



FALL SEMESTER COURSE SCHEDULE

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SPRING SEMESTER COURSE SCHEDULE

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## **HISTORY**

Haigazian University was founded on October 17, 1955 by the Union of Armenian Evangelical Churches in the Near East and the Armenian Missionary Association of America (AMAA) as a liberal arts college to assist in the preparation of teachers and pastors.

Haigazian is named in honor of Dr. Armenag Haigazian, former headmaster of the Jenanian Apostolic Institute of Konya, Turkey. Dr. Haigazian was a highly respected educator who received his Ph.D. degree from Yale University, returned to Turkey to serve his Armenian compatriots, and lost his life during the Armenian Genocide in 1921. Although the realities of education and service were brought to an end, the dream continued in the minds of Dr. Haigazian's descendants and others. The Mehagian family of Phoenix, Arizona, who are related to Dr. Haigazian, donated capital through the AMAA, and worked hand in hand with Stephen Philibossian to get Haigazian College started.

From its founding until 1991, it was called Haigazian College. The name was changed to Haigazian University College in 1992. On December 28, 1996 the Ministry of Culture and Higher Education of Lebanon issued

decree number 9657, which authorized the institution to change its name to Haigazian University.

Dr. John Markarian, the first president of the University, served till June 1966. During a three-year interim, from 1967 to 1971, Dr. Gilbert Bilezikian held this position; then Dr. Markarian returned to the presidency of the University and served until his retirement in June 1982. Subsequently Dr. Verne H. Fletcher held the post until his resignation in February 1985. Miss Wilma Cholakian, the Administrative Dean, was then responsible for the operation of the University until August 30, 1995. Dr. John Khanjian served as president from September 1, 1995 until August 31, 2002. Rev. Dr. Paul Haidostian became president on September 1, 2002.

When the University opened in 1955, there were 43 students enrolled. The student enrollment reached 650 before the start of the civil disturbances in Lebanon in 1975. The present enrollment is approximately 1000 with a faculty and staff of 150. So far, the University has granted the degrees of Bachelor of Arts, Bachelor of Business Administration, Bachelor of Science, Master of Arts and Master of Business Administration in various fields to around 3,100 students.

Since 1995 Haigazian University has been authorized by the Ministry of Culture and Higher Education to offer graduate programs. The six MA programs are Educational Administration and Supervision, General Psychology, Clinical Psychology, Special Education, Counseling and a Master of Business Administration program.

## VISION

Haigazian University aspires to be the institution of choice for students of diverse backgrounds seeking a personalized, quality academic experience that prepares them to serve in their respective communities and society at large.

## MISSION

Inspired by the Armenian Evangelical heritage and following the American liberal arts educational model Haigazian University's mission is to promote academic excellence.

### Academic Excellence

- The University promotes academic excellence and prepares its graduates to face 21st century challenges in a global context.
- The University provides quality, personalized education for undergraduate and graduate students. The

curriculum incorporates critical thinking as well as knowledge and skills in the use of information technology, encouraging research and life-long learning.

### Values, Ethics, and Leadership

- The University creates an environment of trust, respect, and non-discrimination. It encourages cultural and religious diversity and promotes respect for the individual. Personal integrity and ethical conduct are integral values in all domains of its endeavors.
- Haigazian University emphasizes leadership development to its students in their fields, and in the broader communities that they serve.

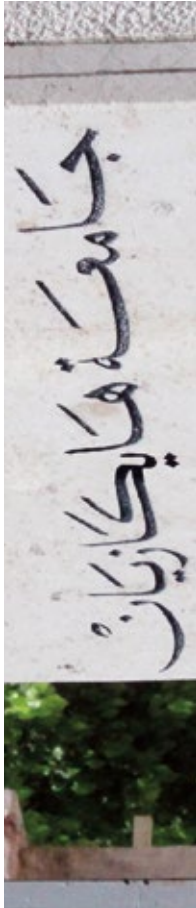
### Heritage & Tradition

- As a Lebanese institution, the University's mission is informed by a variety of enriching traditions. With its roots in the Armenian Evangelical heritage, which promotes a harmony of faith and learning, and its Armenian Diaspora experience, which testifies to resilience and progress, the University strives to disseminate and promote knowledge about Armenian civilization and heritage.
- The life of the University reflects the rich, cosmopolitan, and pluralistic society of Lebanon. It promotes dialogue, harmony, and integration among all sectors of the Lebanese community.

### ACCREDITATION

According to decree number 3991/3 of the Lebanese Ministry of Education, Haigazian University was recognized as an institution of higher learning on March 25, 1966, and according to decree number 1152/70 issued on May 17, 1971, the BA and BS degrees were recognized to be equivalent to the *licence* granted by the Lebanese University. The same decree recognized the Normal Diploma as a University Certificate for Elementary and Secondary School Teachers. According to decree number 9657 of the Ministry of Culture and Higher Education, dated December 28, 1996, the Institution is authorized to offer several graduate programs at the master's level.

The University, which is a member of the Association of American International Colleges and Universities, has signed a cooperative agreement with the following institutions: American College of Greece, American University in Cairo, American University of Beirut, Franklin College in Switzerland, Institute for American Universities in France, Lebanese American University in Beirut, American International University (Richmond College) in London, American University of Bulgaria, American University of Paris, John Cabot University in Italy, University of La Verne in Athens, Saint Louis University in Spain.



Alma Mater Haigazian,  
Thou, the cradle of our dreams,  
By the shade of cedar trees,  
From the Araradian fields,  
We salute thee, Alma Mater,  
Our beloved Haigazian.

You gave us truth,  
You set us free,  
Showed the way to eternity.  
You taught us all true leadership  
Is service of God Almighty.

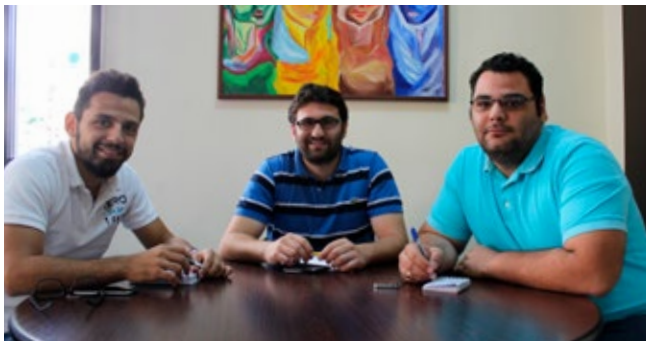
Faithfully with us you bore  
Sorrow, pain and scars of war.  
Like the phoenix, you will soar,  
Stronger, fairer than before.  
We hail thee, O Alma Mater,  
Our beloved Haigazian.

Here we stand, and pledge to thee  
Our true love and loyalty;  
And to all humanity,  
Service with integrity.  
We thank thee, O Alma Mater,  
Our beloved Haigazian.





## STUDENT LIFE OFFICE



The Student Life Office (SLO), a family workplace and the nerve center of student well-being, is at the heart of student co-curricular activities and the coordination center of all on-and off-campus student activities.

Located on the second floor of the Philibossian Student Center, the SLO is run by the Student Life staff. They are in charge of the Student Life Committee (SLC), the Student Life Board (SLB) and co-curricular and sports activities. Their task is to seek implementation of SLC undertakings, as well as to realize the aims and objectives of Student Life at Haigazian University.

The SLO is in charge of the disciplinary, non-academic

and sports affairs of the students and their well-being on campus. This includes insurance and security concerns, issuing of student IDs, publication of the University Yearbook and Student Handbook, and supervision of the cafeteria and other service facilities, like the mailboxes, as well as visitors, postings, and outdoor announcements. The SLO may undertake certain other activities / actions in cooperation with the deans, relevant instructors, staff and/or departments. It also undertakes and conducts workshops and training sessions to enhance the managerial skills of the club cabinets.

The SLO makes a key contribution in building students' strengths and helping to overcome their weaknesses while developing healthy, balanced, well prepared youths who can respond to the ever-challenging future.

By channeling their efforts and energy in the democratic Student Life workplace, students build on their academic and socio-cultural interests, enhance their self-esteem, experience a culture of teamwork, excellent comradeship and companionship and develop their social skills of human interaction, social management and organizational ability.

## STUDENT LIFE COMMITTEE

The Student Life Committee (SLC) is an advisory body consisting of representatives of the activity clubs, societies, and sports teams, the Campus Minister, the Student Life officers and the recorder (ex-officio). The Committee's responsibilities include the planning, coordination, supervision and assessment of student activities. All student activities should be reported to this Committee.

### The SLC, in accordance with University regulations, aims at:

- 1 Enhancing co-curricular activities that promote personal growth in a democratic atmosphere of freedom, tolerance and mutual respect.
- 2 Fostering teamwork and consensus in the organization and execution of authorized activities.
- 3 Enriching students' experience of cooperation and responsibility.
- 4 Helping students enjoy a happy and fruitful university life.
- 5 Channeling students' interests and enthusiasm towards community service and self-growth.
- 6 Safeguarding and enhancing the healthy, creative and

friendly atmosphere prevailing at HU, and promoting the HU culture.

- 7 Backing the launching of new activity clubs, societies and teams.
- 8 Improving students' social skills and managerial abilities.
- 9 Enabling the development in students of strong character, integrity and civic citizenship.
- 10 Motivating students to build a friendship network that will endure after graduation.

At its first meeting, the SLC elects its chairperson, vice-chair and secretary.

### Election of the chairperson

The names of the nominees for chairperson, agreed upon at the SLC meeting, will be taken to the clubs/teams/societies, to be voted upon. The first runner-up will occupy the vice-chair position.

The elected **chairperson** and **vice-chair** must be previous members of the SLC. The chairperson of the SLC will automatically become a member of the University's Discipline and Conduct Board.

The **representatives** must have previous experience in clubs/societies/teams, unless otherwise specified by the SLO. They are responsible for submitting the clubs'/societies' minutes and activity applications to the SLC.

The **recorder** is chosen by the SLO. He/she is in charge of recording the minutes of SLC meetings, which are then handed to the secretary, who in turn disseminates them to the committee members. The recorder will be in constant contact with the clubs' and societies' secretaries and seek information from them.

The SLC will have regular weekly meetings at the SLC Meeting Hall (Philibossian Student Center 306). Emergency meetings may be called upon the request of the SLO.

All chairpersons, representatives, and secretaries of the clubs and societies will meet regularly to discuss their general concerns related to the clubs, societies and teams and their activities.

Students are not entitled to hold more than one elected position in clubs and societies and should maintain the required academic standing.

The SLC selects a student representative for the Library Committee.

The SLC may establish ad hoc committees to implement certain events.

During the last SLC meeting, after handing in their club and Student Life Committee evaluation forms, students will evaluate the year's student activities in general and the SLC meetings.

All financial transactions are done only through memorandums issued by the SLO and undersigned by the Student Life Director. The HU Business Office will consider only those requests that come from the SLO.

## STUDENT LIFE COMMITTEE BYLAWS



### Members of the Student Life Committee (SLC)

After the first meeting of the SLC in an Acquaintance Workshop, the representatives discuss the clubs'/ societies' plans for the coming year and are introduced to the SLC rules and regulations.

The SLC may decide upon office hours for students to voice their complaints and opinions. Representatives should make themselves available to hear concerns and then raise them through the proper channels.

The Student Life Meeting Hall is used by the SLC and may be reserved by any club/society to be used as a meeting venue.

### SLC Authority

#### *Chairperson:*

- Chairs and directs the SLC meetings.
- Sets the agenda of the SLC meetings with the SLC vice-chairperson.
- Studies complaints, objections, and suggestions with the vice-chairperson.
- May attend any club/society meetings with the approval of the SLO.
- May delegate to the vice-chairperson certain responsibilities regarding the SLC.
- Cooperates with the SLO in assuring that rules and regulations are properly applied regarding the SLC and its activities.

#### *The SLC:*

- Coordinates/approves/rejects forthcoming activities that are organized by the clubs/societies/teams.
- Discusses and assesses past and forthcoming activities of the clubs/societies/teams.
- Makes suggestions and raises concerns related to Student Life.
- Organizes its own activities.
- Devises rules and regulations to organize itself as well as clubs/societies/teams.

## Activities

Any proposed activity must be formally submitted for approval by the club/society representative to the SLC two weeks prior to its proposed date. An Activity Application Form must be used.

## Attending Meetings and Absence

All clubs/societies/teams should be represented at all SLC meetings. If a representative cannot attend a meeting, the club/society/team secretary should attend it; otherwise the chairperson should attend. If none of these can attend, a valid excuse should be submitted to the SLC chairperson.

In case of the absence of a club/society/team representative without a valid excuse:

- First absence: A warning letter is sent to the chairperson.
- Second absence: **10%** of the budget of the club/society/team is cut, and the SLO intervenes with/without the SLC representative.
- Third absence: **50%** of the budget is cut.

In case of further unexcused absences, disciplinary measures will be discussed with the SLO and SLC chairperson before taking proper action.

If a representative is absent from the SLC meetings 2 consecutive times without a valid reason, the SLC chairperson should suggest election of a new representative to replace him/her.

## Objections & Complaints

Complaints or suggestions concerning activities of clubs, societies, or teams should be addressed to the chairperson of the SLC in writing.

The chairperson submits the complaints/suggestions to the SLO, discusses them, and reports any solutions to the SLC. Otherwise, the complaints / suggestions are discussed in the SLC upon the request of the SLO and the chairperson.

## Forming ad hoc committees

On the basis of any request submitted by a representative to the SLC, an ad hoc committee may be formed for a specific task. The committee is formed after the submitted request is approved by the SLC by voting.

## Elections of Clubs & Societies

During student orientation days, each club should inform new members of the first meeting date, when the chairperson, representative, secretary, bookkeeper and advertiser will be elected. The said meeting should be

during the week following that of enrollment day. This week is called Elections Week. New students do not elect the chairperson, representative, and secretary.

During enrollment week, the SLO collaborates with the academic departments for the election of societies during Elections Week.

The SLO supervises the club/society elections.

The elections of the members for the boards of the societies are conducted during the first two days of Elections Week. All elections are conducted on campus. Ballots are counted and the results of the elections are announced at noon on the third day. After the elections, each society should meet separately within Elections Week in order to elect the chairperson, representative, secretary, bookkeeper and advertiser and schedule their meetings.

The names of the chairperson, representative, secretary, bookkeeper and advertiser, along with their box numbers, e-mails, and the meeting dates of the clubs and societies, should be submitted to the SLO on the first day following Elections Week. The full list should be posted on bulletin boards and given to the President, Deans, and Heads of Departments.

### ***Clubs/Societies***

Club/society members constitute the bulk of the active students on campus. They are empowered by the students to represent the HU student body.

Each department with a student body of more than 50 students should have a student society, whereas a student society is optional for departments with 20 to 50 students. Departments with less than 20 students usually do not have a society.

A department with less than 50 students should have 5 members on its society's board. A department with 50 to 200 students should have 7 members on its society's board. A department with more than 200 students should have 9 members on its society's board.

All club/society members have the duty of bearing a certain portion of the work to be done for a planned activity.

At the first meeting, the club/society fixes a weekly meeting time and place and informs the SLO and advisor.

New Clubs are formed through a written request from at least 10 students, with a detailed description of the purpose and objectives of the club. These must be in concert with the objectives of Student Life.

This request should first be approved by the SLO, which will recommend it for discussion and approval by the SLC. Only then may the Club hold its first general meeting.

Recommendations for new teams should be discussed with the Sports Coordinator.

Any new club undergoes a trial period of one semester before being institutionalized. During this period, the club has to organize more than two activities; otherwise, it may be disbanded upon the recommendation of the SLO, after a thorough discussion in the SLC.

### ***Resignation***

In case a conflict arises in a club/society/team, the issue is brought to the SLO, where it is properly tackled with the chairperson of the SLC. If the issue is not resolved, either the relevant members write a letter of resignation, stating a valid reason for this action, or a minimum of 25% of the club/society/team members write a letter calling for the resignation of the relevant member and stating a valid reason. Then the move is brought to the club/society/team meeting, adequately discussed, voted upon, and implemented if more than half vote for action.

In case the chairperson, representative, secretary, bookkeeper or advertiser resigns from his/her club/

society, new elections for the position must take place immediately at the next meeting. Prior to the meeting, the SLO should be informed.

If a member other than the chairperson, representative, secretary, bookkeeper or advertiser resigns from a society's committee, no society elections are conducted, unless more than one-third of the society's board members resign. If less than one-third resign, the runner-up in the previously held election fills the position upon acceptance by the board.

The SLC chairperson may resign by reading his/her letter of resignation to the SLC. The SLO may approve his/her resignation, taking into consideration the views of the SLC members.

## STUDENT CO-CURRICULAR ACTIVITIES

The aims of co-curricular activities are:

- To enhance the friendly relations that exist among members of the student body.
- To create and maintain a community where all students may carry on their studies in an atmosphere of academic freedom, tolerance and mutual respect.
- To advance human interaction, by encouraging pooling and team work.
- To promote the building of consensus and democracy.
- To provide opportunities for personal development, self-esteem and creativity.
- To improve students' social skills and managerial abilities.
- To promote HU in the broadest sense.
- To establish student bonding that enhances students' university years.

