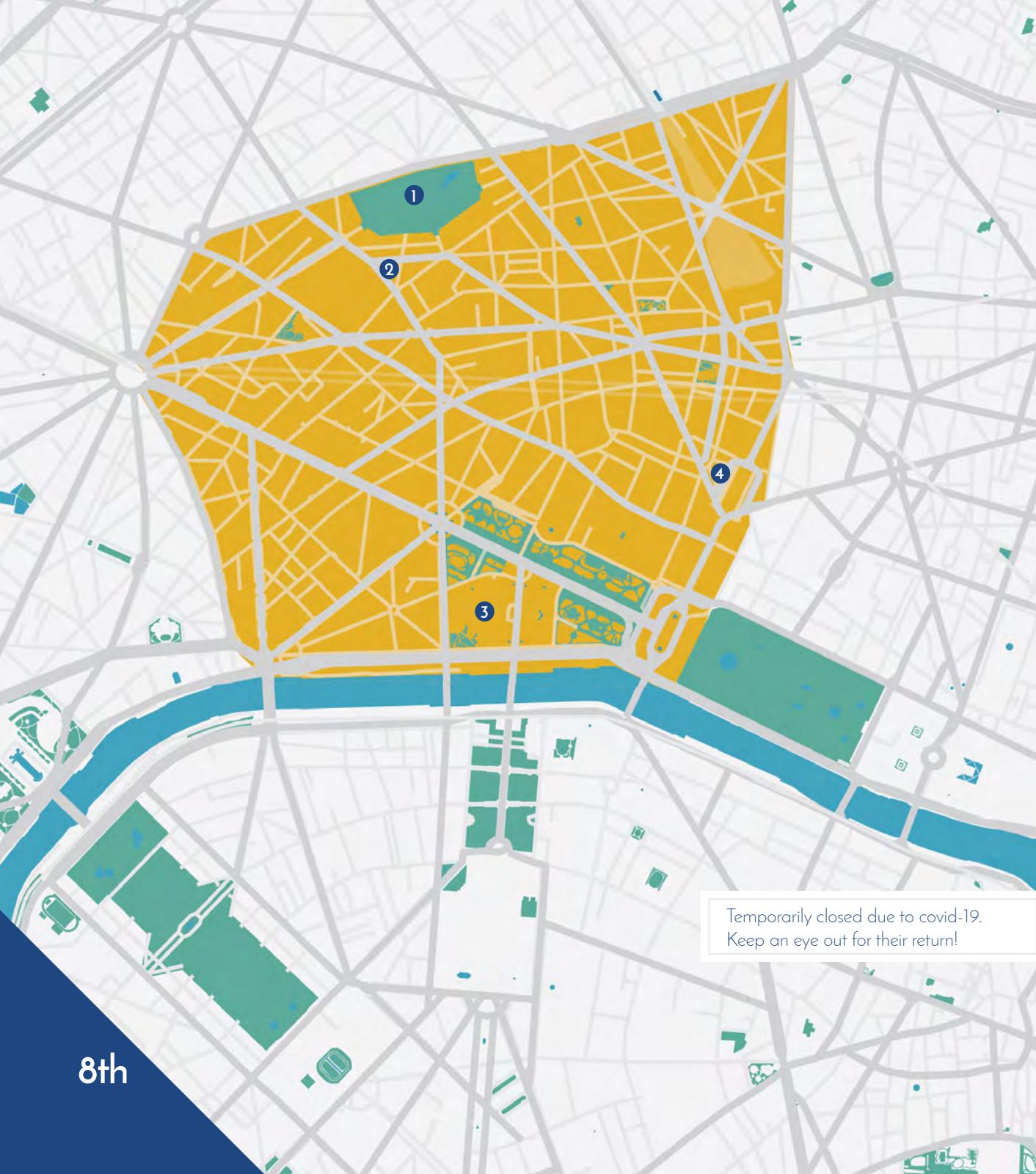
Any fan of the famous chef and cookbook author Julia Child should take a detour past the home where she and her husband, Paul, lived while in Paris. Made famous by her memoir *My Life in France*, "Roo de Loo," as Child called it, is a great starting point for following her footsteps around the neighborhood that inspired a revolution in American home cooking.

5

La Grande Épicerie de Paris

38, rue du Sevres

Selling over 30,000 gourmet products from all over the world, this is a one-stop shop for your upscale produce needs.



8TH ARRONDISSEMENT

1 Parc Monceau

35, boulevard de Courcelles

The perfect place to escape the city for a moment by walking among the 18th-century follies, waterways and elegant bridges.

2 Pagoda Paris

48, rue de Courcelles

One of the joys of Paris is looking up and taking in some of the remarkable architectural masterpieces that make up the city. If you're in the 8th, make sure to swing by rue de Courcelles where you'll find this Chinese pagoda wedged between its typically Haussmannian neighbors.

3 Grand Palais

3, avenue du Général Eisenhower

Hop across the Seine from campus and you'll find the towering glass curves of the Grand Palais and its smaller companion the Petit Palais. Dating from the early 1900s, these museums have a brilliant program of exhibitions. One of our annual highlights is Paris Photo that runs at the Grand Palais from November 12-15. This is the largest international art fair dedicated to photography and has over 200 exhibitors. Prepare to spend a long afternoon here if you hope to see even a fraction of what's on offer!

4 Le Camion Qui Fume

11, Place de la Madeleine

Making arguably the best burgers in Paris, this institution first introduced the city to its food truck in 2011. Today there are two trucks and three fixed locations where you can savor fresh, homemade fare. To get the authentic experience, stop by Place de la Madeleine every Tuesday and Friday between 12:00 and 14:00 to catch the original truck in action.

9TH ARRONDISSEMENT

1 Musée Grévin

10, boulevard Montmartre

Move over Madame Tussauds, this wax museum is one of the oldest in Europe containing over 450 famous faces arranged in scenes from French history and modern life.

2 Passage Jouffroy

The 9th arrondissement is also home to the city's traditional covered passages, where glass roofs protected Victorian shoppers from the elements. Perhaps the most charming is Passage Jouffroy, dating back to the 19th century, where you will find a mixture of independent shops and cafes.

3 Galeries Lafayette

40, boulevard Haussmann

While many people head to the Grands Magasins for their luxury fashion needs, the rooftops of these upscale department stores are also the perfect place to take in a panoramic view of the city. Both Galeries Lafayette and Printemps offer dining and drinks on a rooftop terrace with a view.

4 Rue des Martyrs

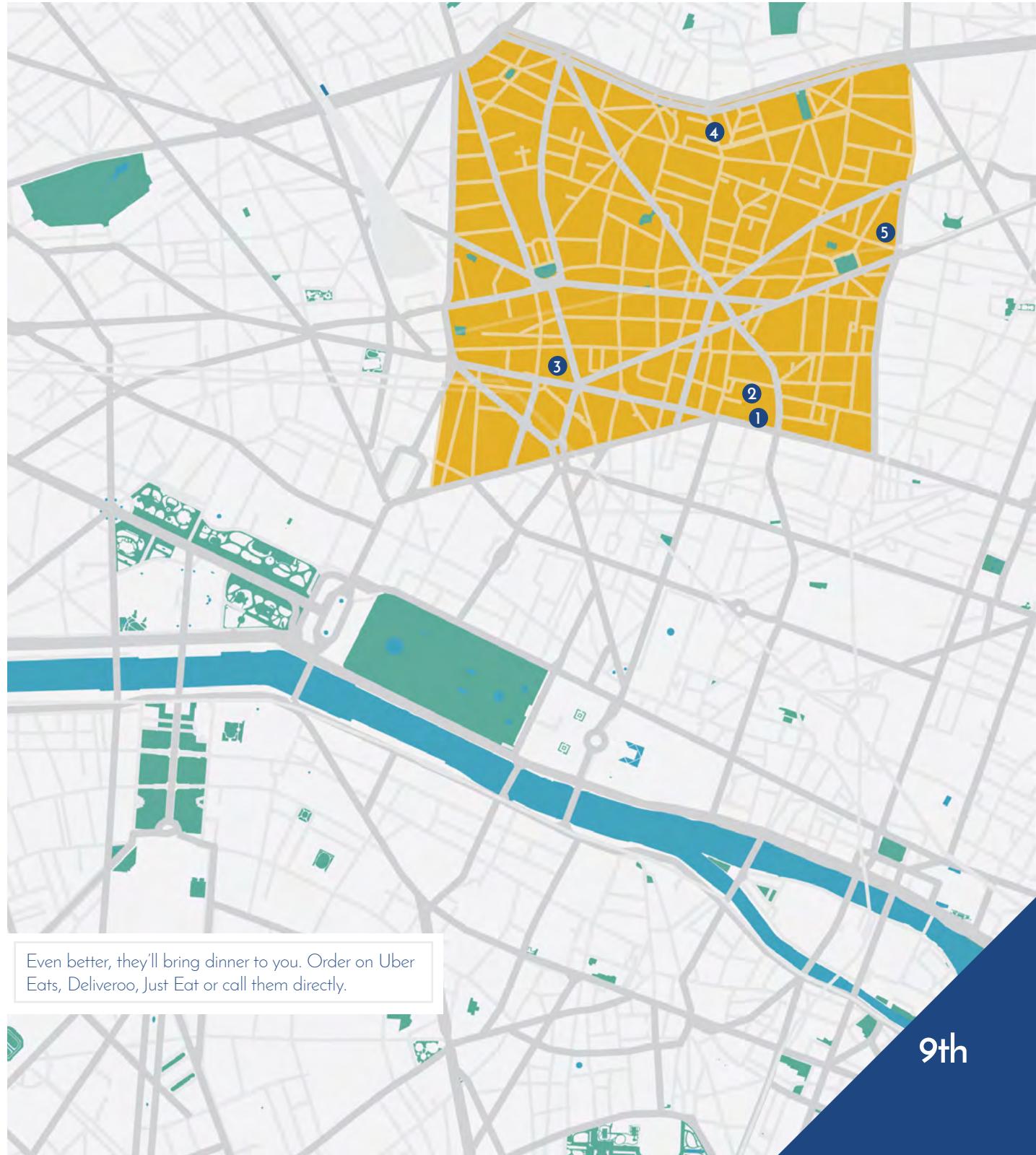
Legend has it that the first bishop of Paris, St. Denis, walked up this street following his beheading, head in hand. Rue des Martyrs is now a vibrant street that is well worth exploring as you amble towards Montmartre. Stop at Rose Bakery, a chic minimalist canteen where the quality of ingredients is king.

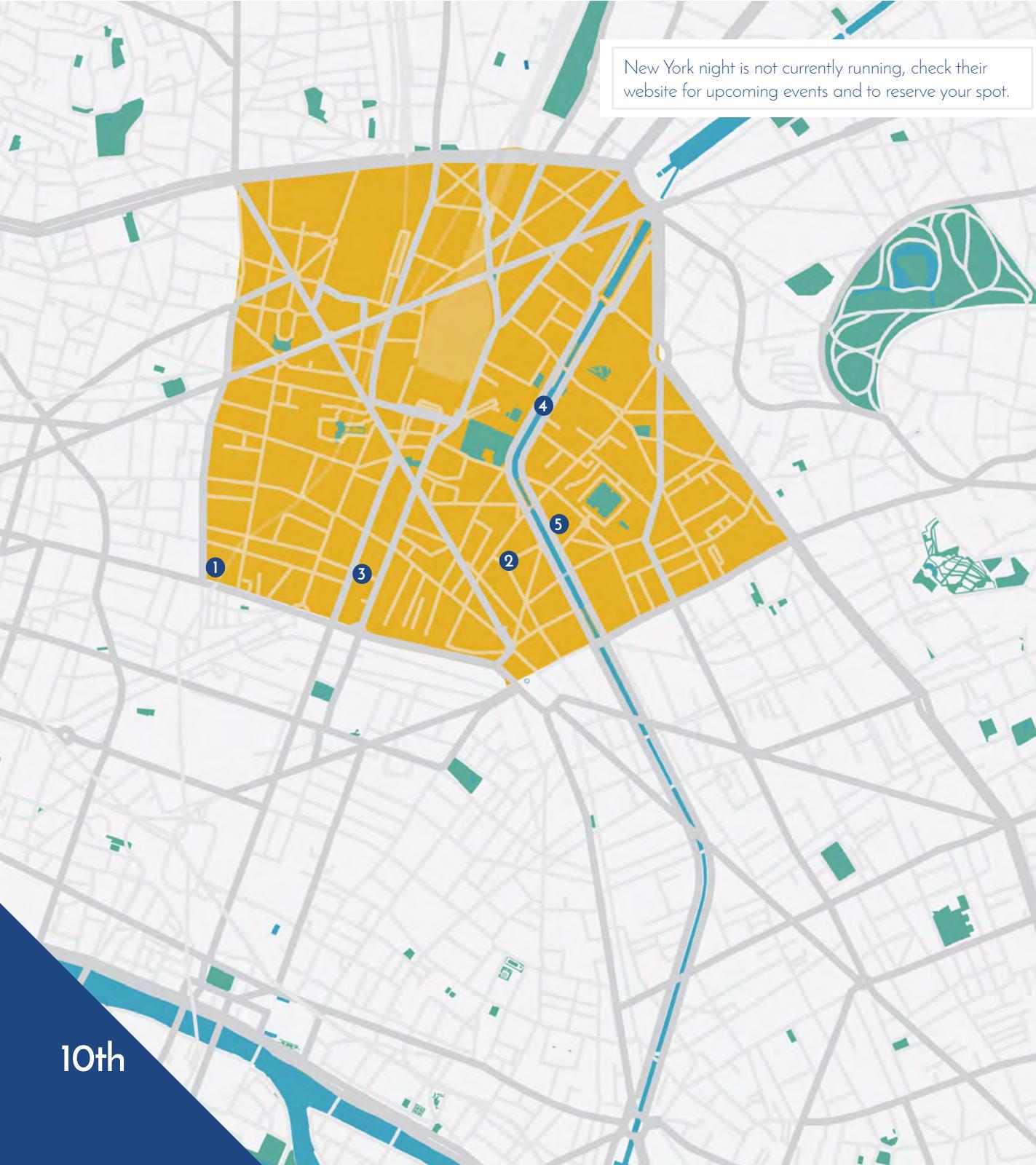
Rose Bakery | 46, rue des Martyrs

5 42 Degrés

109, rue du Faubourg Poissonnière

A raw vegan restaurant where dishes are cooked at 42 degrees to preserve food's nutrients. Vegan cooking doesn't get more satisfying.





