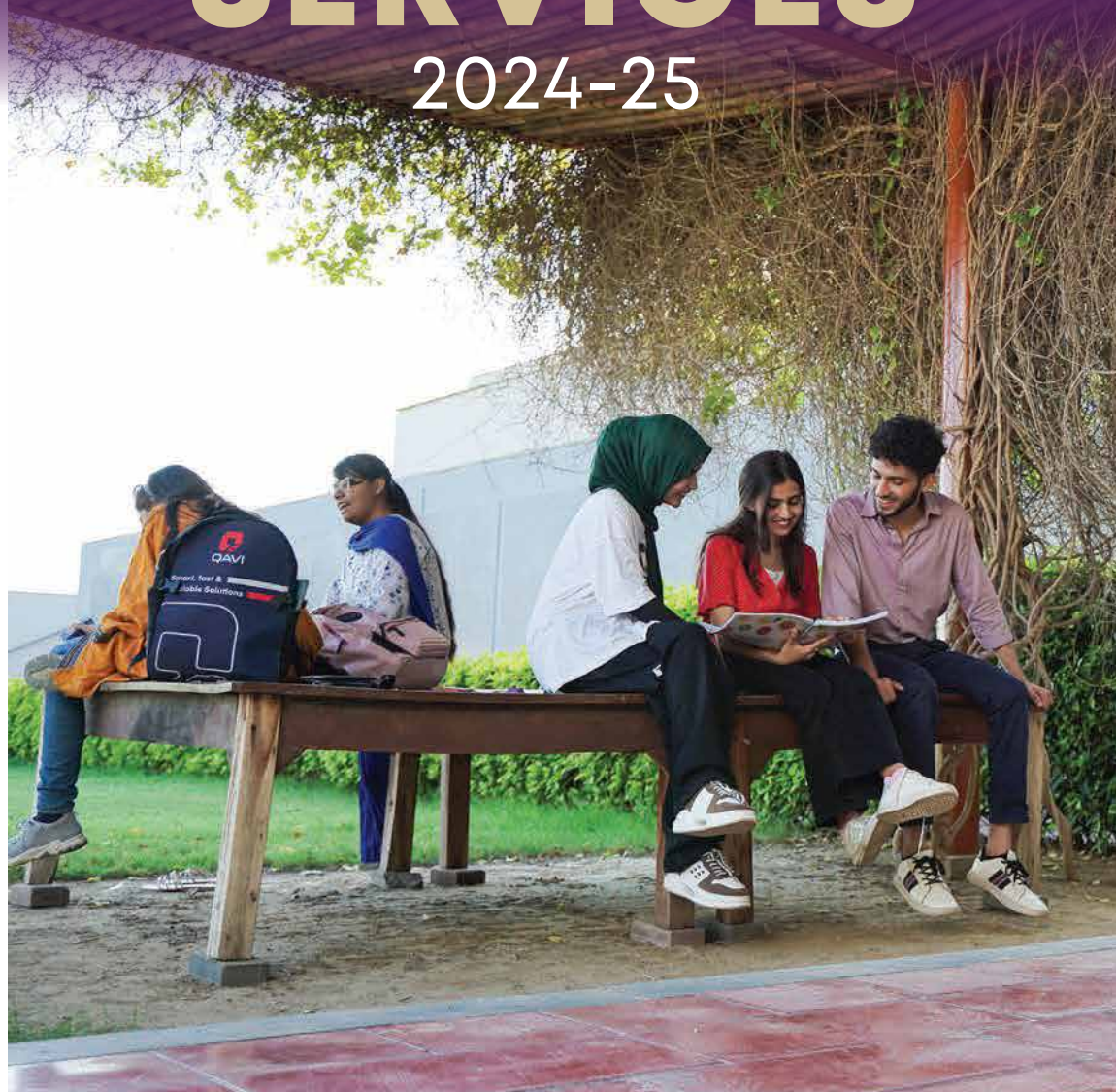




**Habib University**  
shaping futures

# STUDENT SUCCESS SERVICES

2024-25





WELCOME TO  
CONVOCATION 2024

WELCOME TO  
CONVOCATION 2024



**Habib University**  
*shaping futures*

# STUDENT SUCCESS SERVICES INTRODUCTION

Welcome to Habib University, 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 Habib, 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 get the help you need to excel in your academics. Habib University is cognizant of students' needs who are transitioning 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 significant 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 for students, 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.

