



Habib University
shaping futures

STUDENT SUCCESS RESOURCES

2021-22





STUDENT SUCCESS SERVICES INTRODUCTION



Welcome to Habib University (HU), Pakistan's premier Liberal Arts and Sciences institution of higher learning that provides a comprehensive undergraduate education to nurture future innovators and leaders.

During your first year at HU, you may be unsure of how the University functions, what your academic requirements may be, what sort of career path you wish to pursue, or where you should go to receive the help you need to excel in your academics. Habib University is cognizant of the needs of students who are transiting from high school to university and from university to the job market.

We believe in shaping the future of our students with care and compassion and engaging them in a process of thoughtful self-cultivation. To realize this vision, the University has made huge investments in creating a comprehensive student support services framework. HU Student Support Services ensure the overall wellbeing of students, help them to thrive academically and nurture them into becoming thoughtful leaders and conscious citizens.

In the next few pages, we hope to introduce you to the many resources that are available to engage students to their fullest, beginning with their academic journey through the Office of Academic Performance and their on-campus life through Student Life, to their post-university prospects through the Office of Career Services.

Our job at Habib University is to help you find your passion and to foster a new generation of scholars who can positively influence society. We will be with you every step of the way.

LIST OF STUDENT SUCCESS SERVICES

Service & its Location	You may Contact the Service for...	Contact info
Office of Academic Performance (OAP) – Advising Unit Located inside the Student Centre	Meet with OAP to get help and guidance on: <ul style="list-style-type: none"> · Course selection, change of major, dropping a course, taking a semester break, etc. · Reflecting on your academic issues and developing a success plan · Time and stress management · Identifying ways to excel in your academic endeavors 	E-mail: oapadvisor.2025@habib.edu.pk Extension: 5621
EHSAS Center (Educational Help, Services and Academic Support) Located at the Library Lower Ground Floor- Accessible from the library ground floor	Meet with the EHSAS Center to get help and support in: <ul style="list-style-type: none"> · Acquiring academic help for various courses from Peer Tutors · Attending exam preparatory sessions and skill based workshops · Working as a peer tutor 	Email: EHSAS.Center@habib.edu.pk Extension: 5627
Writing Center Located at Library, Ground Floor	Meet with the Writing Center for help and support in: <ul style="list-style-type: none"> · Improving your reading and writing skills · Meeting with writing tutors for one-on-one writing tutoring sessions · Attending writing workshops · Attending reading circles · Acquiring help to prepare for writing personal statement, preparing for professional language tests etc. 	Email: writing.center@habib.edu.pk Extension: 5620
Office of Student Life Located opposite Cafe2Go on Central Street	Meet with Student Life to: <ul style="list-style-type: none"> · Participate in various clubs and chapters, govern policies through student government, showcase their talents in sports and recreational activities · Student Life provides a broad range of services and support to Habib students, including leadership development, residential programs, public service, community engagement 	E-mail: life@habib.edu.pk Extension: 4580
Office of Health & Wellness Located on the right side of the courtyard, opposite Cafe2Go, next to The Office of Student Life on Central Street	Visit the Office of Health & Wellness for the following services: <ul style="list-style-type: none"> · Visit the HU Clinic if you require immediate help for an injury, medical emergency, or are feeling unwell · Meet with a mental health counselor if you feel you want support, someone who can provide you with a listening ear, or if you are feeling stressed · Avail gym and pool facilities 	E-mail: wellness.center@habib.edu.pk Extension: 4581

