



2022-2023 student handbook

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This handbook was prepared by the Student Life Office.

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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. Student enrollment reached 650 before the start of the civil disturbances in Lebanon in 1975. 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.

Haigazian University Alma Mater



HAIGAZIAN UNIVERSITY
جامعة هايكازيان
ՀԱԴԳԱԶԻԱՆ ՀԱՅԿԱԶԻԱՆ

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.



MEHAGIAN
Building Center

student life

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.

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

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).

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.

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.

STUDENT LIFE COMMITTEE BYLAWS



Members of the Student Life Committee (SLC)

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

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. (See p. 68)

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.

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. 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 names of the chairperson, representative, secretary, 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 OVERVIEW

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 or secretary 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 or secretary 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.

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/she represents the University in the Sports Federation of Lebanese Universities (FSUL). His/her 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.

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

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, Athletic Scholarships are granted to 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.

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, 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 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. 69)

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

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 by 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 68), 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.

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 September and last till May. Summer activities are maintained according to the request of the students, in coordination with the SLO.
- 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.
- During the year, 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.

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 six 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. With the improvement of the country's security situation, the HU student population became more active. Several clubs and sports teams were reactivated.

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. He became Senior Student Life Project Manager in 2019.

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 several public performances:

- "Khalta" (2017)
- "And Then There Were None" (2016)
- "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)



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 Twelve consecutive years, the Club has organized its annual student Art Exhibition in the HU Arts Center, the Arthur Matossian Gallery.

Upcoming Event(s). The Thirteenth 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.



BADMINTON TEAM

Founded 2015

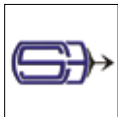


Description. The players represent Badminton at HU

Objectives. to promote badminton at HU, to organize friendly games, to participate in local and international tournaments, to enhance the players' physical capabilities, to obtain commendable results in FSUL tournaments, to establish contact with other university teams.

Guidelines. : the team practices twice per week.

Past Achievements. In 2015, the badminton team was created and the very same year they participated in the FSUL badminton tournament and won second place. In 2016 and 2017 the badminton team achieved 2nd place 2 years in a row.



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 styles of dance 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.

Past Achievements. Over the past eleven years, the Club has given public performances entitled "FUSION" (2018), "Music Meets Dance - Retro" (2017), "Music Meets Dance" (2016), "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).

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



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 organized food & clothing drives (Beanie Genie & Box Of Joy); visited old people's homes and orphanages; provided vaccines to children from poor families; organized yearly orphan fairs ("Hearts & Hands") and blood drives; renovated schools in Akkar, Saad-nayel and in Shatila and a public infirmary in Marjayoun as well as Home of Hope in Kahale.



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 have also planted trees, organized a general knowledge contest, joined in several inter-university environmental activities and partnered with many organizations to spread awareness. This year the club worked on installing two RVMs, created up-cycled items from bottle caps and participated in Earth Hour event.



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 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 has organized several business-oriented lectures, a general knowledge competition and workshops; it has 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.



KICK BOXING 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 Kickboxing 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, it 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 & 2016, the team once again achieved first place in semi-contact in the FSUL championship.



MEN'S FUTSAL TEAM

Founded 2007

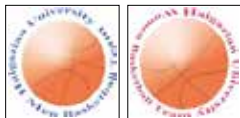
Description. The players represent FUTSAL at Haigazian University.

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 UniLeague” tournament. In 2011–2012 and 2012–2013, the Futsal team participated in the “8 UniLeague” tournament and came in second. At Euroesade 2010 the team was crowned second, and 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 6th consecutive time. In 2016, the team won second place in the ACG International tournament. MEN'S FUTSAL WON THE EUROMILANO 2018 CHAMPIONSHIP which took place in Milano Italy.



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 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 7th inter-university "8 UniLeague" tournament and qualified for the quarter finals for the 5th 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 Euroesade 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 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.



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.

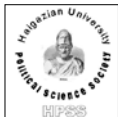


Objectives. The group organizes workshops and photography exhibitions, participates in contests and provides photos for Focus, The Haigazian Herald and student IDs.

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 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 offers professional photography workshops.

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".



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, Early Childhood Education and Special 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.