10th

10TH ARRONDISSEMENT

1 Le Comedy Club

42, boulevard de Bonne Nouvelle

The place to go to find stand-up comedy shows and hone your French in a fun, alternative way. Every other Sunday from 20:00 the club also hosts an all-star lineup of local and international English-speaking comedians for the New York Comedy Night.

2 Du Pain et des Idées

34, rue Yves Toudic

The best pastries in Paris (controversial, we know). Our pro tip, try the various escargots with seasonal flavors like pistache chocolat and citron amande.

3 Passage Brady

33, boulevard de Strasbourg

Commonly referred to as "Little India," this passage houses numerous Indian, Pakistani, Mauritian and Reunion businesses. Stock up on imported products and spices or stop for a great value meal full of flavor.

4 Canal Saint-Martin

The famed Canal Saint-Martin is a 4.5km waterway that was once an artery for commercial traffic. Although it straddles multiple neighborhoods, the stretch you'll find in the 10th is the perfect choice for whiling away an afternoon on the waterside or finding your new favorite bar to meet friends after class. Our insider tip would be to visit Pink Flamingo Pizza, where you can order to go and sit canal-side awaiting your delivery with a pink balloon to mark the spot.

Pink Flamingo Pizza | 67, rue Bichat

5 Le Comptoir Général

80, quai de Jemmapes

An eclectic, offbeat venue celebrating Franco-African culture with drinks, food and music. Come for a fun evening then return for an affordable brunch and a spot of thrift shopping.

11TH ARRONDISSEMENT

11th

1 The Bottle Shop

5, rue Trousseau

The ultimate brunch spot – no matter what you're craving. Want that breakfast burrito? Desperate for a proper British fry-up? Bottomless coffee and Bloody Marys? All of these and more are served until 4pm on Sundays.

2 Atelier des Lumières

38, rue Saint-Maur

The first digital art center to feature 120 video-projectors for immersive exhibitions. Monet, Renoir... Chagall. Journeys around the mediterranean runs until January 3, 2021, immersing you in the period between impressionism and modernism, and highlighting the role of the mediterranean in changing how artists thought about light and colour.

3 Rue de Charonne

Running from Bastille to Père Lachaise, stroll down this street for quirky, independent boutiques and up-and-coming names on the French fashion scene.

4 Musée Edith Piaf

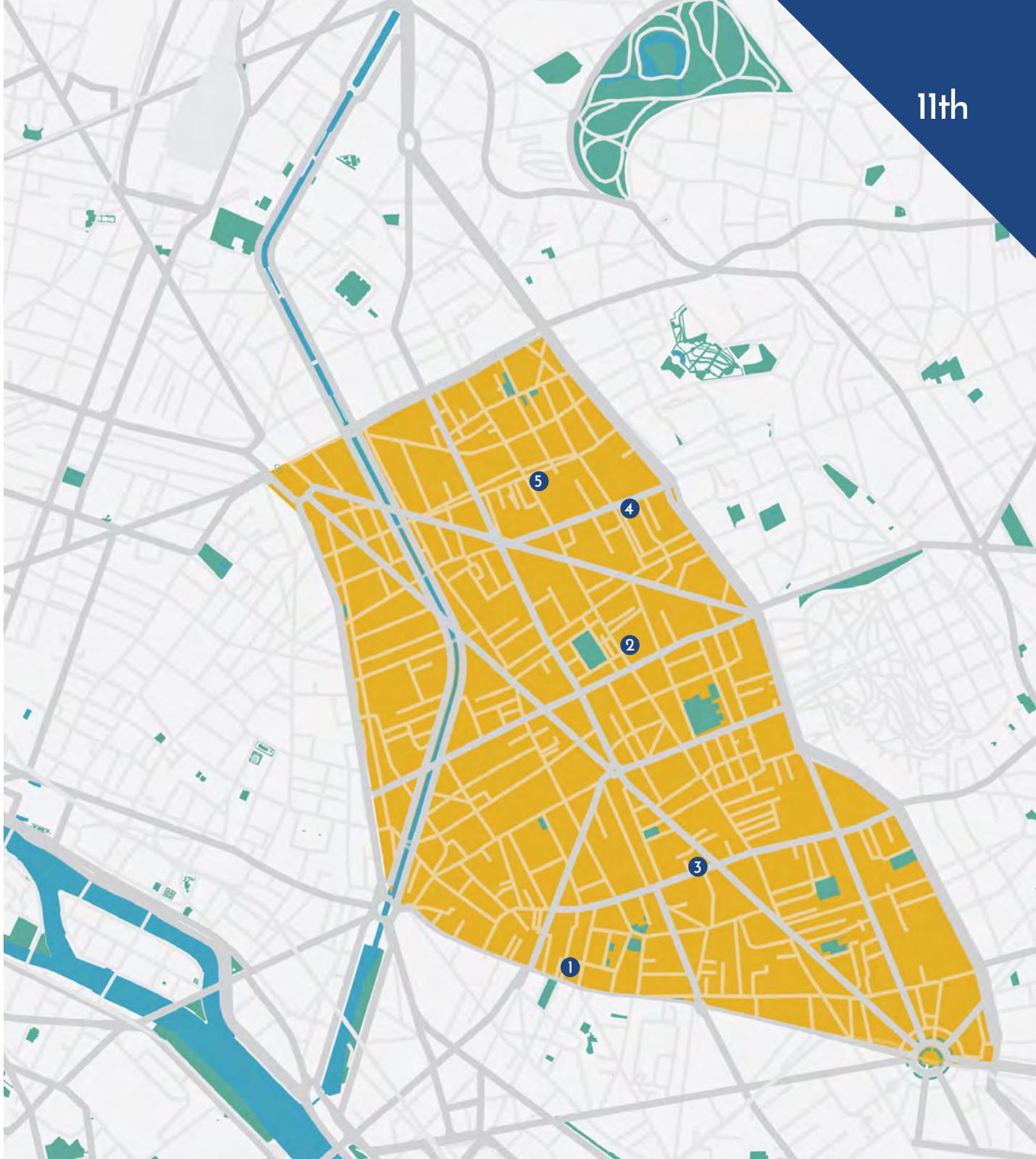
5, rue Crespin du Gast

Don't forget to pay homage to "La Môme" in one of Paris's smallest and most unusual museums, located in the singer's former home. Entrance is free but by appointment only.

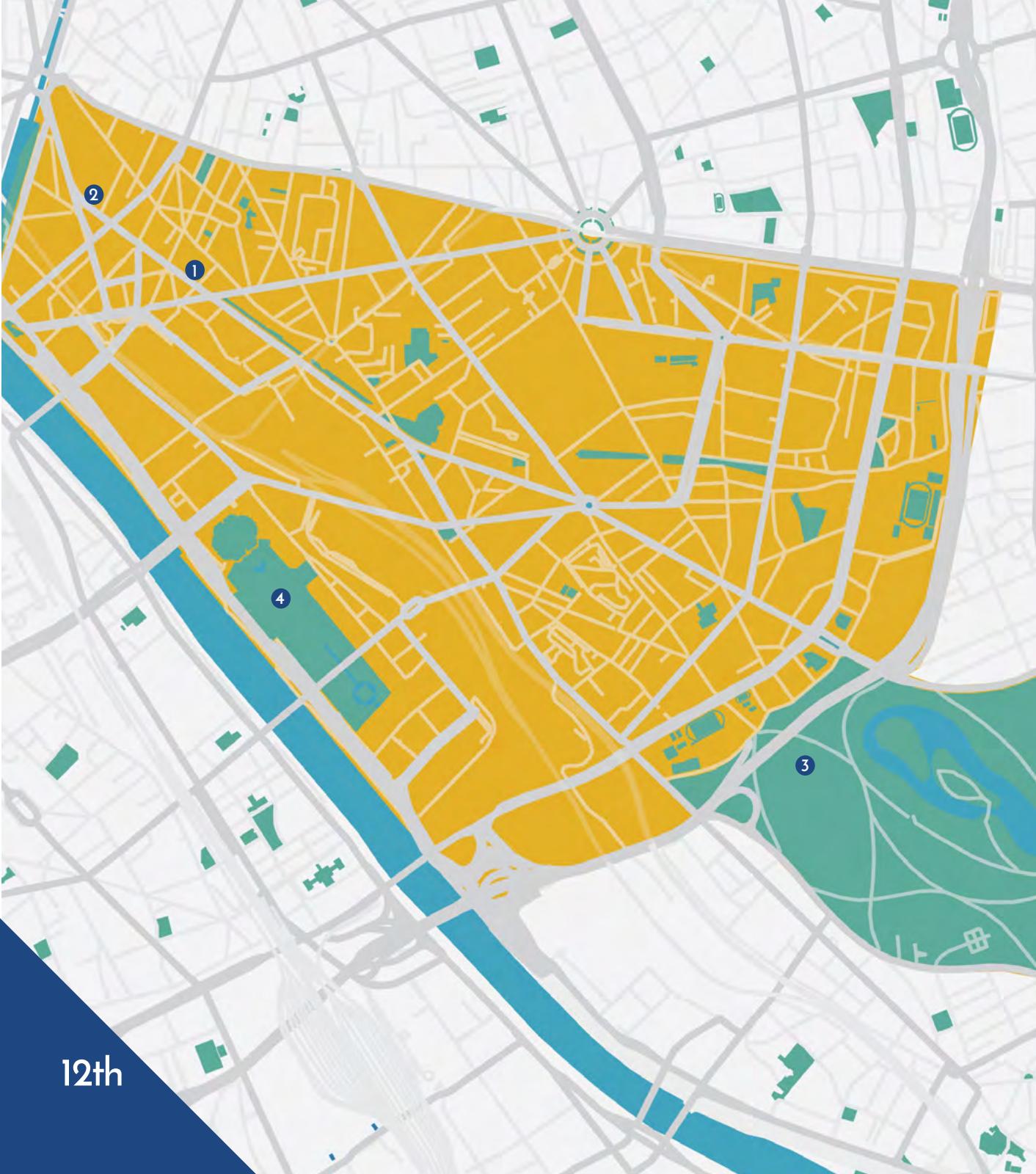
5 Au Chat Noir

76, rue Jean-Pierre Timbaud

The area around rue Saint-Maur is teeming with bars and restaurants that open onto the street in summer and beckon warmly in the winter. Au Chat Noir is our personal favorite. This unassuming-looking street-corner bar is a comfortable perch from which to sit and watch it all go by. Downstairs, meanwhile, there is often a chance to stop by for cabaret or a music, poetry or open mic night.



12TH ARRONDISSEMENT



1

Viaduc des Arts

83, avenue Daumesnil

Not far from the place de la Bastille, the Viaduc des Arts is a converted viaduct that showcases 52 artisans – shoemakers, jewelers, cabinetmakers, glass blowers, gallerists – for a truly original shopping experience that celebrates French craftspeople.

2

Promenade Plantée

1, coulée verte René-Dumont

Created in 1988, the Promenade Plantée or La Coulée Verte is Paris's own High Line with 4.5km of green walking and cycling routes built along a former railway line. The route starts near the Opéra Bastille at the crossroads of rue de Lyon and avenue Daumesnil. Follow it to the end and you'll arrive at the entrance to the Bois de Vincennes, but there are plenty of access points along the path so you can walk for as long (or as little) as you'd like.

