



USEK
HOLY SPIRIT UNIVERSITY OF KASLIK



PARENTAL HANDBOOK 2024



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Introduction

1. Introduction:

A Summary of the Handbook and its Objectives

Welcome to the USEK Handbook!

Board the USEK journey with us! This handbook is your essential companion, crafted to provide parents and guardians with a comprehensive view of the vibrant and dynamic USEK experience. Packed with crucial information, it serves as your roadmap to supporting your child's/children journey. Together, let's create a memorable academic adventure. Dive in and discover how you can play a pivotal role in your child's/children success at USEK!





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Welcome Message



2. Welcome Message from the President:

Dear Parents and Guardians,

Welcome to the Holy Spirit University of Kaslik (USEK) family! We are glad to share the Parental Handbook with you, designed to assist you in your principal role in your child's/children academic journey. Inside, you will find important details about key contacts, academic programs, policies, procedures, resources, campus life, and facilities.

We believe that a strong collaboration between USEK and parents is key to success. Thank you for entrusting us with your student's education. We look forward to sharing this exciting journey with you!

Warm regards,

Reverend Father Talal Hachem
USEK President



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USEK's Mission and Vision

3.1 Our Mission

Since its founding, USEK has aimed, in accordance with the Article 92 of the Constitutions of the OLM (ed. 2012) and the social teaching of the Catholic Church on universities, to contribute to the development of all its students through quality educational programs and research in various fields of study. By offering a high-quality American-style education, USEK seeks to prepare future leaders for innovation, professional growth, and lifelong education, both in Lebanon and throughout the Middle East and the world. USEK is committed to a faith-based educational development of its students, rooted in the Catholic tradition, where spiritual values, ethics and respect for cultural and religious pluralism are promoted.

For further details, please visit this [link](#) to explore the university's mission!

3.2 Our Vision

USEK strives to be a leading higher education institution in Lebanon and one of the leading higher education institutions in the MENA region, distinguished by its educational excellence, international accreditations, and commitment to community service.



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Educational Characteristics of the OLM

4. Educational Characteristics of the OLM

At USEK, we uphold the rich educational traditions of the Lebanese Maronite Order (OLM) monks, whose commitment to education dates to the 17th century.

Our educational programs and research adhere to the guidelines set by the Lebanese government, the OLM Constitutions, and the social teachings of the Catholic Church. A degree from USEK equips our students to navigate the complexities of the modern world.

Embracing the motto,

“When the Spirit of truth comes, He will lead you to the whole truth” (Jn 16: 13),

مَا قَدْ لَأَلَّ قَدْ يَهْدِيهِ إِلَى حَقِّهِ. هُوَ يَهْدِيهِ إِلَى حَقِّهِ

we are guided by our core values: excellence in teaching and learning, quality service, creativity and continuous improvement, integrity and accountability, cooperation and diversity, and stewardship and service to society. These values shape our educational character and drive us towards excellence in all aspects of our university community.

For more information on the remarkable educational legacy of the OLM monks at USEK, click on this [link](#).





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Our Campuses



5. Our Campuses

Explore our destinations, connected by a shared vision!

Committed to providing higher educational opportunities for students who might otherwise lack access, USEK's Regional University Center (RUC) in Zahle and the School of Medicine and Medical Sciences in Jbeil serve as instructional locations offering courses to students who wish to earn a degree within their communities and achieve their educational and career goals. Students benefit from a small learning environment, where they can develop meaningful relationships with faculty who are attentive to their needs, all in a convenient location.











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**Explore the Student
Support Offices at USEK**

6. Explore the Student Support Offices at USEK

At USEK, the Student Support Offices are dedicated to providing an inclusive, supportive, and empowering environment for every student. We offer a wide range of services designed to ensure our students' success socially, academically, and personally.

Led by the Office of the Deputy President for Student Development and Enrollment Management (ODP-SDEM), our services include comprehensive administrative support, career counseling, mental health resources, and accessibility facilities. Our dedicated team is committed to guiding your loved ones, equipping them with the resources they need to thrive and make the most of their time at USEK!