TABLE TENNIS TEAM

Founded 1962

Description. The players represent table tennis at Hai-gazian 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 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. In 2016, the women's team won the first and second place in the ACG 2016 international tournament. In 2018, Women's Futsal team won the 2nd place in USC League. Also 1st place in ACG Tournament 2018.



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.
- Several cultural events.



WOMEN'S MOVEMENT CLUB

Founded 2016

Description. The Women's Movement Club (WMC) is a social club at Haigazian University that plans events that acknowledge the issues related to feminism and equality. Feminism is not preferring one gender over the other, it is admitting to the faults of culture, social relations, and traditions. There isn't a superior individual, but a superior community as a team.



Objectives. We clarify aspects and topics related to equal pay, oppression, and gender superiority. We encourage freedom of choice and condemn victim blaming. In short, our main aim is to be the voice of every free and oppressed female.

Past Achievements. Being the newest club at Haigazian University, we consider every event an achievement on its own. Some of the popular events we organized were "breast cancer awareness", "sexual harassment awareness", and "women's day". However, our most remarkable event was the "Self-Defense Session" in which female students were given the opportunity to learn very effective techniques and strategies for defending themselves.



WOMEN'S FUTSAL TEAM

Founded 2003



Description. The players represent women's FUTSAL at HU.

Objectives. To promote women's FUTSAL 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 3rd 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 activities, and organizes campaign for a cause.

Objectives. To build a strong belief in teamwork and to inspire closer relationships between students.

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.

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. Lately the team organized a "Kayaking for Cancer" and "Hiking for Change" campaigns.





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. Spiritual Life at Haigazian University organizes the following activities.

Weekly chapel services. The weekly chapels take place in the auditorium on Wednesdays at 12:00 noon. Students come together to sing, pray, read the Bible and reflect on it. The services are contemporary and informal and address topics that are relevant for HU students. Note: this is the one time in the week when no other activities (classes, clubs, exams) are to take place on campus, so as to enable all students to attend chapel.

Spiritual Life Band. The band works with the Campus Minister, includes musicians and singers, and plays Christian music. It practices once a week and provides musical leadership for chapel services.

Bible Discussion Groups. Small groups of students meet with the Campus Minister for Bible studies twice a month, usually on Fridays. These groups provide students with the opportunity of discussion on a more personal level and help to explore the Bible and spiritual issues in depth.

Spiritual Retreats. Every year there is at least one weekend retreat for students. The retreats aim to build fellowship and friendship, explore spiritual questions, enjoy nature and have fun. The retreats are prepared by students and the Campus Minister and revolve around a spiritual theme.

Field Trips. Annually, Spiritual Life organizes one field trip, usually on a Saturday early in the semester. The field trips are mini-retreats and have a spiritual dimension. They also give students the opportunity to enjoy Lebanon's nature and visit some of its religious sites from past and present.

Counseling. The Campus Minister's office is always open for anyone to come and discuss issues related to faith, goals, family, identity, relationships, etc. Conversations are treated as confidential.

All students are welcome to join Spiritual Life activities! For more information or for a chat, visit the Campus Minister's office, SC 203, located in the corner of the student lounge.

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 -----

ANY CHANGES MADE TO THE ABOVE APPLICATION SHOULD BE
DISCUSSED AND APPROVED BY THE STUDENT LIFE OFFICE BEFORE
THESE CHANGES CAN TAKE PLACES.

ANY DISREGARD OF THIS WILL PENALIZE THE EVENT.

DATE & SIGNATURE -----

Club Minutes Form

Date: _____

Time: (beginning & ending)

Attendance:

Agenda:

Discussion of the prepared Agenda; decisions taken by club members (dates, planning, events, contacts, etc.); any assignments, duties allocated to: (mention name of person given the assignment, and deadline for accomplishing it.)