All student co-curricular activities are organized by the University clubs, societies, and teams and the SLO.

Student activities are enriched by a number of recreational facilities, such as the multi-purpose Roof Sports Hall, the Cafeteria, the Student Lounge, the Student Life Meeting

Hall, the Art Hall, the Haigazian Herald Room, the Fitness Center, the Music Room, the meeting rooms, the Media Center, the Auditorium, the Mugar Court with its adjacent garden, the Heritage Building, the Quad area and athletic facilities (pools, fields and courts) for sports activities.

Student club/society cabinets attend workshops to improve their organizational and managerial skills and become more efficient and productive in their respective tasks.

Due to dynamic students and their changing interests, co-curricular activities have increased in diversity, size, duration, scope, depth and objectives in recent years.

Countless activities, organized on-and off-campus, have included hikes, sport trips, inter-university and international championships, snow caving and scuba diving, trips to nature reserves, tree planting, paper recycling teaching projects, anti-littering campaigns, debates, lectures and workshops, art exhibitions, Lebanese and World Kick-boxing championships, yearly theater and dance performances, field trip celebrations, functions organized by the Desert Streams Club, youth awareness and HU UNESCO Conflict Resolution workshops, renovation projects, parades of "Vision" and of sorority



groups for unity, peace and women's rights in Lebanon, get-together outdoor events and the Job Fair. All these have created a harmonious, vibrant, dynamic and competitive but caring family atmosphere.

## SPORTS ACTIVITIES

### History

The University Athletics Club was established in the late 1950s. Since the appointment of a Sports Coordinator in 2001, sports at Haigazian University have developed significantly.

The Sports Coordinator is in charge of all sports at Haigazian University. He represents the University in the Sports Federation of Lebanese Universities (FSUL). His role is to promote and supervise sports at HU, to recommend candidates for athletic and sports scholarships, to attend, organize and coordinate sports activities with the teams and their coaches, to initiate new sports activities and to organize intramurals and sports trips.

University sports activities revolve around extensive training sessions, intramural and inter-university friendly games and contests and leagues, activities abroad, and training camps.

New sports teams may be formed, based on student demand and facilities.

Only in exceptional cases may teams exceed their usual number of weekly practices.

It is left to the discretion of the Sports Coordinator and the

relevant coach whether to practice during summer. This decision needs the commitment of the participating students.

The Sports Coordinator and the relevant coach, in consultation with the Student Life Director, may ban a student from a team on behavioral or disciplinary grounds.

### Activities Abroad

The University may cover the expenses (partial or total) of the sports team(s) traveling abroad to participate in inter-university sports contests. Only students who meet the required criteria (punctuality, acceptable performance, good conduct or disciplinary improvement, commitment and adequate academic standards), and who are not on academic probation, are entitled to such trips.

### Athletic Scholarships

Every semester, Athletics Scholarships are granted to the best athlete-students who demonstrate good attitude, attendance and performance, show organizational and leadership skills and maintain a cumulative average of 70 or above.

Each year the Athletics Department may offer a sports scholarship to recruit a professional player. The amount of the scholarship offered (percentage of the student's fees) is based on a number of factors deemed appropriate.

## ACTIVITY CLUBS/SOCIETIES

Activity clubs exist on the basis of students' choices within the established rules and regulations of HU.

Every club/society is comprised of a chairperson, a representative, a secretary, a bookkeeper, an advertiser, consultants, members and an advisor.

The role of the **club/society advisor** is to make suggestions and give advice to the club/society members regarding policy matters related to the activities of the club/society and to see that the activities are in line with the spirit of the University. The advisor need not attend all the meetings of the club/society.

**The chairperson** calls for weekly meetings, sets the agenda of the meetings in collaboration with the club members, officially forwards the information that the representative conveys to the SLC meeting, makes sure that the representative reports in full the details of the SLC meeting to the club/society meeting, seeks to initiate a tentative yearly calendar of the activities of the club/society, and ensures that one or more of the club/society members joins in Orientation Day as a guide or aid to the Director of the Orientation Program.

The chairperson is the caretaker of the club. His/her task is to make sure that the Club carries out events.

In order to do this, he/she runs the meetings in such a way that everyone contributes his/her share of thoughts and planning to the functioning of the club.

He/she is responsible for motivating the club members to come up with ideas. He/she modifies the plans, raises critical questions in planning the club activities, tightens up loose ends of activities, supervises the implementation of activities according to plans and runs an evaluation session of each event with the club/ society members. He/she safeguards and promotes team spirit and encourages initiatives and group work, thus enhancing the University's culture.

During late summer the chairperson, in consultation with the club representative and secretary, plans for the club assembly of the new academic year, plans for Enrollment Day and makes sure that a member of the club is present when new students come to Student Life.

Apart from club/society tasks, the chairperson attends the monthly meetings of the chairpersons' assembly (Student Clubs Board), where university concerns are raised and measures to address these concerns are recommended.

**The representative** is the bridge between the SLC and the club/society. He/she conveys the concerns and issues raised during the club's/society's weekly meetings to the SLC and vice versa. He/she represents the club/society in the SLC meetings, and presents the club's/society's upcoming events, through an application form, specifying all that is needed for the realization of each event. He/she also reports on the progress of work and actively participates in the discussions and evaluations of student activities. Representatives are also in charge of running their club meetings whenever the chairperson is absent, and are required to attend club/society activities throughout the year.

**The secretary** sets the agenda of the meetings in coordination with the chairperson, reads the minutes of the previous meeting, and takes the minutes of the meetings. In the minutes he/she details the members present and absent, the date and time of the meeting, the discussions and decisions and registers the names of the students in charge of activities.

A copy of the minutes should be handed by the representative to the SLC within 3 days. (See Club Minutes Form, p. 86)

**The bookkeeper** keeps track of the expenses and revenue of the club in order to follow up on the yearly budget provided at the beginning of each Fall Semester.

**The advertiser** advertises the club and its activities through promotional flyers, posters and banners and through providing pictures and write-ups of events for the website.

Any member of the club/society can invite new recruits to join the club/society during the first month of each semester.

Requests to join the club/society should be discussed in the club/society meeting.

### **All club/society meetings should have the following procedure:**

- 1** The chairperson calls for the session, sets the agenda of the meeting, and asks the secretary to read the minutes of the previous meeting.
- 2** After the approval of the minutes of the previous meeting, the chairperson starts with the items on the agenda.
- 3** The chairperson asks the (SLC) representative for updates on its last meeting(s).

- 4** The members discuss the follow-up and developments related to the issues of the previous meeting.
- 5** The chairperson sets a tentative agenda for the next meeting in collaboration with the secretary and members.
- 6** The meeting is adjourned by the chairperson.

### **Joining a club/society**

Any student enrolled at Haigazian University automatically is a member of the society of his/her department (if one exists). Students can join any club through registering their names during SLO Orientation. They may also join a club by contacting any member of the club they choose to join.

A student is allowed to join a maximum of two clubs and a society.

Students can join the sports teams after consulting the Sports Coordinator (Philibossian Student Center, Roof Sports Hall).

### **Organization of an activity**

To organize an activity or an event, the club/society should fill in an application form (see page 85), clearly stating date, aim, objectives, location, participants, cost, advisor and the names of the organizers.

The application should be shown to the SLO first. After getting the SLO's go-ahead, the application should be sent to the SLC at least 14 days before the date of the event. The application should be signed by the club/society advisor before it is submitted for official acceptance to the SLC by the representative of the organizing club/ society. Any reservation or cancellation of reservations of the Universities' venues should be done through the SLO.

Once a project has been authorized, the whole club/ society will meet to discuss the project and decide on the tasks of every individual.

### **Cancellation of an activity**

The SLO may at any time cancel a previously authorized activity if it finds any violation of HU rules and regulations in the progress of the work. An activity may also be cancelled if there is an emergency, absence of commitment, improper planning, or technical inconvenience, or if cancellation is deemed important to the interests of the University. The SLO may also limit the number of activities, or postpone a particular activity, if it deems this necessary.

## **CO-CURRICULAR ACTIVITIES GUIDELINES**

These Guidelines are to be followed by all clubs, teams and societies, unless otherwise specified by the SLO.

- Every current HU student with a cumulative average of 70 or above is entitled to join the clubs, societies and sports teams.
- All co-curricular activities start in early October and last till June. Summer activities are maintained according to the request of the students, in coordination with the SLO.
- Every club and society should have its own web page under 'Student Life' on the Haigazian Website. Web pages are updated regularly.
- The club and society web pages should include their history, logo, mission statement, objectives, and guidelines, photos of latest events, names and e-mail addresses of the club/society members and the calendar of their upcoming events.
- The jurisdiction of the clubs and societies and their members falls within the perimeters of the University unless otherwise specified by the SLO. Delegated students sent elsewhere by the University should report back to the SLC on the issues discussed and achievements.

- The clubs and societies meet on a weekly basis to discuss, prepare and organize new activities.
- Unlike clubs, which target the overall student body, societies are more major-oriented and have an academic profile.
- Every club and society is assigned a certain area of co-curricular activities. Accordingly, it is expected that each organizes its activities within its sphere, avoiding conflicts and overlap. However, clubs and societies may coordinate joint activities. Any activity that is not scheduled beforehand or interferes with another activity is cancelled.
- In July the SLO organizes workshops for different clubs and societies to evaluate past events, brainstorm, discuss, and make recommendations and tentative activity plans for the upcoming academic year in general and the first semester in particular.
- In late September, the SLO organizes a joint clubs and societies workshop-camp, where the activity dates are pooled to create a general, provisional activity calendar for the academic year in general and the first semester in particular.
- In early October every club and society meets in the presence of an SLO member in a general assembly,

elects an Advisor (from among the faculty or staff), a Student Life representative, a chairperson, a secretary, a bookkeeper and an advertiser from among the continuing students, unless otherwise specified. Students who would like to nominate themselves for any position in a club should do so at the SLO before the election.

- During early November, the SLO organizes an intensive workshop for chairs, representatives, secretaries, bookkeepers and advertisers.
- All club and society meetings are held at HU, unless otherwise specified and approved by the SLO.
- No member of a club or society can hold two positions in the club/society unless otherwise decided by the SLO.
- Graduates may participate in any sports team or club for one year after graduation, but not in individual indoor tournaments organized by the Athletics Department.
- Missing training sessions or club/society meetings is not acceptable.
- Clubs/Societies should hand in their list of club members before starting with any activity.
- In principle, clubs that do not organize public events

within 2 months will be warned. If a club continues to be inactive, it will be suspended.

- Training sessions and club/society meetings do not excuse students from attending classes.
- During midterms and exams, sports sessions and activities are reduced according to the request of the students in coordination with the SLO.
- A player who is individually funded by the University for his/her practice sessions should not exceed the permitted absences, otherwise he/she may be penalized.
- The sports teams should elect a Student Life Representative and a contact person, who keeps in touch with the players and passes on necessary information prior to the practice sessions and games.
- Players are entitled to uniforms.
- Players who exceed the permitted absences will not be entitled to participate in games and trips.
- The role of the coach is to train and instruct the team in every way, arrange games, and take the necessary steps and decisions for the interest of the team in consultation with the Sports Coordinator.
- The Sports Coordinator may assign a student assistant to assist both the coach and himself with each

team. Student assistants will be responsible for the first aid kit, water, balls and equipment needed; they should provide technical assistance to the coach and report the concerns of the team to the Sports Coordinator.

- All club/team/society or ad hoc committees should reflect the Student Life values and present an exemplary image to the members.

## CURRENT CLUBS, SOCIETIES & SPORTS TEAMS

Currently the active clubs, societies and teams are:

- Actors Club
- Art Club
- Chess Club
- Computer Science Students Society (CS3)
- Dance Club
- Desert Streams Club
- English Society
- Environmental Club
- Focus Team
- Haigazian Herald Club
- Heritage Club
- HU Business Society (HUBS)
- Martial Arts Team
- Men's FUTSAL Teams
- Men's & Women's Basketball Teams
- Music Club
- Peace Building Committee
- Photography Club
- Political Science Students Society
- Seniors Society

- Social Activities Club
- Social & Behavioral Sciences Society (SBSS)
- Swimming Team
- Table Tennis Team
- Tennis Team
- UNESCO Club
- Women's FUTSAL Team
- X-treme Team

The SLO may sponsor and provide facilities to other temporary teams comprised of HU students, who may participate in tournaments.



## STUDENT LIFE OFFICE HISTORY

At the inception of Haigazian College, a number of clubs and sports teams were formed under the umbrella of Student Life. In the early 1960s a Student Cabinet (SC) was formed. A number of students and faculty members attended the regular meetings of the SC, which regulated and coordinated all student and sports activities on-and off-campus and raised concerns regarding student well being and student affairs.

During the past five and a half decades, several clubs, societies and sports teams have been phased out then reappeared. Also, new sports teams, societies and clubs have come to life, reflecting the diverse and changing interests and hobbies of the student population.

During the early war years a few sports teams and ceremonial activities were maintained. In the early 1980s, however, Student Life resumed its activities.

In the early 1990s, with the end of the Lebanese war, Student Life was reinvented. Mr. Antranik Dakessian was recruited as Student Life Director. With the improvement of the country's security situation, the HU student population became more active. Several clubs and sports teams were reactivated.

With the return of Haigazian to its original Kantari location in 1997 and the increase in the number of students, a part-time assistant, Ms. Lara Cholakian, was recruited for a short time in 1998 as the Student Social Activities Coordinator.

From 2001 to 2011 Mr. Alan Kairouz was the full-time Assistant Director of Student Life.

From 2002 to 2014 Mr. Sahag Bidinian was the Sports Coordinator.

From 2005 to 2015 Ms. Peggy Bedoyan was the Student Resources Coordinator.

In 2011 Mr. Razmig Kaprielian was recruited as the Student Life Administrative Coordinator. He became Director of Student Life in 2013.

In 2012 Mr. Chukri Charbetji was recruited as the Student Life Activity Coordinator.

In 2014, Mr. Sevag Demirdjian was recruited as the Sports Coordinator.

In the past 20 years Student Life has evolved significantly. Its organization has been enhanced; clubs, societies and teams have been formalized; an organizational structure has been established in the societies and clubs; camping, overnight workshops and planning sessions are now held on a yearly basis for brainstorming, assessing and planning Student Life activities. Alongside a large increase in the number of student activists and participants, Student Life activities have increased both in number and quality. The scope and extent of the activities have become broader and have gone beyond the perimeters of the University campus. Furthermore, more efforts have been directed towards the full implementation of the Student Life mission of disseminating tolerance, building personality and character, developing social skills and providing students with opportunities to experience real-life situations and bond with each other. At Student Life all efforts are channeled towards inculcating this culture in Haigazian students.

In a nutshell, the story of Student Life at Haigazian reflects a recurring pattern of endurance, survival, revival, growth and service.



## ACTORS CLUB

Founded 1966



**Description.** The Club cultivates and develops acting talent; it helps students experience acting in public plays, under the supervision of a professional director.

**Objectives.** To build friendly relations between students, to help students recognize their acting potential, to promote theatre culture and to entertain the University community and public.

**Past Achievements.** The Club has staged twelve public performances:

- "Is He Dead?" (2015)
- "Funny Money" (2014)
- "The Odd Couple" (2013)
- "Six Characters Looking for an Author" (2012)
- "The Dinner Party" (2011)
- "We Won't Pay!" (2010)
- "Rumors" (2008)
- "Noises Off" (2007)
- "Arb3a Lawannous" (2006)
- "Come Back Tomorrow" (2005)
- "Antigone" (2004)
- "Hello Out There" (2001).

They also performed during the LAU Festival. In 2015 the Club was awarded "*The most outstanding performance of the year*".



## ART CLUB

Founded 1997



**Description.** Talent, creativity, productivity, and achievement are terms that define the Art Club. The Club is dedicated to art. The Club members experiment with creative artwork by using simple, ordinary materials, such as paint and clay, under the supervision of a professional instructor in the Arts Hall.

**Objectives.** To promote and support art enthusiasts, to propagate and contribute to special occasion activities held at HU.

**Past Achievements.** For eleven consecutive years, the Club has organized its annual student Art Exhibition in the HU Arts Center, the Arthur Matossian Gallery. In 2014, the Club received “*One of the most dedicated clubs*” prize.

**Upcoming Event(s).** The twelfth annual student arts exhibition.



## CHESS CLUB

Founded 1982

**Description.** The Club represents chess at the University. The Club participates in local and inter-university tournaments and championships.

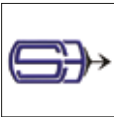
**Objectives.** To promote chess at HU, organize inter-university tournaments, participate in local and international tournaments, obtain commendable results, establish contacts with other university teams, and organize group outings as a means of socializing.

**Guidelines.** The Club practices once a week; the members practice and play, discuss, learn the basics, and study strategies and new techniques under the supervision of a professional coach.

