The American University of Paris

23-24 | AUP PARENT & FAMILY **Resource Guide**

Essential information for supporting your student in Paris

www.aup.edu/parents-families



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GET TO KNOW AUP Parent & Family Relations

Our goal in AUP Parent and Family Relations is to provide you with the resources and timely information you need to support your student.

This guide is your first stop for any questions you may have about the AUP experience or your student's time in Paris.

EMPOWERING STUDENTS

AUP highly encourages students to sit in the driver's seat of their own college experience. This begins by developing relationships with parents and family based on mutual trust, autonomy and responsibility. AUP will communicate with students first and foremost for all important updates. The best way to find out about your student is to ask them directly.

We recommend using the discussion topics featured in each section of this guide to start important conversations with your student about living and studying in Paris, and what the year ahead will entail.

STAYING CONNECTED

The Parent and Family Relations team provides year-round communication on the most important aspects of the academic year and acts as a link between you and campus. We communicate regularly with families via our website, email, newsletters, social media and events.

AUP PARENT & FAMILY Café Society

JOIN TODAY

This open society gathers regularly for special events, university volunteering opportunities and much more.

Learn more: www.aup.edu/cafe-society



The Academic Year

www.aup.edu/calendar

WELCOME New students settle into their life in Paris with Orientation and the help of their student advisors.	1 New Student Orientation 4 First day of class 4-10 Drop/add period	JOIN Clubs and programs are back in session. Extra- curriculars are key to making the most of AUP.	1-2 Fall Break 9 Make Paris Possible Giving Day 16-17 Mini Break	FOCUS Exam season has arrived. Students use reading days and campus resources to prepare for this important time.
AUG	SEP	ост	NOV	DEC
26 & 28 Landing days 28-9/1 New Student Orientation 29-31 Family Orientation	ACCLIMATE Life in Paris has so much to offer! New students are discovering their neighborhoods and Paris at large.	18 Mid-semester 19-21 Family Weekend 30-11/2 Fall Break	PARTICIPATE Fall is packed with beloved AUP traditions, like Thanksgiving at the American Church in Paris and the Fall Festival.	8 Last day of class 9-12 Reading days 13-19 Final exams 25-1/2

Contact Us

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6 Landing day 8-12 Orientation 15 First day of class 15-21 Drop/add period	EXPLORE During the first break of the semester, students often find time to travel throughout Europe and the world.	4-15 Spring break 31 Last day to withdraw from a course & last day to choose the CR/ NC grading option	REVIEW Classes are quickly coming to an end. With final exams in view, students have a mini-break for extended studying. Students also plan next year's housing.	1 Labor Day (no classes) 9-10 Spring Mini Break 27 Graduation
JAN	FEB	MAR	APR	MAY
REFRESH After a restorative winter break, students return for a new semester in Paris.	28 Mid-semester	EVALUATE Mid-terms have arrived - a particularly busy time for students. Academic Advising	1-2 Easter break (no classes) 30 Last day of classes	CELEBRATE This month is packed with reading days and exams. Afterwards, we celebrate

Follow & Subscribe

Parent & Family Homepage www.aup.edu/parents-families

Email Mailing List www.aup.edu/parent-communications

Instagram @aup_parents_families

Facebook Group www.aup.edu/fb-parents-families

Diversity & Inclusion

www.aup.edu/diversity

AUP is committed to creating an equal and inclusive learning space for all.

University policy prohibits discrimination on the grounds of sex, race, color, religion, national origin, age, disability, sexual orientation or gender identity. We encourage students to discover AUP's various programs, clubs and sources of support, including but not limited to:

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AUP D	iversi	tv Ca	buncil

Students, staff and faculty group to support community members and advise the President and Provost

Neurodiversity Club

A student group that offers support and advocacy for all students dealing with neurodivergent capabilities

AUP For Consent

A student group that educates students on consent and supports survivors of sexual harassment and assault

GenSex Club

A student group that addresses topics pertaining to gender, sexuality, sexual orientation and sexual health

Black & Abroad Club

A student group representing and advocating for Black students on campus

ReSisters Club

A student group that explores intersectional feminist concepts and advocates for gender equality on campus and beyond

FERPA

www.aup.edu/ferpa

AUP recognizes that the role of a parent or family member does not end once a student begins college. However, it is important to note that the US Department of Education developed the Family Educational Rights and Privacy Act (FERPA), which states that once a student turns 18 or attends a school beyond the high school level, the university cannot release information about the student to anyone – even parents or other family members.