[illegible]

Secretary's name

Signature _____



academic calendar

2022-2023

ACADEMIC CALENDAR 2022–2023

AUGUST 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
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28	29	30	31			

SEPTEMBER 2022

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OCTOBER 2022

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NOVEMBER 2022

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DECEMBER 2022

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JANUARY 2023

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29	30	31				

FEBRUARY 2023

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MARCH 2023

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APRIL 2023

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MAY 2023

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JUNE 2023

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JULY 2023

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23	24	25	26	27	28	29
30	31					

ACADEMIC CALENDAR 2022–2023

Fall Semester 2022

August 8 | Monday

Ashoura, holiday.**

August 15 | Monday

Assumptiond, Holiday

August 26 – September 26 | Friday – Monday

Orientation Period

August 22 – 26 | Monday – Friday

Fall semester registration for new students.

August 29 | Monday 7:30 a.m.

Fall Semester classes begin.

August 29 – September 2 | Monday – Friday

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

September 2 | Friday

Last day for late registration

September 7 – 12 | Wednesday – Monday

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

September 15 - 20 | Thursday – Tuesday

Payment of tuition fees

October 8 | Saturday

Birthday of the Prophet Muhammad, holiday.*

October 17 | Monday

Founders' Day Convocation.

November 22 | Tuesday

Lebanese Independence Day, holiday.

November 28 – December 2 | Monday – Friday

Spring registration for current/returning student.

November 30 | Wednesday

Last day for Spring admission applications. Last day for

Spring financial aid applications for new students.

December 2 | Friday

Last day to withdraw from courses.

December 7 – 8 | Wednesday – Thursday

Spring Semester registration for new students.

December 9 | Friday

Fall Semester classes end.

December 10 | Saturday

English Communications Skills final examinations.

December 12 - 13 | Monday – Tuesday

Reading period.

December 14 - 22 | Wednesday – Thursday
Final examinations.

December 25 | Sunday
Christmas, holiday.

January 1 | Sunday
New Year, holiday.

January 6 – 7 | Friday – Saturday
Armenian Christmas, holiday

FALL SEMESTER:

MWF 45 Sessions: Each session for a 3-credit course is 50 minutes.

TTH 29 Sessions: Each session for a 3-credit course is 75 minutes.

*Dates are subject to change

Spring Semester 2023

January 13 - February 13 | Friday - Monday

Orientation period

January 16 | Monday, 7:30 a.m.

Spring Semester classes begin.

January 16– 20 | Monday - Friday

Schedule changes.

January 20 | Friday

Last day for late registration.

January 25 – 27 | Wednesday - Friday

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

February 1 – 6 | Wednesday – Monday

Payment of tuition fees *

February 9 | Thursday

Saint Maroun, holiday.

February 16 | Thursday

Vartanants, holiday.

March 25 | Saturday

Eid Al-Bechara, holiday.

March 30 | Thursday

Last day for Fall semester admission applications. Last day for Fall Semester financial aid applications for new students.

April 7 | Friday, 7:30 a.m.

Easter Vacation begins.

April 11 | Tuesday 7:30 a.m.

Classes resume.

April 14 | Friday, 7:30 a.m.

Greek Orthodox Easter vacation begins

April 18 | Tuesday 7:30 a.m.

Classes resume.

April 19 – 21 | Wednesday – Friday

Registration for Summer Session for current/returning students.

April 22 – 23 | Saturday – Sunday

Eid El Fitr, holiday *

April 24 | Monday

Commemoration of the Armenian Genocide, holiday.

April 25 – 28 | Tuesday – Friday

Fall semester registration for current/returning students.

April 28 | Friday

Last day for Fall financial aid applications for current students.

May 1 | Monday

Labor Day, holiday.

May 2 | Tuesday

Last day to withdraw from courses.

May 10 | Wednesday

Spring semester classes end.

May 11 | Thursday

English Communications Skills final examinations.

May 12 -14 | Friday – Sunday

Reading period.

May 15 – 23 | Monday – Tuesday

Final examinations.

May 28 | Sunday

Armenian First Independence Day, holiday.

June 4 | Sunday

Baccalaureate Service.

June 9 | Friday

Commencement.

SPRING SEMESTER:

MWF 44 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 2023

June 5 | Monday, 7:30 a.m.
Summer Session Classes begin.

June 5 – 6 | Monday - Tuesday
Schedule changes and late registration.