**Structure/Membership.** All current HU students, faculty and staff are entitled to join the Club.

**Past Achievements.** In 2014–2015 the HU Chess Club came in third in the Lebanese FSUL Chess Championship. In 2013 and for the eleventh year running, the Club organized the HU inter-university chess championship. Haigazian came in second and fourth places in the individual event and the HU team came in second. The Club participated in several inter-university tournaments, where they achieved commendable results. In 2011–2012, the HU Chess Club became the Chess Champion of Lebanese universities for the first time in ten years.





## COMPUTER SCIENCE STUDENTS SOCIETY (CS3)

Founded 1984



**Description.** The Society represents the Computer Science department students.

**Objectives.** To bring together all Computer Science students for mutual professional, social and intellectual benefits through assisting and advising students, to advance the Computer Science students' interests through organizing seminars and lectures, and to involve students in diverse related activities.

**Past Achievements.** Exhibition of student computer projects, inauguration of the Internet room, lectures, computer exhibitions and contests. In 2011 they came second in the Microsoft competition.

**Upcoming Event(s).** The Society will further broaden its contacts with the computer market and academia, organize professional lectures, plan for exhibitions of student projects, and work towards internships.



## DANCE CLUB

Founded 1996

**Description.** A Club where students train with professional coaches to learn various types and styles of dances that are exhibited in performances late in the year.



**Objectives.** To promote the art of dancing and learn different types of dances, to give a new twist to the students' social life at HU, and to have fun.

**Guidelines.** Instructors are recruited to teach various types of dances, which are later exhibited in a public performance in late Spring Semester.

**Past Achievements.** Over the past nine years, the Club has given public performances entitled "Steps 8, Unwritten Diaries" (2015) "Steps 7, #961" (2014), "Steps 6, I wish" (2013), "Steps 5" (2012), "Steps 4" (2011), "Steps 3" (2010), "Steps 2" (2009), "Steps" (2008), "Expressions" (2007) and "Dance 4 Good" (2006) at the Abu Khater, Doctors' Syndicate, Sunflower, Madina and Monot Theaters.

**Membership.** Students, staff and faculty are welcome to join the Club.

**Upcoming Event(s).** The Club will work towards learning more diverse dance styles, involving larger numbers of students and cooperating with other clubs for integrated entertainment events.



## DESERT STREAMS CLUB

**Founded 2001**

**Description.** A caring, philanthropic Club that plans, organizes and implements charitable activities for the needy.

**Objectives.** To inspire others towards a better and brighter future by helping them pass through difficult moments in life with smiles on their faces and to show others that through humanitarian deeds, one can make a difference.



**Membership.** All HU students, faculty and staff are entitled to join, assist and participate in the activities/events.

**Past Achievements.** The members have collected clothes and food for the needy, visited old people's homes and orphanages, organized several janitor's days, provided vaccines to children from poor families, organized yearly orphan fairs and blood drives, renovated a school in Akkar and in Shatila camp as well as a public infirmary in Marjayoun, and provided sponsors for children in dire need.

**Upcoming Event(s).** The Club will be planning for another orphans' fair, janitors' day, visits to the needy and other philanthropic activities.



## ENGLISH SOCIETY

**Founded 2004**



**Description.** The Society represents the student body in the Department of English.

**Objectives.** To bring together all English major students for mutual professional, social and intellectual benefit through academic assistance and advising. To advance the English major students' interests through preparing seminars and lectures, and to involve students in diverse related activities.

**Past Achievements.** The Society has participated in and organized several contests, including book forums; it organized events during the Jawdat Haidar month and a poem reading day; it has supported the *Haigazian Herald* and recruited participants for the annual inter-university public speech contest.





## ENVIRONMENTAL CLUB

Founded 1980



**Description.** The Club is dedicated to environmental issues. It campaigns for the improvement of the environment through eco-friendly activities such as planting trees, beautifying the HU campus, cleaning the seashore, recycling workshops in schools, awareness campaigns and upcycling.

**Objectives.** To promote awareness of and care for the environment and to experience nature intimately.

**Past Achievements.** The Club has organized recycling, upcycling and awareness workshops for schools, as well as fur-free, anti-littering, anti-smoking and water campaigns. They also planted trees, organized a general knowledge contest, joined in several inter-university environmental activities and partnered with many organizations to spread awareness. In 2014, the Club was awarded “The Most Active Club of The Year”.



## FOCUS TEAM

Founded 1971

**Description.** This group of students is in charge of publishing the University yearbook, *Focus*. In consultation with the SLO, the Club plans and produces the yearbook.

**Objectives.** To provide a record of the University's academic life and activities during the academic year, in collaboration with different departments and offices of the University, under the supervision and coordination of the Student Life Office.

**Guidelines.** Early in the second semester, students are assigned tasks including writing, layout, editing, design, photo-selecting and typing to produce the yearly edition of the yearbook.

**Upcoming Event(s).** The Club will publish the 42<sup>nd</sup> volume of *Focus*.





## HAIGAZIAN HERALD CLUB

Founded 1958

**Description.** The Club is in charge of *The Haigazian Herald*, the student newspaper.

**Objectives.** To make the voice of the students heard, strengthen bonds among HU students, staff and faculty, highlight and encourage activities and creative writers, promote HU, acknowledge students and create a forum for discussions.

**Structure/Membership.** *The Haigazian Herald* Editor-in-Chief fills the chairperson's post. All students may contribute whether they are members of *The Haigazian Herald* staff or not. All faculty and staff may join in as well.

**Past Achievements.** So far the Club has published over one hundred issues. The newspaper has become a basic documentary source of different aspects of HU life. The paper is distributed to University students, faculty, and staff, as well as to high schools, other universities, NGOs and friends of HU. The Club has granted prizes for the best article, best author, most prolific writer and most creative writer.

**Upcoming Event(s).** The Club will continue to widen the range of the newspaper's contents so that it gives a comprehensive picture of Haigazian University, and it will host guest writers.



## HERITAGE CLUB

Founded 1958

**Description.** The Club is dedicated to past and present cultural, national and historical legacies. It organizes lectures, commemorative events, exhibitions, trips and visits that help enhance national awareness and promote multiculturalism within the student body; it provides a bridge between students of diverse backgrounds.

**Objectives.** To promote awareness and consideration of past and present national and historical legacies. The Club is in charge of organizing events such as the celebration of Lebanese Independence Day, commemoration of the Armenian Genocide, and remembrance of the Liberation of the South Day.

**Past Achievements.** Lately the Club marked Lebanese Independence Day, commemorated the Armenian Genocide and celebrated the Liberation of the South. In 2011 and 2013 the Club was awarded "One of the most promising clubs" prize.

**Upcoming Event(s).** The Club will put greater emphasis on visiting historical sites, work hard to establish relations with distant places in the Lebanese homeland and establish a better multicultural environment at Haigazian.





## HU BUSINESS SOCIETY

Founded 1972



**Description.** The Society represents the student body in the Faculty of Business Administration and Economics.

**Objectives.** To bring together all Business students for mutual professional, social and intellectual benefit through academic assistance and advising. To advance the Business students' interests through preparing seminars and lectures, and to involve students in diverse related activities.

**Past Achievements.** HUBS organized several business-oriented lectures, a general knowledge competition and workshops; it also helped the Department during the International Business Conference held at the University. HUBS organized an entrepreneurship workshop titled "Small Tycoons" followed by a competition for the students. The event was awarded "The Most Innovative Activity" prize.



## MARTIAL ARTS TEAM

Founded 2002

**Description.** The Club represents martial arts at HU.

**Objectives.** To enhance self-defense, self-confidence and discipline, to participate in local and international tournaments and obtain commendable results, to organize workshops, and to establish contacts with other teams.



**Guidelines.** The Team practices twice a week in the Roof Sports Hall of the Philibossian Student Center. A member can miss a maximum of 2 practices/month.

**Structure/Membership.** All current HU students, faculty and staff, physically fit and free of any health problems, are entitled to join the team.

**Past Achievements.** Being the first and only university team registered since 2002 in the Lebanese Federation of Kick-boxing Savate (LFKS), the Team has achieved commendable results in the Lebanese, Nsouli and Hariri championships since 2003. In 2011 the team achieved first place in the sixteenth Adel Nsouli Cup. In 2012, the team achieved second place in the Lebanese Cup. In 2014, the team achieved first place in the nineteenth Adel Nsouli Cup in the women's category. In 2015, the team once again achieved the first place in the FSUL championship in semi-contact.





## MEN'S FUTSAL TEAM

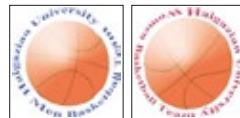
Founded 2007

**Description.** The players represent FUTSAL at Haigazian University.

**Objectives.** To promote FUTSAL at HU, to organize friendly games, to participate in local and international tournaments, to enhance the players' physical capabilities, to obtain commendable results in inter-university tournaments and leagues, to establish contacts with other university teams.

**Guidelines.** The Team practices twice a week, and attends physical training sessions in the University Fitness Center.

**Past Achievements.** In 2010–2011, the Futsal team was crowned Champion of the fourth inter-university "8 Uni-League" tournament. In 2011–2012 and 2012–2013, the Futsal team participated in the "8 UniLeague" tournament and came in second. The FUTSAL team participated in the Euroesade 2010 and was crowned second. They also participated in Barcelona's Euroesade 2011. The team travelled to Cyprus and Armenia where they played against different universities' teams. In 2015, the team participated in EuroValencia. They also qualified for the quarter finals in the "8 UniLeague" for the 6<sup>th</sup> consecutive time.



## MEN'S & WOMEN'S BASKETBALL TEAMS

Founded 1959



**Description.** The players represent basketball at HU.

**Objectives.** To promote basketball at HU, to organize friendly games, to participate in local and international tournaments, to enhance the players' physical capabilities, to obtain commendable results in inter-university tournaments and leagues, to establish contacts with other university basketball teams.

**Guidelines.** Through tryouts the coaches choose the core players of the men's and the women's teams. Each team practices twice a week. They also attend physical training sessions in the University Fitness Center.



**Past Achievements.** In 2014 and 2015, the Women's Basketball Team came in second in the "8 UniLeague" tournament. The team also won the first place in the international tournament EuroValencia. In April 2014, the Basketball teams travelled to Armenia and played friendly matches against teams from Yerevan State and Pedagogical Universities. In 2013, the Basketball teams participated in the 7<sup>th</sup> inter-university "8 UniLeague" tournament and qualified for the quarter finals for the 5<sup>th</sup> consecutive time. In April 2012, the teams travelled to Cyprus and played friendly matches against teams from the University of Nicosia and University of Cyprus. The women's team participated in the Eurosade 2011 International Sports Tournament in Barcelona and came in second.



## MUSIC CLUB

Founded 1957

**Description.** Two different music groups constitute the Music Club, the Classical Group and the HU Bands. They organize musical activities and perform during Awards Day and other HU student social functions.



**Objectives.** To share, experience, and express themselves through different flavors of music and to perform and spice up the mood for all the students, faculty and staff during HU social gatherings.

**Membership.** Every musically talented HU student is encouraged to join the Club.

**Past Achievements.** The groups have recently performed during the Outdoors, Orientation, and Awards Days and participated in off-campus concerts. Since 1993 the Classical Music group has organized traditional semestrial concerts for the HU community.

**Upcoming Event(s).** The Music Club will go on practicing and performing during a number of Haigazian occasions. In 2014, the Club received "*The most supportive club*" prize.



## PEACE BUILDING COMMITTEE

Founded 2012



**Description.** The Committee represents students who are interested in peace building concepts and values. The group works in partnership with the UNDP.

**Objectives.** To share values of tolerance, peace, equality, and citizenship as well as civic responsibility. To advance the students' interest in peace building through organizing seminars and lectures.

**Past Achievements.** To protect the rights of prisoners, the Committee organized an event, "Rights Behind Gates", which was awarded "*The most popular activity of the year*" prize. The committee also organized the event "Lebanese Citizen" to introduce Lebanese people to Lebanese facts.

In 2014, the Club organized The Importance of National Unity event which received "*The Most Significant Activity*" prize.



## PHOTOGRAPHY CLUB

Founded 2006

**Description.** The Club is in charge of training students in photography and in capturing moments in the life-span of certain university activities and university life in general. The photos of these cherished moments are used in HU publications.



**Objectives.** The group organizes workshops and photography exhibitions, participates in contests and provides photos for *Focus*, *The Haigazian Herald* and student IDs.

**Guidelines.** The Club meets on a weekly basis to learn the art and techniques of photography under the supervision of an instructor. The Club is open to students, faculty and staff who would love to learn and practice their photo capturing skills.

**Past Achievements.** The Club has organized four public exhibitions; it covers all Haigazian events and activities for publications; it participated in the Beirut Marathon and Jounieh Festival photo contest. The Club was awarded "*The significant Art Award*" prize.

**Upcoming Event(s).** They will be organizing photography training workshops and a photo exhibition.



## POLITICAL SCIENCE STUDENTS SOCIETY

Founded 2007



**Description.** The Society represents the student body in the Faculty of Political Science.

**Objectives.** To bring together all Political Science students for mutual professional, social and intellectual benefits through academic assistance and advising, to advance the Political Science students' interests through preparing seminars and lectures, and to involve students in diverse related activities.

**Past Achievements.** The Society planned and organized, in collaboration with the Debate Club, a three-day session on: "Lebanese Electoral Law" and organized, in collaboration with the "Permanent Peace Movement," a two-day workshop entitled "Conflict Resolution Training Workshop".



## SENIORS SOCIETY

Founded 2002



**Description.** This is a forum where seniors meet, socialize and promote their interests.

**Objectives.** To establish tighter links among the seniors, the HU family and alumni, to help seniors find jobs, and to organize the graduation banquet.

**Guidelines.** Seniors Society Committee members should be seniors who are ex-members of clubs and societies and have relevant past experiences.

**Past Achievements.** The Seniors Society has organized seniors gatherings and splendid graduation banquets.

**Upcoming Event(s).** The Society will come up with more innovative ideas and work towards producing Alumni ID cards.





## SOCIAL ACTIVITIES CLUB

Founded 1982



**Description.** The Club enriches the social milieu of HU through rally papers, games, contests, and social gatherings.

**Objectives.** To create opportunities for students to mingle and spend time together. It's where students from different backgrounds gather to enjoy their differences in a mood of fun and activities. Snow camp, spring break, parties, trips to different countries, theme days on campus, etc. these are all just a few of the Club's activities.

**Past Achievements.** The Club takes pride in organizing some of the most popular activities of the University, with participation ranging from 150 to 325 students.

**Upcoming Event(s).** Stay tuned for their extraordinary events.

## SOCIAL & BEHAVIORAL SCIENCES SOCIETY

Founded 2013



**Description.** The SBS Society represents the student body majoring in any of the fields of specialization within the SBS Department: Psychology, Social Work, Education and Early Childhood Education.

**Objectives.** To build a sense of cohesion among all students majoring in SBS for mutual social and intellectual benefit through the organization of professional seminars and lectures; to raise awareness of social and educational issues affecting our society through fund-raising campaigns and other events such as exhibits and debates.

**Past Achievements.** The SBS Society organized a full autism-awareness month in April 2013 and a lecture on the detection of depressive symptoms, with the cooperation of highly distinguished speakers in the disability and clinical fields. In June 2014, the SBS Society was awarded "*The most active society of the year*" prize.



## SWIMMING TEAM

**Founded 2001**

**Description.** The Team represents swimming at Haigazian University and participates in local and inter-university tournaments and championships.



**Objectives.** To promote swimming at HU, to participate in local and international tournaments, to enhance the members' physical and technical capabilities, to obtain commendable results, to establish contacts with other university teams, and to organize group outings as a means of socializing.

**Guidelines.** Through tryouts the coach chooses the members of the Team. The Team practices twice a week and participates in friendly inter-university competitions. Members can miss a maximum of 2 practices/month.

**Structure/Membership.** Every current HU student, physically fit and free of any health problems, is entitled to join the Team. The Team is composed of 10 students selected by the coach in consultation with the Sports Coordinator.

**Past Achievements.** Throughout the year the Team participated in several inter-university championships and tournaments organized by different universities and achieved commendable results.



## TABLE TENNIS TEAM

**Founded 1962**

**Description.** The players represent table tennis at Haigazian University. The Team participates in local and inter-university tournaments, leagues and championships.



**Objectives.** To promote table tennis at HU, organize inter-university and high school tournaments, participate in local and international tournaments, enhance the members' physical and technical capabilities, obtain commendable results, establish contacts with other university teams.

**Guidelines.** The Team practices three times a week, learning new strategies, serves, spins and blocks.

**Structure/Membership.** Every current HU student is entitled to join the Team.

**Past Achievements.** In 2012 the Team organized its fifth annual inter-university Table Tennis tournament and third annual high school tournament. It participated in inter-university tournaments, achieving commendable results. In 2013, the team participated in the third edition of the "8 UniLeague Table-Tennis" tournament and took the second place. In April 2014 the team traveled to Armenia and played friendly matches against teams from Yerevan State and Pedagogical universities. In 2015, the team participated in EuroValencia, achieving third place.



## TENNIS TEAM

Founded 2003

**Description.** The players represent tennis at Haigazian University. The Team participates in local and inter-university tournaments and championships.