Office of Career Services Location Their office is located next to the elevators near the main entrance lobby of the campus – opposite the main reception desk. Walk-in for a chat or schedule an appointment via email.	Meet with a Career counselor to get guidance and help on: <ul style="list-style-type: none"> · Internship or job placements · Graduate school preparation · Career resources available on campus · Developing career experience and network building · Developing and enhancing transitional skills and tools in order to successfully transition into the job market 	Contact career.services@habib.edu.pk Extension: Head of Career Services: 5114
Office of Student Finance Location The Student Centre – turn right after entering the Student Centre to visit the office, behind the Meeting Room and Student Government Office.	Meet with the Office of Student Finance for: <ul style="list-style-type: none"> · Seeking help regarding fee payment, scholarships and financial aid 	E-mail: student.finance@habib.edu.pk Extension: Manager, Student Finance: 4543
Office of the Registrar Located within the Student Center. Enter the Student Center and turn right to reach to the Office. It is behind the Meeting Room and Student Government Office.	Meet with the Registrar for: <ul style="list-style-type: none"> · Help with Peoplesoft, enrolment in courses, and requesting change of major · Requesting attendance, leave of absences, and admission withdrawals, issuance of letters and transcripts · Seeking help with finalizing class schedules and information on examination schedule · Requesting for guest access and after hours campus access 	E-mail: registrar-office@habib.edu.pk Extensions: Senior Manager, Academic Systems & Deputy Registrar: 5613
Library and Information Commons Located at Central Street, next to CafetoGo	Visit the Library and Information Commons to: <ul style="list-style-type: none"> · Borrow and renew books for pleasure or for courses · Avail reference services · Ask for IT support related to printing, enabling internet on devices, self-service portal, and campus management system · Seek help from library staff with literature searching for course research and projects 	E-mail: library@habib.edu.pk
IT Support Services IT Desk located in the Library Information Commons	Visit the IT Desk for the following services: <ul style="list-style-type: none"> · Accounts creation and password management · Internet network (WIFI) connectivity support · MS Office 365 (Email, OneDrive, Skype for Business etc.) · Printing services · IT/ AV infrastructure of all learning spaces · Student Portal (gateway to all IT resources) · Campus Management System (Student Academic Administration) · Student Mobile App · Learning Management System (Student Course Management) 	E-mail: servicedesk@habib.edu.pk Extensions: 4224
Student Transport Located Transport Office - Lower Ground Administration Department	Meet with the Transport office for: Avail transport to and from the University by registering up for the van service	Contact Mr. Raza Rajani for all transport related queries raza.rajani@habib.edu.pk

OFFICE OF ACADEMIC PERFORMANCE

 oap@habib.edu.pk

 The Office is located on the left as you enter the Student Center.



The Office of Academic Performance (OAP) is one of the first offices you will encounter in your campus life, playing a major part in your induction and orientation into Habib University.

The vision of OAP is to ensure the complete academic and intellectual wellbeing of the HU student body. By providing academic advising, as well as connecting students to a wide range of learning support services, OAP ensures students receive all the guidance necessary for their academic success at Habib University. OAP provides the following services for students:

ACADEMIC ADVISING

In your four-year Bachelors Program, every semester is a new level and a step forward. You may find yourself needing advice every now and again on which courses to select each semester and how to improve your academic performance. You will be assigned an OAP advisor at the beginning of your journey at HU. Your OAP advisor will help to facilitate you in navigating your academic path at HU with success and will be with you every step of the way.

Your advisor will help you find the resources you need to help yourself by connecting you to other support services on campus such as Peer-tutoring and the Writing Center. Additionally, they will help you with academic degree audits, which will allow you to keep track of the progress of your degree and graduation requirements.

Your advisor will hold weekly or monthly sessions depending on your needs, and while these sessions may be mandatory, you can always approach your OAP advisor yourself if you need help with anything else.


How to book an appointment with your academic advisor?

Just email your advisor and ask for a meeting, or drop by their office to have a chat.

EHSAS CENTER



 ehsas.center@habib.edu.pk


 Lower ground floor of the library, take the elevator from the Library or use the stairs from the Writing Centre

The Educational Help, Services, and Academic Support Centre, is a part of the Office of Academic Performance, and is dedicated to providing you the supplemental learning support that you may need during your academic journey. Whether you wish to understand complex course content, conduct group studies, or even set up reading circles to discuss your course readings, the EHSAS Centre has been designed to attend to all your academic needs. EHSAS prides itself on equipping students with a sense of confidence, a feeling of motivation, and a renewed desire for academic accomplishment. EHSAS focuses on individual development within a supportive and collaborative learning space. The EHSAS Centre primarily runs a Peer Tutoring Program. Peer Tutors conduct individual and group tutoring session throughout the semester, hold revision sessions for exams that will help students during their tenure at Habib University. The EHSAS Center also conducts skill based workshops for students looking to refine skills in areas such as holding effective presentations, notetaking, or programming. To stay up to date with all peer tutoring sessions and workshops, follow the Facebook group **EHSAS Centre - Educational Help, Services, and Academic Support Centre**

WRITING CENTER



 writing.center@habib.edu.pk

 The Center is located on the ground floor of the Library, Information Commons, next to the elevators.


The Writing Center provides support at every stage of the writing process – from brainstorming to final revision, structuring and organizing your paper as well as building arguments.


In order to help you, the Writing Center has both Professional and Peer Writing Tutors who provide assistance through one-on-one sessions, as well as E-tutoring sessions for senior students. Just schedule your visits well in advance of your submission deadline so you have plenty of time to revise your paper. While working with a tutor cannot guarantee higher grades or acceptance into a particular program, school, or job, regularly visiting the Writing Center for tutoring sessions may offer a positive impact on your writing, which in turn may result in better grades.

