

HABIB UNIVERSITY
OFFICE OF ALUMNI RELATIONS & ENGAGEMENT (OARE)

Guidelines for Alumni Access to Campus & University Services

(Revised in July 2023)

1. Definitions

- 1.1 *Alumni ID Card or Alumni Card*: refers to the official Habib University Alumni ID card issued on the authority of the Office of Alumni Relations & Engagement.
- 1.2 *Alumni Advisory Committee or OARE Advisory Committee*: the OARE Advisory Committee is an appointed body of current HU faculty who advise the Office of Alumni Relations & Engagement. The Head or a representative of the Office of Career Services also sits on the Committee. Head of OARE serves as the Chair of this advisory committee. A staff member of OARE shall serve as Committee Secretary. The Committee will convene once per semester.
- 1.3 *Alumni*: Alumni are defined as Habib University graduates who have completed all credit and non-credit requirements regardless of their exit clearance status as students. However; OARE will also engage those graduates as Alumni who have completed all credit requirements but may not have completed some non-credit requirements.
- 1.4 *Office of Alumni Relations & Engagement or Alumni Affairs or OARE*: The Office of Alumni Relations & Engagement at Habib University, the sole office charged with oversight of all matters relating to HU alumni.
- 1.5 *Alumni Policy*: refers to the official Habib University Alumni Policy and the Guidelines for Alumni Access to Campus.
- 1.6 *Annual Fundraising Activities*: refers to the University's annual fundraising campaign among alumni, and friends and supporters of the University.
- 1.7 *Association, HU Alumni Association (HUAA)*: Habib University Alumni Association, the sole official alumni association of Habib University.
- 1.8 *Board or HUAA Board (HUAAB)*: refers to the elected governing body of the HUAA. The Board consists of two elected members from each graduating class, one from each school, who serve two-year terms. They may be elected to a maximum total of three consecutive terms (6 years of consecutive service maximum). The total size of the Board should not exceed 12 members. The Board will be held in abeyance for a period of 03 years and HUAAB elections will take place in 2026.
- 1.9 *Executive Council (HUAaec)*: the elected leadership of the Habib University Alumni Association Board. The EC consists of a panel of four officers, President, Vice-President, General Secretary and Treasurer, elected to two-year terms. Each panel of candidates to the Executive Council must have both gender diversity and school

diversity in its membership. Members of the Executive Council may serve a maximum of two consecutive two-year terms (a maximum total of four consecutive years).

- 1.10 *Head of Alumni Relations & Engagement*: refers to the officer of Habib University charged with the oversight of the Office of Alumni Relations & Engagement on behalf of the University.
- 1.11 *Dues*: refers to the annual membership dues that members of the Habib University Alumni Association pay to the Association to maintain their membership. The dues are approved by the HUA AEC, HUA AB, & Alumni Advisory Committee. The HUA AEC has exclusive authority to expend funds collected from dues. The administration and oversight of HUA A spending is handled by the OARE. Alumni Association dues will not be collected from alumni until 2025. Payments will only be requested from alumni after 2025.
- 1.12 *Members*: refers to all members of the Habib University Alumni Association who are in good standing with the Association.
- 1.13 *Public Spaces*: refers to open areas of the Habib University campus for which scanning an ID card is not needed to gain access (e.g., cafes, gardens, courtyards, lobbies, etc.).
- 1.14 *University or HU*: refers to Habib University.

2. HU Alumni Campus Access Guidelines

The following guidelines support the principles contained in the HU Alumni Policy and aim to provide specific information and guidance regarding the implementation of the policy.

2.1 Campus Access and the Alumni Card

- 2.1.a Habib alumni will be issued an official Alumni ID Card that will grant access to the Habib University campus on the terms set forth below. This will be a simple card (not a smart access card).
- 2.1.b OARE will issue Alumni cards to graduates who have:
- 2.1.b.1 Submitted their student ID card to Safety, Security and External Affairs, obtained a signature of receipt from authorized Security personnel on the Alumni ID Card Collection Form, and submitted this form to OARE.
- 2.1.c Alumni ID Cards will be issued to recent graduates by, but not before, the following dates:
- 2.1.c.1 Spring Semester graduates: By 1st August
 - 2.1.c.2 Fall Semester graduates: By 1st March
 - 2.1.c.3 Summer Semester graduates: By 1st November

2.1.d Student ID Cards & student email addresses will both be disabled as per the following schedule:

- 2.1.d.1 Spring Semester graduates: By 15th August
- 2.1.d.2 Fall Semester graduates: By 15th March
- 2.1.d.3 Summer Semester graduates: By 15th November

2.1.e Entry to campus for alumni will be managed based on the following verification procedures:

2.1.e.1. Entry for alumni in possession of Alumni ID card and CNIC: Alumni ID card (and CNIC, upon discretion of Security personnel) will be checked and verified at Gate 2.