6.1 Admissions Office (AO)

The Admissions Office at USEK welcomes candidates, students, and parents, offering guidance on choosing majors and career paths. We organize open days for prospective students to explore USEK's programs and regulations, both on-campus and in various schools. Additionally, we attend school forums and visit various high schools to provide excellent service for prospective students and promote USEK.

For further details, please visit this [link](#).

6.2 Career Services Office (CSO)

We help USEK students explore career options and enhance employability by adopting an engaging, student-focused environment that ensures accessible career education. Our expertise integrates career development and experiential education into USEK life, highlighting their benefits to students, faculty, staff, and partners through high-quality programs.

For further insights, please visit this [link](#).

6.3 Counselling and Accessibility Office (CAO)

The Counseling and Accessibility Office (CAO) at USEK combines the Counseling Services Unit (CSU) and the Accessibility Services Unit (ASU) to provide comprehensive support to students. Our mission is to address students' diverse needs, focusing on mental health, accommodations for varying abilities, and educational support. Grounded in USEK's values of equity, diversity, and inclusion, we aim to cultivate a supportive environment that promotes every student's well-being and success.

For further understanding, please visit: [CSU-link](#) and [ASU-link](#).

6.4 Financial Aid Office (FAO)

The Financial Aid Office is dedicated to supporting student success by efficiently removing financial barriers, in accordance with USEK's bylaws and policies. We prioritize student care and confidentiality, striving to help students and families navigate and maximize available financial resources.

For further details, please visit this [link](#).

6.5 Office of the Registrar (RO)

The Office of the Registrar manages academic records, registration and course scheduling for students. We provide a range of services, including enrollment verification, transcript requests, and degree audit. Additionally, we ensure compliance with USEK policies and regulations and work closely with other student support offices to support student success.

For further information, please visit this [link](#).

6.6 Student Affairs Office (SAO)

The Student Affairs Office (SAO) is committed to nurturing a dynamic and inclusive campus environment by providing comprehensive support services that promote both personal and academic development, as well as create engagement and leadership opportunities. Through collaborative efforts with students, faculty, staff and external partners, the office aims to enrich the holistic student experience and prepare students for success in a rapidly evolving world.

The SAO team endeavors to create and implement programs and initiatives that empower all USEK students to overcome challenges, build a sense of community beyond the classroom, enhance institutional learning through innovation and creativity, and influence lifelong learning, personal growth, and development.

To learn more about our various campus activities and events that enrich the student experience, build a vibrant campus community, and promote sports, please click on the link below:

<https://www.usek.edu.lb/en/student-service-offices/student-affairs-office1>

Sports Department at USEK:

As part of the Student Affairs Office (SAO), we offer a variety of sports and recreational activities for all skill levels, promote fitness, and raise community spirit. We provide access to sports facilities and equipment, develop student-athlete programs, and encourage teamwork and sportsmanship. Our aim is to support leadership and time management skills.

Additionally, we partner with institutions and organizations to achieve our goals, offering incentives to boost participation and recruiting talented athletes for intercollegiate competitions.

For further insights on SAO services, please visit this [link](#).

6.7 Student Success and Retention Office (SSRO)

The Student Success and Retention Office assists your children in navigating their academic journey by addressing challenges that may hinder graduation. We offer personalized support to keep students motivated, help them achieve their academic goals, and work closely with academic advisors and departments to support their success. Our aim is to improve retention by providing a tailored support system that meets students' needs.

6.8 University Chaplain Office (UCO)

USEK established the University Chaplain Office to nurture the spirituality of its founder, the Lebanese Maronite Order's (OLM). We support a variety of spiritual and social activities, including liturgical celebrations, Bible study sessions, spiritual guidance, conferences, retreats, pilgrimages, humanitarian and social work, cultural outings, and sports activities. We also assist pastoral and scout events, such as the USEK University Pastoral, the Marian Apostolic Movement, and Scout Spirit.