# OFFICE OF ACADEMIC PERFORMANCE



[oap@habib.edu.pk](mailto:oap@habib.edu.pk)



Location: 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.



## ACADEMIC ADVISING

In your four-year bachelors program, every semester is at a higher academic level. You may find yourself needing advice 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 Habib. Your OAP advisor will help facilitate you in navigating your academic path 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](mailto:ehsas.center@habib.edu.pk)



Location: Library – Lower Ground Floor

Whether you wish to understand complex course content, conduct group studies, or even set up reading circles to discuss your course readings, the Educational Help, Services, and Academic Support (EHSAS) Center 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 Center primarily runs a Peer Tutoring Program. Peer Tutors conduct individual and group tutoring sessions 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 Center - Educational Help, Services, and Academic Support Center**.

# WRITING CENTER



[writing.center@habib.edu.pk](mailto:writing.center@habib.edu.pk)



Location: Library Information Commons

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 through the following QR code:





# OFFICE OF STUDENT LIFE



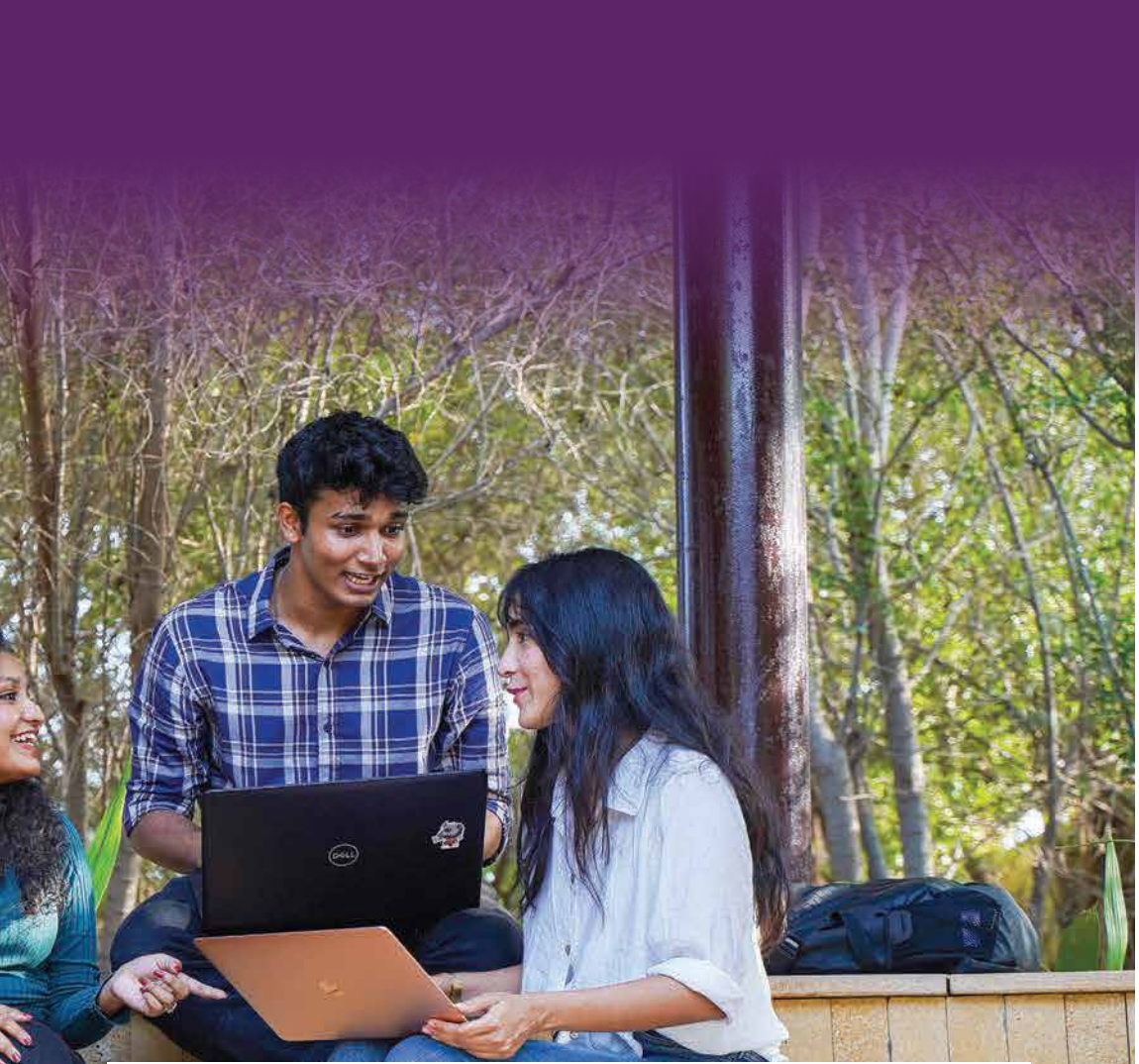
life@habib.edu.pk



Location: Opposite Cafe2Go

At 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.

Office of 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](mailto:student.council@habib.edu.pk)  
[student.senate@habib.edu.pk](mailto:student.senate@habib.edu.pk)



Location: Student Center

# HABIB UNIVERSITY STUDENT GOVERNMENT

The Habib University Student Government, comprising 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