3

Bois de Vincennes

1, avenue de Paris

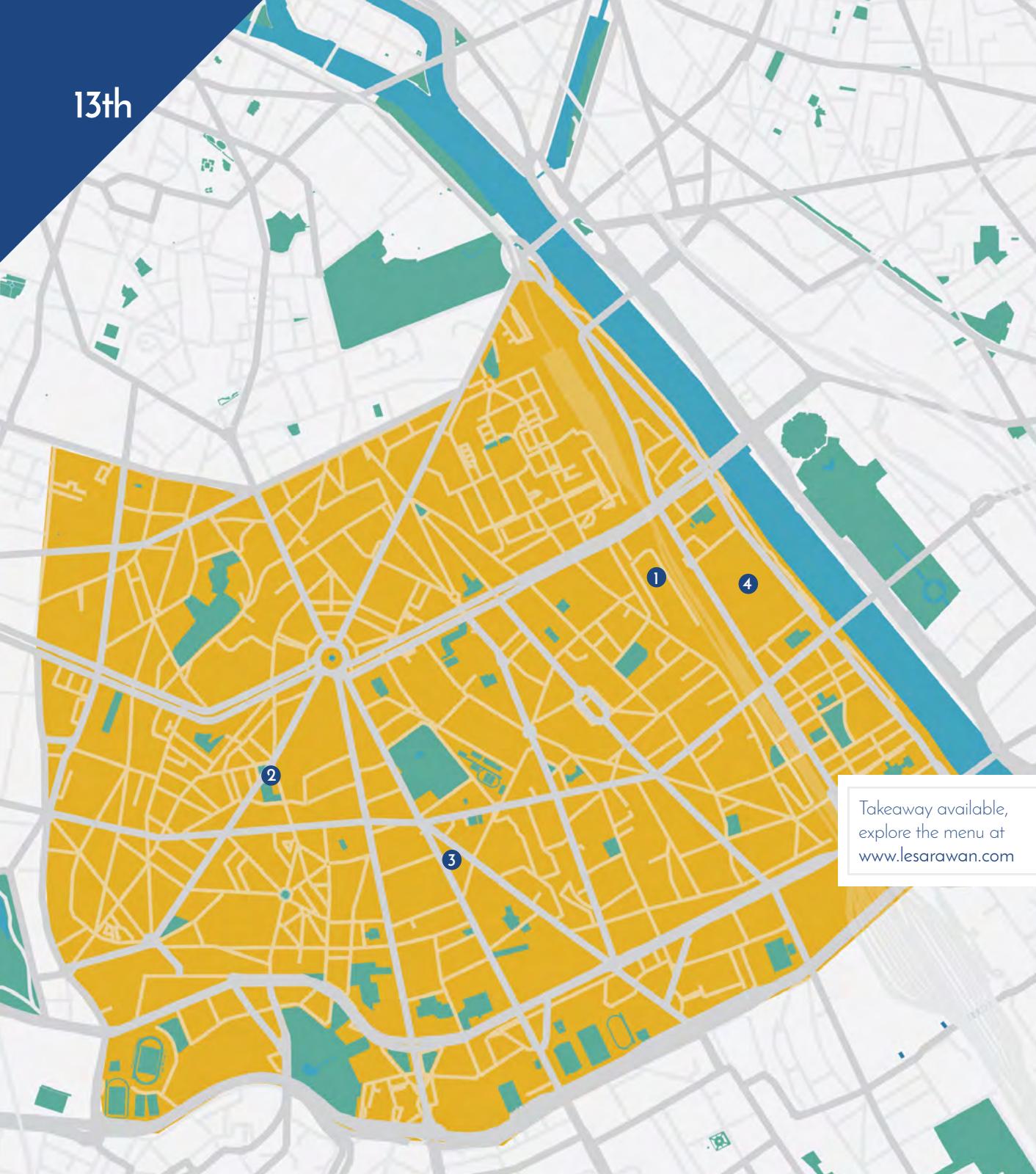
One of the city's green lungs, the Bois de Vincennes is great for relaxing, exploring or playing (18-hole mini golf and ping pong tables are available). The Chateau de Vincennes is the park's most notable monument and the only fortified castle near Paris. Open daily, this former hunting lodge is free for all EU citizens under 26.

4

Parc de Bercy

128, quai de Bercy

Parc de Bercy is situated on the site of former warehouses in the east of Paris. You can still glimpse nods to the past in the portions of old railway line and hidden vineyard, and, at the far end, you can lose time watching the turtles and ducks in the jardin romantique.



13TH ARRONDISSEMENT

1

Station F*5, parvis Alan Turing*

Stop by the world's largest startup hub, hosting a series of public events or tours by appointment. While you're there grab lunch at Felicita, an old train station converted into a great eating experience.

2

Piscine de la Butte aux Cailles*5, place Paul Verlaine*

With a high-vaulted roof supported by concrete arches this art-nouveau pool is a picturesque place to take a dip. The facility has no less than three pools (33-meter, 25-meter and 12-meter) so you can push yourself or just enjoy the view.

3

Quartier Asiatique or Triangle de Choisy*Avenue de Choisy*

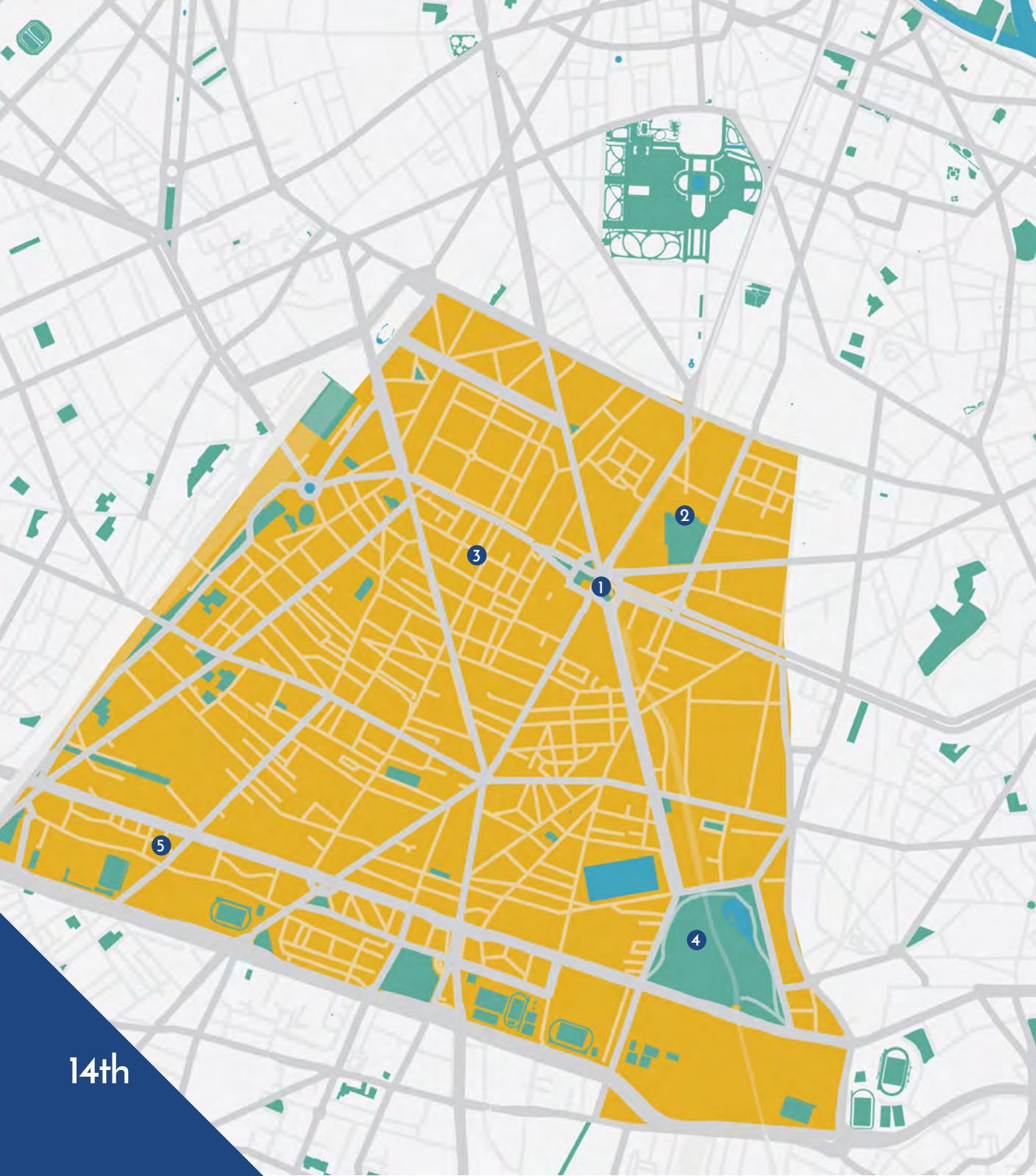
The largest commercial and cultural center for the Asian community in Paris, this neighborhood annually hosts the city's main Chinese New Year celebrations with a parade that is truly not to be missed. All year round, enjoy a plethora of top-quality restaurants representing Chinese, Vietnamese, Laotian, Cambodian, Malaysian, Japanese, Korean and Indian cuisines. We suggest trying out Le Sarawan – a must if you love spicy foods; if not, don't be deterred – the friendly staff are happy to suggest dishes to suit your taste.

Le Sarawan | 111-113, avenue d'Ivry

4

Bibliothèque Nationale de France*Quai François Mauriac*

Located on the banks of the Seine, the national library of France is comprised of four glass towers, shaped like half-open books. Talk to the AUP Library staff for more information about accessing the collection.



14TH ARRONDISSEMENT

1 The Catacombs of Paris

1, avenue du Colonel Henri Rol-Tanguy
Go beneath the street to the underground ossuaries, which hold the remains of more than six million people. It's a good idea to reserve a quick-access ticket ahead of time to avoid the long lines.

2 French Meridian Line

61, avenue de l'Observatoire
Follow the 135 bronze medallions that mark a meridian line devised by French astronomer François Arago, which once rivaled the Greenwich timeline. The monument is the work of Dutch artist Jan Dibbets and stretches over 5 miles. Find the address of each medallion on the door of l'Observatoire de Paris.

3 Rue Daguerre

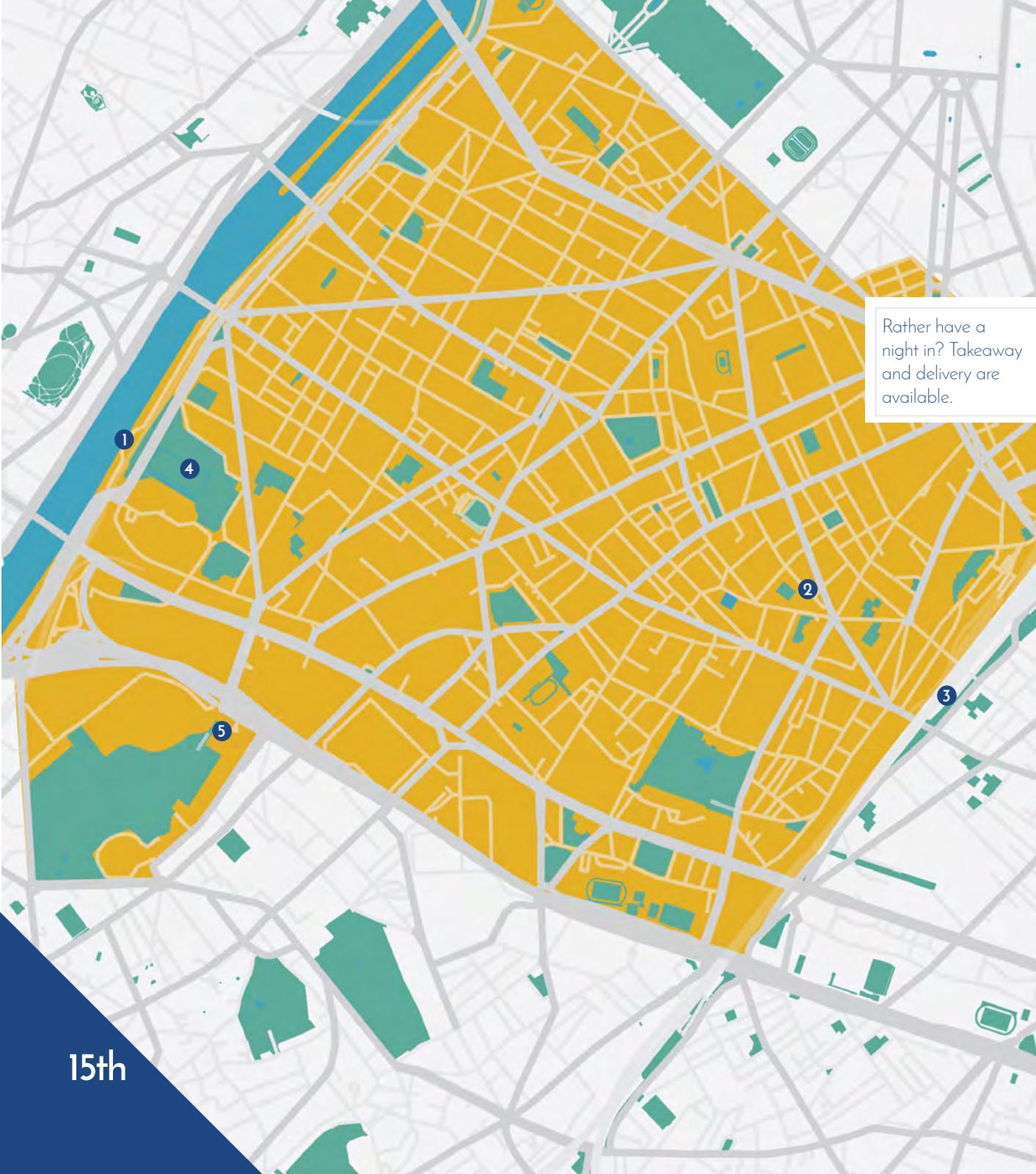
Made famous thanks to the documentary by former resident Agnes Varda, this street is bustling with a lively village feel, including pleasant cafés and little food shops to explore.