The Writing Center also conducts several writing workshops during the year that cater to both the lower-level and upper-level students.

To book an appointment with a Writing Tutor, feel free to drop by anytime between 9:00 AM and 5:00 PM, Monday to Friday, or book an appointment by visiting: www.huwc.youcanbook.me

OFFICE OF STUDENT LIFE

 life@habib.edu.pk


 Office of **Student Life** is located opposite Cafe2Go on Central Street.



Habib University Student Life plays a central role in building and fostering leadership and innovative thinking in students. It functions to provide students the opportunity to extend their capabilities from academia to meta-curricular activities, which plays an integral role in team building, skill development and community engagement.

Student Life provides a broad range of services and support to Habib students, including leadership development, residential programs, public service, community engagement and encourages students to explore their talents beyond the classroom. Students can participate in various clubs and chapters, govern policies through student government, showcase their talents in sports and recreational activities; all the while experiencing the applications of their academics.

 student.council@habib.edu.pk
student.senate@habib.edu.pk

 HUSG's office is located inside the Student Centre

HABIB UNIVERSITY STUDENT GOVERNMENT

The Habib University Student Government, comprises of two segments: the council and the cabinet, is a student-run organization which exists to represent student interests; to safeguard student rights, to secure an active role for students in deciding official policies and priorities; academic freedom; to guide responsibly and fund student organizations; and finally, to provide a platform for the advocacy of implicit and explicit concerns of the Habib Community.

OFFICE OF HEALTH AND WELLNESS



wellness.center@habib.edu.pk



The office is located on the right side of the courtyard, opposite Cafe2Go, next to The Office of Student Life on Central Street.

MENTAL HEALTH COUNSELLING

The counseling area is a place where students can meet with mental health counselors in a comfortable and private environment and request one-on-one meetings.



The counselling center is located inside the clinic and across the courtyard from the Office of Health and Wellness.



To book an appointment, visit www.habibuniversity.sharepoint.com/sites/Student/ Click on 'Health and Wellness Centre' and then on the Counselling and Life Coaching Booking tab, fill out the details and select the counsellor you would like to meet.

The Office of Health and Wellness strives for a healthy campus environment to ensure the wellbeing of its students by educating and facilitating the students to make informed, positive lifestyle choices and take responsibility to practice self-care to achieve their personal health and wellness goals.

HU CLINIC

HU Clinic provides immediate help in case a student feels ill or is hurt. With a registered nurse or a doctor on duty, the clinic is available to provide quick check-ups and first aid.

☎ Extension 4597

📍 The clinic is located across the courtyard from the Office of Health and Wellness.

SPORTS AND RECREATION

The university provides various sports facilities on-campus, including sports courts, jogging track, and indoor sports. The official university teams represent Habib at various national events, such as Basketball and Volleyball tournaments, Table Tennis Tournaments, Chess Competitions etc.

GYMNASIUM AND SWIMMING POOL


Habib University Gym & Swimming Pool are equipped with state-of-the-art equipment to keep students, staff, and faculty of the university healthy and fit, under the supervision of gym and pool instructors and trainers. To avail the gym and swimming pool facilities, students may collect and submit the membership form from the gym reception.

✉ wellness.center@habib.edu.pk

📍 On the lower ground floor, near Tapal Cafeteria.

OFFICE OF CAREER SERVICES

 career.services@habib.edu.pk

 Their office is located next to the elevators near the main entrance lobby of the campus – opposite the main reception desk. Walk-in for a chat or schedule an appointment via email.

The Office of Career Services (OCS) comprises of a team of dedicated professionals, whose aim is to ensure your transition into professional life is a smooth one. The team specializes along two lines, one focusing on Counselling and the other on Placements. OCS provides guidance to students related to job placements, graduate school preparation and entrepreneurial support. From the first day of your enrollment at Habib University, OCS will be working alongside you to ensure that you have clearly defined your career goals. For this, we develop a career plan especially for you and execute it so that you are able to realize your full potential. We also provide student employment on campus in order to provide students with hands on work experience and understanding of work ethics.

OCS provides the following services:

Career Counseling

Career counsellors help students explore available options in their relevant fields by suggesting internships, master's programs, mentors, or jobs as per their needs. Whether you would like to pursue higher education, and a job or an entrepreneurial venture after graduation, HU counselors will be there to help and guide you through the process. You can either drop in for meeting with counsellor or schedule a one-on-one meeting.