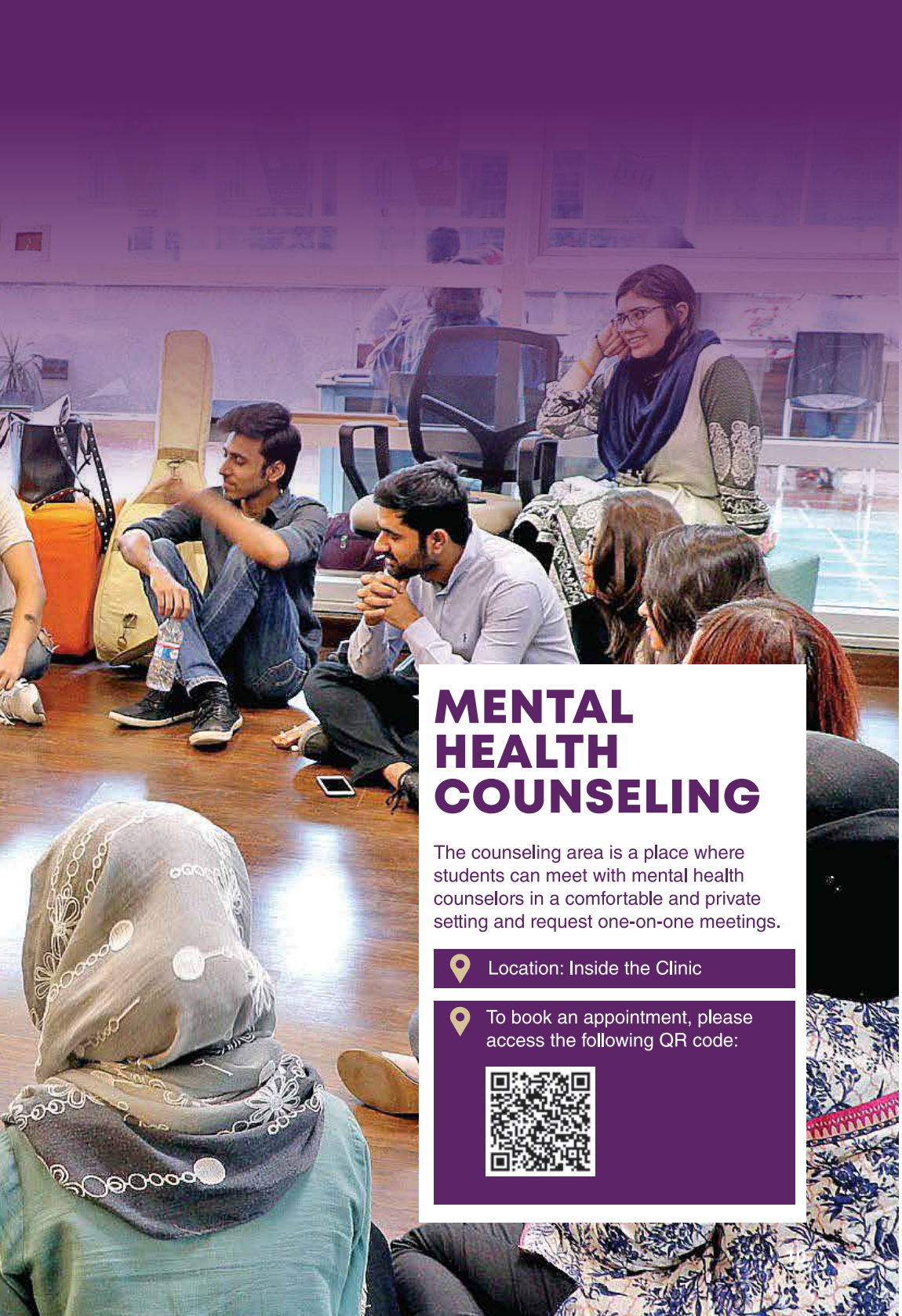
wellness.center@habib.edu.pk



Location: Opposite Cafe2Go



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.



# MENTAL HEALTH COUNSELING

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



Location: Inside the Clinic



To book an appointment, please access the following QR code:



# CLINIC

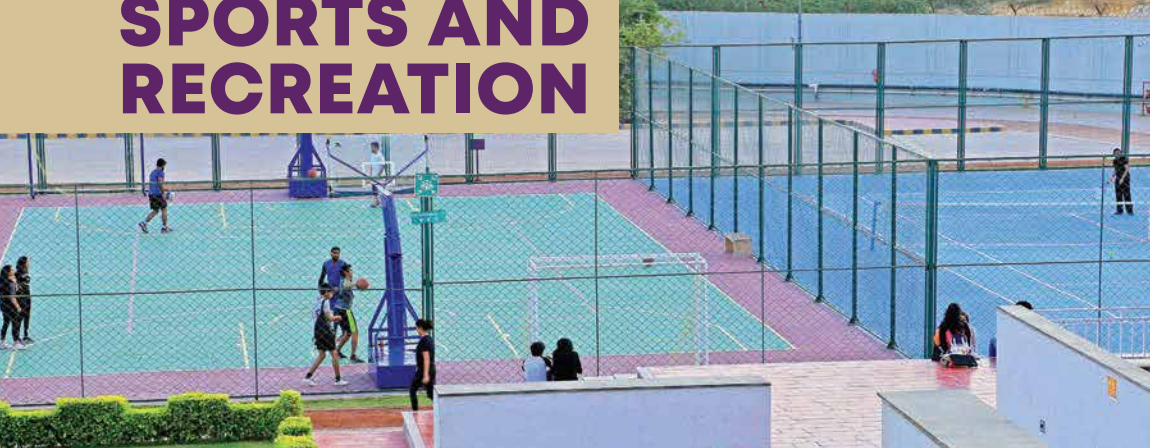


The Clinic provides immediate help in case a student feels ill or is hurt. With a registered nurse or doctor on duty, the clinic is available to provide quick check-ups and first aid.

☎ Extension 4597

📍 Location: 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 at the gym reception.



[wellness.center@habib.edu.pk](mailto:wellness.center@habib.edu.pk)



Location: Lower Ground Floor – Near Tapal Cafeteria

# OFFICE OF CAREER SERVICES



[career.services@habib.edu.pk](mailto:career.services@habib.edu.pk)



Location: Ground Floor – next to the elevators

The Office of Career Services (OCS) is your key partner in shaping your career. 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. OCS engages students in their career development through Career Curation Program and On-Campus Employment Program.

## **Career Curation Program (CCP)**

Through a first-of-its-kind Career Curation Program, we aim to prepare students for their future destinations through its carefully designed experiences in collaboration with the industry ensuring their smooth transition into a highly competitive and dynamic industry. The Program integrates career preparation as a part of students' undergraduate education journey so they can reflect on their learning while consistently refining their career aspirations. CCP has two components.



### **Career Curation Program Core (CCP Core)**

CCP Core provides a holistic career development journey for all students at Habib University. In the first two years, they learn to craft their career plans, get industry exposure with relevant mentorship and inculcate core career skills through self-development tools. In the final two years, they advance their preparation by focusing on the stream of their choice i.e. 'Getting ready for Entrepreneurship' or 'Focusing on an Industry based Career' or 'Gearing towards Graduate School'.

Besides training, CCP Core has an intensive part of Career Advising. Our Career Advisers provide one-on-one career advising and counseling to students as per need.

### **Career Curation Program - Industry (CCP Industry)**

This is an exclusive component of the CCP designed for students who are enthusiastically looking to gain first-hand experience of working in the industry. Students enrolled for this component participate in a 'Summer Career Academy' to understand their future careers, meet with industry leaders and work on enhancing multiple skills.