4 Parc Montsouris

2, rue Gazan
Consisting of 15.5 hectares of parkland designed in the style of an English landscape garden, this park features a lake (with, depending on the season, the chance to spot baby black swans) and rolling lawns for a pleasant stroll.

5 Marché aux Puces de Vanves

14, avenue Georges Lafenestre
This vast outdoor market offers a variety of antiques, furniture, bric-a-brac, jewelry and vintage clothing every Saturday and Sunday from 07:00 to 13:00. Get there early if you're looking for something particular – the stalls can get pretty busy!



15TH ARRONDISSEMENT

1

La Javelle

Port de Javel Bas

A local secret, this outdoor deck terrace by the river boasts live music, food trucks and a casual atmosphere – and it's often tourist free! There are some great evenings planned, so be sure to check the website or Facebook page for upcoming events.

2

Songsan

20, rue Marmontel

A genuine Korean restaurant offering delicious dishes at good prices. Some would say the best in Paris – but we'll let you decide for yourself!

3

Le Petit Pan

15, rue Rosenwald

This low-key French/Spanish tapas bar is popular with residents. Get comfortable between its brick walls adorned with posters of silk workers and indulge in its affordable and excellent culinary selection.

4

Parc André Citroën

2, rue Cauchy

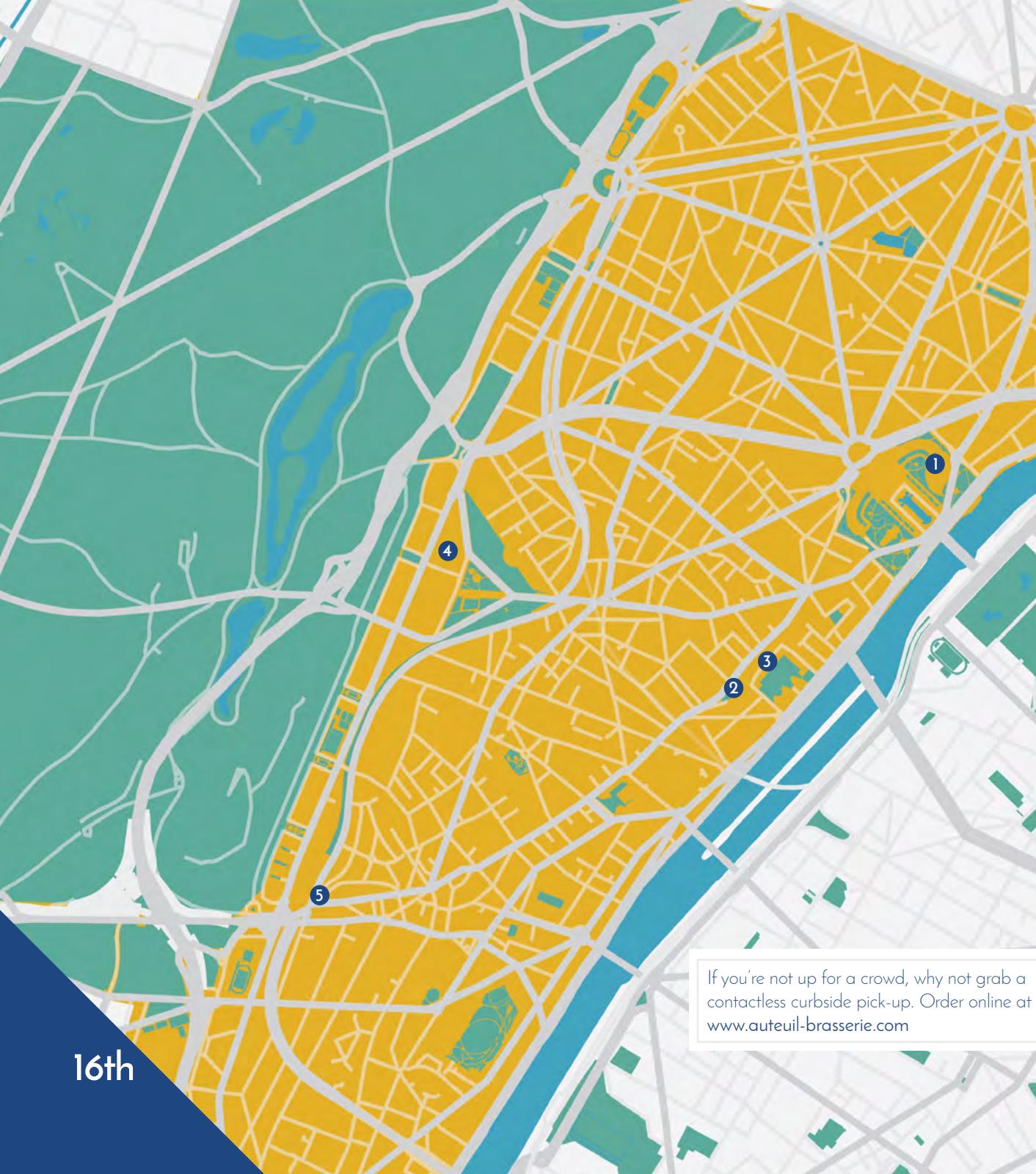
Situated on the site of the former Citroën factory, this is one of the newest parks in the capital and the only green space that opens directly onto the river. Get above the city in the tethered hot-air balloon offering a 150m-high ride when the weather permits.

5

Aquaboulevard

4-6, rue Louis-Armand

The biggest urban water park in Europe, this complex has two wave pools, eleven giant slides, indoor and outdoor hot tubs, lazy rivers and a stretch of sandy beach with huts imported from Mauritius – there's even room for a swimming pool! AUP students get a discounted rate to the water park and gym facilities, go to aup.edu/gym to learn more.



16TH ARRONDISSEMENT

1 Aquarium de Paris

5, avenue Albert de Mun

A colorful, contemporary aquarium with sea life, including sharks, and a two-screen cinema. Discounted entrance is available to students – visit their website to find out more.

2 Maison de Balzac

47, rue Raynouard

In the heart of the old Passy village, the Maison de Balzac is an unassuming spot offering exhibitions about the writer and his family, including a display of original editions, manuscripts and illustrations. The tiled library is worth the trip alone, and entrance is free.

3 Passy Neighborhood

29, rue de l'Annonciation

Annexed by Paris in 1860, Passy is an ancient village that has managed to maintain a distinctive charm. It was once home to wine merchants and quarry workers. Today, you should start your wander on rue de l'Annonciation, a cobbled pedestrian street, and don't miss the covered market on rue Bois le Vent (Tuesday- Sunday).

4 Musée Marmottan Monet

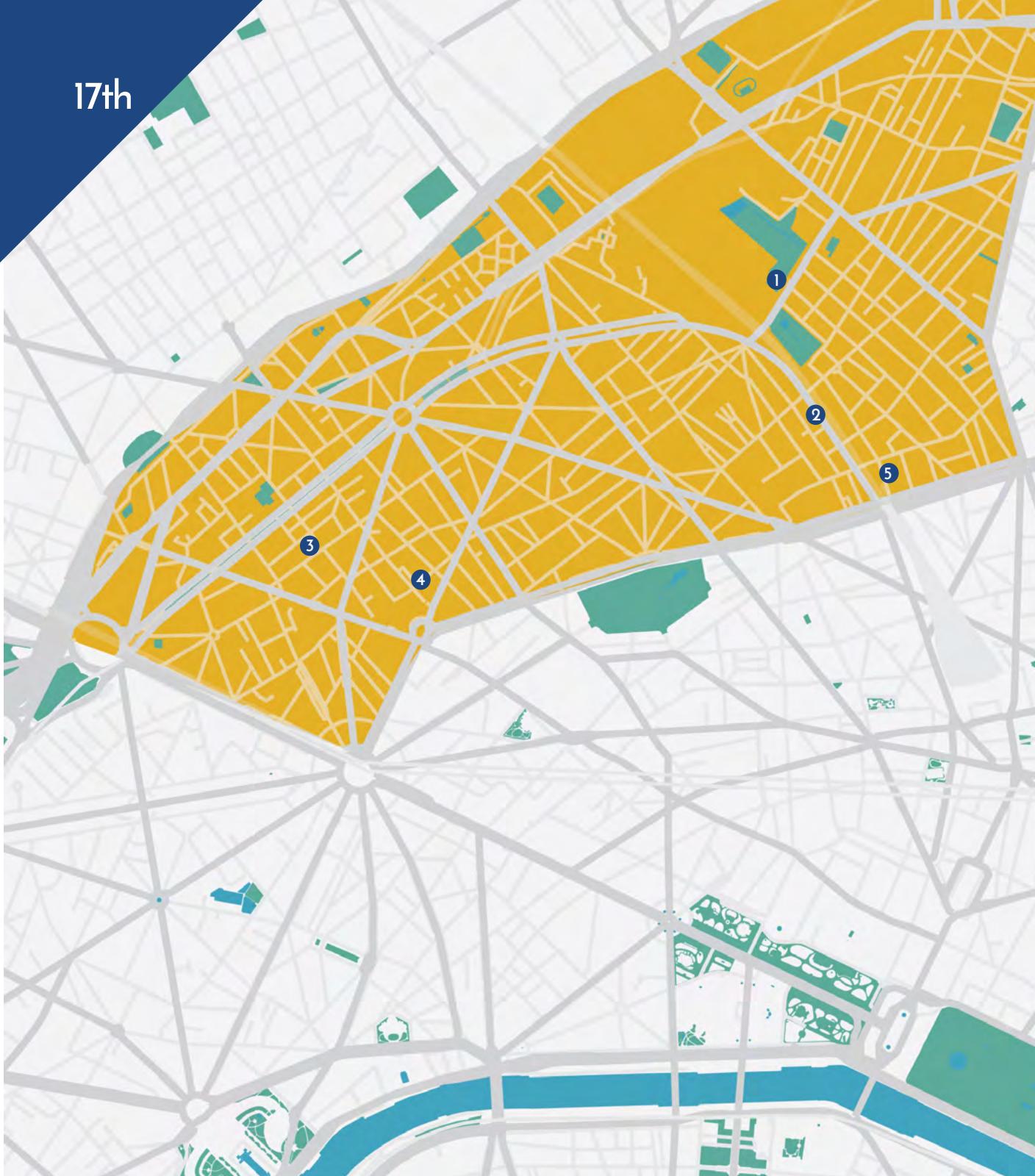
2, rue Louis Boilly

Head out toward the Bois de Boulogne to this lesser-known museum honoring the works of impressionist and post-impressionist artists. Away from the hordes in the most famous museums, you can take in the largest single collection of works by Claude Monet at your own pace.

5 Brasserie Auteuil

78, rue d'Auteuil

For a more upscale choice, reserve a table overlooking the trees at the Brasserie Auteuil. Situated on the edge of the Bois de Boulogne, this restaurant is housed in the old Auteuil train station and offers delicious Italian fare.



17TH ARRONDISSEMENT

1

Batignolles

This village-like district is known for interesting shops and bistros and proves unfailingly popular with the artistic crowd. Leafy and quiet, the neighborhood stands apart from nearby Montmartre and Pigalle and is a burgeoning spot for laid-back nightlife and inventive cuisine.

2

Pastelaria Belem

47, rue Boursault
Popular with the Portuguese community in Paris, this charming spot has a handful of marble tables and stunning azulejo tiles on the walls. Grab a chair and order a *pasteis de nata* (a vanilla custard tart) and a coffee to feel, almost, transported to Lisbon.

3

Château Ternes

17, rue Pierre Demours
It was once a castle in the village of Ternes, just outside of Paris, but much of this building has since come down. What remains is an impressive door and an elegant home through which the rue Bayen runs.