FERPA's domain includes (but is not limited to) grades, disciplinary proceedings, billing and financial aid. While a parent or guardian understandably has an interest in their student's academic progress, they are not automatically granted access to the student's records without his or her written consent.

From the first day a student attends AUP, their records are protected by FERPA. At the beginning of each semester, as part of the check-in process, students will be asked to confirm or change their privacy settings and can change these settings at any time online. Once a student graduates, AUP will continue to respect the privacy settings last updated when the student was enrolled at AUP.

DISCUSS WITH YOUR STUDENT

- Building a family communication plan
- What academic and financial information will they provide.
- What does open communication look like?

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Academics

www.aup.edu/academics

While at AUP, students always have access to the academic support of our dedicated and talented faculty and staff. We encourage students to seek out these resources and to be proactive in shaping their own university experience.

REGISTERING FOR CLASSES

Newly admitted students register for classes before coming to Paris for their first semester at AUP. Returning students can find more information about the registration process for the following semesters online.

Learn more: www.aup.edu/how-to-register

ACADEMIC SUPPORT

The Academic Resource Center (ARC) is a combined writing, tutoring and academic technology space located on the 4th floor of the Quai d'Orsay Learning Commons.

The Center for Academic, Career and Experiential Advising (ACE) is a crucial resource for students throughout their journey at AUP, providing advice on course selection, choosing majors and minors, studying abroad and improving language skills. Each student is assigned an academic advisor to assist and guide them.

LEARNING DIFFERENCES

All students with learning differences or physical disabilities should reach out to their academic advisor and explore their options. Accommodations range from extra time for exams to tutoring and mental health support.

Learn more: www.aup.edu/learning-difficulties

STUDY TRIPS

Registered students may sign up for faculty-led study trips to different locations in France, Europe and beyond. These cultural excursions can be stand-alone trips or part of a course curriculum. Alumni often reflect on these opportunities as the best part of their AUP experience.

Learn more: www.aup.edu/academics/cultural-program

COUP DE POUCE

The Coup de Pouce Fund was established to provide financial assistance to students whose academic programs integrate study trips. Elligible students can apply online.

Learn more: www.aup.edu/coup-de-pouce



- How to balance academics, extracurriculars and life outside of school
- When to reach out for academic help and who to ask
- Their plan for choosing a major, minor or program
- The importance of stress management

Health & Wellness

www.aup.edu/health

At some point during their time at AUP, most students will require support from AUP's Health and Wellness Team. The team provides both medical and mental health support and can guide students through the French health care system.

AUP HEALTH CARE PLAN

AUP offers a comprehensive health care plan that guarantees excellent medical coverage. Once registered, your insurance is included in your tuition. MSH International covers all basic medical costs as well as some alternative medicine.

This coverage includes eyeglasses, contact lenses, preventive dental treatment, alternative medicine such as chiropractic care, doctors who make house calls (SOS Médecins), up to 15 sessions a semester with a psychologist, and much more.

MAKING APPOINTMENTS AND FINDING MEDICAL PROVIDERS

AUP provides a list of English-speaking medical providers. Students can also use Doctolib to make appointments with other specialists in Paris.

Learn more: www.doctolib.fr

GUIDANCE COUNSELORS

Guidance counselors are available for free scheduled or drop-in sessions during regular business hours in the Combes Student Life Center. If necessary, counselors are able to refer students to English-speaking therapists off-campus. In addition, AUP will reimburse up to €90 for psychiatrists and psychologists and up to 15 therapy sessions per semester.



OTHER HEALTH SERVICES



Arranging appointments, prescription transferrals, and assistance in finding the right place to get medical tests, blood work, x-rays, STD testing, contraception advice and more



Guidance for the reimbursement process and requesting French social security



Helping students create their own DoctoLib account and teaching them how to book medical appointments

MEDICAL EMERGENCY CONTACTS 24/7



English-speaking staff and doctors who can make referrals, give you advice and call an ambulance. This is the emergency service provided in AUP's health coverage for all students.

Ambulence (SAMU): 15

- Where to seek medical attention in case of an emergency
- How and when to use medical insurance
- How physical and mental health can affect academic performance
- How to maintain healthy habits while away from home
- Their plan for managing dietary restrictions and medication while in Paris
- The importance of sexual health, consent and healthy relationships

Safety & Security

www.aup.edu/campus-security

AUP takes the safety of its community and visitors seriously. Our security team monitors building entrances, and all members of the AUP community are requested to show their AUP ID card upon entering. Guests must be registered in advance of their visit and be accompanied by an AUP community member while inside campus buildings.