Student Employment on Campus

Students are allowed to seek on-campus employment beginning second semester onwards. The Office of Career Services has an effective centralized system for student employment that facilitates HU students throughout their tenure. Student employment serves as a great way for you to gain hands-on work experience and build a strong work ethic while simultaneously managing your studies.

Job Placements

The Office of Career Services facilitates students with job placements and facilitates students in acquiring internship opportunities through various on campus recruitment drives, career fair, organizational visits and much more. OCS will connect you with employers through campus drives, guest speaker sessions, career fair, networking events, recruitment drives and many more activities. The Office of Career Services not only provide guidance students for relevant jobs during their studies but also are available to assist them after their graduation from Habib University.

Support in Entrepreneurial Ventures

OCS also facilitates students in their entrepreneurial ventures by conducting career skills workshops, networking events, entrepreneurship workshops, guest speaker sessions, mentorship programs etc.

Career Skill Training

OCS offers an extensive Career Development Program designed to help students enhance their soft skills as well as develop their transitional skills and tools to gear up for life after graduation. The entire program comprises of different modules and each module helps them learn new skills or develop important tools essential to move from their undergraduate experience to employment, graduate school, or entrepreneurship.


Graduate School Preparation

Students who are interested in graduate school opportunities are guided by the OCS through individual counseling, GRE/GMAT preparatory classes, education expos, and by conducting various workshops on topics such as graduate school application process, personal statement, scholarship information, etc. OCS works collaboratively with faculty and connects students with faculty advisors for selecting programs and guiding them through the application process.

OFFICE OF STUDENT FINANCE

The Office of Student Finance provides services related to the payment of your fees, payment plans, student employment payment, and scholarships and financial aid.

 student.finance@habib.edu.pk

 The Office of Student Finance is located within the Student Center

Fee Payment

The online software that the university holistically uses, Peoplesoft (pscs.habib.edu.pk), is also used for accessing the Fee voucher issued by the university. In order to facilitate the students to pay their fees Habib University has two methods from which student could pay their voucher. One is by paying it online using a debit/credit card. The other method is to deposit your fee in any branch of HMBL across Pakistan. The fee should be paid before the due date mentioned on the fee voucher.

Scholarships and Financial Aid

The Office of Scholarships and Financial Aid at Habib University offers diverse solutions to the financial constraints of our students based on both merit and need. The uniqueness of Habib University's Scholarship and Financial Aid Program is its vastness to meet the need of our admitted students and offer individualized scholarships and financial aid packages as per their merit, need and circumstances.

Many students enrolled at Habib University follow a certain payment plan that involves either a student loan, grant, or scholarship, according to the eligibility criteria they meet. Visit Office of Student Finance to ensure that all your questions are answered and you are clear about your payment structure.

Student Employment Payment

After logging in your hours against your campus employment and the process done by Office of Career Services, you will need to pay. This payment will be processed by the Office of Student Finance, the monthly payment will be processed according to the approved hours by your supervisor. Any questions or concerns regarding payment must be directed towards them.

STUDENT TRANSPORT

Student Transport


Transport to and from the university is operated by the transporter - M/s Ciachan Couch Services. If you need to sign up for the van service or require any information, you may contact Mr. Raza Rajani.

For any transporter related matter you may contact:

 Transport Office: Lower ground – Admin department

 raza.rajani@habib.edu.pk

 9221 – 3431 1051-55 (6741)

 0322-2850263

FACULTY ADVISING

Academic Advising is a central element of the undergraduate experience at Habib University. It is intended to be a collaborative relationship between student and advisor, through which students create educational plans consistent with their academic goals. Every student entering Habib University will be assigned a faculty member as an advisor. Students should meet with their advisors at least thrice per semester to discuss their academic progress. Students who are struggling academically should first speak with their academic advisor for guidance.

Your faculty advisor can help you select courses for your program and preferred minors or even connect you with other professionals for advice and insights. They are often required to sign off on your course selections so be sure to keep them informed about your choices and reasoning.

A student's Academic Advisor is listed in the University's Campus Management System (PeopleSoft) available via the Student Portal at the University's Intranet. Students wishing to change their advisor should make a formal request to the Office of Academic Performance.



You can meet with your advisor by scheduling an appointment or visiting them during faculty office hours. During this time, faculty are most likely to be in their offices, available to discuss assignments, concepts and any general queries. The Registrar's Office circulates faculty office hours to students, which can be found at <https://habibuniversity.sharepoint.com/sites/Student/Pages/Office-of-the-Academic-Systems-and-Registrar.aspx>

Faculty offices are located in the Faculty Pods across campus. The pods are clusters of faculty offices, with both formal and informal spaces for interaction between students and faculty.