# OFFICE OF CAREER SERVICES



## **On-campus Student Employment**

Students are eligible to apply for most on campus employment opportunities starting from their second semester. The Office of Career Services has a centralized system for managing the student employment experience, which serves to provide students with opportunities to gain hands-on work experience, enhance their skills and build a strong work ethic while simultaneously managing their studies.

## **Teams at Office of Career Services**

### **Career Advising and Training**

Career Advisors and Trainers help students explore available options for their future careers in their relevant fields and help them build skills through workshops. Students who are interested in graduate school opportunities are guided by the advisors through individual advising about selecting universities, GRE/GMAT preparation, graduate school application and funding options. Student interested in pursuing industry careers are advised in regards to selecting relevant industries, developing professional tools, preparing for interviews and assessment centers etc. Whether you would like to pursue higher education, a job, or your own entrepreneurial venture after graduation, HU advisors will be there to help and guide you through the process. You can either drop in for meeting with our advisors or schedule a one-on-one meeting.



### **Career Relations Team**

Career Relations helps students connect with employers through, guest speaker sessions, career fair, networking events, recruitment drives and corporate clinics for students to have understanding of job market. 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.

### **Student Employment Team**

Student employment Team helps students in learning about available student employment opportunities and guide them throughout the process. They also engage with students and faculty/staff for understanding and improving their experiences as employees and supervisors respectively.

# OFFICE OF THE GRADUATE SCHOOL CURATION PROGRAM (HU GSCP)



[gscp@habib.edu.pk](mailto:gscp@habib.edu.pk)



Location: Pod N200



The Graduate School Curation Program (GSCP) is a specially designed program for students at Habib University who want to go on to postgraduate education. Through a 2.5 year research and learning journey, the GSCP prepares students for admissions into leading graduate schools and scholarship programs.



## GENDER SENSITIVE MESSAGING

Developing pilot messages for communicating gender sensitive messaging for children contextualized experience with the aim of inculcating respect and acceptance of empowered gender roles.

### AUTHORS

Asma Akmal, Ghazal Anwar, Bilal Ahmad, Shabana Anwar, Ayesha

### SUPERVISION

Prof. Farah

### APPELLING

Prof. Farah

### Problem Statement

The project had two distinct components:

1. Create and design the content of the pilot storybook.
2. Research paper exploring the shortcomings of various international and local policies on women's empowerment at the ground level.

### Results

Firstly, the research paper was focused on the existing gender inequality in Pakistan. Secondly, the research paper was published in the journal of the National Council of Educational Research and Training (NCERT).

### Consultants

An interactive workshop was conducted with the participation of 100 children. The workshop was designed by the project team and was held in a school.

### Rationale

Why a storybook?

The pilot storybook targets school children. It would aid in their secondary social skills about gender in a positive manner that will have a lifelong effect. It serves as a grassroots level intervention.

### Methodology

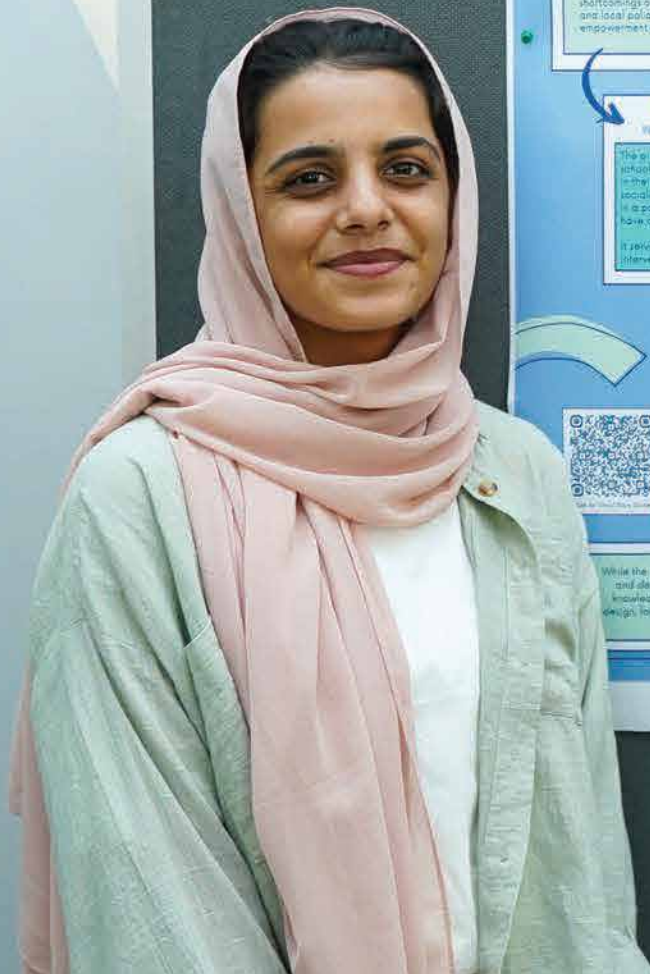
Extensive secondary research on developing an understanding of 'gender empowerment' followed by structured primary research where the project team engaged with faculty of selected schools in Karachi. The research led to content development and design for the illustrated publication.