June 8 – 9 | Thursday – Friday
Statement of fees and installment forms are processed.*

June 12 – 14 | Monday - Wednesday
Payment of tuition fees.*

June 30 - July 1 | Friday - Saturday
Eid al-Adha, holiday.*

July 7 | Friday
Last day to withdraw from courses.

July 14 | Friday
Summer session classes end.

July 15 - 16 | Saturday - Sunday
Reading Period.

July 17 – 19 | Monday – Wednesday
Final Examinations.

July 18 | Tuesday
Al Hijra: Islamic New Year, holiday *

July 28 | Friday
Ashoura, holiday *

August 15 | Tuesday
Assumption, holiday.

SUMMER SESSION:

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

*Dates are subject to change

STUDENT

LIFE

STARTS

HERE

FITNESS CENTER
STUDENT LOUNGE
HOSPITALITY LABS
CAMPUS MINISTRY



student
services & facilities

STUDENT FACILITIES

Arts Hall

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

Cafeteria

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

Computer Labs

All computer labs, except Mehagian 007, are open weekdays from 8:00 a.m. to 5:00 p.m.

Mehagian, 402 – Computer Science Lab

All facilities, specialized equipment, and software required by Computer Science courses are available in this lab for Computer Science students only.

Mehagian, 403 – Computer Services Room

This lab is equipped with 16 computers and two heavy duty Laser 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, 007 – CCE Computer Lab

This lab is used by the Center for Continuing Education. It is equipped with 18 computers and an LCD projector.

Mehagian, 009 – Finance Lab

All facilities, specialized equipment, and software required by Finance courses are available in this lab for Business students.

Mehagian, 408 – Computer Instructional Lab

This lab is equipped with 30 computers and an LCD projector. It is mainly used as a classroom for courses which require the use of technology and computers. It is also used by students to carry out assignments, projects.

College, 507– Computer Exam Room

This lab is equipped with 30 computers and an LCD projector. It is used as a classroom as well as by students to carry out assignments, projects and research.

College, 701 – Computer Instructional Lab

This lab is equipped with 18 computers and an LCD projector. It is used by English courses requiring computers and technology.

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.

Fitness Center

The Fitness Center is located on the roof of the Philibossian 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, Dumb-bells 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 the Mugar Building , respectively. The Barsumian and the Derian Libraries aim at supporting and supplementing the general curriculum of the University. Moreover, the Derian 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.
- When using library facilities, patrons should present their

HU ID cards at the circulation desk. No one should 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 an amount of 10,00 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.

- Alumni may benefit from the library resources after obtaining the Alumni Library Card by paying 1,000,000LL (refundable) and a yearly subscription fee of 200,000LL (not refundable). Alumni may borrow 2 books simultaneously from both libraries for a period of two weeks (renewable).

Building-use Items

- Reference books, newspapers and periodicals should be used in the library only.

Reserve Books

Closed Reserve Books:

The Reserve Book slip of these books is marked "NOT TO BE TAKEN OUT FOR O.N. NOR W.E."

- Can be used within the library only.
- May be borrowed for a period of one hour.
- Can be renewed for consecutive periods as long as no one else has reserved them.

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 or over the weekend 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 4:30 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 Reserve Book is 10,000 LL/hour.

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 5:00 p.m.

Summer:

[Both libraries:](#)

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

Inter-Library Loan / LIDS

Inter-library loan is a service whereby a library patron may

borrow books or receive 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. HU covers the mail or courier service fee, whereas the end-user is responsible for overdue fines, if any.

- 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.
- Ordered items take up to 10 days to arrive.
- Not more than 5 items may be requested /person/semester.
- If a borrower loses a book, he/she is charged as per the policy of the lending library.

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 not allowed in the library.
- Mobile phones must be put on silent; for an urgent or incoming call students must move outside the library.

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. (See p. 215 for advising guidelines)

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 any time through the Haigazian University website (<http://www.haigazian.edu.lb>) and on campus, through the intranet directly. (<http://Classroom>), by using their own account (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 solving, 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, e.g. personal conflicts, time management issues, academic difficulties, anxiety, depression, overwhelming stress, and relational problems.

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, drop in during the counselor's available work hours or contact the counselor by email.

