

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

Email Address	oap@habib.edu.pk
Location	Student Center, Ground Floor

The Office of Academic Performance (OAP), located within the Student Affairs Division, is here to support you throughout your academic journey at Habib University. Each year, OAP supports more than 1,400 students, offering academic advising, first-year transition programs, and learning support services designed to help you succeed.

OAP collaborates closely with faculty, academic departments, and campus offices to ensure that you receive high-quality advising, timely support, and clear guidance that aligns with university policies and degree requirements. The office includes three interconnected units, each dedicated to supporting your learning and growth:

Academic Advising Unit

This unit offers individualized, cohort-based advising to help you plan your academic path, choose courses, and work toward completing your degree. Your advisor will monitor your academic progress, guide you through petitions or policy questions, and provide targeted support if you encounter academic challenges at any point.

What the Academic Advising Unit Helps You With

- **Academic Planning & Goal Setting:** Supporting you in identifying academic goals and mapping your pathway toward them.
- **Course Guidance & Curriculum Navigation:** Helping you understand curriculum requirements and make informed course selections.
- **Monitoring Academic Progress:** Tracking your progress and reaching out when you may need additional support.
- **Study Skills & Support Referrals:** Connecting you with Learning Support Services (LSS), Educational Help, Services and Academic Support (EHSAS) Center, or other services when you need assistance.
- **Workshops & Learning Modules:** Providing opportunities for you to strengthen planning, study strategies, and learning techniques.
- **Cross-Departmental Collaboration:** Ensuring that you receive coordinated support across academic and student life offices.
- **Operational & Administrative Support:** Assisting you with petitions, academic records processes, and policy-related questions.

First-Year Experience (FYE) Program

Starting university is an exciting milestone, but it also comes with new academic expectations, unfamiliar learning environments, and the challenge of managing workload, stress, and the realities of a rapidly changing world. Without the right guidance, these adjustments can feel overwhelming.

To support you through this transition, Habib University's First Year Experience (FYE) Program, led by the Office of Academic Performance, is designed to help you settle into university life with confidence. The program offers academic and logistical support, fosters a sense of belonging, and prepares you to thrive as an engaged member of the HU community.

The FYE Program unfolds in three phases:

1) Engagement Phase

This phase starts once you accept your admission and focuses on easing your transition into HU. You are introduced to key onboarding requirements, supported through advising sessions, guided in understanding your degree pathway, and connected to the HU learning environment through the Summer Academy and online platforms. It ensures you begin your journey well-prepared and informed.

2) Orientation Phase (Zero Week)

Zero Week is a dynamic five-day orientation that immerses you in HU's academic expectations, campus culture, and support systems. Through welcome events, program-specific academic sessions, safety and policy briefings, and interactive community-building activities, you will gain a clear understanding of what your first semester will look like and how to navigate campus confidently.

3) Integration Phase

After classes begin, the Integration Phase supports your ongoing adjustment to university life. This includes the First Year Fundamentals course, regular academic and faculty advising, check-in surveys to understand your experience, opportunities to join clubs and communities, peer learning spaces, and—for DSSE students—the Design Your Habib Experience course. This phase will help you stay grounded, connected, and successful throughout your first year.

Learning Support Services (LSS)

LSS strengthens your academic skills through two key centers:

EHSAS Center:

Email Address	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, and hold revision sessions for exams that will help students during their time 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 Instagram page of EHSAS Center - Educational Help, Services, and Academic Support Center.

Writing Center:

Email Address	writing.center@habib.edu.pk
Location	Library Information Commons, Ground Floor

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 Writing Associates who assist through one-on-one sessions. 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. This can, in turn, result in improved grades and acceptances.

The Writing Center also conducts several writing workshops during the year that cater to all 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 via Stellic.

Together, these units form a cohesive support system that empowers you to thrive academically and personally throughout your time at Habib University.