4

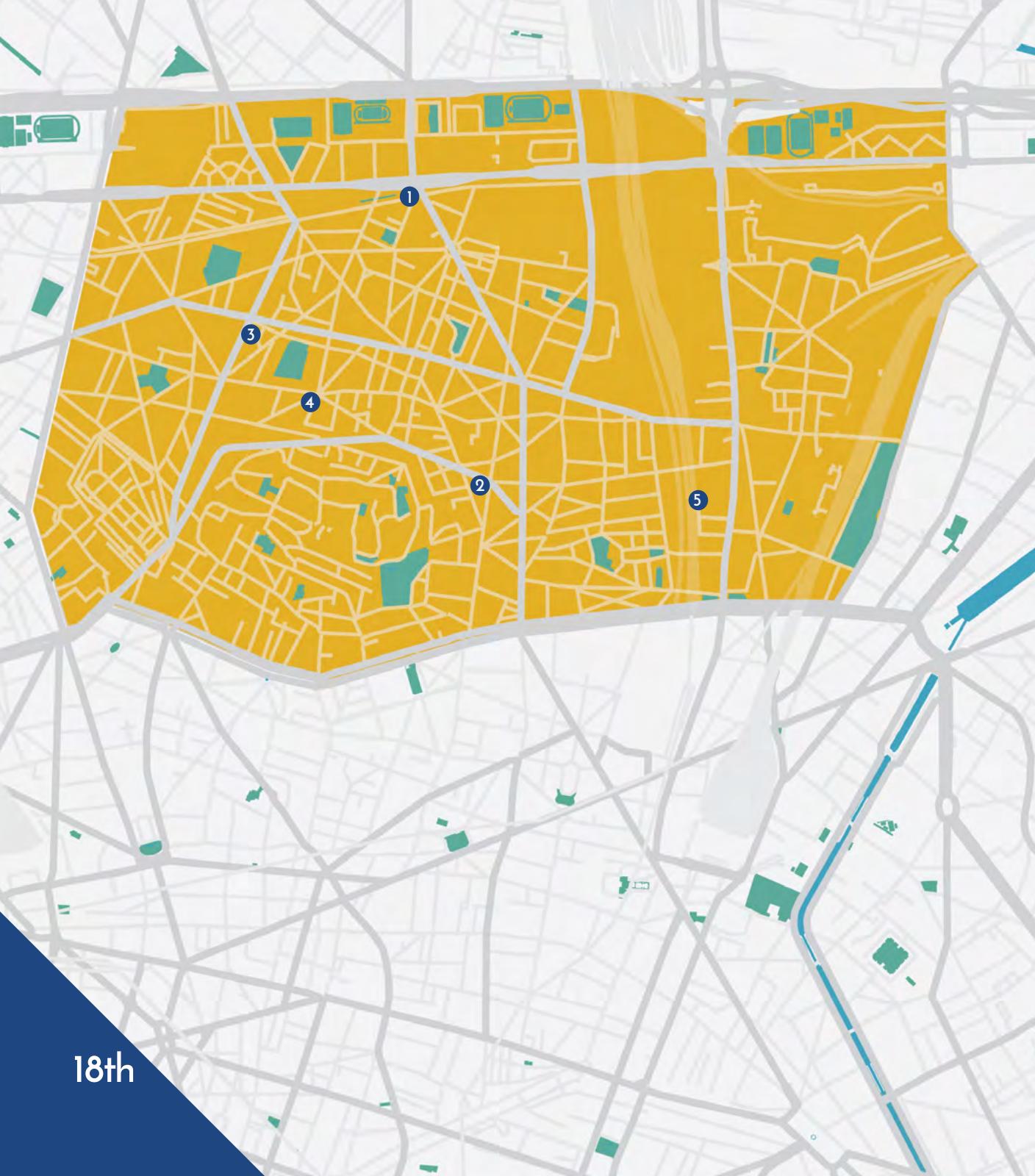
Rue Poncelet

This open-air market is worth the pilgrimage. Bring your basket and stroll the busy street to get all the weekly essentials and French delicacies you desire.

5

La Grand Loge de France

8, rue Puteaux
Housing one of the largest masonic collections in the country, this museum makes for an unusual outing in a remarkable building. The former seminary morphed in the early 1900s into a cabaret, then a cinema, then a skating rink, before it was sold to the Grand Loge de France. Entrance is free.



18TH ARRONDISSEMENT

1 La Recyclerie

83, boulevard Ornano

Located in a former train station and stretching down onto the disused tracks below, this place champions reuse and upcycling. The eclectic space offers locally produced food as well as the chance to take part in classes that teach DIY skills from cooking to gardening.

2 Cassiopée Café

21, rue Custine

A specialty coffee spot with a library of books, vegetarian and vegan treats, walls that function as a gallery space for local talent, and just the best barista in the universe.

3 Adam Montmartre

96, rue Damremont

An art supply store catering to all kinds of crafts (screen-printing, watercolor, oil painting, drawing, anything). Staff are knowledgeable and kind and will get you what you need for your project.

4 Bululu Arepera

20, rue de la Fontaine du But

A Venezuelan spot with reasonably priced arepas (sandwiches on corn flour bread) and imaginative, fresh cocktails. It is essentially a take-out counter with four tables, so while you may have to wait, the turnover is fast.

5 Institut des Cultures d'Islam

19, rue Léon

Through a dynamic program of exhibitions, screenings, workshops, shows and conferences, the institute highlights the creative and artistic richness of the Muslim world. Free entry.

19TH ARRONDISSEMENT

1 Parc de la Villette

211, avenue Jean Jaurès

One of the largest concentrations of cultural venues in Paris. You can head here for all kinds of events, concerts, food festivals and open-air film screenings; to stop by the park's many bars and cinemas; or to visit the Cité des Sciences et de l'Industrie, the largest science museum in Europe.

2 Bassin de La Villette

27, quai de la Loire

In the summer heat Parisians flock to this outdoor stretch of water to swim, relax and enjoy the Paris-Plages.

3 Le Pavillon des Canaux

39, quai de la Loire

A coffee shop decorated like you're sitting in somebody's brightly colored front room, this cosy cafe is a great place to work or meet your local neighbors.

4 Parc des Buttes Chaumont

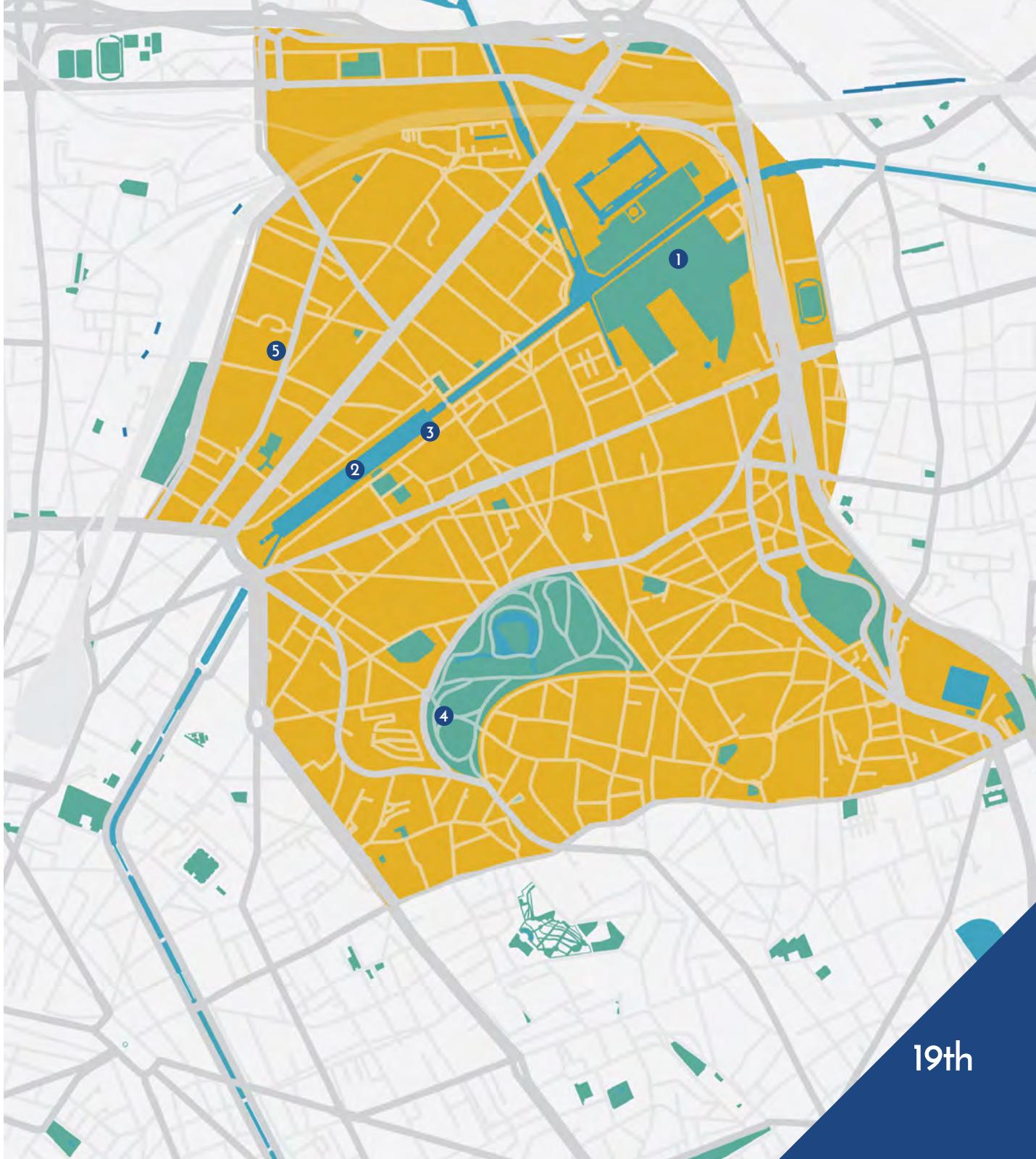
Avenue Darcel

One of our favorite green spaces in town, this park is built over a former quarry and features sloping hills overlooking the city where there is always space for a picnic. Within the park you can also find several great venues for a drink or a meal; our top choice would be Pavillon Puebla, a restaurant in a charming house with an enormous, shaded terrace.

5 Centquatre

5, rue Curial

Follow the person getting off the metro with a hula-hoop to this public cultural center in the former municipal undertaker's. On any one afternoon you'll see all kinds of artists making use of the calm, open space. Alongside the studios are cafes and a highly recommended secondhand shop with vintage clothes and furniture.



20TH ARRONDISSEMENT

1 Cimetière du Père Lachaise

8, boulevard de Ménilmontant

The most peaceful spot in Paris. Stroll under the trees in this beautiful cemetery that is the resting place of famous names like Oscar Wilde and Jim Morrison. Maps are available to help you find your way to the most renowned residents.

2 La Cantine de Belleville

108, boulevard de Belleville

A big, cheap canteen in the heart of the 20th. Enjoy great food at wallet-saving prices.

3 Parc Belleville

47, rue des Couronnes

Hands down the best view of the Eiffel Tower on this side of town and the highest park in Paris.

4 La Bellevilloise

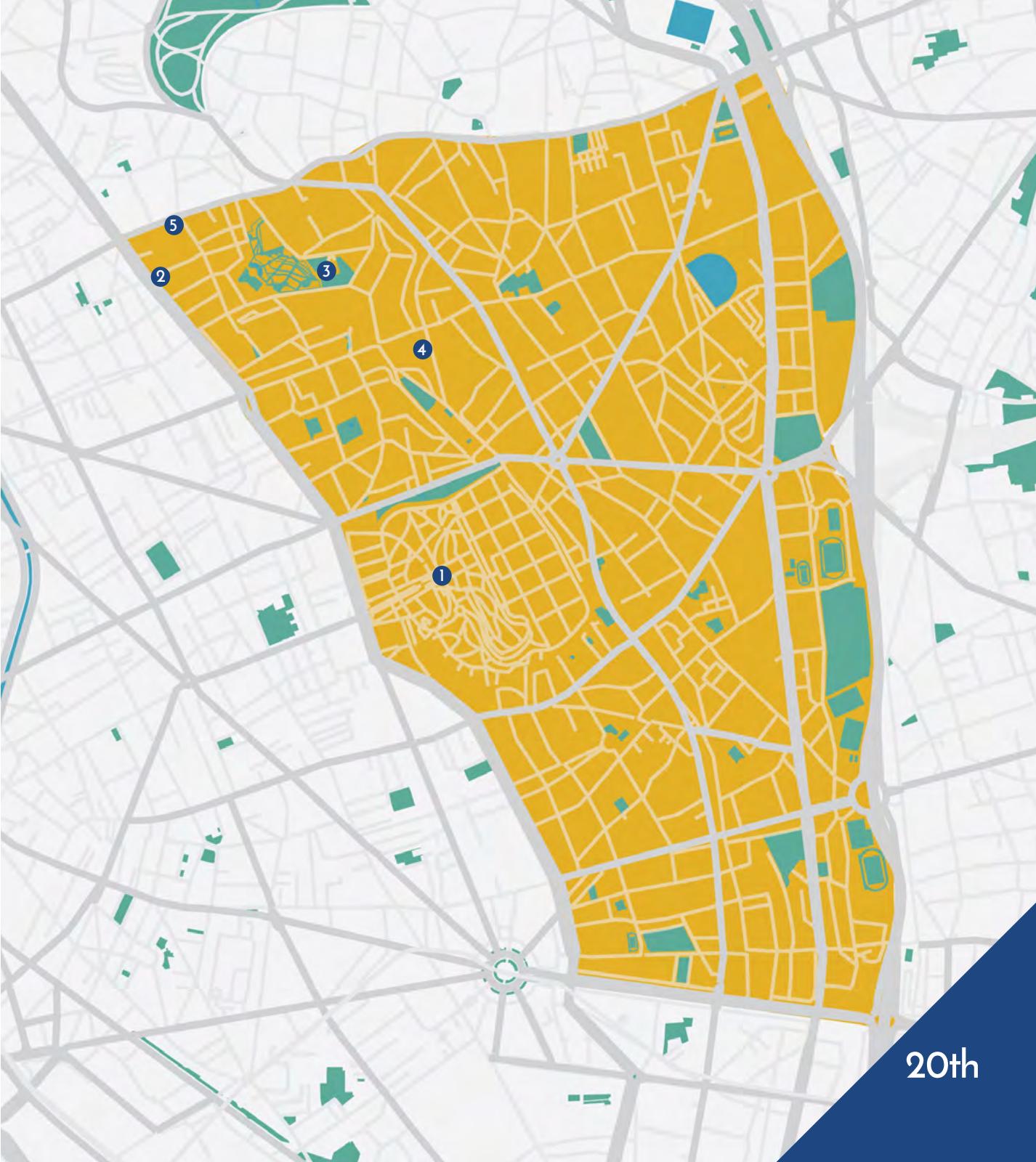
19-21, rue Boyer

Once a worker's cooperative, this venue is now a bar, restaurant, club and exhibition space that hosts regular film and music festivals. If you stop by for Sunday brunch you'll be treated to live jazz music - a particularly beloved tradition.