### Conclusion

After the workshop, the feedback was integrated in our content. The pilot storybook will serve as a medium for communicating gender sensitive messaging for children contextualized within a pedagogical experience with the aim of inculcating respect and acceptance of empowered gendered roles.



While the illustrated storybook is yet to be completed and published, a visual story guide is created consisting of descriptions of story scenes that will streamline the process of illustrating the stories by providing the necessary knowledge of the scenes. Written content wise, we were able to produce 3 complete stories along with visual design for the final book. It underwent many edits through team discussions and most importantly, after the completion also produced teacher's guides and activities for each story while the feedback we received from it.





Students selected for the GSCP receive enhanced funding and structured opportunities for guided and independent research and for collaboration with faculty, as well as access to a range of special courses and mentorship opportunities. They receive support during the application process for graduate schools and scholarships that will help them continue their journey, helping them embark on a lifetime of intellectual curiosity, wide-ranging inquiry and engagement with the community.

Students can apply for the GSCP at the end of their third semester at HU. Over the rest of their time at Habib, GSCP students receive funding to spend two summers working on research projects, first with faculty and then independently. They are enrolled in a research seminar and a project proposal workshop that helps them prepare for their own independent research projects. They learn how to present their research to a wider audience through poster presentations and conferences, work on their graduate school applications through writing workshops and test preparation classes and engage in leadership and engagement workshops with their peers.

You can visit [habib.edu.pk/gscp](http://habib.edu.pk/gscp) to find out more.

# 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](mailto:student.finance@habib.edu.pk)



Inside the Student Center

## Fee Payment

The online software that the university holistically uses, Peoplesoft (pacs.habib.edu.pk), is used by the students for accessing the Fee vouchers issued by the university. In order to facilitate the students to pay their fees Habib University has a variety of payment options including; 1) via Cash, Cheques, Pay Order or Demand Draft at any HabibMetro branch across Pakistan, 2) Online Payment via Haball enabled banks (Accepted mode includes: OTC, Mobile Apps, IBFT, EasyPaisa or JazzCash; for which facilitation charges will be applied as per schedule) & 3) E-payments via Debit/Credit Card (convenience fee applies). The fee should be paid before the due date mentioned on the fee voucher.

## Scholarships and Financial Aid

Habib University offers diversified solutions to the financially constrained students based on both their merits and need-cum-basis. 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 other financial circumstances.

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


## Student Employment Payment

The Office of Student Finance facilitates payment for student employees. After logging in your hours against your campus employment and the process done by Office of Career Services, the payment will be processed by the Office of Student Finance. Monthly payments will be processed according to the approved hours by your supervisor. Any questions or concerns regarding payment must be directed towards them.


# 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 our transport representatives.

***For any transporter related matter you may contact:***

 Transport Office: Lower ground – Admin department

 [student.transport@habib.edu.pk](mailto:student.transport@habib.edu.pk)

 (+92 21) 3431 1051-55 (Ext: 6741)

 (+92) 322 285 0263



# 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 faculty 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



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



Next to 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 provides spaces for concentrated individual study. Through the Library, students also have access to 7000 research journals available through online databases.

The staff conducts 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)



In the Library Information Commons

The department of Information Technology serves digital experience with tier-one applications, infrastructure, and superior user services to students to accomplish their academic and administrative needs.