For further facts, please visit this [link](#).



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**Browse our
Academic Programs**

7. Browse our Academic Programs

At USEK, we believe in empowering students to forge their own unique path towards academic excellence and personal growth. With a diverse range of academic programs and extracurricular opportunities, the University provides an environment where students can explore their interests, discover new passions, and develop skills that will shape their future. Whether they are driven by scientific curiosity, artistic expression, business acumen, or societal impact, our academic units are equipped with top-notch resources and staffed by dedicated faculty who are committed to cultivating students' intellectual and professional development.

More information about academic units can be [Found Here](#).

More information about programs can be found [Here](#).



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Navigating Tuition, Financial Aid, and Payment Options

8. Navigating Tuition, Financial Aid, and Payment Options

8.1 Financial Aid Office Support

USEK's Financial Aid Office is committed to supporting your child's academic goals by providing various forms of financial support. Our team of experienced professionals is ready to assist students in navigating the financial aid application process and exploring various sources of funding.

We strive to make education accessible to all students, regardless of their financial circumstances, and are committed to promoting equity and inclusivity. Our goal is to empower our students to achieve academic success and reach their full potential.

Kindly visit this [link](#) for more information on how to support the student's studies.

8.2 Understanding Fees: A Guide to Tuition and NSSF Membership

At USEK, we are dedicated to ensuring that your child's transition to our university is as smooth as possible. We believe that excellent education begins with an efficient registration system, and our process is designed specifically to simplify their experience. *For more information, please click [here](#) (section C).*

Our team will guide them through each stage, reflecting our goal to provide exceptional value in education. *For detailed information on our affordable tuition fees, please click [here](#) (section D).*

As part of the enrollment process, students will be affiliated with the National Social Security Fund (NSSF), a mandatory requirement that grants access to health and social security benefits. This affiliation adds an important layer of support during their time at USEK and **complies with NSSF regulations applicable across all institutions in Lebanon.**

Students who are already affiliated with the NSSF or an equivalent fund (such as Cooperatives, military, judges and lawyers, Lebanese University, municipalities) must submit an official document at the NSSF Delegate Office.

Students not currently affiliated with the NSSF are required to complete an exemption form at the NSSF Delegate Office and will incur a membership fee of 60 USD.

In both cases, this process must be completed before the scheduled deadline (refer to the Academic Calendar). Students who miss this deadline and **do not complete the required forms** will forfeit USEK NSSF coverage, and the fees will be automatically credited to their account upon the second payment of tuition fees (60 USD per academic year).

Our commitment to creating a supportive environment extends beyond the registration process to assist in pursuing academic goals. To gain a comprehensive understanding, we recommend checking **the Academic Rules and Student Life guide**. This resource provides detailed insights into academic guidelines and the support services available at USEK.

8.3 Understanding Payment Procedures

At USEK, we understand that managing finances is a crucial part of the student's learning journey. We have designed the **payment procedure** to be student-friendly and to ensure they do not hinder academic progress.

To help you understand the payment process, **here is an example for a Business Undergraduate Student's payment for one semester:**

The student is enrolled in 15 credits* (12 credits major courses and 3 credits general education course [English Communication]) during the Fall Semester and benefits from a 20% Financial Aid and is already affiliated with the NSSF.

12 x 350 USD = 4,200 USD
3 x 220 USD = 660 USD
+ 200 USD Registration fees
+ 300 USD Operational fees
= 5,360 USD
- 30% discount**
- 20% Financial Aid
= 3,001.6 USD Final fees

*The cost of a credit is determined by the School/Faculty offering the course, not the School/Faculty to which the student is affiliated.

**For the Fall Semester 2024-2025, students will pay 70% of tuition fees in fresh USD, while the remaining 30% will be waived, except for dual degree programs and international students, who are required to pay the full tuition fees.