Information on emergency procedures and crime reporting is available at the URL above and is included in the University's various information pamphlets, which are available at each security desk.

ID CARDS

Students are required to use their AUP ID card to access campus buildings. Students are issued one ID card every year at no cost. Replacements are available through the Office of Student Development.

EMERGENCY RESOURCES

AUP supports all students in the event of any emergency or incident. Students needing to report an incident on or off campus should contact the Student Development Helpdesk at studentdevelopment@aup.edu or at the number listed opposite during business hours.

- What to do in an emergency and who to call
- Making smart choices and staying alert while living in a big city
- Creating a safe home (locking doors, making guest policies with roommates)
- How to signal a dangerous situation and who to tell

EMERGENCY CONTACTS 24/7



International SOS: +33 (0) 1 55 63 36 35

English-speaking staff and doctors who can make referrals, give you advice and call an ambulance. This is the emergency service provided in AUP's health coverage for all students.

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Ambulence (SAMU): 15



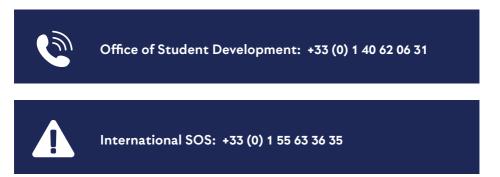
Fire brigade (Pompiers): 18



Police department (Police Secours): 17

NON-LIFE-THREATENING EMERGENCIES

For help in a medical emergency that is not severe or life-threatening, contact the Office of Student Development during business hours or International SOS at any time.



Immigration

www.aup.edu/immigration

Navigating the requirements of French immigration can be tricky. AUP's Office of Student Immigration Services (SIS) assists students with immigration procedures and helps turn a potentially confusing process into an orderly and painless one.

TITRE DE SEJOUR

All students must maintain a valid residency permit for the entire period of their studies at AUP. For those students who are not EU citizens, this means acquiring a *titre de sejour* (residency permit).

SIS regularly sends all returning students the necessary instructions on how to acquire and renew this permit. Students can also send immigration questions to sis@aup.edu. It is important that students read and respond to all emails from SIS in a timely manner. Putting off renewing a *titre de sejour* can pose many logistical problems for students and their families.

THE SIS OFFICE CAN HELP STUDENTS:



Confirm the expiration date of a *titre de sejour* or student visa (VLS TS) and confirm the residency application start date for minors



Secure an appointment either before, during or after the summer holidays (SIS remains open and available to students all summer)



Advise on the date by which a student should return to France prior to the expiry of their *titre de sejour*



Assist with documents needed for the acquisition or renewal of their *titre de sejour*

Accounting

www.aup.edu/sas

STUDENT ACCOUNTING SERVICES

The Office of Student Accounting Services (SAS) is responsible for billing and collecting tuition and fees. Undergraduate tuition is calculated by semester. Graduate tuition is calculated by course credit.

Tuition payment plans are available for each. Unless other arrangements have been made, tuition is due in full by July 15 for the Fall semester and December 15 for the Spring semester.

FINANCIALLY RESPONSIBLE PERSONS

Financially Responsible Persons (FRPs) will receive reminders about billing statements and reminders about upcoming tuition payments. If you, another family member, or your student is listed as an FRP, that person can visit the URL above to learn more about how to complete payments and how to report those payments on tax returns.

DISCUSS WITH YOUR STUDENT

IMMIGRATION

- Responding to SIS in a timely manner
- Reading all information sent by SIS
- The consequences of letting a *titre de sejour* expire
- Potential travel plans during the semester

ACCOUNTING

- Having a job/working on campus
- How to set a budget
- Who is responsible for bills
- (tuition, books, entertainment)
- Setting up a checking/savings

account and using credit cards

GPS Program www.aup.edu/gps

AUP's signature Global Professional Skills (GPS) Program provides students with the opportunity to create an extracurricular path in parallel with their studies to sharpen critical skills and develop their personal and professional pathways toward post-AUP life.

EARNING GPS CREDIT

The program begins in the first semester of a student's first year. As students participate in co-curricular activities, take on leadership positions, or join workshops and other educational activities, they earn GPS credit counting towards a coveted GPS Certificate. Events and co-curriculars that qualify for GPS credit are listed on AUP Engage.