Faculty Advising

Faculty Advising is a central element of undergraduate experience at Habib University. It is intended to be a collaborative relationship between student and faculty, through which you can create educational plans consistent with your academic goals. Every student entering Habib University is assigned a faculty member as an advisor. You should meet with your faculty advisor at least once per semester to discuss your academic progress.

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.

Your faculty advisor is listed in the University's Campus Management System (PeopleSoft) available via the Student Portal at the University's Intranet. If you wish to change your faculty advisor, you should make a formal request to the Office of Academic Performance.

You can meet with your faculty 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.

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.

Office of Student Life

Email Address	life@habib.edu.pk
Location	Opposite Cafe2Go, Ground Floor

At Habib University, the Office of Student Life supports you in building leadership skills, finding your community, and making the most of your campus experience through four key portfolios:

Student Leadership gives you opportunities to develop your leadership skills by participating in Student Government, student clubs, and societies, where you can represent your peers and help shape campus life.

Health and Wellness supports your physical and mental well-being by giving you access to counseling services, fitness programs, and emergency medical support, so you can take care of yourself while balancing academic and personal commitments.

Student Development helps you grow into a confident, compassionate, and community-minded individual through programs such as Inspired to Act (I-ACT), Living Yohsin, the Outstation Students Program, and Life Skills

Workshops. These programs encourage you to engage in service, reflect on your values, and develop skills for life beyond the classroom.

Student Engagement offers you meaningful opportunities to explore your interests, strengthen your skills, and learn beyond academics. Through 18 student clubs and societies, large-scale events such as HU Con, HU MUN, HU Sports Olympiad, and HU Science Olympiad, as well as cultural performances, competitions, concerts, and leadership conferences, you can actively shape your university experience. Your involvement is also recorded through the **Meta-Curricular Transcript (MCT)**, which documents your participation, leadership roles, and contributions across your four years at Habib University.

Habib University Student Government

Email Address	student.council@habib.edu.pk
Location	Student Center, Ground Floor

The **Habib University Student Government** is a student-run body, made up of the Council and the Cabinet, that represents your interests and voices on campus. Through Student Government, you have an active role in shaping university policies and priorities, advocating for student rights, and upholding academic freedom.

Student Government also works to responsibly guide and fund student organizations, ensuring that you and your peers have the resources and support needed to bring ideas, initiatives, and events to life. Most importantly, it provides you with a platform to raise concerns, share feedback, and advocate for issues that matter to you and the wider Habib University community.

Health and Wellness

Email Address	wellness.center@habib.edu.pk
Location	Opposite Cafe2Go, Ground Floor

The Health and Wellness team supports you in maintaining a healthy, balanced campus life by helping you make informed, positive lifestyle choices and encouraging you to practice self-care. Through education, resources, and support services, the team helps you work toward your personal health and wellness goals while managing the demands of university life.

Health and Wellness supports you across four key dimensions of well-being: physical health, emotional wellness, social well-being, and mental health, ensuring you have access to the care and resources you need in each area.

Mental Health Counseling

Email Address	wellness.center@habib.edu.pk
Location	Inside HU Clinic, Ground Floor

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

Clinic

Email Address	wellness.center@habib.edu.pk
Location	Opposite Cafe2Go, Ground Floor

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

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. We encourage you to participate in sports to stay fit and maintain a healthy lifestyle.

Gymnasium and Swimming Pool

Email Address	wellness.center@habib.edu.pk
Location	Across Tapal Cafeteria, Lower Ground Floor

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. Besides recreation, these spaces promote a healthy lifestyle.

Library and Information Commons

Email Address	library@habib.edu.pk
Location	Next to Cafe2Go, Ground Floor

Library and Information Commons facilitate 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 and quiet study. Through the Library, you will also have access to 7000+ research journals, 80,000+ Ebooks available through online databases. The Library has a diverse collection of more than 24,000 print books as well. We also provide access to fiction and selfhelp audio books.