**Objectives.** To promote tennis at HU, play friendly games, participate in local and international tournaments, enhance the players' physical and technical capabilities, obtain commendable results in inter-university tournaments, and establish contacts with other university teams.

**Guidelines.** The Team practices once a week, learning new techniques, serves, spins and blocks.

**Structure/Membership.** Every current HU student is entitled to join the Team.

**Past Achievements.** The Team has organized and played a number of competitive yet friendly games and matches and participated in inter-university tournaments and championships, achieving commendable results. In 2015, the team participated in the inter-university tennis championship organized by Lebanon University; Mohamad El-Tannir came in 3<sup>rd</sup> out of 32 participants.



## UNESCO CLUB

Founded 2013



**Description.** HU UNESCO Club is a team dedicated to spreading awareness on different issues in our society. We believe in creating a society built on human relations through social, cultural and educational activities.

**Objectives.** Our aim is to maintain an enhanced and improved understanding of all aspects of society.

**Past Achievements.** The club has organized the following:

- workshops for secondary school students about the importance of human rights and volunteering.
- driving safety awareness session with the collaboration of KUNHADI.
- awareness session about food safety.
- Lebanese cultural day: Tabbule competition.



## WOMEN'S FUTSAL TEAM

Founded 2003



**Description.** The players represent women's football at HU.

**Objectives.** To promote women's football at HU, organize friendly games, participate in local and international tournaments, enhance the players' physical capabilities, obtain commendable results in inter-university tournaments and leagues, and establish contacts with other university teams.

**Guidelines.** The Team practices twice a week and attends physical training sessions in the University Fitness Center.

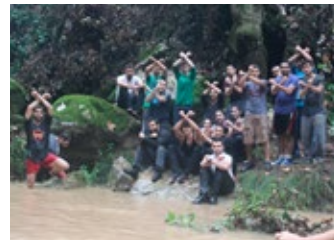
**Past Achievements.** The team participated in the Euroesade 2011 International sports tournament in Barcelona. In April 2012, they travelled to Cyprus and played against different University Teams. In April 2014, they travelled to Armenia and played against teams from different Universities. In 2015, the team participated in the sixth inter-university "8 UniLeague Futsal" tournament and took an honorable 3<sup>rd</sup> place.



## X-TREME TEAM

Founded 2002

**Description.** The Team tests its members' skills, endurance and wits to the limit, organizes extreme hiking, camping, rafting and other exciting activities, and participates in inter-university championships.



**Objectives.** To build a strong belief in teamwork, to inspire closer relationships between university students, and to promote highly stimulating and exciting activities.

**Structure/Membership.** Every current HU student, faculty and staff member, physically fit and free of any health problems, may join the team and its activities. Members should undergo first aid training.

**Past Achievements.** The Team has organized several team-building workshops and survivor camps, biked from Tripoli to Tyre, kayaked to Jbeil and back, snow caved in Sannine, Zaarour and the Cedars, caved in Rweis, Aramoun and Antelias, and performed stunt shows.

**Upcoming Event(s).** The Team will start up with a survivor course camp. It will also hold a challenging hike and a snow camp.





## SPIRITUAL LIFE



Spiritual Life, under the leadership of the Campus Minister, works with students in nurturing and developing their spiritual side. Spiritual Life offers students opportunities to grow in faith, to meet for discussion and fellowship, to worship, to serve others and to study the Bible. In Spiritual Life activities, students have the chance to relate academic questions to faith. The Spiritual Life at Haigazian University organizes the following activities.

**Weekly chapel services.** Worship is led by students and the Campus Minister and takes place in the auditorium. The services are contemporary and informal, addressing topics that are relevant for HU students. Worship normally includes praise singing, a message, and prayer. This Christian worship service takes place every Wednesday from **12:05** p.m.

to **12:50** p.m. in the Auditorium during the Fall and Spring terms. Note: This is the one time during the week when no other activities (classes, clubs, exams) are to take place at Haigazian.

**Spiritual Life Band.** A student-oriented band that works with the Campus Minister and plays Christian music. The band, which includes musicians and singers, practices once a week and then provides musical leadership for Chapel services.

**Bible Discussion Groups.** Each term one or two Bible discussion groups are formed and meet regularly in the Campus Minister's office.

**Study Groups** give students the chance to explore a theme, topic or author in depth. In the academic year **2015–2016**, the life and work of C.S. Lewis will be the focus of regular meetings in a small group.

**Retreats.** Each year there is at least one weekend retreat at a nearby retreat center. Retreats are intended as a time away, a place to get to know one another, play games, sing praise, eat too much, get too little sleep, have discussions, and enjoy campfires. They are developed around a spiritual theme.

**Field Trips.** Every year there are one or more field trips. Sometimes they are planned to simply help students enjoy a day of fellowship together that includes time for praising God. Sometimes they head to specific destinations that have relevance in spiritual life.

**Counseling.** The Campus Minister's office is always open for anyone to come and discuss issues of concern. These issues might relate to faith, goals, family, identity, personal or relational matters, etc. Conversations are treated as confidential.

The office of the Campus Minister, is located in the corner of the Student Lounge, SC 203. Come on by! ALL ARE WELCOME!

## AWARDS

To give further impetus to the clubs, societies, and teams, and to appreciate their achievements, Student Life has established the following awards, which are presented during Awards Day at the end of every academic year.

*The most popular activity of the year.*  
*The most outstanding event of the year.*  
*The most innovative activity of the year.*  
*The most outstanding activity of the year.*  
*The most significant activity of the year.*  
*The most outstanding performance of the year.*  
*The most dynamic club and/or society.*  
*The most active club and/or society.*  
*The most significant art award of the year.*  
*The most achieving club and/or society.*  
*The most persevering club of the year.*  
*The most dedicated club of the year.*  
*The most promising club of the year.*  
*The most persevering student of the year.*  
*The most devoted student of the year.*  
*The most dedicated student of the year.*  
*The most committed student of the year.*  
*The positive spirit student of the year.*  
*The most active society student of the year.*  
*The most helpful student of the year.*  
*The most supportive student of the year.*  
*The most devoted student of the year.*  
*The most supportive club of the year.*  
*The most creative activity of the year.*



Note: the SLO may grant other prizes if it deems this necessary.

Furthermore, the SLO acknowledges the contribution of a large number of students to the everyday socio-cultural life of Haigazian University by granting awards.

The names of the clubs/societies and students that received awards are posted on the wall of the Student Lounge in the Philibossian Student Center.

Candidates for the yearly awards are nominated on the basis of their moral character and their contribution and support to the University and the student body during that year.

The results are announced during Awards Day.

Highly venerated Awards are conducted in a more formal setting, such as the “President’s Reception” and are meant for graduating students in the presence of their parents.

### ACTIVITY APPLICATION FORM

NAME OF THE ORGANIZING CLUB/SOCIETY	-----
NAME OF THE ACTIVITY	-----
AIM OF THE ACTIVITY	-----
	-----
DATE AND PLACE OF THE ACTIVITY	-----
PARTICIPANTS	-----
	-----
COST OF THE ACTIVITY	-----
NAMES OF THOSE IN CHARGE	-----
	-----
FACULTY / STAFF ADVISOR(S)	-----
	-----
ASSISTANCE NEEDED	-----
	-----
OTHER DETAILS OF THE ACTIVITY	-----
	-----
<p>ANY CHANGES MADE TO THE ABOVE APPLICATION SHOULD BE DISCUSSED AND APPROVED BY THE STUDENT LIFE OFFICE BEFORE THESE CHANGES CAN TAKE PLACES.</p> <p>ANY DISREGARD OF THIS WILL PENALIZE THE EVENT.</p>	
DATE & SIGNATURE	-----

[illegible]

# ACADEMIC CALENDAR 2015–2016

SEPTEMBER 2015

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2015

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MARCH 2016

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2016

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

NOVEMBER 2015

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2015

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MAY 2016

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2016

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JANUARY 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

JULY 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# ACADEMIC CALENDAR 2015–2016

## Fall Semester 2015 – 2016

---

**September 9–11** | Wednesday–Friday  
Pre-registration and Orientation period for new students.

---

**September 14–18** | Monday–Friday  
Fall registration for new students.

---

**September 21** | Monday, **7:30** a.m.  
Fall classes begin.

---

**September 21–29** | Monday–Tuesday  
Schedule changes. Late registration for Fall Semester for current/returning students.

---

**September 23–24** | Wednesday–Thursday  
Eid Al-Adha, holiday.\*

---

**September 29** | Tuesday  
Last day for late registration.

---

**October 2–9** | Friday–Friday  
Statement of fees and installment forms for old and new students are processed.

---

**October 10** | Saturday  
Late Orientation Day for late registered new students.

---

**October 12** | Monday  
Founders' Day Convocation.

---

**October 13–20** | Tuesday–Tuesday  
Payment of fees.

---

**October 14** | Wednesday  
Al-Hijra: Islamic New Year, holiday.\*

---

**October 23** | Friday  
Ashoura, holiday.\*

---

**November 22** | Sunday  
Lebanese Independence Day, holiday.

---

**December 21** | Monday  
Birthday of the Prophet Muhammad, holiday.\*

---

**December 24** | Thursday, **7:30** a.m.  
Christmas vacation begins.

---

**December 30** | Wednesday  
Last day for Spring admission applications. Last day for Spring financial aid applications for new students.

---

**January 6–7** | Wednesday–Thursday  
Armenian Christmas, holiday.

---

**January 8** | Friday, **7:30** a.m.  
Classes resume.

---

**January 11–15** | Monday–Friday  
Spring registration for current/returning students.

---

**January 13** | Wednesday

Last day to withdraw from courses.

---

**January 18–19** | Monday–Tuesday

Spring registration for new students.

---

**January 22** | Friday

Fall Semester classes end.

---

**January 23** | Saturday

English Communications Skills final examinations.

---

**January 27–February 5** | Wednesday–Friday

Final examinations.

---

**February 4** | Thursday

Vartanants, holiday.

---

**February 9** | Tuesday

Saint Maroun, holiday.

---

#### FALL SEMESTER:

MWF 44 Sessions: *Each session for a 3-credit course is 50 minutes.*

TTH 30 Sessions: *Each session for a 3-credit course is 75 minutes.*

**\*Dates are subject to change**

## Spring Semester 2015 – 2016

---

**February 15** | Monday, 7:30 a.m.

Classes begin.

---

**February 15–19** | Monday–Friday

Schedule changes.

---

**February 19** | Friday

Last day for late registration.

---

**February 24–March 3** | Wednesday–Thursday

Statement of fees and installment forms for old and new students are processed.

---

**February 27** | Saturday

Orientation day.

---

**March 8–14** | Tuesday–Monday

Payment of fees.

---

**March 25** | Friday

Eid Al-Bechara, holiday.

---

**March 25** | Friday, 7:30 a.m.

Easter vacation begins.

---

**March 29** | Tuesday, 7:30 a.m.

Classes resume.

---

**April 24** | Sunday

Commemoration of the Armenian Genocide, holiday.

---

**April 29** | Friday, **7:30** a.m.  
Greek Orthodox Easter vacation begins.

---

**May 1** | Sunday  
Labor Day, holiday.

---

**May 3** | Tuesday, **7:30** a.m.  
Classes resume.

---

**May 3** | Tuesday  
Last day for Fall admission applications. Last day for Fall financial aid applications for new students.

---

**May 9–11** | Monday–Wednesday  
Registration for Summer Session for current/returning students.

---

**May 13–20** | Friday–Friday  
Registration for Fall Semester for current/returning students.

---

**May 20** | Friday  
Last day to withdraw from courses.

---

**May 28** | Saturday  
Armenian First Independence Day, holiday.

---

**May 31** | Tuesday  
Last day for Fall financial aid applications for current students.

---

**June 1** | Wednesday  
Spring Semester classes end.

---

**June 2** | Thursday  
English Communications Skills final examinations.

---

**June 7–15** | Tuesday–Wednesday  
Final examinations.

---

**June 19** | Sunday  
Baccalaureate Service.

---

**June 24** | Friday  
Commencement.

---

**SPRING SEMESTER:**

MWF 43 Sessions: *Each session for a 3-credit course is 50 minutes.*

TTH 31 Sessions: *Each session for a 3-credit course is 75 minutes.*

**\*Dates are subject to change**



## Summer Session 2015 – 2016

**June 27** | Monday, **7:30** a.m.  
Summer Session classes begin.

**June 27–28** | Monday–Tuesday  
Schedule changes and late registration.

**June 30–July 7** | Thursday–Thursday  
Statement of fees and installment forms are processed.

**July 5–6** | Tuesday–Wednesday  
Eid Al-Fitr, holiday.\*

**July 11–15** | Monday–Friday  
Payment of fees.

**July 29** | Friday  
Last day to withdraw from courses.

**August 9** | Tuesday  
Summer Session classes end.

**August 12–16** | Friday–Tuesday  
Final examinations.

**August 15** | Monday  
Assumption Day, holiday.

**September 11–12** | Sunday–Monday  
Eid Al-Adha, holiday.\*

### SUMMER SESSION:

30 Sessions: *Each session for a 3-credit course is 75 minutes.*

**\*Dates are subject to change**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## September 2015 [week 1]

### WEDNESDAY 9

• Pre-registration and Orientation period for new students.

### THURSDAY 10

• Pre-registration and Orientation period for new students.

### FRIDAY 11

• Pre-registration and Orientation period for new students.

### SATURDAY 12

# September 2015 [week 2]

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## SUNDAY 13

## MONDAY 14

- Fall registration for new students.

## TUESDAY 15

- Fall registration for new students.

## WEDNESDAY 16

- Fall registration for new students.

# September 2015 [week 2–3]

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## THURSDAY 17

- Fall registration for new students.

## FRIDAY 18

- Fall registration for new students.

## SATURDAY 19

## SUNDAY 20

## September 2015 [week 3]

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### MONDAY 21

- Fall classes begin.
- Schedule changes.
- Late registration for Fall Semester, for current/returning students.

### TUESDAY 22

- Schedule changes.
- Late registration for Fall Semester, for current/returning students.

### WEDNESDAY 23

- Eid Al-Adha, holiday\*.
- Schedule changes.
- Late registration for Fall Semester, for current/returning students.

## September 2015 [week 3]

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### THURSDAY 24

- Eid Al-Adha, holiday\*.
- Schedule changes.
- Late registration for Fall Semester, for current/returning students.

### FRIDAY 25

- Schedule changes.
- Late registration for Fall Semester, for current/returning students.

### SATURDAY 26

- Schedule changes.
- Late registration for Fall Semester, for current/returning students.

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## September 2015 [week 4]

### SUNDAY 27

- Schedule changes.
- Late registration for Fall Semester, for current/returning students.

### MONDAY 28

- Schedule changes.
- Late registration for Fall Semester, for current/returning students.

### TUESDAY 29

- Schedule changes.
- Late registration for Fall Semester, for current/returning students.
- Last day for late registration.

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## September 2015 [week 4]

### WEDNESDAY 30

# October 2015 [week 4–5]

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## THURSDAY 1

## FRIDAY 2

• Statement of fees and installment forms for old/new students are processed.

## SATURDAY 3

## SUNDAY 4

# October 2015 [week 5]

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## MONDAY 5

• Statement of fees and installment forms for old/new students are processed.

## TUESDAY 6

• Statement of fees and installment forms for old/new students are processed.

## WEDNESDAY 7

• Statement of fees and installment forms for old/new students are processed.

## THURSDAY 8

• Statement of fees and installment forms for old/new students are processed.

# October 2015 [week 5–6]

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## FRIDAY 9

- Statement of fees and installment forms for old/new students are processed.

## SATURDAY 10

- Late Orientation day for late registered new students.

## SUNDAY 11

## MONDAY 12

- Founders' Day Convocation.

# October 2015 [week 6]

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## TUESDAY 13

- Payment of fees.

## WEDNESDAY 14

- Al-Hijra: Islamic New Year, holiday\*.

## THURSDAY 15

- Payment of fees.

## FRIDAY 16

- Payment of fees.

# October 2015 [week 6–7]

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## SATURDAY 17

- Payment of fees.

## SUNDAY 18

## MONDAY 19

- Payment of fees.

## TUESDAY 20

- Payment of fees.

# October 2015 [week 7]

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## WEDNESDAY 21

## THURSDAY 22

## FRIDAY 23

- Ashoura, holiday\*.

## SATURDAY 24



October 2015 [week 8]

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SUNDAY 25

MONDAY 26

TUESDAY 27

WEDNESDAY 28

October 2015 [week 8]

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

THURSDAY 29

FRIDAY 30

SATURDAY 31

# November 2015 [week 9]

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## SUNDAY 1

## MONDAY 2

## TUESDAY 3

## WEDNESDAY 4

# November 2015 [week 9–10]

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## THURSDAY 5

## FRIDAY 6

## SATURDAY 7

## SUNDAY 8

November 2015 [week 10]

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MONDAY 9

TUESDAY 10

WEDNESDAY 11

THURSDAY 12

November 2015 [week 10–11]

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

FRIDAY 13

SATURDAY 14

SUNDAY 15

MONDAY 16

# November 2015 [week 11]

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## TUESDAY 17

## WEDNESDAY 18

## THURSDAY 19

## FRIDAY 20

# November 2015 [week 11–12]

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## SATURDAY 21

## SUNDAY 22

· Lebanese Independence Day, holiday.