CORE CAPABILITIES

The program develops four essential Core Capabilities that align seamlessly with the core academic curriculum. The program culminates with a project in the Spring semester of a student's senior year, followed by the GPS Certificate Ceremony.



Professional: Independent, creative thinkers



Cultural fluency: Adaptable communicators with a global perspective



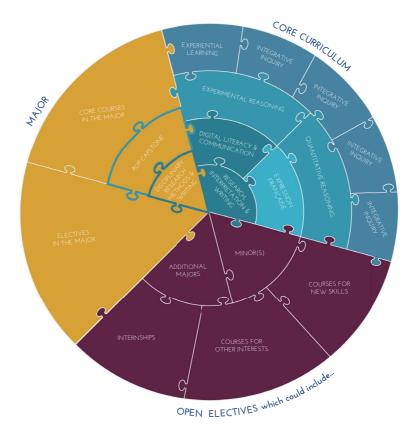
Leadership: Responsible, empowered leaders



Personal: Engaged, lifelong learners

EXPERIENTIAL LEARNING AT AUP

As of Fall 2020, new degree-seeking students are required to complete an experiential learning activity. One way for a student to meet the Experiential Learning requirement of the core curriculum is to earn their GPS Certificate.



- Complementing academics with experiential learning
- Setting personal learning goals
- Taking an active role in their education
- How they see using their major in their future

Life in Paris

www.aup.edu/student-life/paris

The first step to settling into life in Paris is a French bank account, which is required for renewing a student visa, obtaining a cellphone contract and for paying bills like rent and electricity. We advise all students planning to stay in Paris for more than one semester to open a bank account. The Office of Student Development can guide your student, upon their arrival in Paris, through the process of opening an account with our banking partner.

BANKING: FAST FACTS

Opening a French bank account can take up to four weeks.

The Office of Student Development can guide your student throughout the process of opening an account with our banking partner.



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Wiring money is the fastest way to receive money from outside of France. You can either transfer money to your French bank account using the IBAN/BIC information from your RIB, or wire money using Western Union, TravelEx Moneygram, or Wise.

Learn more about student banking at: www.aup.edu/banking

PUBLIC TRANSPORTATION

While Paris is a highly walkable city, students may find it more convenient to use the metro, train, bus and tramway systems. Students under 26 can purchase a yearly student transportation card, the Carte Imagine R, for \leq 365. Students over 26 can purchase a regular card, called the Carte Navigo, which can be renewed on a monthly or yearly basis. At the time of printing, a pass including Paris and its suburbs costs \leq 84,10 per month.

MOBILE AND INTERNET PROVIDER

Free Mobile is an inexpensive phone and internet provider. No contract commitments are required, meaning that you can cancel your contract at any time without penalty.

During Orientation, students will be taken by their student advisor to the Free store to get a sim card for their phones. These plans can be set up with a credit card and canceled anytime.

Address: 33 rue du Commerce, 75015 Paris



- How to use public transportation
- Personal safety and staying aware of one's surroundings
- Walking with friends/groups or using the "buddy system"
- Who will pay for daily life expenses (food, public transport, etc.)

Residential Life

www.aup.edu/housing

FIRST-YEAR AND INCOMING STUDENTS

First-year students are required to choose an AUP housing option, whether it is in one of our own residences or through one of our selected partner apartment-hotels and French student residences. Both AUP and Partner residences offer students a living experience with their peers, supported by the housing office and on-site staff that can help guide them through their transition to Paris. Incoming transfer and study abroad students can opt into AUP housing options, or secure housing independently.

RETURNING AND GRADUATE STUDENTS

The Office of Residential Life also supports returning undergraduate students and graduate students in their search for housing by providing a database of available apartments owned by local proprietors. In addition, housing staff members will make an effort to provide additional information about potential housing options to students choosing apartments remotely.

SUPPORT STAFF AND AVAILABLE RESOURCES

The Housing Office can help you understand the resources and amenities available in your residence, assist you in troubleshooting maintenance issues, guide you through solving potential conflicts and issues with roommates and neighbors, and generally promotes community among residents.

On-site staff in partner residences are available for general support and maintenance troubleshooting.

Resident Assistants are the on-site resource in AUP residences, and can assist with general guidance on the Paris and AUP experience, communicate issues to the housing office, and organize programs and community events in the residence.