## Key IT Services for HU Students

Digital Identity Personalization

Internet Support

Unified Communication System (Email, OneDrive, MS Teams etc.)

Self Service Printing/Scanning Stations

IT/ AV infrastructure for all learning spaces

Academic Applications

Virtual Private Network (VPN)

E-Payment

## Student Portal

A portal has been designed specially for students to access everything from a single place. It's a gateway for students to access collaborative digital resources for various academic and administrative requirements. [studentportal.habib.edu.pk](https://studentportal.habib.edu.pk)

## HU IT Website

IT department believes in providing finest services and technologies to HU community that serves a best digital experience and provide swift and reliable technical assistance to meet user needs. You can explore all the application and services provide by Habib University from HU IT website. <https://habib.edu.pk/huit/>

## IT Student's Handbook

You can get detailed guidelines related to IT technologies and services from IT Systems and Services – Students' Handbook'

## IT Service Desk

The service desk is the central point of contact for students for any queries and issues pertaining to IT infrastructure and services provided by IT. Students can visit the service desk on the ground floor library during business hours or you may contact at 92 21 1110 42242 (HABIB) 4224 or [servicedesk@habib.edu.pk](mailto:servicedesk@habib.edu.pk)

# OFFICE OF ACADEMIC SYSTEMS & REGISTRAR



registrar-office@habib.edu.pk



Inside the Student Center.

The Office of Academic Systems & 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

- a. Guide students on how to check class schedules in PeopleSoft
- b. Guide students on how to use PeopleSoft for other purposes
- c. Manage student enrolment in various courses
- d. Respond to requests of change in majors

### Attendance, Leave of Absences, and Admission Withdrawals

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

### Issuance of Letters and Transcripts

- a. Issue bona fide and internship letters
- b. Manage and issue students' grades and transcripts

### Class Schedules and Examinations

- a. Develop complete class schedules
- b. Manage university examination

### Student Visitors and After-Hours Campus Access

Responsible for the effective implementation of the following procedures and policies:

- a. Student Visitor Policy
- b. 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

# LIST OF STUDENT SUCCESS SERVICES

Service & its Location	You may Contact the Service for...	Contact info
<p><b>Office of Academic Performance (OAP) – Advising</b></p> <p>Located inside the Student Centre</p>	<p>Meet with OAP to get help and guidance on:</p> <ul style="list-style-type: none"> <li>• Course selection, change of major, dropping a course, taking a semester break, etc.</li> <li>• Reflecting on your academic issues and developing a success plan</li> <li>• Time and stress management</li> <li>• Identifying ways to excel in your academic endeavors</li> </ul>	<p><b>E-mail:</b> oapadvisor.2028@habib.edu.pk</p> <p><b>Extension:</b> 5611</p>
<p><b>EHSAS Center (Educational Help, Services and Academic Support)</b></p> <p>Located at the Library Lower Ground Floor- Accessible from the library ground floor</p>	<p>Meet with the EHSAS Center to get help and support in:</p> <ul style="list-style-type: none"> <li>• Acquiring academic help for various courses from Peer Tutors</li> <li>• Attending exam preparatory sessions and skill based workshops</li> <li>• Working as a peer tutor</li> </ul>	<p><b>Email:</b> EHSAS.Center@habib.edu.pk</p> <p><b>Extension:</b> 5627</p>
<p><b>Writing Center</b></p> <p>Located at Library, Ground Floor</p>	<p>Meet with the Writing Center for help and support in:</p> <ul style="list-style-type: none"> <li>• Improving your reading and writing skills</li> <li>• Meeting with writing tutors for one-on-one writing tutoring sessions</li> <li>• Attending writing workshops</li> <li>• Attending reading circles</li> <li>• Acquiring help to prepare for writing personal statement, preparing for professional language tests etc.</li> </ul>	<p><b>Email:</b> writing.center@habib.edu.pk</p> <p><b>Extension:</b> 5620</p>
<p><b>Office of Student Life</b></p> <p>Located opposite Cafe2Go on Central Street</p>	<p>Interested in clubs and societies? Meet with Student Life to:</p> <ul style="list-style-type: none"> <li>• Participate in various clubs and chapters, govern policies through student government, showcase their talents in sports and recreational activities</li> <li>• Student Life provides a broad range of services and support to Habib students, including leadership development, residential programs, public service, community engagement</li> </ul>	<p><b>E-mail:</b> life@habib.edu.pk</p> <p><b>Extension:</b> 4580</p>
<p><b>Office of Health &amp; Wellness</b></p> <p>Located on the right side of the courtyard, opposite Cafe2Go,next to The Office of Student Life on Central Street</p>	<p>Visit the Office of Health &amp; Wellness for the following services:</p> <ul style="list-style-type: none"> <li>• Visit the HU Clinic if you require immediate help for an injury, medical emergency, or are feeling unwell</li> <li>• 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</li> <li>• Avail gym and pool facilities</li> </ul>	<p><b>E-mail:</b> wellness.center@habib.edu.pk</p> <p><b>Extension:</b> 4581</p>