5 Aux Folies

8, rue de Belleville

A former cabaret bar turned classic Parisian terrace - if you want to rub shoulders with the bobos this is the place to go. Catch up with friends over a drink on the packed terrace.



20th

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aup.edu/GPS



FAST FACTS

27

FAST FACTS

STUDENT LIFE

Settling in to a new routine and getting around the city can sometimes be challenging, whether or not you are a native Parisian, and you may have questions about living in Paris. Here we answer some of the most frequently asked questions about life at AUP and in the City of Light.

START BANKING

How long does it take to open a French bank account?

The whole process can take up to a month. The Student Development Helpdesk will provide support with local banks and can walk you through the process of gathering the necessary documents.

Why open an account?

Students staying more than one semester should open a bank account to facilitate automatic payments for their phone, metro pass, etc.; to receive medical reimbursements and to ensure the smooth renewal of their residency card, which will require proof of a French bank account.

Who should not open a French bank account?

Students studying at AUP for just one semester.

How do I cash in a check?

You need to fill out a remise de chèque at the bank; staff at the bank can guide you through the process.

DISCOVER CAMPUS

Do I have a student mailbox?

All students registered in at least one class have a mailbox at 102, rue Saint-Dominique.

How do I find out my mailbox number?

Visit 102, rue Saint-Dominique to find an alphabetized list of students and their mailbox numbers.

How can I top up my printing account?

By contacting IT Services at helpdesk@aup.edu.

Does AUP offer discounted gym memberships?

AUP Sports has a partnership with two gyms: Aquaboulevard and Cercle de la Forme. Visit the Sports Office on the 3rd floor of the Combes Student Life Center for more information.

go to
aup.edu/gym

SORT HEALTH CARE

go to

aup.edu/health

If you're not feeling well and experiencing covid-19 symptoms, stay home and contact International SOS at +33 1 55 63 31 55 and the AUP Health Office (health@aup.edu). The health office can help you with referrals or booking an appointment.

EXPLORE PARIS

We're available throughout the year to inform and assist you in all aspects of everyday life.

Find more information at aup.edu/student-helpdesk

ORGANIZE HOUSING

For more information, see our FAQs on the next page.

What does the health plan cover?

Most doctors, medications and hospital visits, including up to 15 therapy sessions and up to 10 osteopathy sessions.

What is Carte Vitale?

The Carte Vitale is a social security card. It is the easiest way to receive reimbursements for medical expenses.

Are there any AUP-accredited doctors?

No. However, we can suggest specific general practitioners or help you find the right specialist.

How can I get new glasses?

An eye doctor must prescribe glasses. Once you have a prescription, visit the store of your choice, collect the bill and contact the Health Office to learn how to get reimbursed easily. MSH insurance reimburses glasses prescriptions up to €350 per calendar year.

Am I reimbursed for the Covid-19 test?

Yes, if you have a prescription from a doctor.

Where can I find a post office?

There are two near campus: 56, rue Cler and 37, avenue Rapp.

How much does the Imagine R card cost?

The card costs €350 for the year.

How can I purchase a SIM card?

You will be able to purchase a simcard online or in store from most mobile providers.

I'm having a problem with my roommate. What can I do?

Visit the Residential Life Office on the 3rd floor of the Combes Student Life Center to find out about mediation services and/or moving request procedures.

How can I find an apartment for next year?

Check the online housing database, or visit the Residential Life Office on the 3rd floor of the Combes Student Life Center for further assistance.

FAST FACTS

RESIDENTIAL LIFE

Where you live is about much more than just where you sleep and shower; it is also about the shops and cafés you frequent, the parks and streets you walk in, the metro stations and bus stops you use on a daily basis and the neighbors you get to know. We've answered some of the most common questions about how to get started in your new home.

I'm a new student in an AUP residence. How can my Student Advisor help me with my housing?

At AUP, we don't have Resident Advisors. Instead, we have Student Advisors who will accompany you throughout your first moments at AUP. This culminates with a community event during the first month of the semester; your advisor will be in touch with more details. They are the best person to ask for advice, be it academic or otherwise, about life as an AUP student.

Something in my room in an AUP residence is broken, how can I get it fixed?

All of our housing partners are equipped with a 24/7 reception where you can report problems in your room or in your building. If you report something that isn't fixed within 24 hours, please contact us directly at housing@aup.edu so we can follow up with your residence.

What can I do if I'm having a problem with one of my roommates?

Get in touch with the Residential Life Office ASAP! Write to us at housing@aup.edu, and we'll propose a time to meet to discuss the issue. We'll work with you to either schedule a roommate mediation or plan for a move, depending on the circumstances.

Every semester our team

- helps you find a home;
- assists with your housing insurance claims and CAF applications; and
- guides you in resolving disputes and misunderstandings with your landlord and your roommates

GET SETTLED

FIND HELP

If your roommate or someone you live with tests positive for covid-19 isolate immediately and make an appointment with a doctor to be tested.

Contact the AUP Health Office and Residential Life if you are required to self-isolate and have questions or need support.

Need help? Have a question? Head to aup.edu/housing

How and when can I move to a new apartment?

All students housed through AUP are committed to staying in their apartment until the end of the current semester, barring exceptional circumstances. If you'd like to look for a new apartment, consult the AUP housing database during the last month of the semester and visit our offices in the Combes Student Life Center in order to arrange visits to potential new apartments. We'll walk you through the process and answer any questions you may have.

How can I be sure to get back my security deposit?

In independent apartments, tenants must give 30 days' notice before moving out. This should be done in writing, either by registered letter, text message or email. (You should receive confirmation of receipt from your landlord.) Then, in the week preceding your move-out, clean the apartment from top to bottom and remove all of your personal belongings. Arrange an exit walkthrough (or an "état des lieux de sortie") with your landlord, who may keep your deposit for up to 60 days in order to assess any damages.

In AUP residences, students must fill out the official check-out form, which is sent to students by email in the two weeks prior to check-out. Students must clean the apartment from top to bottom and remove all personal belongings.

What is the CAF and how can I get it?

The CAF is a government subsidy that helps people pay their rent if they have little to no income. If you (or your parents) have little to no income in France, if you have a French bank account, if you plan to stay at AUP for two or more semesters and if your landlord is willing to fill out the CAF paperwork for you (ask us for more details about this), we can help you apply for the CAF. We organize workshops to walk you through the process at the beginning of every semester. We advise students never to account for the CAF in their rental budget, as it can take several months for applications to be processed.

MAKE CHANGES

GET HELP WITH RENT

FAST FACTS

ADVISING

What will you be doing in ten years? In five years? What major should you choose? What should you take next semester? The answers to these questions are all connected, and the first step to finding them is academic advising. These quick answers will help you understand the support we offer and how we can help.

FIND MY ADVISOR

Access your Student Portal at

student.aup.edu

Why do I need an academic advisor?

Your academic advisor is your guide through the academic system toward obtaining your degree. At AUP, you have a lot of choices to make: there are big picture choices, such as your major and how to prepare your career trajectory, but also more pragmatic choices like what you should take next semester and whether you should drop a class. Your academic advisor, who will be either a faculty member or a staff member from the Center for Academic Advising, Career and Experiential Learning (ACE), is there to help.

How do I get an advisor?

Incoming freshmen are assigned to one of their FirstBridge instructors for the first year. After that, students who have declared a major are assigned to a faculty member from their department. Students who haven't yet chosen a major are assigned to an advisor from the ACE Center. Incoming transfer students are assigned a faculty advisor according to their declared major.

How do I find out who my advisor is?

From your student portal, click on "My Transcript." Your advisor's name will be displayed at the top of the screen.

Can I change my advisor?

Of course. Just send a message to advising@aup.edu and let us know whom you'd like to work with. If that person has room for another advisee, we'll make the change. It's a good idea to talk to that person first to make sure they have available advisee slots.

So many choices!
How do you make
the right ones? Go to
aup.edu/advising

When should I see my advisor?

You should speak to your advisor whenever you have questions; at a minimum this should be at least once a semester to discuss registration for next semester's classes. If you're arriving at AUP as a freshman, your initial appointment will allow enough time for you to talk over your academic plans and to start a Degree Worksheet if you already have an idea of your major. If you're arriving at AUP as a transfer student, you will already have a Degree Worksheet that has been created for you by an ACE Center Advisor. It will have been shared with you during your pre-arrival academic advising appointment; you can find it in your AUP OneDrive, in the "Shared with Me" folder.

DECLARE A MAJOR

Find out about all our majors and the courses they require

aup.edu/majors

How do I declare a major?

Go into "My Profile" on your student portal.

Can I change my major once I've declared it?

Of course. You'll need to redo your Degree Worksheet and request a change of major, but you can change majors right up until the moment you submit a Degree Application. Keep in mind, however, that changing your major may affect your graduation semester.

Can I have more than one major?

Yes. However, you will need to make sure that, if your two majors are in related fields, you have no more than five overlapping courses on your Degree Worksheet.



KEY
DATES

FALL TERM 2020 | Key dates

SEPTEMBER	7 - 20 (Monday - Sunday) Online orientation begins for new students	DECEMBER	11 (Friday) Last day of classes
	21 - 22 (Monday - Tuesday) On-campus orientation		12 - 15 (Sunday - Tuesday) Reading days
	22 (Tuesday) Late registration for returning students		16 - 22 (Wednesday - Tuesday) Final exams (on site and remote options)
	23 (Wednesday) Classes begin		4 (Monday) All grades due
	30 (Wednesday) Last day to DROP/ADD courses online		JANUARY
OCTOBER	28 (Wednesday) Mid-semester		
NOVEMBER	11 - 13 (Wednesday - Friday) Fall break (no classes)		
	16 (Monday) Mid-semester grades due		
	27 (Friday) Last day to withdraw from a course Last day to choose CR/NC grading option		

because of covid-19, our
schedule for spring and summer
2021 is subject to change.
For up to date information,
go to aup.edu/calendar

HOW CAN I STAY CULTURALLY ENGAGED THIS YEAR?



In addition to five planned study trips and cultural excursions this semester, the Cultural Program will offer a range of fun activities and themed walks. Come explore and discover Paris with us in small groups.

Take your education beyond the classroom.

Check out the Cultural Program pages on Engage for more details



STUDENT SUPPORT



SUPPORT AND COUNSELING

Adjusting to college life can be challenging both socially and academically – even more so when also adjusting to life abroad. That's why AUP's health and wellness team collaborates with an English-, Spanish- and French-speaking network of medical and mental health care providers in Paris, including counselors, doctors, psychologists and psychiatrists, whose care is normally fully reimbursed by AUP's comprehensive health care plan. In addition to these services, our health and wellness program also provides in-house guidance counseling.

ON CAMPUS

The AUP student guidance counselors are available to meet with you one on one, in a safe, confidential environment, to assess your needs and provide any necessary support, whether it is academic (for example: time management and organization strategies) or psychological. While you are welcome to drop-in to meet with the on-campus counselor, scheduling an appointment, either in person or remotely, is preferred to ensure you will receive adequate time and attention.

OFF CAMPUS

We also work with two off-campus therapists, whose 45-minute sessions are free of charge. Sessions are by appointment only; you can schedule an appointment either directly or through an on-campus student guidance counselor.