Residence Representatives are advocates for their community in Partner residences, and assist the office in organizing programs and community events in their residences.

MAIL

Each AUP student has a personal university mailbox in the Saint-Dominique building. Students will also have access to a mailbox in their apartment, though the ability to receive packages may vary.

STANDARD STUDENT ADDRESS:

Student Name & Mailbox Number c/o The American University of Paris 16 passage Landrieu 75007 Paris, France



INTERNATIONAL SHIPPING

International shipping can quickly become complicated and expensive. There are restrictions on what can be shipped to France from the US. Please consult <u>www.aup.edu/USPS</u> for more details. Customs charges may also apply to packages arriving from outside of the EU. Rather than shipping forgotten items from home, we recommend that students purchase everyday necessities like hair dryers, fans, coffee makers, as well as most toiletries and home goods, in Paris. Learn more: <u>my.aup.edu/what-to-bring</u>

APPLYING FOR THE CAF

The French government provides housing subsidies known as CAF (Caisse d'Allocations Familiales) to eligible students. To apply, students must provide a French lease with their name on it and must pay rent directly to their proprietors (as opposed to parents paying the rent, for example). Students interested in applying for the CAF should check with the Residential Life team regarding the type of contract they sign and whether they are eligible.

- Living with roommates and sharing space with others
- How to manage conflict and when to ask for mediation
- Managing noise levels in apartments and respect for neighbors
- Utilizing Residential Assistants (RAs)

Student Life

www.aup.edu/student-life

Outside of the classroom, students have access to a wide range of clubs, events, study trips and cultural excursions, leadership opportunities, and much more. Exploring these opportunities can help students craft a meaningful experience at AUP while developing skills for their life post-graduation.

EVENTS AT AUP

University events open to the public are listed on AUP's calendar. Parents and families are welcome to attend virtual and in-person events open to the public.

Learn more: www.aup.edu/events

Students can also access AUP Engage, the student platform for all extracurricular activities on campus. All student organizations, campus events and volunteer opportunities are posted on this platform.

STUDENT ORGANIZATIONS AND VOLUNTEERING

Student organizations are active on campus year-round. From the Student Government Association to Student-Led Clubs, there is something at AUP for every student. All student organizations and volunteer opportunities are posted on AUP Engage.

- Finding and building community on campus
- Balancing academics with social life
- Getting involved with clubs/organizations and trying new things
- Ways to give back to their community

STUDENT ADVISORS

The Office of Student Development appoints Student Advisors to welcome new students and work with them throughout the academic year.

These advisors accompany new students throughout Orientation and will check in on their advisees several times throughout their first year. Advisors are available to answer questions, connect students to relevant campus services and update them about student activities.

Students are eligible to become student advisors in their second year at AUP. All those interested should contact the Office of Student Development at studentdevelopment@aup.edu.

SPORTS AND WELLNESS ACTIVITIES

All AUP students are invited to join a range of sports and fitness programs. The Office of Physical Activities and Self-Care also works with students interested in forming new teams.





Off-Campus Amenities

AUP offers discounted memberships to over 30 gyms around Paris.

Careers

www.aup.edu/careers

The ACE Center supports students in developing employable skills and finding professional opportunities during and after their time at AUP. The center regularly hosts career workshops on networking, building a CV, job hunting and more, all of which are open to students and alumni.

GLOBAL MENTORING PROGRAM

The Alumni Affairs team collaborates with the ACE Center to run the Global Mentoring Program, a semester-long program that pairs current students with AUP alumni mentors. The program is open to students with sophomore standing and above, and is an excellent way for students to learn more about different professional industries. Each mentoring cycle begins at the start of the semester.

Learn more: www.aup.edu/global-mentoring-program

GLOBAL TALENT PORTAL

Students looking for internships now have the option of presenting a professional profile on AUP's Global Talent Portal. Here their profile and work will be visible to potential employers, all vetted by AUP. Likewise, if you are looking to hire an intern, please reach out to the ACE Center at the URL above for more information.

Learn more: my.aup.edu/global-talent-portal



AUP Alumni

www.aup.edu/alumni

It's never too early for students to start thinking about their future after AUP. Whether your student is seeking a four-year degree, or just visiting AUP for one semester, they will have lifelong access to various alumni benefits, programs and opportunities.