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

Office of Career Services

Email Address	career.services@habib.edu.pk
Location	Near Front Lobby, Ground Floor

The Office of Career Services (OCS) is your key partner in shaping your career. OCS provides guidance to students related to job placements, 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 you for your future destinations through carefully designed experiences in collaboration with the industry ensuring your smooth transition into a highly competitive and dynamic industry. The Program integrates career preparation as a part of your undergraduate education journey so you can reflect on your learning while consistently refining your 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, you will learn to craft your career plans, get industry exposure with relevant mentorship and inculcate core career skills through self-development tools. In the final two years, you can advance your preparation by focusing on the stream of your choice i.e. 'Getting ready for Entrepreneurship' or 'Focusing on an Industry based Career'.

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

Career Curation Program - Exclusive (CCP Exclusive)

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. By enrolling for this component, you can participate in a 'Summer Career Academy' to understand your future careers, meet with industry leaders and work on enhancing multiple skills.

You can further benefit from the Summer Industry Project, a collaboration with the industry that allows you to tackle real-world challenges, and the Winter Mentorship program, which provides personalized career guidance through one-on-one mentoring with industry representatives and alumni. These components will empower you to embark on an impactful and meaningful professional journey.

Teams at the Office of Career Services

Career Advising and Training

Career Advisors and Trainers will help you explore available options for your future career in their relevant fields and help you build skills through workshops. If you are interested in pursuing industry careers, you will be advised in regards to selecting relevant industries, developing professional tools, preparing for interviews and assessment centers etc.

Whether you would like to pursue a job, or your own entrepreneurial venture after graduation, HU career advisors will be there to help and guide you through the process. You can either drop in for a meeting with our advisors or schedule a one-on-one meeting.

Career Relations Team

Career Relations will help you connect with employers through guest speaker sessions, career fairs, networking events, recruitment drives and corporate clinics to have an understanding of the job market. The Office of Career Services not only provides you with guidance for relevant jobs during your studies, but also is available to assist you after your graduation from Habib University.

Office of Student Support Services

Student Support and Operations Unit

One-Window Student Support System

Email Address	student.employment@habib.edu.pk
Location	Office of Student Life, Ground Floor

The One-Window Student Support System is your central point for submitting campus-related queries and requests. Simply fill out the **Student Inquiry Form** with your details, issue category, and any supporting documents.

Each inquiry is tracked with a unique ID, assigned to the relevant department, and monitored for timely resolution. You will receive updates throughout the process, and the system ensures cross-departmental issues are coordinated efficiently.

What it covers: Academic operations, finance, IT, transport, security, health & wellness, and general campus life.

What it doesn't cover: Academic advising, grading appeals, disciplinary matters, or student organization event requests.

This system makes it easy to get help, track progress, and have your concerns addressed efficiently.

Student Employment Team

The Student Employment Team will help you in learning about available student employment opportunities on-campus and guide you throughout the process. They also engage with faculty/staff for understanding and improving your experiences as employees and supervisors respectively.

On-Campus Student Employment

Email Address	student.employment@habib.edu.pk
Location	Office of Student Life, Ground Floor

You will be eligible to apply for most on-campus employment opportunities starting from your second semester. The Student Support and Operations Unit 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.

Office of the Graduate School Curation Program (GSCP)

Email Address	gscp@habib.edu.pk
Location	Multi-Purpose Room (MPR), Ground Floor

The Graduate School Curation Program (GSCP) is a unique initiative designed particularly to facilitate students who aspire to achieve post-graduate level of education. The program provides guidance and resources that will help you prepare for competitive graduate school and scholarship applications. You can begin engaging with GSCP as early as you would like as many offerings are open to all batches including first-years.

GSCP's support is delivered through several core offerings:

The **Virtual Lobby** is an advising platform available to students from all batches, including first-years, seeking personalized guidance on their graduate school journey. Through one-on-one sessions, you can clarify goals, receive early profile-building advice, and connect with relevant opportunities on campus. The Virtual Lobby ensures that you have a supportive space to ask questions, plan ahead, and make informed decisions about your future.