Haigazian Email Accessibility

Every student, at admission, is provided a Haigazian email account. This account is used to facilitate communication between faculty, administration and students. The account should be checked regularly by the student for important news and announcements. Students access their accounts 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. Alumni@2016.

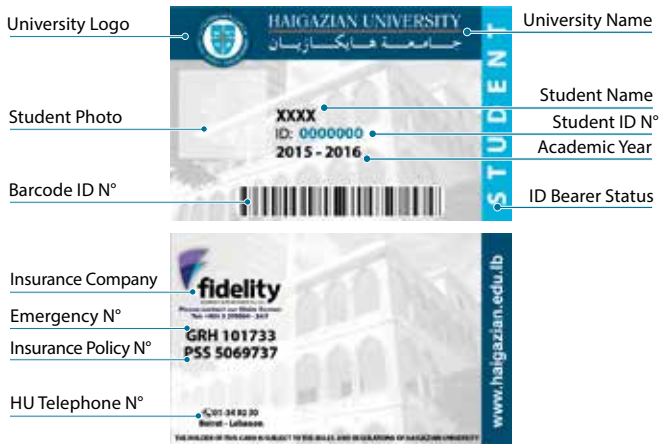
For more details students should check with Mr. Shant Estepan (Meh. 406).

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 o matter where the accident/emergency happens. A fee of 5,000 LL is charged for a duplicate ID.

Students are photographed for their university ID card in



Philibossian Student Center, 1st 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://newintraport.haigazian.edu.lb:8081/>. Stay up to date with the latest news and events, professional development opportunities and research undertaken by the university and our partners. For more details students should contact Mr. Shant Estepan (Meh. 406).

ITS Help Desk

In a continuing effort to improve 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

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

Before processing the statement of fees at the Cashier's Office, students should complete the following procedure.

- o All students who have Private Medical Insurance should present a copy of their insurance card.
- o In accordance with Lebanese law, every Lebanese student in HU should be registered in the National Social Security Fund (NSSF). This regulation is not applicable to students enrolled in Freshman, Intensive, Special, NDP, & Masters courses or to students older than 25 years.
- o New and current students who have NSSF:
 - If parents are registered in NSSF, students should submit a copy of the Family Status Record and a certificate from the NSSF stating that they have health insurance coverage through their parent's NSSF.

- If students are registered in NSSF at their workplace, they should submit a copy of their ID and a certificate from the NSSF stating that they have health insurance coverage.

o New students who aren't registered in NSSF should submit a copy of the Family Status Record.

o Current students who are registered in NSSF from a previous year at HU should submit a copy of their ID.

o Transfer students who were registered in NSSF in their university should get their NSSF number and submit a copy of their ID.

For further information, students may refer to Mr. Jean Karam (Heritage Bldg., 2nd floor, office 210)

Student Information System Portal

This is a web-based software which allows students to access their academic performance records, 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 Mr. Shant Estepan (Meh. 406).

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 for devices with wireless connectivity. Students can connect by using their own accounts (i.e. Student ID and password) N.B: To activate your account, go to any computer in the lab and login using your ID number and no password; then create your own password.



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

University environment:

- 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.
- Students are expected to treat one another, faculty, administration, and visitors to the University with due courtesy.
- 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.

Academic freedom:

- 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.

Classes and laboratory sessions:

- 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.

Department:

- 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.

Substance abuse:

- 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.

Disciplinary action:

- Abusive language, physical attack upon another person, or habitual disrespect are considered grounds for dismissal from the 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.
- 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.
- 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.
- 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.

Publications:

- 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.

Miscellaneous:

- 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.
- 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.
- 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.
- Unauthorized use of Haigazian University's name, and/or logos or personal information is strictly forbidden.