Make an appointment with an off-campus therapist:

Anne-Marie Galliot

06 95 91 59 18

amgalliotpsychologue@gmail.com

Louis Monaco

07 83 49 94 52

lmonaco@aup.edu

You can learn more about what our services can offer you and how to benefit from professional counseling at aup.edu/counseling

CONDITIONS TO SUCCEED

Most students would agree that getting good grades and making the most out of their time at university are important goals; maintaining good general well-being, in terms of physical and mental health, is crucial to achieving this. We provide a range of services to assist with daily life to ensure that your AUP experience is as smooth as possible.

Important components of a healthy, successful semester include:

- good time management;
- getting enough sleep;
- healthy eating habits; and
- a good social life.

Our counselors can provide you with tools and tips with which to address some of your personal concerns.

CONTACT US

Student Guidance Counselors

Pamela Montfort
01 40 62 06 43
pmontfort@aup.edu

Charlotte Vernier
01 40 62 06 32
cvernier@aup.edu

Book an appointment online
For Pamela:
calendly.com/pmontfort/counseling

For Charlotte:
calendly.com/cvernier-counseling



FIND SUPPORT

ON CAMPUS

Student Guidance
Counselor(s)

reportsexualassault@aup.edu
01 40 62 06 43

Health Care Coordinator
health@aup.edu
01 40 62 05 77

Dean of Student
Development
kfore@aup.edu
01 40 62 06 31

Vice President of Student
Services and Security
mmmonheard@aup.edu
01 40 62 06 03

LEGAL ADVICE

PAV - Paris Aide aux
Victimes English assistance -
Maud Abelos
01 53 06 83 50

AUP FOR CONSENT

AUP for Consent is a student-run organization
that seeks to create a
community for survivors and
promote the conversation
and education surrounding
consent, sexual assault and
healthy relationships.

consent@aup.edu
visit aup.edu/consent

SEXUAL MISCONDUCT

AUP is firmly committed to maintaining a safe, welcoming environment for all students on campus. We believe that no student, staff member or faculty member should be subject to sexual misconduct of any kind while on AUP's campus. Sexual misconduct is never the fault of the victim.

Sexual misconduct is broadly defined as violations of a person's rights, dignity and integrity due to actions of a sexual nature, including sexual harassment and sexual violence. Such acts are contrary to the mission and values of the University. AUP prohibits such violations and will work to ensure that all allegations of sexual misconduct are treated seriously and that appropriate disciplinary action is carried out.

WHAT TO DO IF YOU EXPERIENCE SEXUAL ASSAULT

Immediately after an incident:

Call someone you trust: You can reach out to one of the available AUP or external support systems listed opposite.

Avoid showering: Finding DNA evidence is a crucial tool in achieving justice for survivors. To ensure results are as accurate as possible, it is important to avoid bathing, cleaning fingernails or urinating until after a sexual assault

forensic exam has been performed.

French law requires you to call the police (dial 17) before going to a hospital following an incident: the police will then set-up the proper medical examination, at Urgences Medico-Judiciaires.

Students who want to go to the police station to file a report can contact AUP for Consent about being accompanied and supported throughout the process.

RESOURCES

Police **17**

International SOS

01 55 63 31 55

Universal European Emergency
Services **112**

Urgences Médico-Judiciaires UMJ

Hôpital Hôtel Dieu

**1, place du Parvis Notre-Dame 75001
Paris**

Learn about reporting an
incident & filing a complaint

aup.edu/sexual-misconduct

SUPPORTING A SURVIVOR

When
supporting a
survivor of sexual
assault:

Be clear about the limits of the support you can provide;
Believe survivors and listen without interrupting or questioning;
Avoid asking "why" questions that could imply blame;
Encourage survivors to seek the proper help while allowing them to make their own decisions;
Remind survivors that they are not at fault.

REPORTING AN INCIDENT

If you want
to report
incidents
involving

members of the AUP community,
contact the Student Guidance Counselor
at reportsexualassault@aup.edu. Any
allegations will then be filed with the
Dean of Student Development.

The Dean will follow the procedures outlined in the University's standards of conduct (p.126), including initiating an investigation and launching judicial procedures where appropriate.

We recognize that not everyone may feel comfortable making a report to AUP or to law enforcement, and students are neither required nor expected to pursue any specific course of action.



OUR DIVERSE COMMUNITY

We are proud to be a diverse, inclusive community made up of students, staff and faculty who arrive on our campus from varied backgrounds and with different experiences, identities and abilities. We do our best to help all students make the most of their time here. At AUP, you can find a wide variety of support, from involvement in student clubs to counseling and other assistance.

We ask all students to uphold the values of the AUP Compact (see the back of this handbook), which guarantees the rights of all members of our community to the "freedom from discrimination on the grounds of sex, race, ethnicity, 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-wracking experience for any student, but we understand that some students may face more hurdles than their peers. We want your time here to be an opportunity for independence, but we encourage you to reach out to one of our dedicated and trained staff members for support, information or advice if needed.

DIVERSITY COUNCIL

The council, composed of two appointed students, two elected staff members and two elected faculty members, works to promote knowledge, skill development and institutional practices to increase diversity, equity and inclusion on campus. As such, it recommends strategic initiatives, programs, speakers and other university activities to bring attention and focus to the analysis of systemic bias and discrimination.

Diversity Council members serve as trained advocates for students, faculty and staff who have experienced bias or discrimination, liaising with the appropriate university office (Student Development, Human Resources, or the Office of the Provost) to ensure a prompt and fair hearing and appropriate institutional responses.

There are several clubs on campus that promote inclusivity. Find out more at aup.edu/engage

Student representatives

Krystel Nozier
Junior student in History, Law and Society
knozier@aup.edu

Maura Partrick
Graduate student in MAIA
mpartrick@aup.edu

Staff representatives

Jaimie Chatfield
Admissions Support Coordinator
LTM building
jchatfield@aup.edu
+ 33 (0)1 40 62 08 17

Alexis Dang
Cultural Program Manager
Combes building - C305
adang@aup.edu
+ 33 (0)1 40 62 05 96

Faculty representatives

Michelle Kuo
Associate Professor, Program Coordinator for History, Law & Society
Grenelle building - G007
mkuo@aup.edu

Evelyn Odonkor
Assistant Professor, IBA
Grenelle building G-2A04
eodonkor@aup.edu

CONTACT US

Dean of Student Development
Kevin Fore

01 40 62 06 31
kfore@aup.edu

Vice President of Student Services & Security
Marc Montheard

01 40 62 06 03
mmontheard@aup.edu



LGBTQ+ STUDENTS

At AUP, you can join multiple student organizations dedicated to celebrating and supporting diversity in our community.

Most of the restrooms on campus are unisex and are therefore not gendered.

If you have any questions, comments or concerns about sexual health resources, please contact the GenSex student organization at Gensex@aup.edu.

You can also find many off-campus resources in the city including:

Centre LGBT Paris-Île-de-France

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

LEARNING ACCOMMODATIONS

The Academic Resource Center (ARC) provides support to students in need of assistance. The ARC is here to help you achieve academic success, including through:

- finding a tutor;
- improving your writing;
- and supporting your need for extra time in exams.

Please reach out to Charlotte Vernier at cvernier@aup.edu to discuss any further accommodations you might need.

Learn about the support available at
aup.edu/learning-difficulties

DISABLED STUDENTS

We recognize that there can be additional challenges associated with starting university and moving to Paris as a disabled student.

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

AUP has procedures in place for reporting and investigating Incidents of discrimination. If you experience any kind of bias on campus, please reach out to us on studentdevelopment@aup.edu or diversitycouncil@aup.edu.

Find out about clubs and groups on campus

aup.edu/engage

Need assistance?
Get in touch

studentdevelopment@aup.edu



HEALTH CARE

As a member of the AUP community, you have access to a comprehensive health care plan that guarantees excellent medical coverage at an affordable price.

THE FIRST VISIT

Coverage begins from the first day of orientation, meaning you'll receive health care reimbursements from day one. If you need to see a doctor you will still need to pay them directly; to get your money back, you will need to keep all the paperwork the doctor gives you, including any prescriptions even after you have taken them to the pharmacy.

The Health Office (Combes 502) is here to help you find a doctor, learn how to get reimbursed or request a French social security number. If you have any questions, please contact health@aup.edu.

Once you receive your welcome email from MSH insurance, think about setting up your online account quickly so that you can track any claims you have made; the Health Office has

issued instructions online on how to do this.

CARTE VITALE

If you are staying at AUP for more than one semester it is worth applying for a social security number to speed up the reimbursement process; this also allows you to get a Carte Vitale. Health Office staff can help you with your application and will let you know which documents are requested.

You can now book an appointment with the health office team online. Head to: <https://aup.libcal.com/appointments/health>

Full details of the AUP health care plan and information about health care in France are available at aup.edu/health

COUNSELING

Sometimes you just need a friendly ear to discuss something that is bothering you, or to help you make an important decision. Head to p.94 to learn more about the on- and off-campus counseling available.

Find out more at aup.edu/counseling

IN CASE OF EMERGENCY

For medical emergencies, you can contact International SOS (01 55 63 36 35) who will provide the necessary support. They have English-speaking staff and doctors. Please also contact the Health Office so we can contact the insurance company in case of hospitalization.

You can also contact the Health Office if you have any questions regarding Covid-19 testing, the sanitary protocol or all other information related to the Covid-19 pandemic.

Did you know that the Health Office is located in the Combes Student Life Center? You'll find it on the 5th floor.

Address:
6, rue du Colonel
Combes.

Have a question?
Get in touch!

health@aup.edu

Anne-Laure Jardry
01 40 62 05 77

Noémie Dutertre
01 40 62 06 10

SELECTION OF DOCTORS IN PARIS

EMERGENCY SERVICES

Hospitals with Emergency Rooms in Paris www.aphp.fr/urgences

Public hospitals

Hôpital Européen Georges-Pompidou
20, rue Leblanc, 75015 Paris
Metro: Balard
01 56 09 20 00

Urgences Pitie Salpêtrière - Charles Foix
47-83, boulevard de l'Hôpital
75013 Paris

Psychiatric Hospital Saint Anne
1, rue Cabanis
75014 Paris

Private hospitals & clinics

Hôpital Prive des Peupliers
8, place de l'Abbé Georges Hénocque
75013 Paris

Clinique de L'Alma
166, rue de l'Université
75007 Paris

Emergency House Calls

SOS Médecins makes house calls when you are too sick or when a GP is not available. Make sure to ask for a claim form (*feuille de soins*) from the doctor so that you can be reimbursed. You can sometimes request an English-speaking doctor.
3624 or 01 47 07 77 77

GENERAL PRACTITIONERS

Dr. Patricia Nizard
4, avenue Gourgaud, 75017 Paris
Metro: Wagram
01 45 55 66 15
English/French

Dr Krista Johnson
89, rue de Vaugirard, 75006 Paris
Metro: Saint Placide
01 42 84 14 21
English/French

Dr Nancy Salzman
1, avenue de Lowndal, 75007 Paris
Metro: Ecole Militaire
01 45 63 18 43
English/French

DENTISTS

Dr. Aidan Dowd
11, rue de la Fontaine du But 75018
Paris
Metro: Lamarck Caulaincourt
01 46 06 90 64

Dr. Antoine Barthes
34, avenue de la Motte-Picquet 75007
Paris
01 45 51 37 31

DERMATOLOGIST

Dr. Brigitte Marchal
40, avenue Bosquet, 75007 Paris
Metro: Ecole Militaire
01 45 51 04 40

Find the full list online at aup.edu/medical-providers

GYNECOLOGIST

Dr. Anne-Françoise Neiman
150, rue de l'Université, 75007 Paris
Metro: Invalides
01 44 18 72 18

LABORATORIES

Laboratoires d'Analyses Médicales
42, avenue Bosquet, 75007 Paris
Metro: Ecole Militaire
01 47 05 84 37

Laboratoire d'Analyses Médicales
16, rue José-Maria de Heredia 75007
Paris
Metro: Ségur
01 47 83 24 13

NUTRITIONIST

Dr Nathalie Sprung
117, rue Saint-Dominique, 75007 Paris
Metro: Ecole Militaire
01 45 55 73 13
Not reimbursed

OPHTHALMOLOGIST

Dr. Esther Blumen
4 rue Desgenettes, 75007 Paris
01 45 55 65 45

OPTICIANS

Optique Monnery
49, rue Cler, 75007 Paris
Metro: Ecole Militaire
01 47 05 18 67

Walter Optique Service
107, rue Saint Dominique, 75007 Paris
Metro: Ecole Militaire
01 45 51 70 08

OSTEOPATH

Mr Michael Abergel
80, Rue Saint-Dominique, 75007 Paris
Metro: Invalides
01 45 51 65 21

PHYSICAL THERAPIST

Mr. Paul Beurskens
26, boulevard Raspail, 75007 Paris
Metro: Rue du Bac or Sèvres-Babylone
01 44 07 04 97

PSYCHIATRIST

Dr Isabelle Laffont
11, rue Vignon 75008 Paris
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
01 45 55 08 09

Dr. Anne Duccellier-Orlowski
16, rue Franklin, 75116 Paris
Metro: Trocadéro
01 45 25 15 10

PHARMACIES

104, rue Saint Dominique, 75007 Paris
Metro: Ecole Militaire

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



SETTING UP IN THE CITY

T.S. Eliot once noted, "the chief danger of Paris is that it's such a strong stimulant" and while he wasn't wrong, we're also here to help you prepare for the more mundane challenges of student life in Paris, including opening a bank account and learning to find your way around.