- If the alumnus **has** an active membership to the Gym & Pool or Library, an Alumni Visitor Smart Access Card will be provided, and Alumni ID card will be retained at Gate 2. The Alumni Visitor Card **must be returned** when exiting campus.
- If the alumnus does **not** have an active membership, they will keep their Alumni ID Card with themselves and utilize it during their time on campus.

2.1.e.2. Entry for alumni not in possession of Alumni ID Card but in possession of CNIC or passport: For alumni wishing to enter who are not in possession of their Alumni ID Card but are in possession of their CNIC or passport, additional verification is required over email from OARE, other senior University official, or a faculty member. Alumni CNIC or passport will be retained at Gate 2 and an Alumni Visitor Card (simple card) will be provided. The Alumni Visitor Card must be returned when exiting campus.

2.1.e.3. Without both Alumni ID Card and CNIC/ passport, or any other official photo ID: For alumni wishing to enter campus without any of the aforementioned credentials, pre-approval must be done over email. Alumni must send an email to OARE from their official HU alumni email. If sending an email from any other email address alumni must provide full name, Alumni ID number, & Graduating Class. If approval is granted over email by OARE, then such alumni may be allowed access to campus. Upon approval, they will receive an Alumni Visitor Card (simple card) and must return this card at Gate 2 before exiting campus.

2.1.f Starting from the Class of 2023 and onwards, the front of the Alumni ID Card will feature the last four digits of alumni's CNIC or passport number (for non-Pakistani citizens). This will serve as a means of dual verification at times when heightened security measures are in place. Therefore, alumni are required to present their CNIC or passport (whichever is mentioned on their Alumni ID Card) to Security personnel at Gate 2 upon request.

Cards not bearing CNIC or passport number already issued to alumni will still be considered valid. All alumni must carry both their HU Alumni card and CNIC (or passport for non-Pakistani citizens) with them when accessing campus to ensure prompt admission to campus.

- 2.1.g The Alumni ID Card will only provide access to public spaces on campus, which are any spaces not equipped with an identification card scanning device (such as the courtyards, cafeteria, Zen Garden, and other open spaces), unless alumni have paid to participate in certain services available to alumni on a fee-for-service basis as indicated below.
- 2.1.h Alumni requiring access to faculty or various administrative offices will arrange for a specific appointment with the appropriate office as needed and temporary access to those offices will be granted when the appointment is made. All such appointments should be made over official email and OARE should be copied on these emails. Alumni will not circumvent these guidelines or use services for which they have not paid the appropriate subscription fee. Failure to abide by this guideline may result in the suspension of access privileges to the University for a determined period.
- 2.1.i The initial Alumni ID Card will be issued on a complimentary basis to all current Habib University alumni and to graduates at the time of their graduation from Habib University upon completion of all credit requirements, and when they surrender their student identification card. The Alumni Card will remain the property of Habib University, and may be withdrawn if an alumnus violates their access privileges or the University's Code of Conduct.
- 2.1.j If any alumni are found or suspected of violating university policies, a University Security officer or staff member, the alumni will promptly produce and show the Alumni Visitor Smart Access Card or their Alumni ID Card and share their name, CNIC/Passport and graduating batch. Failure to do so may result in further penalties including the suspension of access privileges.
- 2.1.k To ensure campus security, in the event of the loss or theft of an Alumni ID Card or Alumni Visitor Smart Card, the alumnus will promptly report the loss of the Card to the Office of Alumni Relations & Engagement & Office of Safety, Security, and External Affairs.
- 2.1.l In the event of the loss or theft of an Alumni ID Card, the OARE can arrange for a replacement card to be issued for the cost of the card, currently Rs. 500.
- 2.1.m In the event that heightened security protocols are in place on campus during a visit, alumni may be requested to show their CNIC card or passport along with their HU Alumni Card to gain admission to campus.

- 2.1.n The Alumni Card must not be shared with other people for campus entry, regardless of whether they themselves are alumni or not.
- 2.1.o Alumni agree that they will maintain current contact information with the Office of Alumni Relations & Engagement, and update that information as it changes.
- 2.1.p In accepting their Alumni Card, alumni will sign a statement agreeing to abide by the provisions of the Alumni policy, these *Guidelines for Alumni Access to Campus*, the University Conduct Code and other policies, such as the University's Sexual Harassment Policy. They will also acknowledge that current students have priority in enjoying all the benefits of campus, and that alumni visits are properly occasional in nature as opposed to regular daily occurrences.