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.
- A 1% installment fee will be applied to anyone paying two installments, and 2% for 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 2022–2023

Tuition

Per credit hour	328 USD
Auditors per credit hour	164 USD
Intensive English 000 (per semester)	2,390 USD
Intensive English 001 (per semester)	1,600 USD

Fees

Application for admission and readmission (not refundable)	100 USD
Registration for new and readmitted students, not to be credited against tuition and fees (not refundable)	100 USD
Reservation fee (per semester) for continuing & new students, to be credited against tuition and fees (not refundable)	90 USD
Late registration	100 USD
Late tuition payment (per day)	33 USD
Installment Fees (irreversible) 1% on 2 installments; 2% on 3 installments	
Government medical insurance (Required of Lebanese students only)*	396 USD
Personal accident insurance*	35 USD
Medical Insurance*	90 USD
Medical checkup for new students *	60 USD
Deposit (to be refunded when students leave the University provided a request is made within 365 days)	400 USD
IT Service (per semester)	100 USD
Yearbook*	100 USD
Diploma	40 USD
Official Transcript	40 USD
Student copy Transcript	33 USD
Certificate	20 USD

Duplicate key/ID Card	27 USD
Syllabus	7 USD
Catalog	100 USD
Degree certification (3 copies)	20 USD
Change of major/emphasis, declaration, addition or removal of minor/normal teaching diploma	133 USD

Graduate Tuition and Fees

Academic Year 2022–2023

Tuition

Per credit hour	445 USD
Auditors per credit hour	223 USD

Fees

Application for admission and for readmission (not refundable)	165 USD
Registration for new and readmitted students, not to be credited against tuition and fees (not refundable)	100 USD
Reservation fee (per semester) for continuing & new students, to be credited against tuition and fees (not refundable)	90 USD
Late registration	100 USD
Late tuition payment (per day)	33 USD

Installment Fees (irreversible) 1% on 2 installments; 2% on 3 installments

Medical checkup for new students*	60 USD
Personal accident insurance*	35 USD
Medical Insurance *	90 USD
Deposit (to be refunded when students leave the University provided a request is made within 365 days)	400 USD
Yearbook*	100 USD
Diploma	40 USD
Official Transcript	40 USD
Student copy Transcript	33 USD
Certificate	20 USD
Duplicate key/ID Card	27 USD
Syllabus	7 USD
Catalog	100 USD
Degree certification (3 copies)	20 USD
Change of major/emphasis, declaration, addition or removal of minor/normal teaching diploma	133 USD

Student Housing rates

Single bedroom/semester	2,640 USD
Double bedroom/semester	2,112 USD
Triple bedroom/semester	1,584 USD
Single bedroom/summer session	1,056 USD

*Fees and Rates are subject to change without prior notice.

LBP amounts are converted from the equivalent of the USD amounts at the official exchange rate of 1515 until further notice. Changes to the official exchange rate affecting tuition in LBP, is done at the discretion of Haigazian University.

Tuition Refund Upon Withdrawal (Undergraduate & Graduate)

Withdrawal from Fall/Spring Semester	Tuition refund
During first and second week of classes	100%
During third and fourth week of classes	50%
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 31st. (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 Studies, English, History, Intercultural Studies, Music, Art, 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:

Special Education, Christian Education, Education, Early Childhood Education, Political Science, Psychology, Social Work, Normal Diploma (Teaching Diploma).

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 register 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 view your final grades.
- 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. 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.

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.

Rules & Regulations For Undergraduate Examinations

1. Final examinations

- Final examinations for undergraduate courses are to be given during the exam period set by the Registrar's Office. There must be a valid reason for any exceptions (e.g. instructor away, not because of student requests). For any exceptions the instructor must get the agreement of the Dean.
- Dates of final exam periods are in the annual Academic Calendar. The exam schedule (dates, times, locations) is posted on the portal and website by the Registrar approximately one week before the exam period starts.

- Final examinations range from 2 hours to 2½ hours. The length of the exam should be such that most students finish about half an hour before the time limit.
- The Registrar makes every effort to arrange the exam schedule so that no student has two consecutive exams on the same day. To avoid this happening faculty members should not request change of time.
- Change of grades policy:
 - instructor must complete 'Change of Course Grade' form.
 - The following must accompany the form:
 1. An explanation of why the grade needs to be changed:
 - If the request is initiated by a student, the student must provide a letter.
 - If the request is initiated by an instructor, the instructor must send an email to the Chairperson.
 2. A copy of the student's grades and average until Final Exam
 - The Chairperson sends the form and accompanying information to the Dean.
 - The Registrar's comments, if any, are sent to the Dean.
 - The form must be signed by the instructor of the course, Chair of Department, and Dean.
- 2. Student absence from final examinations

- Valid reasons for absence:

Valid reasons for absence from a final examination include incapacitating illness and certain other circumstances beyond the student's control.