MY BANK ACCOUNT

We know from experience that opening a bank account in France can be challenging and take up to a month. If you plan to stay in Paris for more than one semester, we highly recommend opening a French bank account; bank accounts are required in France to obtain a phone and internet plan or housing insurance, and to open an account for any apartment utilities. The Student Development Helpdesk will provide support with local banks, and can walk you through the process of gathering the necessary documents.

Check our website for answers to the most common questions about banking in France, including:

- I'm a returning student, how can I change banks?
- I've lost my credit card, what do I do?
- What's a RIB?
- How do I complete a wire transfer?
- Where can I exchange my foreign currency?

Find out more at
aup.edu/banking

CONTACT US

Student Helpdesk

studentdevelopment@aup.edu

MOBILE & INTERNET PROVIDER

Many phone companies also provide internet. It is often cheaper to pair your phone plan with an internet box from the same company. Free Mobile is a cheap phone and internet provider. No contract commitments are required meaning you can cancel your contract at any time without having to pay fees. You can sign up online or at the Free store. There is a phone offer for €20/month that includes unlimited calls in France to the US, unlimited text messages and 25 GB of data.

Free Mobile
8, rue de la Ville l'Evêque,
75008 Paris

The very first metro line opened in Paris in 1900, and the city has since developed a complete public transport network that includes metro, light rail, bus and tramway systems.

- Students under the age of 26 can purchase a yearly student transportation card, the *Carte Imagine R*, for €350.
- Students over 26 can purchase a regular transportation card, called the *Carte (Passe) Navigo*, which can be renewed on a monthly or yearly basis. At the time of printing, it cost €75/month for a pass covering Paris and its suburbs.

Don't miss Yann's workshops during Orientation week for more in-depth explanations of Paris's transportation system, including how to purchase the passes.

TECHNOLOGY AT AUP

You will want to be online and in touch from the moment you arrive in Paris – able to receive calls, packages and mail from family and friends.

INTERNATIONAL PHONE CALLS

Calls outside of France can either be dialed direct or collect by going through an operator. The rate you pay can be substantially reduced depending on when you call (it is cheapest between 22:30 and 06:00 daily and all day on Sundays).

To make an international telephone call:
dial: 00 + country code + number.

To call collect, use either of the following:
AT&T international calling service:
0800 99 0011

MCI international calling service:
0800 99 0019

Calls outside of France can either be dialed

CELL PHONES

In order to purchase a cell phone with a monthly subscription, you will need to have already opened a bank account, as all calls and charges are billed via a monthly direct debit. You will also need to provide the cell phone company with an enrollment certificate, available during Orientation or at the Registrar's Office during the semester. You may choose to purchase a cell phone that operates on rechargeable cards: these phones receive calls normally, but calls can only be made when the card has credit. These cell phone packages are a good way to manage your phone bill on a budget.

MAIL SERVICES

All students have a mailbox in the entrance of 102, rue Saint-Dominique.

An alphabetized list of students' box numbers will be posted on the Monday of Orientation. You may receive mail care of the University at the following address:

Your Name & Mailbox Number
The American University of Paris
102, rue Saint-Dominique
75007 Paris
France

The mailboxes at the University cannot be locked; plan to receive personal mail at your Paris address as soon as you are housed. Check your mailbox regularly as this is one of the principal means of contact that the University has with you.

Your AUP NetID allows you to access email, file storage,

printing, library services, Blackboard course sites and to use computer labs. 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.

For details or more information, head to my.aup.edu/it-services/get-started

You will receive an AUP email account: either 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>.

Need technical assistance?

Contact the Helpdesk

helpdesk@aup.edu

01 40 62 06 96

my.aup.edu/it-services/get-started

OFFICE 365

Each student is given an Office 365 account. This allows you to use Outlook to access your email; use cloud storage space; download Microsoft Office for free; and access Microsoft products online.

Get started by visiting www.office.com. Your login credentials are your AUP email address and password.

To learn more, visit my.aup.edu/it-services/office-365.

WIFI AND YOUR DEVICES

tablet to connect to AUP's wireless network in any campus building. You can also sync your AUP account (email, calendar and contacts) with your phone or tablet using the Outlook app, available for iOS and Android. You can send certain types of documents from your laptop to campus printers using the "Web Print" feature at <http://printing.aup.edu>.

For instructions on using AUP WiFi see my.aup.edu/it-services/internet-access

You can use your personal computer, phone or

RESOURCES FOR TEACHING AND LEARNING

and white, CD/DVD burners and equipment loans (USB keys, headphones etc). The Multimedia Office provides equipment and guidance for audiovisual projects and is well stocked with cameras, tripods, microphones and other equipment. Multimedia Services include:

- Audio and video equipment rental from the Multimedia Office, Q-502 (ext. 819).
- Free access to video tutorials at <https://inlearning.aup.edu>.
- Access to the AUP film/photo/broadcast studio.

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

For details, visit my.aup.edu/it-services/resources-learning-teaching

Services include scanning, printing in color and black

Due to covid-19, PC and Mac labs are not available for the fall semester

To ensure compatibility with AUP's systems, the following minimum

standards apply: Windows 10 and Mac OS X 10.8 or later. Essentially, more recent operating systems are supported. AUP strongly encourages you to purchase extended warranty options for your computer.

SECURITY

Personal laptops must have up-to-date anti-virus software installed. (PCs should have Windows Defender enabled at all times.)

Never share your NetID password with anyone, and always remember to log off when using lab computers!

Please review AUP's ITS policies at aup.edu/ITS-policies

Each semester, students are allocated a certain number of "free" printing pages. Additional printing credits may be purchased by logging in to www.aup.edu/current-students, then selecting IT Services, My Printing. Please respect the environment and help reduce costs by avoiding unnecessary printing. You can find out more by visiting my.aup.edu/it-services/get-started.

To print from your laptop. Log on to <http://printing.aup.edu> and click "Web Print"

PRINTING

Keep 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.

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.

To protect AUP equipment, food and drinks are prohibited in all Computer Labs

A close-up photograph of a person's hands and torso. The person is wearing a grey, ribbed, long-sleeved sweater. They are holding a white smartphone in their hands, looking down at it. The background is blurred, showing what appears to be an indoor setting with a window.

STUDENT SAFETY

HANDLING EMERGENCIES



A life-threatening situation calls for immediate independent action on your part. The

information in this section should be kept accessible in your cell phone at all times and taped to your apartment wall.

When calling the emergency services, you need to:

- Speak clearly and slowly. If you don't speak French and do not have anyone nearby who does, the person on the other end of the line may be able to understand you if you speak clearly in English, or they may be able to get someone who can.
- Provide your name and address, floor number (étage), entrance code (if needed) and phone number. Say who you are (victim/patient/witness etc). Provide a phone number on which you're always reachable.
- Inform them of the nature of the illness or accident, what has happened since it occurred, and if any treatment has been given. Describe the patient's condition (cannot walk, is vomiting, is in pain etc).
- Listen carefully to any instructions

the emergency services give you – your actions may help save a life.

SOS Médecins and MSH International can answer emergency calls in English. Remember that important numbers are on the back of your student ID card!

LIFE-THREATENING EMERGENCY

EU emergency number 112 (also works from cell phones and in any EU member country)

SAMU 15
(Emergency Medical Technicians (EMTs) and Paramedics/Ambulance)

Fire Department/Paramedics
(Pompiers): 18

Police Department (Police Secours): 17

NON-LIFE- THREATENING EMERGENCY

If you need help in a medical emergency that is not life-threatening, call International SOS; they can help you find the kind of medical service you need.

Medical and travel security assistance for AUP students: **International SOS**
01 55 63 36 35

AUP Emergency hotline
01 40 62 06 26

SOS Médecins 3624
If you're too sick to get outside, the doctor will come to you.

Fire Department/Paramedics
(Pompiers) 18

SOS Dentists 01 43 37 51 00

SOS Drogues International
01 55 87 55 55

Sexually-Transmitted Diseases 01 40 78 26 00

AIDS/HIV Info Service
0 800 840 800

Hôpital Cochin
Severe Burns
(Service des
brûlés)
01 58 41 26 49

OTHER EMERGENCY SERVICES

or 01 42 34 17 58
Injuries/ER : 01 58 41 27 22
27, rue du Faubourg St. Jacques 75014
Paris

Hôpital Fernand Widal
SOS Anti Poison
(Poison Control Center)
01 40 05 48 48
200, rue du Faubourg St. Denis
75010 Paris

Hôpital Saint-Anne
Psychiatric Emergencies
01 45 65 80 00
Day : 1, rue Cabanis
24/7 : 17, rue Broussais
75014 Paris
Metro Glacière or Bus 62

International SOS
stay informed, healthy and
safe while abroad

Download the International
SOS app from your usual
app store

Find a full list of medical
providers at

aup.edu/medical-providers

STREET SMART IN PARIS

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

- Spend time observing your surroundings and learn to recognize red flags.
- Develop street-smart habits, such as watching out for pickpockets and con artists. Try not to appear too like a tourist.
- Be aware of cultural differences that can potentially lead to misunderstandings and therefore conflicts: keep a reserved attitude, be friendly but not too inviting and avoid eye contact that could be misinterpreted
- When riding the metro, the bus, or when wandering the streets, watch your belongings at all times: cell phones are the most stolen item, snatched right out of your hands or pockets.
- When going out and drinking: set-up a "buddy system" just like you would a "designated driver"; make sure not to put yourself in a vulnerable situation, watch out for your friends and make sure your friends watch out for you.
- In clubs/bars: don't leave your drink unattended and don't accept a

- drink from a stranger unless you've seen it poured in front of you.
- Make sure to set aside some money for a cab, and preferably order one in advance.
- Always have a valid ID on you, but leave the passport at home: you can carry a photocopy of it, but make sure to have another official form of ID; have your student ID card with you at all times, just in case.
- Take extra care to avoid pickpockets and thieves in crowded areas such as the Champ de Mars. Petty criminals have been known to target foreigners and those who are visibly under the influence.
- Know your limits: you'll have a much better – and safer – night if you don't overdo it. Drink water regularly and know when it's time to go home.
- Please review AUP's Emergency Procedures section in this handbook on page 112, which is also posted on our website. Take a picture of the document and keep it on your cell phone and enter AUP's 24-hour



hotline number (for emergencies ONLY). Post up a copy of the Emergency Procedures in your apartment.

LOCAL POLICE STATION

Open 24/7
9, rue Fabert 75007
Paris
01 44 18 69 07
Metro line 8 – RER C Invalides

CABS/CAR SERVICES
[Uber](#) |
[www.uber.com](#)
The Uber app connects you with a driver at the tap of a button. Available on iOS and Android

Taxi G7 | [www.g7.fr](#)
Phone: 3607
App available on iOS and Android.

Taxi bleus | [www.taxi-bleus.com](#)
Phone: 3609

PHARMACIES
Pharmacie Centrale
Open 24/7
52, rue du Commerce, 75015 Paris
Metro: Avenue Emile Zola
01 45 79 75 01

Pharmacie du Drugstore des Champs-Elysées Open 7 days a week until 02:00
133, avenue des Champs-Élysées
75008 Paris
Metro/RER: Charles de Gaulle Etoile
01 44 43 75 07



RIGHTS
AND
CONDUCT

Be sure to familiarise yourself with your rights, our code of conduct, and academic policies

YOUR RIGHTS

As an AUP student, you will 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 to understand your rights as a student, including information about representation by student government, protection from discrimination and harassment and access to a wealth of resources and facilities.

[aup.edu/university-policies-guidelines/
student-rights](http://aup.edu/university-policies-guidelines/student-rights)

CODE OF CONDUCT

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 online.

[aup.edu/university-policies-guidelines/
student-responsibilities](http://aup.edu/university-policies-guidelines/student-responsibilities)

ACADEMIC INTEGRITY

The American University of Paris values honesty, fairness, and respect in all academic endeavors. Integrity in this context includes a commitment to providing a true and valid indication of individual achievement. 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. Go online to read all policies in full.

[aup.edu/university-policies-guidelines/
academic-integrity](http://aup.edu/university-policies-guidelines/academic-integrity)

WHAT WILL
YOU DO
THIS YEAR?



AUP ENGAGE

Find student organizations.
See what's happening.
Get involved.

engage.aup.edu



IN CASE OF EMERGENCY

Medical and travel
security assistance for
AUP students
International SOS
01 55 63 36 35

AUP Emergency Hotline
01 40 62 06 26

SOS Médecins
3624
if you're too sick to go
outside, the doctor will
come to you

EU emergency number
112
works from cell phones
and in any EU member
country

SAMU
15
Emergency Medical
Technicians (EMTs) and
Paramedics/Ambulance

**Fire Department/
Paramedics**
18

Police
17