2.2 *Campus Visiting Hours for Alumni*

- 2.2.a Alumni may visit the campus as per their needs such as to avail services, meet with staff/faculty, participate in the events organized for them, as an invited guest etc.

Alumni may visit the HU campus between 9:00 a.m. and 6:30 p.m. Monday through Friday, and Working Saturdays from 10:00 a.m. – 5:30 p.m., except during declared holidays. Those alumni who are members of the Gym & Pool or Library may remain on campus until the closing time of the respective facility they are using at that time. Access timings may vary during Ramadan, or when the University is on an abbreviated schedule due to summer or winter breaks, which will be posted on the Alumni Relations & Engagement website as appropriate. Those alumni who have subscribed for the gym and pool memberships will be allowed to access the facilities at specified timings for Saturdays.

- 2.2.b Habib University reserves the right to limit, change or deny access to the campus at any time as circumstances require. Access changes will be posted on the Alumni Relations & Engagement website as quickly as possible.

3. **Subscription Services Available to Alumni**

- 3.1 The University will offer Alumni the use of certain campus facilities on a fee-for service annual or semi-annual subscription basis. Those alumni who choose to avail those services may do so by sending an email application to the concerned office i.e. Libray (library@habib.edu.pk) or Wellness Center (wellness@habib.edu.pk) and copying to the Office of Alumni Relations & Engagement (alumni.affairs@habib.edu.pk).

Payment can be made via cash or cheque deposit at Habib Metro Bank. Payment

receipt must then be submitted to the concerned office i.e. Library or Wellness for verification of payment.

Once the concerned office confirms the receipt of payment, membership privileges will be activated for that particular service.

3.2. Gym & Pool Access

3.2.a Alumni wishing to avail the Gym and Pool facilities may subscribe to a membership on a monthly or annual basis. Summer semester memberships are also available. Combined access subscription for Gym & Pool is Rs. 2500 per month or Rs. 25,000 per annum. Membership fees are non-refundable. Alumni may pay via cash deposit at Habib Metro Bank or online transfer. Once paid, alumni shall submit the physical receipt in the Gym or Office of Student Life, or email a picture or screenshot to wellness.center@habib.edu.pk.

3.2.b Gym and Pool timings are as follows:

(1) Gym (Men's and Women's)

Monday to Friday and working Saturday 5:00 p.m. to 8:00 p.m.

(2) Pool

Women: Monday, Wednesday & Friday 5:00 p.m. – 7:30 p.m.

Men: Tuesday, Thursday & (working) working Saturday 5:00 p.m. to 7:30 p.m.; Non-working Saturday: 11:30 a.m. – 6:00 p.m.

3.2.c The annual Gym & Pool membership, which runs from January 1st – December 31st, allows use of the aforementioned facilities.

3.3 Library Access

3.3.a All Alumni in good standing are allowed to utilize the physical spaces of the Library. Any use of the Library requires payment of the subscription fee of Rs. 5,000/annum. This fee will allow use of the physical facility and online library resources. This fee is non-refundable and membership payments can only be made on an annual basis.

3.3.b In order to avail the book borrowing facility or access to online resources, the subscription fee of Rs. 5,000/annum **and** a refundable security deposit of Rs. 10,000 must both be paid in order to avail the book borrowing facility. Alumni who subscribe for book borrowing and online resource access privileges may borrow up to two books at a time. By subscribing to this service alumni agree to pay for the replacement of any borrowed books that they lose.

- 3.3.c Alumni may pay via cash or cheque deposit at Habib Metro Bank. Once paid, alumni shall submit the physical receipt in the Library, or email picture/scan to library@habib.edu.pk.
- 3.3.d The Library usage timings for subscribing Alumni are: 9:00 a.m. – 6:30 p.m. Monday – Friday and 10:00 a.m. to 5:00 p.m. on working Saturdays.
- 3.3.e The annual Library membership, which runs from January 1st – December 31st, allows use of the University Library and its resources.
- 3.3.f Alumni are bound to follow the rules, regulations and discipline set by the Library management. Anyone failing to do so will be requested to leave the space and may lose Library privileges without refund of their subscription fees. Security deposit will be refunded, minus any charges for lost books or damages incurred.