- Absent student's responsibility:

The student should present a valid reason for his/her absence to the instructor as soon as possible and before the grades for the semester are reported. In the case of illness, the student must present a medical report.

- Makeup exam:

The student should do a makeup examination as soon as possible. If the makeup is not done and corrected before the final date for submission of grades, the student is given the grade "I" (Incomplete). Then the makeup exam must be done within six weeks of the beginning of the next semester; the instructor has the right to make the period shorter than six weeks. The makeup exam questions should be different from the final exam questions.

3. Other tests and examinations

- Tests and exams should be scheduled during class time.
(Exception: multiple section courses with the same exam)
- Midterm exams are usually in the exam room, College 601.

However, midterms and tests can be given in the regular classroom if students can be well separated.

- Make sure 10% of the desks are for left-handed students.
- Only exams involving students from two or more sections of the same course should be given during the lunch break (12:00-1:00).
- When exams are scheduled during the lunch break, the following rules must be observed:
 - No exams are to be given on Wednesday at noon. This time is reserved for Chapel.
 - Students cannot be asked to leave their 11:00 classes early or go to their 1:00 classes late.
- If an exam is scheduled outside class hours, the time has to suit ALL students. A student is not to miss another class to sit for an exam.
- Exams testing student skills in using computer applications (e.g. Excel) and exams in which students use computer applications to answer the exam questions must be hands-on exams using computers. Instructors are advised to have students submit their exams in soft copy using Classroom Management.
- Students who are absent from a test or exam for valid reasons will normally do a makeup. However, this is at the discretion of the instructor.

- Valid reasons for absence:

Valid reasons for absence from a test or exam include incapacitating illness and certain other circumstances beyond the student's control.

4. Students' right to see tests/exams and their solutions

- Students have the right to see their corrected tests/exams. Exam solutions/answers should be presented/discussed after the exam so students know their mistakes. Exams that are not finals are usually returned to students so they can use them to revise for the final exam.
- The instructor may choose whether to let students keep test/exam papers.
- The instructor must keep all final exams for one year from the date of the exam. Full-time instructors keep the exams in their offices. Part-time instructors leave their students' exams with the department chair.

5. Phones, books, etc.

- All mobile phones must be turned off and left at the front or back of the room unless advised otherwise by the instructor.
- All books, notebooks, papers, and other informational sources should also be left at the front or back of the room

unless advised otherwise by the instructor.

- Students are expected to stay in the room until they turn in their exam papers. While the exam is in progress a student may only leave the room for a good cause and with permission from the instructor. Only one student may be absent from the examination room at a time.

6. Cheating in examinations

- If a student appears to be cheating during an exam, the proctor should remove unauthorized materials or objects and/or ask the student to move to another desk. This should be done quietly.
- If there is no doubt whatsoever that the student is cheating, the instructor takes the student's paper and sends the student from the exam room.
- After the exam finishes, the faculty member talks to the student to determine exactly what happened and informs the student that there is a procedure for dealing with alleged cheating.

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.
- Must not be on disciplinary probation.
- 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.



contacts

FULL-TIME FACULTY

Name	Faculty	Office
Rev. Dr. Paul Haidostian	President	Mugar 101
Dr. Joseph Al Agha	AS	MEH 706 B
Dr. Christine Arzoumanian	BAD	
Dr. Fadi Asrawi	BAD	AH 9
Dr. Rola Balaa	AS	
Mr. Garabed Boghossian	BAD	AH 1
Dr. Antranig Dakessian	AS	HER 406
Ms. Suha Haddad Naimy	AS	
Ms. Rula Halaby	AS	MEH 604
Dr. Sima Hamadeh	AS	MEH 707
Dr. hayat Harati	AS	
Dr. Nadim Hassoun	AS	MEH 603
Dr. Hanine Hout	AS	HER 310
Mrs. Shaghig Hudaverdian	AS	HER 309
Mrs. Vera Karaguezian	BAD	AH 8
Dr. Nizar Mehtar	AS	HER 304
Ms. Rita Merhej	AS	HER 307
Ms. Anita Mouchoyan	AS	MEH 302B
Mr. Ali Moukallid	AS	MEH 405
Dr. Najoie Nasr	BAD	AH 7