## MONDAY 23

## TUESDAY 24

# November 2015 [week 12]

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## WEDNESDAY 25

## THURSDAY 26

## FRIDAY 27

## SATURDAY 28

# November 2015 [week 13]

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## SUNDAY 29

## MONDAY 30

December 2015 [week 13]

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

TUESDAY 1

WEDNESDAY 2

THURSDAY 3

FRIDAY 4

December 2015 [week 13–14]

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SATURDAY 5

SUNDAY 6

MONDAY 7

TUESDAY 8

December 2015 [week 14]

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

WEDNESDAY 9

THURSDAY 10

FRIDAY 11

SATURDAY 12

December 2015 [week 15]

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SUNDAY 13

MONDAY 14

TUESDAY 15

WEDNESDAY 16



# December 2015 [week 15–16]

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## THURSDAY 17

## FRIDAY 18

## SATURDAY 19

## SUNDAY 20

# December 2015 [week 16]

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## MONDAY 21

· Birthday of the Prophet Muhammad, holiday\*.

## TUESDAY 22

## WEDNESDAY 23

## THURSDAY 24

· Christmas vacation begins, 7:30 a.m.

# December 2015 [week 16-17]

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## FRIDAY 25

## SATURDAY 26

## SUNDAY 27

## MONDAY 28

# December 2015 [week 17]

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## TUESDAY 29

## WEDNESDAY 30

- Last day for Spring admission applications.
- Last day for Spring financial aid applications for new students.

## THURSDAY 31

# January 2016 [week 17–18]

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## FRIDAY 1

## SATURDAY 2

## SUNDAY 3

## MONDAY 4

# January 2016 [week 18]

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## TUESDAY 5

## WEDNESDAY 6

• Armenian Christmas, holiday.

## THURSDAY 7

• Armenian Christmas, holiday.

## FRIDAY 8

• Classes resume, 7:30 a.m.

# January 2016 [week 18–19]

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## SATURDAY 9

## SUNDAY 10

## MONDAY 11

- Spring registration for current/returning students.

## TUESDAY 12

- Spring registration for current/returning students.

# January 2016 [week 19]

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## WEDNESDAY 13

- Spring registration for current/returning students.
- Last day to withdraw from courses.

## THURSDAY 14

- Spring registration for current/returning students.

## FRIDAY 15

- Spring registration for current/returning students.

## SATURDAY 16

# January 2016 [week 20]

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## SUNDAY 17

## MONDAY 18

- Spring registration for new students.

## TUESDAY 19

- Spring registration for new students.

## WEDNESDAY 20

# January 2016 [week 20–21]

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## THURSDAY 21

## FRIDAY 22

- Fall Semester classes end.

## SATURDAY 23

- English Communications Skills final examinations.

## SUNDAY 24

# January 2016 [week 21]

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## MONDAY 25

## TUESDAY 26

## WEDNESDAY 27

· Final examinations.

## THURSDAY 28

· Final examinations.

# January 2016 [week 21–22]

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## FRIDAY 29

· Final examinations.

## SATURDAY 30

· Final examinations.

## SUNDAY 31

# February 2016 [week 22]

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

## MONDAY 1

- Final examinations.

## TUESDAY 2

- Final examinations.

## WEDNESDAY 3

- Final examinations.

## THURSDAY 4

- Vartanants, holiday.

# February 2016 [week 22–23]

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

## FRIDAY 5

- Final examinations.

## SATURDAY 6

## SUNDAY 7

## MONDAY 8



# February 2016 [week 23]

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

## TUESDAY 9

- Saint Maroun, holiday.

## WEDNESDAY 10

## THURSDAY 11

## FRIDAY 12

# February 2016 [week 23–24]

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

## SATURDAY 13

## SUNDAY 14

## MONDAY 15

- Classes begin, 7:30 a.m.
- Schedule changes.

## TUESDAY 16

- Schedule changes.

# February 2016 [week 24]

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

## WEDNESDAY 17

- Schedule changes.

## THURSDAY 18

- Schedule changes.

## FRIDAY 19

- Schedule changes.
- Last day for late registration.

## SATURDAY 20

# February 2016 [week 25]

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

## SUNDAY 21

## MONDAY 22

## TUESDAY 23

## WEDNESDAY 24

- Statement of fees and installment forms for old/new students are processed.

# February 2016 [week 25–26]

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

## THURSDAY 25

- Statement of fees and installment forms for old/new students are processed.

## FRIDAY 26

- Statement of fees and installment forms for old/new students are processed.

## SATURDAY 27

- Orientation day.

## SUNDAY 28

# February 2016 [week 26]

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

## MONDAY 29

- Statement of fees and installment forms for old/new students are processed.

# March 2016 [week 26]

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## TUESDAY 1

- Statement of fees and installment forms for old/new students are processed.

## WEDNESDAY 2

- Statement of fees and installment forms for old/new students are processed.

## THURSDAY 3

- Statement of fees and installment forms for old/new students are processed.

## FRIDAY 4

# March 2016 [week 26–27]

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## SATURDAY 5

## SUNDAY 6

## MONDAY 7

## TUESDAY 8

- Payment of fees.

# March 2016 [week 27]

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## WEDNESDAY 9

• Payment of fees.

## THURSDAY 10

• Payment of fees.

## FRIDAY 11

• Payment of fees.

## SATURDAY 12

• Payment of fees.

# March 2016 [week 28]

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## SUNDAY 13

## MONDAY 14

• Payment of fees.

## TUESDAY 15

## WEDNESDAY 16

March 2016 [week 28–29]

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

THURSDAY 17

FRIDAY 18

SATURDAY 19

SUNDAY 20

March 2016 [week 29]

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MONDAY 21

TUESDAY 22

WEDNESDAY 23

THURSDAY 24

# March 2016 [week 29–30]

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## FRIDAY 25

- Eid Al-Bechara, holiday.
- Easter vacation begins.

## SATURDAY 26

## SUNDAY 27

## MONDAY 28

# March 2016 [week 30]

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## TUESDAY 29

- Classes resume, 7:30 a.m.

## WEDNESDAY 30

## THURSDAY 31

April 2016 [week 30–31]

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

FRIDAY 1

SATURDAY 2

SUNDAY 3

MONDAY 4

April 2016 [week 31]

S	M	T	W	T	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

TUESDAY 5

WEDNESDAY 6

THURSDAY 7

FRIDAY 8



April 2016 [week 31–32]

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SATURDAY 9

SUNDAY 10

MONDAY 11

TUESDAY 12

April 2016 [week 32]

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

WEDNESDAY 13

THURSDAY 14

FRIDAY 15

SATURDAY 16

April 2016 [week 33]

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SUNDAY 17

MONDAY 18

TUESDAY 19

WEDNESDAY 20

April 2016 [week 33–34]

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

THURSDAY 21

FRIDAY 22

SATURDAY 23

SUNDAY 24

· Commemoration of the Armenian Genocide, holiday.

# April 2016 [week 34]

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## MONDAY 25

## TUESDAY 26

## WEDNESDAY 27

## THURSDAY 28

# April 2016 [week 34]

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## FRIDAY 29

· Greek Orthodox Easter vacation begins, 7:30 a.m.

## SATURDAY 30

# May 2016 [week 35]

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## SUNDAY 1

- Labor Day, holiday.

## MONDAY 2

## TUESDAY 3

- Classes resume, 7:30 a.m.
- Last day for Fall admission applications.
- Last day for Fall financial aid applications for new students.

## WEDNESDAY 4

# May 2016 [week 35–36]

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## THURSDAY 5

## FRIDAY 6

## SATURDAY 7

## SUNDAY 8

# May 2016 [week 36]

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## MONDAY 9

- Registration for Summer Session for current/returning students.

## TUESDAY 10

- Registration for Summer Session for current/returning students.

## WEDNESDAY 11

- Registration for Summer Session for current/returning students.

## THURSDAY 12

# May 2016 [week 36–37]

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## FRIDAY 13

- Registration for Fall Semester for current/returning students.

## SATURDAY 14

- Registration for Fall Semester for current/returning students.

## SUNDAY 15

- Registration for Fall Semester for current/returning students.

## MONDAY 16

- Registration for Fall Semester for current/returning students.

# May 2016 [week 37]

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## TUESDAY 17

- Registration for Fall Semester for current/returning students.

## WEDNESDAY 18

- Registration for Fall Semester for current/returning students.

## THURSDAY 19

- Registration for Fall Semester for current/returning students.

## FRIDAY 20

- Registration for Fall Semester for current/returning students.
- Last day to withdraw from courses.

# May 2016 [week 37–38]

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## SATURDAY 21

## SUNDAY 22

## MONDAY 23

## TUESDAY 24

# May 2016 [week 38]

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## WEDNESDAY 25

## THURSDAY 26

## FRIDAY 27

## SATURDAY 28

· Armenian First Independence Day, holiday.

# May 2016 [week 39]

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## SUNDAY 29

## MONDAY 30

## TUESDAY 31

· Last day for Fall financial aid applications for current students.

# June 2016 [week 39]

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## WEDNESDAY 1

- Spring Semester classes end.

## THURSDAY 2

- English Communications Skills final examinations.

## FRIDAY 3

## SATURDAY 4

# June 2016 [week 40]

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## SUNDAY 5

## MONDAY 6

## TUESDAY 7

- Final examinations.

## WEDNESDAY 8

- Final examinations.



# June 2016 [week 40–41]

S	M	T	W	T	F	S
	5	6	7	8	1	2
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## THURSDAY 9

- Final examinations.

## FRIDAY 10

- Final examinations.

## SATURDAY 11

- Final examinations.

## SUNDAY 12

# June 2016 [week 41]

S	M	T	W	T	F	S
5	6	7	8	9	1	2
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## MONDAY 13

- Final examinations.

## TUESDAY 14

- Final examinations.

## WEDNESDAY 15

- Final examinations.

## THURSDAY 16

# June 2016 [week 41–42]

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## FRIDAY 17

## SATURDAY 18

## SUNDAY 19

· Baccalaureate Service.

## MONDAY 20

# June 2016 [week 42]

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## TUESDAY 21

## WEDNESDAY 22

## THURSDAY 23

## FRIDAY 24

· Commencement.

# June 2016 [week 42–43]

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## SATURDAY 25

## SUNDAY 26

## MONDAY 27

- Summer Session classes begin, 7:30 a.m.
- Schedule changes and late registration.

## TUESDAY 28

- Schedule changes and late registration.

# June 2016 [week 43]

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## WEDNESDAY 29

## THURSDAY 30

- Statement of fees and installment forms are processed.

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## July 2016 [week 43–44]

### FRIDAY 1

- Statement of fees and installment forms are processed.

### SATURDAY 2

### SUNDAY 3

### MONDAY 4

- Statement of fees and installment forms are processed.

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## July 2016 [week 44]

### TUESDAY 5

- Eid Al-Fitr, holiday\*.

### WEDNESDAY 6

- Eid Al-Fitr, holiday\*.

### THURSDAY 7

- Statement of fees and installment forms are processed.

### FRIDAY 8

# July 2016 [week 44–45]

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## SATURDAY 9

## SUNDAY 10

## MONDAY 11

· Payment of fees.

## TUESDAY 12

· Payment of fees.

# July 2016 [week 45]

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## WEDNESDAY 13

· Payment of fees.

## THURSDAY 14

· Payment of fees.

## FRIDAY 15

· Payment of fees.

## SATURDAY 16

July 2016 [week 46]

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SUNDAY 17

MONDAY 18

TUESDAY 19

WEDNESDAY 20

July 2016 [week 46–47]

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

THURSDAY 21

FRIDAY 22

SATURDAY 23

SUNDAY 24

# July 2016 [week 47]

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## MONDAY 25

## TUESDAY 26

## WEDNESDAY 27

## THURSDAY 28

# July 2016 [week 47–48]

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## FRIDAY 29

· Last day to withdraw from courses.

## SATURDAY 30

## SUNDAY 31

August 2016 [week 48]

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MONDAY 1

TUESDAY 2

WEDNESDAY 3

THURSDAY 4

August 2016 [week 48–49]

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FRIDAY 5

SATURDAY 6

SUNDAY 7

MONDAY 8



# August 2016 [week 49]

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## TUESDAY 9

- Summer Session classes end.

## WEDNESDAY 10

## THURSDAY 11

## FRIDAY 12

- Final examinations.

# August 2016 [week 49–50]

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## SATURDAY 13

- Final examinations.

## SUNDAY 14

## MONDAY 15

- Assumption Day, holiday.

## TUESDAY 16

- Final examinations.

# August 2016 [week 50]

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## WEDNESDAY 17

## THURSDAY 18

## FRIDAY 19

## SATURDAY 20

# August 2016 [week 51]

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## SUNDAY 21

## MONDAY 22

## TUESDAY 23

## WEDNESDAY 24

# August 2016 [week 51–52]

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## THURSDAY 25

## FRIDAY 26

## SATURDAY 27

## SUNDAY 28

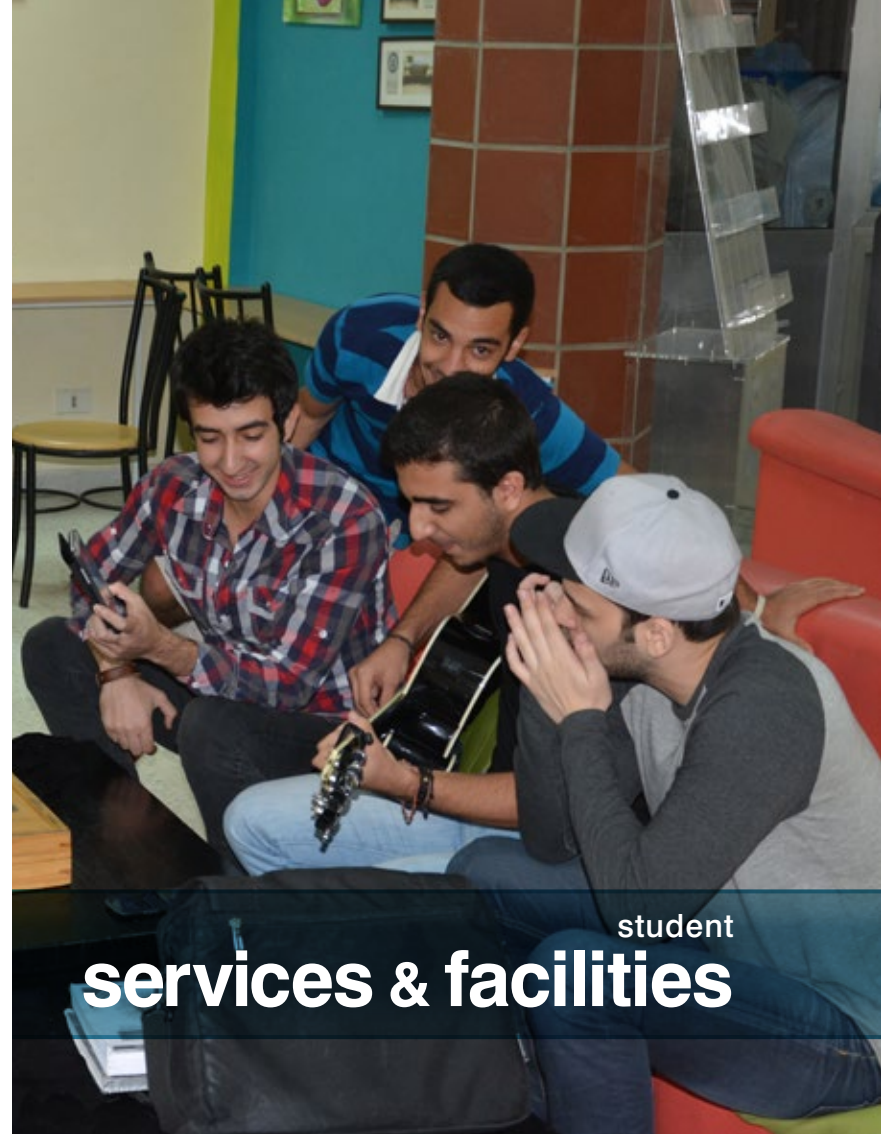
# August 2016 [week 52]

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## MONDAY 29

## TUESDAY 30

## WEDNESDAY 31



student

**services & facilities**

## STUDENT FACILITIES

### Arts Hall

A large hall located on the 7<sup>th</sup> floor of the College Building, where students have their painting sessions.

### Cafeteria

The on-campus cafeteria is located on the second floor of the Philibossian Student Center. It offers quality snacks and a variety of refreshments. The cafeteria and the courtyard snack bar are open from 8:00 a.m. to 5:00 p.m. weekdays.