GSCP hosts year-round events that introduce students to global opportunities in higher education, including scholarship briefings (such as Fulbright, Chevening, and Erasmus), strategy panels, alumni talks, and international university fairs. These sessions will help you in understanding admission requirements, funding pathways, and program expectations while exposing you to a wide network of scholars and advisors. All events are open to all students, making them an essential first step in early graduate school exploration.

The **GSCP Prep School** is a year-long program for juniors and seniors that provides structured, hands-on support throughout the graduate school application process. During your junior and senior years, you will receive individualized advising, essay and CV reviews, GRE/IELTS preparation, financial assistance for test and application fees, and access to workshops, and guest talks. By enrolling in the Prep School course, you will gain the comprehensive guidance you need to confidently apply to competitive Master's and PhD programs worldwide.

You are encouraged to begin attending GSCP events, using the Virtual Lobby, and becoming familiar with other on-campus academic and non-academic opportunities as early as possible. Grad school readiness is built over time, and GSCP aims that all students regardless of background have access to the support they need.

To learn more, visit habib.edu.pk/gscp.

Office of Student Finance

Email Address	student.finance@habib.edu.pk
Location	Student Center, Ground Floor

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

Fee Payment

You can use the online software that the university holistically uses, Peoplesoft (pacs.habib.edu.pk), for accessing the Fee vouchers issued by the University. In order to facilitate you to pay your 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 (with an on-campus Habib Metro Booth to facilitate payments between 9:00 a.m. to 12:00 p.m. on working days), 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 to avoid late payment charges.

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 needs of our admitted students and offer individualized scholarships and financial aid packages as per their merit, needs and other financial circumstances.

Many students enrolled at Habib University follow a certain payment plan that comprises either a grant, or scholarship, according to the eligibility criteria they meet. You may visit the Office of Student Finance, or email, to resolve any fee payment related issues or to get clarity on any fee matters.

Student Employment Payment

The Office of Student Finance facilitates payment for student employees. After logging in your hours against your campus employment, 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 Service

Email Address	student.transport@habib.edu.pk
Location	Administration Department, Third Floor

Transport to and from the University is provided by M/s Ciachan Couch Services, a recommended provider for HU students. They ensure an efficient and reliable transportation network, prioritizing safety and convenience. Here are the key features of their service:

- **Air-Conditioned Vehicles:** All vehicles offer a comfortable ride.
- **Roadworthy Vehicles:** Each vehicle is regularly maintained to ensure safety.
- **Service Performance Monitoring:** HU Transport Department monitors performance to uphold quality standards.
- **Campus Pick-Up:** Students are conveniently picked up from inside the campus.
- **Trained and Licensed Drivers:** All vans are operated by experienced drivers.

In alignment with the Transport Department, M/s Ciachan Couch Services is dedicated to providing safe, convenient, and sustainable commute options for you.

Scope of the Service

Pick and Drop Services from and to your residence door step or a designated predetermined transportation location. This service will be provided for commuting to and from campus only once a day as per the fixed university business hours.

Registration

Registration for availing the transport service can be made throughout the year. Payments can be made on semester basis. If you who would like to avail the services, you are requested to download, fill, and submit the online form:

<https://habibuniversity.sharepoint.com/sites/Student/Pages/Student-Transport-Request-Form.aspx>

Important contact numbers can be found below: (9221) 3431 1051 – 1055 (Ext. 6741)

(+92) 322 285 0263

IT Support Services

Email Address	servicedesk@habib.edu.pk
Location	Library, Ground Floor

The Information Technology (IT) department at Habib University is dedicated to enhancing the digital experience for you by providing tier-one applications, robust infrastructure, and exceptional user services. Our mission is to

empower you to seamlessly meet your academic and administrative needs through innovative and reliable technology solutions.