The above payment is divided into four installments during the semester (dates specified on Academic Calendar):

- **The first payment** is USD 1000 (which includes USD 200 registration fees) and should be settled by the date specified in the Academic Calendar. Failure to make this payment will result in dropping the student's registered courses.
- **The remaining three installments** are scheduled as outlined in the Academic Calendar. Failure to make any of the payments leads to a financial penalty calculated based on the overdue amount.

If you have any concerns or questions about the payment process, our dedicated staff is always here to help.

For more information, please refer to the [Academic Rules and Student Life guide](#).



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Admission Procedures and Requirements

9. Admission Procedures and Requirements

The admissions process at USEK is designed to be both efficient and effective, ensuring a smooth transition for all prospective students. To learn more about the admission process, including detailed explanations of requirements, procedures, important dates, and application tracks, *please visit [this link](#)* – it will provide you with all the information you need to successfully navigate the admissions journey at USEK!



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Campus Facilities

10. Campus Facilities

As of August 2022, we have made significant enhancements to ensure that all campus areas fully comply with accessibility requirements. This important improvement creates a more inclusive and accommodating environment for all students. The following sections will also highlight additional facilities available for students, including sports facilities on the Kaslik campus, to meet standards and ambitions.

10.1 University Library

The USEK Library offers outstanding resources and services. With two reading rooms and study spaces equipped with modern tools and digital resources, the library operates 40 hours per week. Its collections are continuously updated based on student usage patterns. It is fully automated, providing remote access to a wide range of digital resources and reference services. Since 2006, we have proudly established centers dedicated to the preservation of Lebanese cultural heritage, allowing researchers seamless access to invaluable archives.

To access our resources, kindly [Click Here](#).

10.2 University Restaurant

The University Restaurant is a vibrant and welcoming dining establishment on campus, catering to the diverse tastes of students, faculty, and staff. Designed to provide a comfortable atmosphere, it serves as a hub for socializing, nourishment, and relaxation.

The Restaurant offers a mix of self-service options for quick meals, ideal for those with tight schedules between classes or meetings, as well as a sit-down area for a more relaxed dining experience. It emphasizes the use of fresh, seasonal ingredients and promotes healthy and sustainable food practices.

10.3 University Residence

Inaugurated in November 2007 and managed by the SAO, the University Residence provides self-catering accommodation in single, double, triple, or triple/single rooms that are modern, affordable, comfortable, and spacious. With various private and common areas for studying, relaxing and socializing, it offers a home away from home during your child's time at USEK.

The Residence is located on the north-eastern side of campus, near the University Restaurant, behind Building E and adjacent to our trademark green spaces.

Accommodating up to 168 students across six floors, the Residence includes a shared kitchen on each floor. It is open from 7:00 a.m. to 1:00 a.m. Monday through Thursday, and from 7:00 a.m. to 2:00 a.m. Fridays and Saturdays. A University Residence Curfew Agreement must be signed by all parents and guardians before any student can move into the Residence. The University Residence is open to female students actively pursuing a degree at USEK.

To reserve a room, please email residence@usek.edu.lb at least two months before the expected arrival of the student. Priority will be given to students with the longest commutes to the University, while the remaining rooms are allocated on a first-come, first-served basis.



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Essential Policies and Procedures

11. Essential Policies and Procedures

11.1 Academic Integrity

Academic integrity is fundamental to higher education, and at USEK, we do not tolerate plagiarism or fraud. For more information on these behaviors and their potential consequences, *please refer to the relevant section of the Academic Rules and Student Life guide.*

11.2 Student Code of Conduct and Disciplinary Council Procedure

By upholding high standards, the USEK Student Code of Conduct prioritizes your child's personal and intellectual development while ensuring a respectful educational environment for all.

For further information, please refer to this [link](#).