### Computer Labs

#### ***Mehagian, 007 – Study Center (For USP Students)***

This lab is available from 8:00 a.m. till 11:00 p.m. all week

It is equipped with 8 Lenovo Think center PCs (Dual Core) and 10 Lenovo H520 (Core i5 - 3.00 GHz) PCs. It is for educational and research purposes (e.g. typing and printing term papers), accessing information via the World Wide Web (www), ftp, and newsgroups.

#### ***Mehagian, 009 – Finance Lab***

This lab is available from 8:00 a.m. till 5:00 p.m. weekdays.

All facilities, specialized equipment, and software required by Finance courses are available in this lab for Business students. It is equipped with 12 Fujitsu ESPRIMO P400 computers (Core i3 - 3.30 GHz) with Windows 8.1 Professional.

#### ***Mehagian, 402 - Computer Science Lab***

This lab is available from 8:00 a.m. till 5:00 p.m. weekdays. All facilities, specialized equipment, and software required by Computer Science courses are available in this lab for Computer Science students only.

It is equipped with 5 Dell computers (Core 2 Duo) with Windows 7 Professional, 7 Acer computers (Core 2 Duo) with Windows 7 Professional, and Canon laser printers.

#### ***Mehagian, 403 - Computer Services Room (Internet, Email, Printing services)***

This lab is available from 8:00 a.m. till 5:00 p.m. weekdays.

It is equipped with 16 Lenovo H420 PCs (Core i3 - 3.3 Ghz) and 2 HP LaserJet M602-1 printers. The computing services in this room are for educational and research purposes (e.g. typing and printing term papers), accessing information via the World Wide Web (www), ftp, and newsgroups.

***Mehagian, 408 - Computer Instructional Lab***

This lab is available from 8:00 a.m. till 5:00 p.m. week-days to students taking courses which require the use of technology and personal computers.

It is equipped with 30 FUJITSU (Core i5) computers, using the Windows 7 platform, which are used for courses and by students to carry out assignments, projects and research. The lab is also equipped with an LCD projector for the purpose of facilitating course lectures which require computer supplementation. This lab is also used by the Adult Education Program.

***College, 507- Computer Exam Room.***

This lab is available from 8:00 a.m. till 5:00 p.m. weekdays.

It is equipped with thirty Dell (Intel NUC, Core i3) computers and with an LCD projector for facilitating course lectures which require computer supplementation. This room is also intended for computer-based exams and is also used by the In-service Teacher Training Program and Adult Education Program for evening courses.

***College, 701 - Computer Instructional Lab***

This lab is available from 8:00 a.m. till 5:00 p.m. week-days to students taking courses which require the use

of technology and personal computers.

It is equipped with 16 Lenovo E73 PCs (Core i3 - 3.40 Ghz). This room is for educational and research purposes (e.g. typing term papers), accessing information via the World Wide Web (www), ftp, and newsgroups.

***Computer Lab Rules and Regulations***

- Working hours in the computer labs are: MT W THF from 8:00 a.m. till 4:50 p.m.
- The Computer Labs are closed on Saturdays, Sundays, and ALL public holidays. They will also be closed for specific purposes, e.g. for maintenance work.
- No foodstuff (food or drinks) is to be brought into the computer labs at any time.
- The ITS department will not be responsible for any loss of personal belongings left in the Computer Labs.
- The user's stationery, such as paper, pens and pencils, are to be removed from the workstation before the user leaves the room. The ITS Department is not responsible for the loss of any stationery in the Computer Labs.
- Flash Drives and other removable storage media (e.g. CD-ROMs, DVD-ROMs, etc.) must not be left behind in the drive.

- Do not save your work on the computer hard disk; this is strictly prohibited. Use your own Flash Drive to do this. Any program or data stored by users on the hard disk will be deleted without warning.
- In order to respect the privacy of other students, please do not engage in loud conversations, and always use headphones if you're listening to audio. The Computer Labs are usually used by students to support their academic requirements and courses.
- Users are advised to use the standard software provided by the department. Installation of software other than that already installed on the computers is strictly prohibited.

Do not abuse the hardware. If you encounter a problem with hardware or software, tell the lab assistant. The lab assistant will contact the Computer Lab Technician.

## **Fitness Center**

The Fitness Center is located on the roof of the Philipossian Student Center and offers students the opportunity to improve their physical fitness. It is equipped with a number of fitness devices such as, Seated Calf, Free Bench, Flat Bench, Incline Bench, Treadmill, Rotation Bench, Dumbbells and full workout machines. It is open to students from 8:00 a.m. to 5:00 p.m. weekdays.

## **Libraries**

The Haigazian University libraries, namely the Barsumian Library and the Derian Armenological Library, are housed on the first and second floors of Mugar Building. The Barsumian Library aims at supporting and supplementing the general curriculum of the University, while the Derian Armenological Library assists students, authors, editors, publishers and other intellectuals by supplying relevant sources for their research of Armenian interests.

### **General Library Regulations**

#### ***Borrowing Books***

- Books may be borrowed by HU students, faculty and staff.
- Alumni may benefit from the library resources after obtaining the required HU alumni ID card.
- When using library facilities, patrons should present their HU ID cards at the circulation desk. No one may use another person's ID or borrow books for another person. Each person is responsible for all books borrowed with his/her ID card.
- Students may borrow books for a period of two weeks. Books may be renewed for an additional two weeks if no other reader has requested them. Undergraduate students may borrow a maximum of 5 books and graduates up to 10 books at a time.

- Borrowed books must be returned on time, otherwise a sum of 1,500 LL/item/day will be collected for overdue books.
- If a borrower loses a book, he/she is charged 150% of the list price of the book.
- A borrower who has overdue material or an unpaid fine will be banned from borrowing privileges until cleared.
- Unpaid fines will be deducted from the student's deposit at the time he/she withdraws from the University.
- Library clearance must be obtained from the Barsumian and Derian Libraries upon a student's withdrawal from the University or upon graduation.

### ***Building-use Items***

- Reference books, newspapers and periodicals should be used in the library only.
- Magnetic photocopiers are available in the Barsumian and Derian libraries. To photocopy, students must buy magnetic cards from the libraries or the cashier's office (7,500 LL/100 copies).

### ***Reserve Books***

A Reserve Book may be borrowed for a period of 1 hour and renewed for consecutive periods as long as nobody else has reserved it. The Reserve

Books are of two types:

#### **Closed Reserve Books:**

- The Reserve Book slip of these books is marked "NOT TO BE TAKEN OUT FOR O.N. OR W.E.".
- Can be used within the library only.
- The fine for an overdue Closed Reserve Book is 2,000 LL/hour.

#### **Open Reserve Books:**

- Can be checked out of the library from 4:00 p.m. till 8:30 a.m. of the next working day.
- Not more than two items may be borrowed overnight (O.N.) or over the weekend (W.E.) by the same student.
- Books may be reserved on the same day they will be borrowed. If a student who has reserved a book does not come for it by 4:00 p.m., anyone else may borrow it.
- A student may reserve only one book ahead of time and wait until 4:00 p.m. to borrow the second, if nobody else has reserved it by then.
- The fine for an overdue Open Reserve Book is 2,000 LL/hour.



### ***Inter-Library Loan / LIDS***

Inter-library loan is a service whereby a library patron may borrow books or receive photocopies or e-copies of documents that are owned by another library.

As a member of LIDS consortium, HU Libraries offer inter-library loan services through renowned member universities. Inter-library loan or resource sharing is made available for all HU members, free of charge. To borrow material not available in HU, students, faculty, and staff must place a request with the assistant librarian, who takes care of the borrowing procedure and notifies the patron upon arrival of the item. HU covers the mail or courier service fee, whereas the end-user is responsible for overdue fines, if any.

### ***Library protocol***

- Silence is expected at all times; group studying is not encouraged in the library.
- Library books, journals and newspapers should not be underlined or mutilated.
- Smoking, eating, and drinking are forbidden in the library.
- Mobile phones must be put on silent; for an urgent or incoming call students must move outside the library.

### ***Library Hours***

#### ***Fall and Spring:***

#### **Derian Armenological Library:**

- Monday - Friday: 8:00 a.m. to 5:00 p.m.

#### **Barsumian Library:**

- Monday and Wednesday: 8:00 a.m. to 7:00 p.m.
- Tuesday, Thursday and Friday: 8:00 a.m. to 5:00 p.m.
- Saturday: 9:00 a.m. to 1:00 p.m.

#### ***Summer:***

#### **Both libraries:**

- Monday - Friday: 7:30 a.m. to 1:30 p.m.

### **Roof Sports Hall**

The Philibossian Student Center Roof features a large hall where students may play table tennis or chess, chat and hold discussions, as long as no Student Life activity or practice session is scheduled at that particular time.

The Dance Club, as well as the Table Tennis and Martial Arts teams, practice in the Roof Sports Hall.

### **Student Lounge**

The Student Lounge (where students may sit, chat, read, study, watch TV/DVDs, and feel at home) is located on the first floor of the Philibossian Student Center. It is also a place where one may relax with games such as chess, backgammon, etc.

## Student Services

### Advising

Academic advising reflects the Institution's commitment to provide individualized attention that supports each student's educational and career goals. Special students are advised by the Admissions Office; all other students are advised by the director, chair, or faculty within the student's area of specialization.

### Alumni Office

The Haigazian University Alumni Office provides liaison between HU and its alumni. The office also liaises between corporations with vacancies, recruitment agencies and graduating students or alumni looking for jobs. It provides companies with a contact person regarding their job vacancies.

### Classroom Management

Classroom Management is a course-content management software. Using it, instructors post their course information, i.e. lectures, assignments, documents and students' grades; students submit their assignments and check information concerning their courses.

Students access Classroom Management from anywhere

and at anytime through the Haigazian University website ([http:// www.haigazian.edu.lb](http://www.haigazian.edu.lb)) and on campus, through the intranet directly. (<http://Classroom>), by using their own account, i.e. Student ID and password. (N.B. When the account is first set up, the password is your lab account password or Wi-Fi password) For more details students should check with Mr. Shant Estepan (Meh. 406).

### Counseling

The Counseling Center is located on the second floor (room 201) of the College Building. The main task of this center is to facilitate students' educational, social and personal development through the offering of a variety of counseling services to individual students and groups. The University counselor may help students in areas of decision-making, problem solution, crisis intervention, college adjustment, etc. More specifically, the counselor's job is to discuss educational and other important concerns such as: future careers, major-related issues, academic concerns, time management problems, personal matters, and relational concerns.

All counseling services are offered to all students in a nonjudgmental and strictly confidential environment. None of the information shared during the counseling

or consultation sessions will be shared with any other individual.

Every semester the counselor will post his/her working hours on the office door. Students can either make an appointment with the counselor or drop in during the counselor's available work hours.

Haigazian Email Accessibility

Internet and email are available for all HU students. All students have a Haigazian email account. This account is used to facilitate communication between faculty, administration and students and is to be checked by students daily for important news and announcements. Students access their account from anywhere and at any time through the Haigazian University website (<http://www.haigazian.edu.lb>). They can also access it through (<http://mail.office365.com>) by using their own permanent account:

Current students.

FirstNameInitialLastName@students.haigazian.edu.lb, and their password: HU@student ID N°

Graduated students.

FirstNameInitialLastName@alumni.haigazian.edu.lb, and password: Alumni+year of graduation e.g. Alumni2013.

For more details students should check with Mr. Shant Estepan (Meh. 406).

Identity Cards

A university ID Card is issued for every registered HU student. The ID card is valid for one academic year. New ID cards are issued at the beginning of every academic year to old students and at the beginning of each semester to new students. HU students should always carry their ID cards, which entitle them to entrance to the campus, use of the University library and 24/7 insured admittance to hospital in case of accidents or medical emergencies. A fee of 5,000 LL is charged for a duplicate ID.



Students are photographed for their university ID card in the Student Life Lounge (Philibossian Student Center, 1<sup>st</sup> floor), unless otherwise specified.

### **Intranet Portal**

The Intranet portal is the gateway that unifies access to all Haigazian resources including news, announcements and applications in a customized view.

Students can access the Intranet portal on campus through the following link: <http://intranetportal>

For more details students should contact Mr. Shant Estepan (Meh. 406).

Stay up to date with the latest news and events, professional development opportunities and research undertaken by the university and our partners.

### **ITS Help Desk**

In a continuing effort to improve the IT services, the IT Department provides a function called “ITS Help Desk”, which is designed to support all IT requests.

**Contacts.** tel. ext. **328** or ext. **284**

**Email.** [Helpdesk@haigazian.edu.lb](mailto:Helpdesk@haigazian.edu.lb)

### **Lost and Found**

Students should inquire for items they may have lost on

campus at the SLO, first floor, Philibossian Student Center. Students are expected to give any items they find within the University compound to the SLO. From the time an item is found, the student has 2 weeks maximum to claim it.

### **Printing**

All students are required to enter lab computers by their Usernames and Passwords, in order to use the print facility.

At the beginning of each semester you have \$25 in your account. Every paper costs \$0.10, so you can print 250 pages each semester.

### **Security, Insurance and Student Liability**

In accordance with Lebanese state law, every HU student who is Lebanese and enrolled in post-Freshman courses is to be registered for Social Security.

Before getting their statement of fees, students must present a photocopy of their new “*Ikhraj Kaid*”:

- 1** Students below the age of 25 should bring their Family *Ikhraj Kaid*.
- 2** Students aged 25 and above should bring their Personal *Ikhraj Kaid*.
- 3** Transfer students should bring their previous social security card or the number plus their personal *Ikhraj Kaid*.

- 4 If parents are registered in Social Security, or are employees in any governmental office, students should confirm this by a written certificate stating that they have Health Insurance coverage through their parents.
- 5 For further information, students may refer to Mr. Jean Karam (Heritage Bldg, Room 210).

HU students are covered 24/7 against accident-related physical mishaps and medical emergencies anywhere in Lebanon. These insurance policies are registered on every student's university ID card (see page 207). Students who show evidence of medical insurance are exempted from the medical emergency insurance but not from the accident insurance.

In case of any minor physical injuries on campus, students can find First Aid kits in the Dormitory (lobby), Mehagian bldg (1<sup>st</sup> floor corridor, outside the faculty secretary's office), Mugar bldg (ground floor, right next to the hand punch machine), Aharonian bldg (1<sup>st</sup> floor, inside the part-timers' office), College bldg (1<sup>st</sup> floor, in the corridor leading to the CCE office), Heritage bldg (3<sup>rd</sup> floor, in the hall), security post next to the Heritage bldg, and the Philibossian bldg (Student Activities Coordinator's office).

### **Student Information System Portal**

This is a web-based software which allows students to access their academic performance records (Program of Study, Transcripts, Grade reports), and allows them to register for courses on-line. This system is secure and safe and is available to all students from on campus and/or off-campus. Students can access Portal from anywhere and at any time through the Haigazian University website (<http://www.haigazian.edu.lb> or <http://Portal.haigazian.edu.lb>) and on-campus, through the intranet directly. (<http://Portal>). For more details students should check with the Admissions Office.

### **Telephone, Fax and Mail**

Students can call, fax, and send personal mail through the receptionist's office (ground floor, Philibossian Student Center).

Every student is entitled to a private mailbox through which he/she can receive administrative, local and foreign mail.

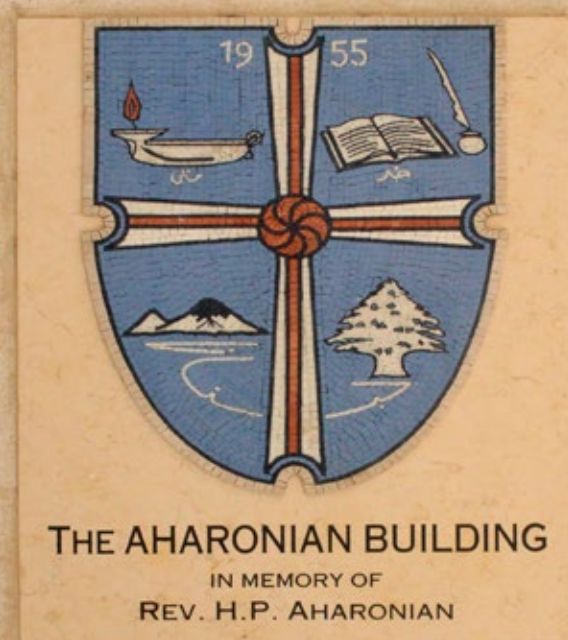
The mailroom is located in the lobby of the College Building. To receive mail, students should add their

mailbox number to the university's P.O. Box number (i.e. P.O.Box: 11-1748/[Box#], Riad El Solh 1107 2090, Beirut, Lebanon).

Students receive their mailbox key from the SLO (first floor, Philibossian Student Center). Mailbox keys are returned to the SLO upon withdrawal/dismissal/graduation from the University. A fee of 5,000 LL is charged for a duplicate key.

### Wireless Internet Connection

Wireless internet access is available on campus on devices with wireless adapters. Students access it by using their own account (i.e. Student ID and password). For new students, you need to activate your account by going to a computer lab; log into a PC using your ID number and no password; then the system will ask you to enter a password which you will use.



general  
**rules & regulations**

## REGULATIONS

### Responsibilities

Haigazian University stresses not only academic and career preparation but also values and character development. In order to preserve the quality of education, HU expects all students to conform voluntarily to the established rules, regulations, and social norms, and to conduct themselves at all times and in all places in a manner befitting their student status. HU is not a law enforcement agency but expects all its students, whether as individuals or groups, to obey all local laws. Violators will not be immune from prosecution under these laws.