4. The Writing Center, meeting rooms, the EHSAS Center and the Maker Space

- 4.1 Alumni seeking assistance in editing their personal statements may request access to the Writing Center, as per availability of Center staff. In case Alumni need any specific support from Writing Center (writing.center@habib.edu.pk), they may get an approval over email from the Manager Learning Support Services keeping OARE in the loop for Writing Center's visit.
- 4.2. Meeting rooms at the EHSAS Center and the Maker Space are not available to alumni.

5. Career Services and Support

- 5.1 The University's Career Services office offers guidance and support to alumni, including Career Counseling and Guidance, Participation in Career Events and Workshops, Access to the Facebook group and job portal of OCS for daily updates on job opportunities. assistance with job search strategies, resume and cover letter reviews, interview preparation, and career counseling. Alumni can also access the University's job portal and receive updates on job opportunities and networking events.
- 5.2 Alumni are encouraged to provide feedback to OCS about the job market, career trends, and their experience to further develop and enhance career trainings and provide a support framework for students. Additionally, alumni service the HU student community is also encouraged through provision of mentoring, coaching, and volunteering support through various initiatives.

6. Sports Facilities

- 6.1 Alumni will be invited to participate in matches, tournaments and other events at the University from time to time.

6.2 Alumni are not allowed to use the basketball and tennis courts, or other recreational spaces primarily intended for current students, unless they are participating in a scheduled game or tournament for alumni that they have been invited to participate in by the University.

7. Student Events, Clubs & Chapters

7.1 Alumni are not allowed to attend student events organized by HU, its clubs, chapters or other internal groups unless they are specifically invited to such events, or they are advertised as open to the public.

7.2 Alumni should not participate in club or chapter meetings unless invited.

8. IT Services for Alumni

8.1 Alumni email is a complimentary service available to all alumni for free.

8.2 Student email IDs and Canvas accounts will be disabled, and alumni email IDs will be enabled as per the following schedule:

8.2.a Spring Semester graduates: By 15th August

8.2.b Fall Semester graduates: By 15th March

8.2.c Summer Semester graduates: By 15th November

8.3 Graduating students' email data will remain intact, shall be transferred over to the new alumni account, and can be accessed through <https://portal.office365.com>.

8.4 Graduating students are expected to download their Canvas data in a timely manner. The University shall bear no responsibility in the event alumni fail to download their data in a timely manner. Canvas data will be deleted as per the following schedule:

8.4.a Spring Semester graduates: By 15th August

8.4.b Fall Semester graduates: By 15th March

8.4.c Summer Semester graduates: By 15th November

8.5 By logging in with their alumni email address and password, Alumni will have access to a number of commercial software applications through portal.office365.com on a complimentary basis, including:

- a. Outlook
- b. OneDrive
- c. Word
- d. Excel
- e. PowerPoint
- f. OneNote
- g. Class Notebook
- h. Sway
- i. Calendar

- j. Forms
- k. Tasks
- l. Video

8.6 IT applications may be added or removed subject to availability.

8.7 Alumni will utilize the Guest WiFi network when they are on campus.

8.8 Alumni can access the HU IT Service Desk for the resolution of IT concerns by emailing service.desk@habib.edu.pk.

8.9 The HU IT Department reserves the right to add, change, terminate or suspend any of Alumni IT services at its sole discretion.

8.10 Access to Canvas and all associated data will not be maintained for alumni. Downloading and securing Canvas data is the responsibility of students at the time of their graduation. No responsibility for loss of data will be borne by the University.

9. Alumni Parking on Campus

Alumni may not park on campus unless they have received permission from University Security through a University office.

10. Marketing, Filming and Recruiting on Campus

Alumni agree that they will not use the campus to market products, for any commercial purposes, make films or to recruit current students for jobs or for political, religious or any other groups or causes without the explicit written permission of the OARE and other appropriate offices in advance.

11. Guests of Alumni

Campus access as described in these guidelines is extended only to Habib University alumni themselves. In the event that an alumnus or alumnae wishes to bring a close friend or a family member on campus (e.g., to show them the campus), alumni will contact the Office of Alumni Relations & Engagement at least 48 hours in advance to ensure that approval for escorting a guest on campus is granted and proper arrangements are made with Security to admit the guest. The approved guests of alumni must be accompanied by the Habib alumni at all times while on campus and the alumni are responsible for the conduct of their approved guests while on campus. Approval or disapproval of access for Alumni Guests will be at the sole discretion of OARE and all decisions are final.

12. Updates & Revisions

These guidelines may change from time to time as circumstances dictate. The OARE will post any changes to the guidelines on the Alumni Relations & Engagement website in a timely manner.