ALUMNI BENEFITS



Access career workshops hosted by the ACE Center



Continued use of the AUP Library and its online resources



Invitations to events, workshops, lectures, programs, regional chapters, interest groups and more

A GLOBAL COMMUNITY

AUP alumni live and work across the globe, creating a uniquely diverse and interconnected community. AUP Alumni Affairs regularly hosts events, reunions and workshops so that no matter where you go, you're never far from the AUP family.

Learn more: www.aup.edu/alumni

- Seeking out mentors before graduation
- Exploring internships and professional opportunities while at AUP
- How to network

Visiting AUP

www.aup.edu/campus

VISITING OUR OFFICES

When you arrive in Paris, make sure to visit AUP Parent and Family Relations in the Office of Communications and Outreach, located in AUP's administrative building at **5 Boulevard de la Tour Maubourg**. Because our team is located across the US and in Paris, please be in touch ahead of time to learn about meeting availability: **parents@aup.edu**.

EXPLORING CAMPUS

Your student will no doubt want to take you on a tour of campus and their favorite spots in Paris. You can also visit our offices to receive a copy of our self-guided tour of all buildings on campus.

PUBLIC TRANSPORT NEAR CAMPUS

Buses: 28, 42, 49, 63, 69, 80, 92 Metro: La Tour-Maubourg, Ecole Militaire, Alma-Marceau, Invalides RER: C - Pont de l'Alma-Marceau, Invalides

ACCOMMODATION IN PARIS

While every *arrondissement* in Paris has something to offer, we recommend booking your hotel or apartment near AUP in the 7th *arrondissement*. Websites like Airbnb and Booking.com offer a wide range of options across Paris.

AUP has established partnerships with 4-star hotels in Paris from the INWOOD hotel chain. These corporate rates will be valid all year long, depending on availability. Be sure to use the reservation code **AUP2023** for a 15% discount and complimentary breakfast (restrictions may apply, please inquire when reserving).



MILITAIRE

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Get Involved

www.aup.edu/parents-families

THE PARENT AND FAMILY CAFÉ SOCIETY

This open society offers parents and families the opportunity to engage with one another across locations and time zones, uniting for social events and volunteering opportunities with the University. The society will meet four times per year virtually, and is open to all parents, guardians and family members.

Members will also be invited to meet with University leaders, act as fundraising advocates, and offer insights to prospective AUP students and families as they begin their AUP journey.

Learn more: www.aup.edu/cafe-society

COMMUNITY EVENTS

The Office of Communications and Outreach regularly organizes social and informational events for our global community, including coffee hours, guest speakers, authentic Parisian cooking classes and more, both virtually and around the world. Visit our homepage to find all upcoming parent and family events.

Learn more: www.aup.edu/parents-families

SHOP AUP GEAR

AUP clothing, accessories, gifts and more are available to order on our online store. Show off your AUP pride on Instagram by tagging #AUPparents or #AUPfamilies.

Shop: www.aup.edu/us-store

Family Philanthropy

www.aup.edu/giving

AUP PARENTS AND FAMILIES FUND

Donations from AUP's global community play an essential role in supporting the University's students, faculty, research centers, campus and programs. Gifts of all sizes make a difference, and no matter the size of the gift, donors can choose to support the initiatives most important to them, or designate that AUP put their funds toward its most needed areas.

The AUP Parents and Families Fund is a meaningful way to enrich the student experience across campus, and ensures students receive the support they need. To learn more about how to make a gift, please contact our Advancement team at advancement@aup.edu.

Make a gift today: www.aup.edu/give-now

BECOME AN ADVOCATE

Every year, the AUP community unites for special Giving Days and fundraisers to support a different area of the University. On such occasions, parent and alumni advocates play a major role in helping AUP reach its fundraising goals.

If you would be interested in volunteering as an advocate for future fundraising activities, please contact **advancement@aup.edu**.



BOOKMARK THESE Online Resources

WWW.AUP.EDU /PARENTS-FAMILIES

/PARENTS-FAMILIES AUP's parent and family website

/CALENDAR AUP's academic calendar

/NEWS-EVENTS AUP's events calendar and news

/ADVISING Information about advising at AUP

/ACADEMIC-POLICIES

AUP's academic policies

/FINANCES Student Accounting Services

/HEALTH

/HOUSING

/IMMIGRATION

/STUDENT-LIFE Student resources and activities



The American University of Paris

The Office of Communications and Outreach

5, boulevard de La Tour-Maubourg 75007 Paris, France parents@aup.edu www.aup.edu/parents Établissement d'enseignement supérieur privé