The primary objective of establishing disciplinary standards is to maintain an appropriate level of conduct in the academic community. Fairness, justice, and due process are required in judicial procedures. HU judicial procedures permit members of the University community to register complaints against individuals or groups with the Director of Student Life or the Academic Deans.

### University Catalog

It is the responsibility of the student to be familiar with the information presented in the University Catalog and Student Handbook and know and observe all policies

and procedures related to the program he/she is pursuing. Regulations will not be waived nor exceptions made because a student pleads ignorance of policies or procedures. While academic advisors assist students in every way possible, the responsibility for following all policies and meeting all requirements and deadlines rests with the student. A student is expected to satisfy the requirements of the University Catalog in effect at the time he/she is admitted to the University and begins course work in a degree program. However, a student may elect to graduate under the Catalog in force at the time of his/her graduation, provided the student complies with all requirements of the later Catalog. New catalogs take effect at the start of the academic year when they are published.

### Student Handbook

The Student Handbook is a yearly publication which states the rules and regulations of the HU student clubs, societies, sports teams and other student activities. It is also a guidebook for old and new students, to facilitate the following of University procedures throughout their academic years at HU. The provisions of the most recent handbook take precedence over the previous issues in every sense and are binding on all students.



## Guards

The HU security guards' main purpose is to help maintain a secure, harmonious atmosphere and maintain the safety of the campus.

In order to achieve this, the guards may:

- check students' and visitors' IDs on a regular basis during entry to the University;
- ask students for their IDs within the University premises;
- ask students to go to the SLO in case of misconduct or a disturbance or for any other reason they deem valid;
- remove any posters without an authorization stamp from the proper offices;
- confirm with the SLO whether permission has been given to distribute flyers and/or products on the HU premises.

## Visitors

Visitors are welcome at Haigazian University provided they respect the standard conduct code of the University. Visitors have access to the courtyard, the Student Lounge, the Mugar Garden and the Cafeteria.

Visitors can also meet with faculty/staff after the approval of the requested individual.

Upon entering HU all visitors leave an official document at the entrance and state the purpose and duration of their visit. Visitors' documents left at the gate are accompanied by the document of a current Haigazian University member.

Usage of an HU Student ID card to invite anybody to the University premises makes the visitor the responsibility of the inviting student.

The visitor's document, with that of the student, is collected by the student upon leaving.

No visitors are allowed on University premises after 5:00 p.m.



## STANDARDS OF CONDUCT

### Behavioral Conduct

Haigazian University is dedicated to the standards of ethics and morality which characterize the individual who has determined to live a life pleasing to God. Therefore, it is a major purpose of the University to help students mature academically, spiritually and socially.

Haigazian University expects all students, both full and part-time, to abide by the following standards:

- Solicitation or collection of funds, by and among students or by outside persons, is strictly forbidden.
- Students are not permitted to engage in political, ideological or factional activities at Haigazian University.
- Defacing of school property, including writing on desks and willful destruction of other equipment, will lead to the student being subjected to a fine in the amount necessary to replace the damaged or lost article. The student may receive a disciplinary warning too.
- Students are expected to treat one another, faculty, administration, and visitors to the University with due courtesy.
- Abusive language, physical attack upon another

person, or habitual disrespect are considered grounds for dismissal from the University.

- To remain true to its purpose, the University has the duty to preserve academic freedom. No one is permitted to threaten or impede its exercise within the University. Actions or words intended to hinder others from attending classes and infringe upon academic freedom will be met with strict disciplinary action. Dialogue and consultation are recommended as means of communication rather than confrontation and contests.
- HU is committed to maintaining an environment free of harassment for students, faculty, and staff. Consequently, sexual, racial, ethnic, religious or other sorts of harassment and bullying of HU students or employees are unacceptable and will not be tolerated.
- The University campus is a place where students have the privilege to study, participate in co-curricular activities, meet and interact with one another. It is a place where students develop their personalities and friendships. The cleanliness of the campus and a healthy social atmosphere should be the concern of all members of the HU community.
- No one is allowed to interrupt or disturb class or

laboratory sessions. In cases of extreme urgency, the help of the Registrar's office should be asked.

- Eating, gum chewing and carrying on private conversations during a class period are considered disrespectful. Cellular phones should be turned off in classrooms and are prohibited during exams.
- To protect and enhance our air quality and to contribute to the health and well-being of all the HU community, the use of all tobacco products is banned from all areas on campus.
- The use or possession of alcoholic beverages, illegal drugs, explosives, fireworks, weapons, and other dangerous substances is prohibited on HU property.
- In the case of theft, the student is brought to the Discipline and Conduct Board, where disciplinary measures will be taken, depending on the seriousness of the situation.
- In social deportment and in manner of dress, students are expected to conduct themselves with decency and consideration.
- Students should not wear outfits or any kind of symbols that may reflect any partisanship or factionalism.
- Indecent amorous behavior is not allowed at HU. Relationships between the sexes are to be kept at a

high moral level.

- The SLO should be notified prior to issuing non-academic student petitions. Any such petition without prior notification will not be considered legitimate.
- Petitions by students may be permitted within a time frame set by the SLO office.
- Official notices are brought to the attention of students by means of authorized bulletin boards, mailbox distribution and e-mail. Students should check them daily.
- All student publications are under the supervision of the SLO. No student or group of students shall begin production of any pamphlet or publication without consulting the SLO. Pre-publication meetings with the SLO (and, if need be, with an ad hoc committee) shall be held by each editor before publication of each issue.
- No publications from outside the University may be distributed on campus without the official approval of the SLO.
- Nothing from outside the University and related to non-academic and student affairs may be posted anywhere on campus without the stamped approval of the SLO. The decision whether to authorize

promotional material (posters, banners, flyers, etc.) will generally be made on the day it is presented to the SLO, or the next day.

- Unauthorized use of Haigazian University's name, and/or logos or personal information is strictly forbidden.
- The University reserves the right to dismiss any student, without financial refund, if the student fails to abide by HU regulations or when such action is deemed to be in the best interests of HU or the student.

### **Complaint Procedure**

If a problem of any sort arises, or if there is the possibility of a problem arising, due to rising tension in the HU family atmosphere:

- Students should, without delay, inform the SLO before matters deteriorate.
- Involved students and witnesses will be called in to the SLO to be questioned.
- Once enough information is collected, the matter will be directed to the Discipline and Conduct Board, where the involved students will once again be called in before a final decision is taken.

### **Disciplinary Probation**

A student who violates University regulations as set forth in the standards of conduct is placed on disciplinary probation, is not eligible for financial aid from the University, and is banned from participation in co-curricular activities. Depending on his/her conduct, the student may be released from disciplinary probation after one semester.

### **The Discipline and Conduct Board**

The Haigazian University Discipline and Conduct Board is composed of the Registrar, the Director of Student Life, the Campus Minister, one faculty representative (usually the student's advisor), and the chairperson of the Student Life Committee.

In certain cases, the University counselor will be consulted.

A student violating any HU conduct/behavioral rules, laws, or regulations is liable to a set of disciplinary measures, depending upon the extent of his/her offense.

In case misconduct takes place in the classroom, the relevant instructor and the department chairperson join the Board.

The steps that may be taken by the Discipline and Conduct

Board in such cases are listed below. Other steps are also possible.

- a** An oral warning given by the SLO, which will be an extension of personal counseling by the Student Life Director.
- b** A written warning that the violator is put on disciplinary probation for a semester, asked to meet certain demands, such as community service for a period of time, and/or required to meet with the counselor.
- c** A final written warning that the violator is on disciplinary probation till his/her graduation.
- d** Recommendation for dismissal for a semester.
- e** Recommendation for permanent dismissal.

The decisions of the Board are taken collectively and by consensus.

A student undergoing disciplinary action has the right to be present on campus and to attend classes until suspended or dismissed.

If a student appeals to the Appeals Committee, the old decision is maintained until a new decision is made.



financial and academic  
**brief guidelines**

## FINANCIAL INFORMATION

### Deferral of Payments

- Students may apply to pay their tuition in installments.
- The student has to fill out and sign a form “Request for payment by installment, a Declaration and Undertaking” from the cashier’s office. This form is then approved at the Business Manager’s office in the Heritage Building (room 209).
- 1% installment fee will be applied to anyone paying two installments, and 2% on three installments; the fee is applicable on the net amount as of the statement of fees issuance date.
- The dates of installments are predetermined and should be respected so as to avoid the penalty payment of 10,000 LL per day.

### Undergraduate Tuition and Fees

*Academic Year 2015–2016*

#### Tuition

Per credit hour	<b>405,000 LL</b>
Auditors per credit hour	<b>202,500 LL</b>
Intensive English 000	<b>2,950,000 LL</b>
Intensive English 001	<b>1,975,000 LL</b>

#### Fees

Application for admission and readmission*	<b>100,000 LL</b>
Registration for new and readmitted students, not to be credited against tuition and fees*	<b>100,000 LL</b>
Reservation fee (per semester) for continuing students, to be credited against tuition and fees*	<b>100,000 LL</b>
Reservation fee for new students, to be credited against tuition and fees*	<b>500,000 LL</b>
Late registration	<b>100,000 LL</b>
Late tuition payment (per day)	<b>10,000 LL</b>
Government medical insurance (Required of Lebanese students only)	<b>202,500 LL</b>
Personal accident insurance	<b>46,000 LL</b>
Medical Insurance	<b>127,000 LL</b>
Medical checkup for new students	<b>100,000 LL</b>
Deposit (to be refunded when students leave the University provided a request is made within 365 days)	<b>300,000 LL</b>
IT Service (per semester)	<b>100,000 LL</b>
Yearbook	<b>75,000 LL</b>
Diploma	<b>200,000 LL</b>
Normal Diploma	<b>100,000 LL</b>
Official transcript	<b>10,000 LL</b>
Student copy transcript	<b>5,000 LL</b>
Certificate	<b>5,000 LL</b>

Duplicate key	<b>5,000 LL</b>
Duplicate ID card	<b>5,000 LL</b>
Catalog fee (duplicate copy)	<b>10,000 LL</b>
Degree certification (3 copies)	<b>5,000 LL</b>

### Orientation Fees

Orientation fee	<b>50,000 LL</b>
Orientation repetition fee (1 credit per semester)	<b>405,000 LL</b>

## Graduate Tuition and Fees

### Academic Year 2015–2016

#### Tuition

Per credit hour	<b>545,000 LL</b>
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#### Thesis Course EDU 399 and PSY 399 Fees

For the 1 <sup>st</sup> Semester	<b>3,240,000 LL</b>
For the 2 <sup>nd</sup> & 3 <sup>rd</sup> Semesters	<b>- LL</b>
For the 4 <sup>th</sup> Semester	<b>1,620,000 LL</b>

#### Fees

Application for admission and for readmission*	<b>125,000 LL</b>
Registration for new and readmitted students, not to be credited against tuition and fees*	<b>100,000 LL</b>
Reservation fee (per semester) for continuing students, to be credited against tuition and fees*	<b>100,000 LL</b>

Reservation fee for new students, to be credited against tuition and fees*	<b>500,000 LL</b>
Late registration	<b>100,000 LL</b>
Late tuition payment (per day)	<b>10,000 LL</b>
Medical checkup for new students	<b>100,000 LL</b>
Personal accident insurance	<b>46,000 LL</b>
Medical Insurance	<b>127,000 LL</b>
Deposit (to be refunded when students leave the University provided a request is made within 365 days)	<b>300,000 LL</b>
Yearbook	<b>75,000 LL</b>
Diploma	<b>200,000 LL</b>
Official transcript	<b>10,000 LL</b>
Student copy transcript	<b>5,000 LL</b>
Certificate	<b>5,000 LL</b>
Duplicate key	<b>5,000 LL</b>
Duplicate ID card	<b>5,000 LL</b>
Catalog fee (duplicate copy)	<b>10,000 LL</b>
Degree certification (3 copies)	<b>5,000 LL</b>

## Tuition Refund Upon Withdrawal

<u>Withdrawal from Fall/Spring Semester</u>	<u>Tuition refund</u>
During first and second week of classes	<b>100%</b>
During third and fourth week of classes	<b>50%</b>
Refunds are not made for summer sessions	

Students who have pre-registered but fail to complete their registration or attend classes within the first two weeks shall be dropped from the University enrollment list for that semester.

### **Financial Aid**

- Usually provided to students who qualify on the basis of academic achievement and demonstrated need.
- Granted annually to regular full-time students (except during the summer).
- Generally not available to freshman students.
- Is calculated on the basis of total number of credit hours registered per semester.
- A renewal form must be submitted each year to the Financial Aid Committee.
- Recipients are generally not allowed to withdraw from courses.
- Recipients of 25% or more will be assigned duties in the University.
- Repeated courses are excluded from financial aid grants.
- Students who are on academic or disciplinary probation at the end of the academic year will not receive financial aid for the following year.

- All documents related to financial aid for returning students for the Fall Semester must be handed to the Admissions Office by May 30. (New students' applications by April 30). The deadline for the Spring Semester is December 30 for all applicants.

ACADEMIC INFORMATION

Faculties and Departments: Majors

**Faculty of Business Administration and Economics:**  
General Business Administration and the emphases, Economics, Hospitality Management.

**Faculty of Humanities:**  
Arabic, Armenian, English, History, Intercultural Studies, Music and Arts, Religion and Philosophy.

**Faculty of Sciences:**  
Biology, Chemistry, Medical Laboratory Sciences, Nutrition Sciences and Dietetics, Computer Science, Mathematics, Physics.

**Faculty of Social and Behavioral Sciences:**  
Christian Education, Education and Early Childhood Education, Political Science, Psychology, Social Work.

Student Classification

Student Classification	Credits Completed
Freshman	0–29
Sophomore	30–59
Junior	60–89
Senior	90 and above

Special: students who are not candidates for a degree from Haigazian University. --

Intensive: students whose TOEFL score is between 450 and 524. --

Auditors: students who are registered for courses without receiving credit. --

Faculty Advisors

- Every incoming student is assigned to an advisor appropriate for the student’s academic field.
- Faculty advisors help students in their academic program and in registering for their courses.
- Faculty advisors guide and assist students through academic difficulties.
- Advisors achieve significant advising by displaying interest in students, showing helpful intentions, and showing willingness to engage in professional involvement.

Academic Advising & Undergraduate Students

Student Responsibilities

- 1 To take the initiative to contact your advisor and schedule appointments each semester. Observe the advisor’s posted office hours or make other arrangements if necessary.



- 2 To prepare a list of questions or concerns before each meeting with your advisor. If you are discussing registration, prepare a tentative written schedule that includes alternative courses.
- 3 To become knowledgeable about HU policies, procedures, and requirements and adhere to them. If you don't understand a policy or a procedure, ask questions to the right people (not just other students) until you do understand.
- 4 To be familiar with the requirements of the major (and minor) which you are pursuing, and to schedule courses each semester in accordance with those requirements. Make sure you refer to the schedule that shows the sequence and scheduling of your major's (and minor's) courses over the coming 2 years.
- 5 To be aware of the prerequisites for each course that you include in your semester schedule and to discuss with your advisor how prerequisites will affect the sequencing of your courses.
- 6 To complete the online forms 'Course and Faculty Evaluation' or 'Lab. Course and Faculty Evaluation' for each course at the end of every semester so that you can register for the next semester.
- 7 To follow university procedures for registering courses

and for making changes to your class schedule (drop and add).

- 8 To know the deadline and procedure for withdrawal from courses if you are taking more than 4 courses and wish to withdraw from one.
- 9 To observe academic deadlines such as when to register and when to drop and add courses.
- 10 To keep your advisor informed about changes in your academic progress, course selection, and academic/career goals and to consult your advisor if you wish to change your major.
- 11 To keep a personal record of your progress towards your degree. Organize official university documents in a way that enables you to access them when needed.
- 12 To inform your advisor immediately whenever a serious problem (medical, financial, personal) disrupts your ability to attend classes or interferes with your ability to focus on your education and to perform your best work.
- 13 To accept final responsibility for all decisions made and your graduation requirements.

#### ***Procedures for Advisees***

- 1 Contact your advisor at the beginning of the semester and make sure you know your advisor's office hours.

Make appointments as necessary.

**2** Prepare for meetings with your advisor:

- For registration questions, prepare a tentative schedule with possible alternatives
- For other matters, write down a list of questions or concerns
- Visit your advisor with the above before your registration day

**3** Read and become familiar with these sections of the Student Handbook:

- Academic Calendar
- General Rules and Regulations
- Financial and Academic Brief Guidelines

**4** Read and become familiar with the requirements for your major as given in the HU Catalog (on the HU website under 'Current Students'). In particular, note prerequisites for courses.

**5** Refer to the schedule prepared by your department that shows the sequence and scheduling of your major courses over the coming 2 years, when relevant.