Key IT Services for HU Students

- Digital Identity & Personalization: Your unique digital identity across the university's systems.
 - Internet: Access high-speed internet throughout the campus.
 - Bring Your Own Devices (BYOD): Your laptops and devices can be connected to the campus WIFI network.
 - Unified Communication System: Stay connected via email, OneDrive, MS Teams, and more.
 - Academic Applications: Access tier-one academic tools and platforms.
 - Self-Service Printing/Scanning/Photocopy Stations: Manage your document needs easily inside the library.
 - IT/AV Infrastructure: State-of-the-art technology supporting classrooms, labs, and collaboration areas.
 - Virtual Private Network (VPN): Securely access university library resources remotely.
 - E-Payment: Easily manage tuition and other payments online.
 - Information Security: All digital interactions and personal information are secured through advanced encryption, multi-factor authentication, and regular security updates.
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- **Student Portal:** studentportal.habib.edu.pk

The Student Portal is your one-stop gateway for all your academic and administrative digital resources. Whether you're accessing course materials, viewing your academic progress, or handling administrative tasks, the portal simplifies your experience by consolidating everything in one place.

- **IT – Website:** habib.edu.pk/huit

From exploring university applications to troubleshooting issues, the IT website is your go-to hub for comprehensive support and information.

- **IT – Student Handbook:** habib.edu.pk/huit/book/Student-IT-Handbook-2024.pdf

For in-depth guidelines on how to use Habib University's IT systems and services, refer to the IT - Students' Handbook.

IT – Service Desk

The Service Desk is your central point of contact for any questions or issues related to the IT infrastructure and services. You can visit the Service Desk on the ground floor of the Library during business hours. Important contact numbers can be reached at: **92 21 1110 42242 | Extension: 4224 (during business hours)**

Office of Academic Systems & Registrar

Email Address	registrar-office@habib.edu.pk
Location	Inside Student Center, Ground Floor

The Office of Academic Systems & Registrar (OASR) serves as the custodian of all academic records and data pertaining to your university journey. The Office ensures the smooth execution of academic processes from enrollment and attendance tracking to examinations, transcripts, degree audits, convocation and degree issuance. It plays a central role in maintaining academic integrity, upholding university policies, and supporting you throughout your academic lifecycle.

Key Services Provided by the Registrar's Office

Course Enrollment, and Academic Records

- Provide guidance to students on navigating PeopleSoft Campus Solutions, including viewing class schedules, grades, and enrollment status.
- Manage course enrollment processes, including add/drop requests
- Processing of minor requests.
- Maintain accurate and secure student academic records in accordance with university policies.
- Manage and update curriculum data and course information in PeopleSoft.

Attendance, Leave of Absence, and Withdrawals

- Receive, review, and process medical and non-medical (family emergency) leave of absence requests.
- Process interim withdrawals and permanent admission withdrawals.
- Monitor and notify students of excessive absenteeism
- Implement university policies related to attendance and academic continuity.

Class Schedules and Examinations

- Develop and publish semester class schedules in collaboration with academic programs
- Coordinate and oversee midterm and final examination schedules.
- Ensure the timely submission and posting of grades in PeopleSoft.
- Manage examination-related processes, including incomplete grade, change of grade and result compilation.

Transcripts, Degrees, and Academic Letters

- Issue official transcripts, provisional transcripts, and degree certificates.
- Provide bona fide, enrollment verification, and internship letters upon student request.
- Verify student eligibility for graduation and degree conferral.
- Maintain records for student academic progress and degree completion.

Transfer of Credits and Degree Audits

- Process transfers of credit requests for courses completed at other institutions.
- Support students and advisors in reviewing degree progress and remaining requirements through degree audits.

Forms and Requests

All forms related to withdrawal, letters, intimation of absences, and other academic requests are available under the Academic Systems & Registrar tab on the Student Portal. If you're ever unsure about a process or need guidance, you can always reach out to the RO, they're here to help you navigate your academic life smoothly!