LIBRARY AND INFORMATION COMMONS

 library@habib.edu.pk

 At the Central Street near Cafe2Go



Library and Information Commons facilitates you in your academic success by providing print and online resources and services. The Library has been designed to meet your individual learning styles and needs specially with reference to study, research and writing.

The Information Commons housed on the ground floor is a space where you can have discussions, exchange ideas and do collaborative work, use the Maker Space to boost your creativity, and use computers to access online resources.

On the first floor, the library has open access bookshelves, group discussion areas and discussion rooms which can be booked by a group of students. The Dawood Habib YOHSIN Hall provide spaces for concentrated individual study. Through the library, students also have access to 7000 research journals available through online databases.

The staff conduct workshops on information literacy skills including citation and referencing, searching online articles, maker workshops, and essential IT skills, along with in-house and public events where students may interact with esteemed authors and participate in book reviews.

IT SUPPORT SERVICES



servicedesk@habib.edu.pk



+92 21 1110 42242



4224 (during business hours)



IT Desk located in the Library Information Commons

The department of Information Technology provides information and communication technology infrastructure and services to the HU community.

Following are the key services provided by the IT department to students:

- Accounts creation and password management
- Internet network (WIFI) connectivity support
- MS Office 365 (Email, OneDrive, Skype for Business etc.)
- Printing services
- IT/ AV infrastructure of all learning spaces
- Student Portal (gateway to all IT resources)
- Campus Management System (Student Academic Administration)
- Student Mobile App
- Learning Management System (Student Course Management)

IT – Help Desk

The help desk is the central point of contact for students for any queries and issues pertaining to infrastructure and services provided by IT. The Help Desk can be located in the Library Information Commons.

IT Systems & Services Student's Handbook

You can get detailed guidelines related to IT from 'IT Systems and Services – Students' Handbook'. The handbook is available on the Student Portal

www.habibuniversity.sharepoint.com/sites/Student

Printing Services

On the first and ground floors of the Library, you will find printers and scanners available for your use. To use them, you have to register your student ID card and load in printing credit. Printing credit can be purchased from the HU Dukaan, next to the cafeteria, and loaded through the printer or through print.habib.edu.pk. To connect your personal laptop to the printing network, please visit the help desk on the ground floor of the library.

General Service Desk & Administrative Support Services

The service desk is the central point of contact for students for their queries and issues pertaining to facilities provided by the institution. The desk receives, processes and responds to service requests calls during business hours. If you have any issue relating to cleaning, furniture, AC, audio-video in class, lost and found or any other, Service Desk will be your point of contact. You may contact the Service Desk at servicedesk@habib.edu.pk

OFFICE OF THE REGISTRAR



registrar-office@habib.edu.pk



Located within the Student Center. Enter the Student Center and turn right to reach Office. It is behind the Meeting Room and Student Government Office.

The Office of the Registrar is the stronghold of all the data on your university life. They are the issuing authority of not only your grades but also, your degree and transcript; from class scheduling to letters affirming your existence as a student, they cover it all.

Services Provided by RO:

Peoplesoft, Enrolment in Courses, and Change in Major

- Guide students on how to check class schedules in PeopleSoft
- Guide students on how to use PeopleSoft for other purposes
- Manage student enrolment in various courses
- Respond to requests of change in Majors

Attendance, Leave of Absences, and Admission Withdrawals

- Receive and process medical leave of absence
- Receive and process interim withdrawal / leave of absence
- Notify excessive absenteeism
- Take action for issues related to student attendance
- Deal with student requests for leaves and permanent admission withdrawals

Issuance of Letters and Transcripts

- Issue bona fide and internship letters
- Manage and issues students grades and transcripts

Class Schedules and Examinations

- Develop complete class schedules
- Manage university examination

Student Visitors and After Hours Campus Access

Responsible for the effective implementation of the following Procedures and Policies:

- Student's Visitor Policy
- After Hours Access on Campus

All the forms related to course enrolment and dropout, and a few policies, can be found at <https://habib.edu.pk/office-of-registrar/> under the Student Forms tab



Habib University

shaping futures



www.habib.edu.pk



OAP@habib.edu.pk



[/HabibUniversity](https://www.facebook.com/HabibUniversity)



+92 21 11 10 HABIB (42242)

Habib University

University Avenue, Off Shakra-e-Faisal, Gulistan-e-Johar, Karachi – Pakistan