**6** Complete the 'Course and Faculty Evaluation' or 'Lab. Course and Faculty Evaluation' for each course at the end of the semester. You will not be able to register until you have done so.

**7** Register online for the coming semester during the registration dates. (see HU Academic Calendar)

**8** Make schedule changes (drop and add), if necessary, during the designated period. (see HU Academic Calendar)

**9** Apply for financial aid, if needed, before the deadline for applications. (see HU Academic Calendar)

**10** Withdraw from courses, if necessary, before the last day for withdrawals. (see HU Academic Calendar)

**11** Inform your advisor about changes in your academic progress or career goals, problems affecting you academically, etc.

### Academic Progress

- Students usually graduate in three or four years, depending on the number of credits taken per semester (four to five years with a freshman year).
- The normal load of a regular full-time student is five courses, which is usually equal to 15 credits.
- Full-time students are required to take a minimum of 12 credits per semester.
- Students with a cumulative average of 75 and a semester average of 80 or above may register for more than the normal load with the advisor's approval.

- Under no circumstances will a student be allowed to register for more than 19 credits per semester.

## Grading

Grades are calculated numerically with the maximum grade as 100 and the minimum grade as 40. The passing grade is 60. The following letter grades are also given:

**[I] Incomplete:** For valid reasons, the student could not complete the course in the set period. The student should present a valid report before the exam date. The student should be prepared to complete this “Incomplete course” within six weeks of the beginning of the next semester.

**[IF] Incomplete Fail:** The student had an incomplete grade and did not fulfill all requirements within the set time limit.

**[F] Fail:** Given to students who fail non-numerically graded courses.

**[P] Pass:** Given to students who pass non-numerically graded courses.

**[W] Withdrawal:** The student withdrew from a course.

**[XF] Not Complete:** The student stopped attending a course without properly withdrawing. Also given to students who exceeded the permitted absences of

the course or did not sit for the final exam.

## Cumulative Average

Is the total average of all courses taken (excluding 100-level courses).

- To calculate the cumulative average, the grade for each course is multiplied by the number of credits, then the sum of the results is divided by the total number of credits.
- Grades of 100-level courses are excluded from the cumulative average. Freshman students, once promoted to the sophomore class, will have their 100-level courses eliminated from their cumulative average.
- Grades of [W] are excluded from the cumulative average.
- Grades of [IF] and [XF] are counted as 40.
- Once a student changes his/her major, all grades below 60 received in the previous major will be excluded from his/her cumulative average. This applies only to courses which are not required in the new major.
- Calculating the cumulative average or Grade Point Average (GPA):

Multiply the grade of each course by the number of credits, then sum up the total result and divide it by the total number of credits.

Example:

Math	80% (3 credits)
Physics	75% (4 credits)
English	75% (3 credits)

The GPA will sum up to:

$$[(80 \times 3) + (75 \times 4) + (75 \times 3)] \div 10 \text{ credits} = 76.5\%$$

**Major Average:** Is the total average of all major courses taken.

**Semester Average:** Is the average of all courses taken in a particular semester.

Academic Recognition

Placement on the President’s list or the Dean’s list

- Issued at the end of each semester to honor undergraduate students.
- Can be given only to a regular full-time student.
- The student must be enrolled in at least 12 credit hours in courses he/she has not taken before or withdrawn from.
- The student must not have any incomplete grades.
- Students with a semester average of 90 or above will

be placed on the President’s List and will receive a 30% scholarship for the coming semester.

- Students with a semester average of 85 to 89.99 will be placed on the Dean’s List, and will receive a 25% scholarship for the coming semester.

Academic Probation

- Students who have a cumulative average less than 70 and students who fail more than one course in a given semester are put on academic probation.
- Students on academic probation may not register for more than 4 courses or 15 credit hours.
- Probation is removed only after the cumulative average is 70 or above.

Change of Major/Emphasis

- The student should complete a ‘Change of Major Form’, which is to be approved by the Departmental Chair of the new major and the Academic Standing Committee.
- A student cannot change his/her major more than twice.

Withdrawal From Courses

- Students are allowed to withdraw from a course and get the grade W no later than the fourteenth week from the beginning of the semester. No student is allowed to withdraw from any course more than once, nor to

reduce his/her number of credits below 12.

- A student wishing to withdraw from a course must fill in a Withdrawal Form, have it approved by his/her advisor, and submit it to the Registrar's Office. A student who stops attending a course without withdrawing officially will be given the grade XF (equal to 40) for the course.

### Withdrawal From the University

- Students should fill out the clearance form and have it signed by the Registrar's Office, Financial Aid Office, Libraries, Billing Office, Cashier, and SLO.
- Students are required to return their mailbox key, ID card (if withdrawal is during the Fall semester), sports uniforms, books, and any borrowed item from the University before they can withdraw.

### Repeating Courses

- A student who fails a required course must repeat that course the next semester it is offered.
- Students may not repeat courses in which they have attained a grade of 70 or more.
- Students may not repeat the same course more than twice.
- If a course is repeated, only the last grade will be included in the cumulative average and/or major field average.

- A student who receives the grade W (Withdrawal) will have the chance to repeat the course one more time.

### Transcripts and Certificates

- All official academic documents, transcripts and certificates are provided by the Registrar's Office upon a student's request.
- Other certificates and letters of recommendation will be issued at a student's request by the respective departments.
- Documents are issued only to the student concerned or to a person authorized by the student to request and collect information on his/her behalf.
- All graduates are entitled to a free copy of their official transcript of record and a certified copy of their degree.

### Appeals

- May be made concerning social or academic difficulties.
- Must be made in writing.
- Must be made as soon as possible and handed to the appropriate department.
- Sample Format:
  - I. Date
  - II. Name and address of person to whom you are writing
  - III. Subject Line

**IV.** Salutation

**V.** Body of letter:

- Introduce self
- State needs

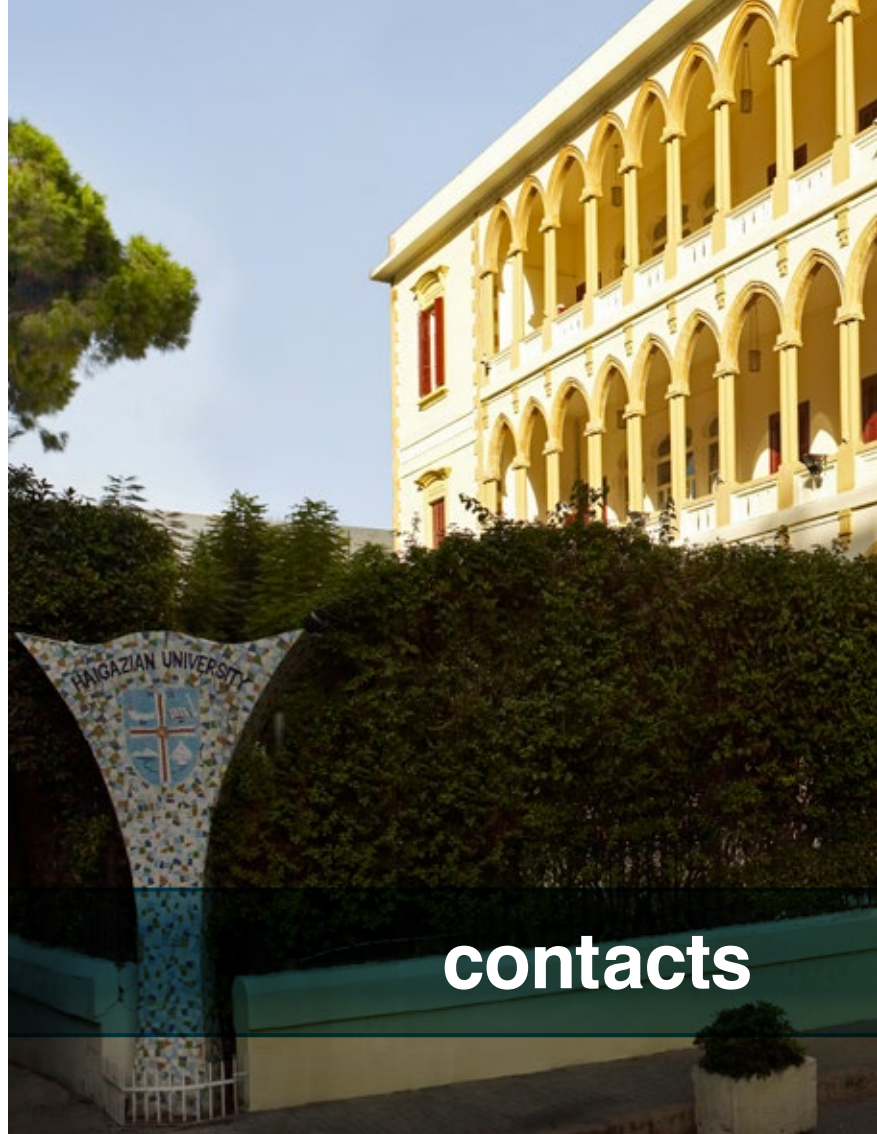
**VI.** Cordial closing

**VI.** Signature

**VIII.** Name and contact information of petitioner

## Graduation

- Graduating students must fill in a Diploma Application Form.
- To graduate with a Bachelor of Arts or Bachelor of Science degree, a student must complete a minimum of 124 credits with a cumulative and major average of at least 70. At least 94 credits ought to be in 200-level courses. The student has a maximum of seven calendar years to complete the degree.
- Graduating students with Honors will receive on their degrees the following honors:
  - With Honors.** a cumulative & major average of **85** to **89.99**.
  - With High Honors.** a cumulative average of **90** or above and a major average of **85** or above.



# FULL-TIME FACULTY

NAME	FACULTY	OFFICE
Rev. Dr. Paul Haidostian	President	Mugar 101
Dr. Joseph Al Agha	AS	MEH 706 B
Dr. Fadi Asrawi	BAD	AH 9
Dr. Levon Avedanian	AS	MEH 604
Dr. Samih Azar	BAD	AH 7
Mr. Garo Boghossian	BAD	AH 1
Dr. Antranig Dakessian Director of the Armenian Diaspora Research Center	AS	HER 406
Dr. Arda Ekmekji	AS	Mugar 109
Dr. Basma Faour	AS	HER 305
Dr. Maximilian Felsch	AS	MEH 704
Mrs. Rula Halaby	AS	MEH 604
Dr. Hatem Halaoui	AS	MEH 202 A
Dr. Sima Hamadeh	AS	MEH 707
Mrs. Sahar Hamzeh	AS	MEH 302 A
Dr. Nadim Hassoun	AS	MEH 603
Dr. Hanine Hout-Gharzeddine	AS	C 301
Mrs. Shaghig Hudaverdian	AS	HER 309

NAME	FACULTY	OFFICE
Mrs. Vera Karageozian	BAD	AH 8
Mrs. Sarar Maalouf	AS	HER 309
Ms. Ailsa McLardy Consultant for Educational Development	–	HER 405
Mrs. Rita Merhej	AS	HER 307
Mr. Ali Moukallid	AS	MEH 405
Ms. Anita Moutchoyan	AS	302 B
Ms. Suha Naimy	AS	MEH 305
Mrs. Najoie Nasr	BAD	AH 7
Mr. Nazim Noueihed	AS	MEH 405
Dr. Suha Safiyiddeen	AS	MEH 304
Dr. Annie Tortian	BAD	AH 11
Dr. Berj Traboulsi	AS	C 405
Mrs. Lena Urneshlian	BAD	AH 6
Rev. Wilbert Van Saane	AS	SC 203
Dr. Hagop Yacoubian	AS	HER 310



## ADMINISTRATION

NAME	TITLE	OFFICE
Mrs. Patricia Abou Khalil	Purchasing Coordinator	HER 409
Mr. Moufid Alam	IT Services Manager	HER 404
Ms. Hanaa Aridi	Dormitory Head Resident	SC 104
Mr. Hrag Avedanian	USAID Officer	SC 104
Mrs. Houry Avedikian	Assistant Librarian	Mugar 2 <sup>nd</sup> Flr
Mr. Siragan Babigian	Junior Network/ Hardware Analyst	MEH 409
Mr. Yervant Babikian	Comptroller	HER 208
Mr. Ashraf Badreddine	HR Officer	HER 204
Mrs. Rachel Basous	Counselor	C 201
Mr. Arshag Bavoukian	Warehouse Officer	Warehouse
Ms. Shaghig Belikirikian	Assistant Accountant	HER 212
Ms. Tamar Berberian	Librarian's Assistant for Technical Services	Mugar 2 <sup>nd</sup> Flr
Mr. Chukri Charbetji	Student Activity Coordinator	SC 206
Mr. Sevag Demirjian	Sports Coordinator	SC Roof
Mrs. Taline Elmajian	Faculty Secretary and Web Master	MEH 205

NAME	TITLE	OFFICE
Mr. Shant Estepan	Senior Network Analyst	MEH 406
Mrs. Anahid Fermanian	Registrar	HER 110
Mr. Vahe Ghorghorian	Assistant ITS Manager	HER 404
Ms. Vera Gosdanian	Associate Librarian	Mugar 3 <sup>rd</sup> Flr
Mrs. Maral Gurunian	Financial Aid Officer	HER 113
Ms. Farah Hariz	Student Recruitment Officer	HER 104
Mr. Sebouh Gurunlian	Director of Continuing Education	C 204
Ms. Dalia Haddad	Student Billing Officer	HER 211
Ms. Salpi Jalian	Assistant to the President for Administrative Affairs	Mugar 113
Ms. Lory Jamgotchian	Junior Purchasing Agent	HER 409
Mr. Hovig Jarkhedian	Senior Lab Technician	MEH 504
Ms. Nazeli Kandakarjian	President's Secretary	Mugar 101
Mr. Razmig Kaprielian	Student Life Director	SC 202
Mr. Jean Karam	Personnel Officer	HER 210



NAME	TITLE	OFFICE
Ms. Rita Karkourian	Admissions Officer	HER 116
Ms. Tamar Keshishian	Associate Registrar	HER 111
Mrs. Aline Khederian	Information Desk Officer-Receptionist	SC 103
Mrs. Mayda Kuredjian	Alumni Relations Officer	Mugar 115
Mr. Alec Mandoyan	Accounting Manager	HER 209
Mrs. Silvy Minas	Junior Lab Technician	MEH 504
Mrs. Vany Parseghian	Assistant Admissions Officer	HER 116
Ms. Angelic Salha	Junior Accountant	HER 212
Ms. Sonia Sislian	Librarian	Mugar 2 <sup>nd</sup> Flr
Ms. Maria Surmenian	Main Cashier	HER 117
Mr. Paul Yacoubian	Facilities Director	SC 002
Mrs. Mira Yardemian	Director of Public Relations	Mugar 123
Ms. Patil Yessayan	USAID University Scholarship Program Officer	SC 104
Ms. Maya Zeidan	Continuing Education Assistant	C 204

# USEFUL NUMBERS

Civil Defense _____	<b>125</b>
Emergency Police _____	<b>160</b>
Fire Department _____	<b>175</b>
Government Information _____	<b>1700</b>
Ogero _____	<b>1515</b>
International Calls _____	<b>100</b>
Police _____	<b>112</b>
Red Cross _____	<b>140</b>
Liban Post _____	<b>01-629 629</b>

## HU Campus Building Abbreviations:

- C.** College Building
- HER.** Heritage Building
- MEH.** Mehagian Building
- AH.** Aharonian Building
- SC.** Philibossian Student Center

[illegible][illegible]

[illegible][illegible]

## HU BUILDINGS & OFFICES

### **Mugar Building**

Alumni Office  
Assistant to the President for  
Administrative Affairs Office  
Barsumian English Library  
Dean Ekmekji's Office  
Derian Armenological Library  
Matossian Gallery  
President's Administrative  
Assistant's Office  
President's Office  
Public Relations Office

### **Aharonian Building**

Boardroom  
Business Faculty Offices  
Dean Asrawi's Office  
Media Center

### **Mehagian Building**

Auditorium  
Classrooms  
Faculty Offices  
Faculty Secretary's Office  
Laboratories  
Study Center

### **College Building**

Arts Hall  
Cntr for Continuing Education  
Classrooms  
Computer Labs  
Counselor's Office  
Custodians' Room  
Exam Hall  
Faculty Offices

Mailboxes  
Medical Center  
Orientation Office  
HU Warehouse

### **Philibossian Student Cntr**

Cafeteria  
Campus Minister's Office  
Fitness Center  
Grounds & Facilities  
Director's Office  
Receptionist's Office  
Roof Sports Hall  
SLC Meeting Hall  
Sports Coordinator's Office  
Std Activities Coordinator's Office  
Std Life Director's Office  
Std Resources Coordinator's Office  
USP Office

### **Heritage Building**

Admissions Office  
Armenian Diaspora Research Cntr  
Business Manager's Office  
Cashier's Office  
Comptroller's Office  
IT Services Office  
Conte Hall  
Faculty & Staff Lounge  
Human Resources Office  
Purchasing Department  
Recruiter's Office  
Registrar's Office  
Social Security Office