LIST OF STUDENT SUCCESS SERVICES

Service & location	Useful if you need assistance with:	Contact information
<p>Office of Academic Performance (OAP) – Advising & First Year Experience</p> <p>Located inside the Student Center</p>	<p>Meet with OAP to get help and guidance on:</p> <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 ● Concerns or queries related to first-year specific initiatives 	<p>E-mail:</p> <p>oap@habib.edu.pk</p> <p>Extension: 5611</p>
<p>EHSAS Center (Educational Help, Services and Academic Support)</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"> ● Acquiring academic help for various courses from Peer Tutors ● Attending exam preparatory sessions and skill based workshops ● Working as a peer tutor 	<p>Email:</p> <p>ehsas.center@habib.edu.pk</p> <p>Extension: 5527</p>
<p>Writing Center</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"> ● 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 statements, preparing for professional language tests etc. 	<p>Email:</p> <p>writing.center@habib.edu.pk</p> <p>Extension: 5617</p>
<p>Office of Student Life</p> <p>Located opposite Cafe2Go on Central Street</p>	<p>Interested in clubs and societies?</p> <p>Meet with Student Life to:</p> <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, 	<p>E-mail: life@habib.edu.pk</p> <p>Extension: 4590</p>

	public service, community engagement.	
<p>Health & Wellness</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 & Wellness for the following services:</p> <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 	<p>E-mail:</p> <p>wellness.center@habib.edu.pk</p> <p>Extension: 4581</p>
<p>Office of Career Services</p> <p>Located next to the elevators near the main entrance lobby of the campus</p> <p>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"> • Internship or job placements • 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 	<p>Email:</p> <p>career.services@habib.edu.pk</p> <p>Extension:</p> <p>Head of Career Services: 5425</p>
<p>Office of Student Finance</p> <p>Located in the Student Center – turn right after entering the Student Centre to visit the office, behind the Meeting</p>	<p>Meet with the Office of Student Finance for:</p> <ul style="list-style-type: none"> • Seeking help regarding fee payment, scholarships and financial aid 	<p>E-mail:</p> <p>student.finance@habib.edu.pk</p> <p>Extension:</p> <p>Manager, Student Finance: 4543</p>
<p>Office of Academic Systems and Registrar</p> <p>Located within the Student Center. Enter the Student Center and turn right to reach 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"> • 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 	<p>E-mail:</p> <p>registrar-office@habib.edu.pk</p> <p>Extension:</p> <p>Senior Manager, Academic Systems & Deputy Registrar: 5614</p>
<p>Library and Information Commons</p>	<p>Visit the Library and Information Commons to:</p>	<p>E-mail:</p> <p>library@habib.edu.pk</p>

<p>Located at Central Street, next to CafetoGo</p>	<ul style="list-style-type: none"> ● Borrow and renew print, audio, and ebooks for pleasure reading or research ● Avail reference services ● Ask for IT support related to printing, enabling internet on devices, self-service portal, and campus management systems ● Seek help from library staff with literature searching for course research and projects 	<p>Extension: 7105</p>
<p>IT Support Services</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"> ● Digital Identity & Personalization ● Internet - Bring Your Own Devices (BYOD) ● Unified Communication System ● Academic Applications ● Self-Service printing/scanning/photocopy Stations ● IT/AV Infrastructure ● Virtual Private Network (VPN) ● E-Payment ● Information Security 	<p>E-mail:</p> <p>servicedesk@habib.edu.pk</p> <p>Extension: 4224</p>
<p>Transport Services - Student Transport</p> <p>Located on the Third Floor, Administration Department</p>	<p>Meet with the Transport office to:</p> <ul style="list-style-type: none"> ● Avail transport to and from the University by registering up for the van service 	<p>M/s Ciachan Coach Services</p> <p>Phone Number: 0342-2007092, 0310-9055590</p> <p>Email: alimujtaba757@gmail.com</p> <p>Habib University Transport Email: student.transport@habib.edu.pk</p>