<p><b>Office of Career Services</b></p> <p>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.</p>	<p>Meet with a Career counselor to get guidance and help on:</p> <ul style="list-style-type: none"> <li>• Internship or job placements</li> <li>• Graduate school preparation</li> <li>• Career resources available on campus</li> <li>• Developing career experience and network building</li> <li>• Developing and enhancing</li> <li>• transitional skills and tools in order to successfully transition into the job market</li> </ul>	<p><b>Contact</b> career.services@habib.edu.pk</p> <p><b>Extension:</b> Head of Career Services: 5114</p>
<p><b>Office of Student Finance</b></p> <p>Location The Student Centre – turn right after entering the Student Centre to visit the office, behind the Meeting Room and Student Government Office.</p>	<p>Meet with the Office of Student Finance for:</p> <ul style="list-style-type: none"> <li>• Seeking help regarding fee payment, scholarships and financial aid</li> </ul>	<p><b>E-mail:</b> student.finance@habib.edu.pk</p> <p><b>Extension:</b> Manager, Student Finance: 4543</p>
<p><b>Office of Academic Systems and Registrar</b></p> <p>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.</p>	<p>Meet with the Registrar for:</p> <ul style="list-style-type: none"> <li>• Help with Peoplesoft, enrolment in courses, and requesting change of major</li> <li>• Requesting attendance, leave of absences, and admission withdrawals, issuance of letters and transcripts</li> <li>• Seeking help with finalizing class schedules and information on examination schedule</li> <li>• Requesting for guest access and after hours campus access</li> </ul>	<p><b>E-mail:</b> registrar-office@habib.edu.pk</p> <p><b>Extensions:</b> Senior Manager, Academic Systems &amp; Deputy Registrar: 5613</p>
<p><b>Library and Information Commons</b></p> <p>Located at Central Street, next to CafetoGo</p>	<p>Visit the Library and Information Commons to:</p> <ul style="list-style-type: none"> <li>• Borrow and renew print, audio, and</li> <li>• ebooks for pleasure reading or research</li> <li>• Avail reference services</li> <li>• Ask for IT support related to printing, enabling internet on devices, self-service portal, and campus management system</li> <li>• Seek help from library staff with literature searching for course research and projects</li> </ul>	<p><b>E-mail:</b> library@habib.edu.pk</p> <p><b>Extension:</b> 7105</p>
<p><b>IT Support Services</b></p> <p>IT Desk located in the Library Information Commons</p>	<p>Visit the IT Service Desk for the following services:</p> <ul style="list-style-type: none"> <li>• Digital Identity Personalization</li> <li>• Internet Support</li> <li>• Unified Communication System (Email, OneDrive, MS Teams etc.)</li> <li>• Self Service Printing/Scanning Stations</li> <li>• IT/ AV infrastructure for all learning spaces</li> <li>• Academic Applications</li> <li>• Virtual Private Network (VPN)</li> <li>• E-Payment</li> </ul>	<p><b>E-mail:</b> servicedesk@habib.edu.pk</p> <p><b>Extension:</b> 4224</p>
<p><b>Transport Services</b></p> <p>Student Transport Located Transport Office - Lower Ground Administration Department</p>	<p>Meet with the Transport office to: Avail transport to and from the University by registering up for the van service</p>	<p>Contact the transport department at</p> <p><b>E-mail:</b> student.transport@habib.edu.pk</p>









OPENING  
CELEBRATION 2023



YOHAN

The building is a prime example of sustainable architecture, designed to be energy-efficient and environmentally friendly. It features a range of green spaces, including a central courtyard and rooftop gardens, which provide a pleasant environment for students and staff alike.

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# Habib University

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