Name	Faculty	Office
Mr. Nazim Noueihed	AS	MEH 405
Dr. Suha Safiyiddeen	AS	MEH 304
Dr. Ani Tortian	BAD	AH 11
Dr. Berj Traboulsi	AS	C 405

ADMINISTRATION

Name	Title	Office
Mr. Moufid Alam	IT Manager	HER 404
Ms. Houry Avedikian	Assistant Librarian	Mugar 2nd Flr
Mr. Siragan Babigian	Network/Hardware Analyst	MEH 409
Mr. Yervant Babikian	Comptroller	HER 208
Mr. Ashraf Badreddine	HR Supervisor	HER 204
Ms. Maria Bakalian	Development and Alumni Affairs Assistant	Mugar 122
Mr. Arshag Bavoukian	Warehouse Officer	Warehouse
Mrs. Shaghig Belikerekian	Chief Accountant	HER 209
Ms. Tamar Berberian	Librarian's Assistant for Technical Services	Mugar 2nd Flr
Mr. Chukri Charbetji	Student Activities Coordinator	SC 206
Ms. Vany Der Stepanian	Admissions Officer	HER 116
Ms. Taline Elmajian	Faculty Secretary & Web Master	MEH 205
Mr. Shant Estepan	Senior Network Analyst	MEH 406
Mr. Vahe Ghorghorian	Assistant ITS Manager	HER 404

Name	Title	Office
Ms. Vera Gosdanian	Associate Librarian Derian Armenological Library	Mugar 3rd Flr
Mr. Sebouh Gurunlian	Director of Continuing Education	C 204
Mrs. Dalia Haddad	Student Billing Officer	HER 211
Ms. Marwa Hammoud	Purchasing Officer	HER 212
Ms. Salpi Jalian	Registrar, Director of Admissions	HER 110
Mr. Hovig Jarkhedian	Senior Lab Technician	MEH 504
Ms. Farah Jouhair		
Ms. Nazeli Kandakarjian	Executive Secretary	Mugar 101
Mr. Razmig Kaprielian	Student Life Director	SC 202
Mr. Jean Karam	Personnel Officer	HER 210
Ms. Rita Karkourian	Senior Admissions Officer	HER 116
Mr. Mardig Kazandjian	Head Of Security	SC 007
Mrs. Aline Khederian	Information Desk Officer	SC 103
Mr. Harout Margossian	Facilities Manager	SC 002
Mrs. Silvy Minas	Lab Technician	MEH 504

Name	Title	Office
Ms. Karen Mneimneh	Junior Accountant	HER 212
Mrs. Carin Moutchoyan	Financial Aid Officer	HER 113
Ms. Armine Saraf	Library Aide	Mugar 3rd Flr
Ms. Reina Sleit	Continuing Education Assistant	C204
Ms. Maria Surmenian	Main Cashier	HER 117
Mrs. Mira Yardemian	Director of Public Relations	Mugar 123

USEFUL NUMBERS

Civil Defense	125
Fire Department	175
Government Information	1700
Ogero	1515
International Calls	100
Police	112
Red Cross	140

HU Campus Building Abbreviations:

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

HU BUILDINGS & OFFICES

Mugar Building

Assistant to the President for
Administrative Affairs Office

Barsumian English Library

Dean Ekmekji's Office

Derian Armenological Library

Job Placement Office

Matossian Gallery

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

Computer Labs

Science Labs

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't Activities Coordinator's Office

Std't Activities Officer's Office

Std't Life Director's Office

USP Office

Heritage Building

Admissions Office

Armenian Diaspora Research Cntr

Business Manager's Office

Cashier's Office

Comptroller's Office

Conte Hall

Faculty & Staff Lounge

Human Resources Office

IT Services Office

Purchasing Department

Recruiter's Office

Registrar's Office

Social Security Office

MAP OF HU



■ HU Buildings

HU Premises

■ HU Guard Posts



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