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**A Safe Place to Learn:
Campus Safety**

12. A Safe Place to Learn: Campus Safety

The Campus Safety and Security Office plays a crucial role in ensuring the well-being and protection of students, faculty, staff, and visitors on the University premises. It is responsible for creating and maintaining a safe and secure campus environment. This office collaborates with local law enforcement agencies, implements security measures, and develops comprehensive safety protocols to mitigate potential risks and respond effectively to emergencies.

Adopting an initiative-taking approach, the Campus Safety and Security Office monitors surveillance systems and maintains a visible presence on campus. Its team enforces campus policies and regulations, ensuring compliance while promoting a respectful and inclusive atmosphere. The office also manages crowd control, enforces access control measures, responds to emergencies and monitors the event area for any security concerns during on-campus events. Its primary goal is to ensure the safety and well-being of all attendees.

Additionally, we offer on-campus nursing services for emergencies and immediate first aid support, ensuring assistance is available before considering external resources such as the Red Cross.



13

USEK Student Life

13. USEK Student Life: Clubs, Chapters, and Councils

Joining the Student Council at USEK empowers students to advocate for their peers' needs, enhancing both academic and campus life experiences. Serving as a crucial link between the administration and students, the Council encourages engagement, coordinates events, supports well-being, and improves the academic environment through strategic outreach to donors and stakeholders.

Moreover, USEK's student clubs and chapters, supervised by the Student Affairs Office (SAO), are vibrant hubs of activity, catering to diverse interests. Led by students, these clubs explore cultural, athletic, artistic and professional themes, creating inclusive communities across disciplines and backgrounds.

These opportunities not only enrich student life but also enhance the educational experience at USEK by nurturing collaboration, creativity and personal growth. Students actively engage, forge enduring connections, and make meaningful contributions on campus and beyond. Additional options include positions as student job personnel or volunteering with the Green Committee, all emphasizing a non-political affiliation.

For more information, please contact the SAO at sao@usek.edu.lb

















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Directory

14. Directory of Key Contacts

Unit	Phone Number	Email
Admissions Office	+961 9 600 050 or via WhatsApp Business: + 961 81 124 984	admissions@usek.edu.lb
Alumni Relations Office	+961 9 600 080	alumni@usek.edu.lb
Asher Center for Innovation and Entrepreneurship (ACIE)	+961 9 600 800	acie@usek.edu.lb
School of Medicine and Medical Sciences - Byblos	+961 9 600 044/971	fdm@usek.edu.lb
Counseling and Accessibility Office	+961 9 600 790/1 - 267	Students.cao@usek.edu.lb
Career Services Office	+961 9 600 580	careers@usek.edu.lb
Deputy President for Student Development and Enrollment Management	+961 9 600 297	dpstudents@usek.edu.lb
E-Learning	+961 9 600 414	elarning@usek.edu.lb
Financial Aid Office	+961 9 600 205/9	fao@usek.edu.lb
Green USEK	+961 9 600 963	green@usek.edu.lb
USEK Medical Services Office	+961 9 600 911	medical.services@usek.edu.lb
International Affairs Office	+961 9 600 321	iao@usek.edu.lb
EITS	+961 9 600 414	servicedesk@usek.edu.lb
Library	+961 9 600 071	library@usek.edu.lb
Office of the Registrar	+961 9 600 400 +961 9 600 244	registrar@usek.edu.lb
Student Affairs Office	+961 9 600 197	sao@usek.edu.lb
Student Success and Retention Office	+961 9 600 550	student.success@usek.edu.lb
Student Support Center	+961 9 600 197	supportcenter@usek.edu.lb
University Bookstore	+961 9 600 072	libun@usek.edu.lb
University Chaplain Office	+961 9 600 593	universitychaplainoffice@usek.edu.lb
USEK Kaslik Campus	+961 9 600 000	usek@usek.edu.lb
University Residence	+961 9 600 194	residence@usek.edu.lb
Zahle RUC	+961 8 932 132	zahle@usek.edu.lb



**Office of the Deputy President for Student
Development and Enrollment Management**

Tel: +961 9 600 293 – 296 – 297

Email: dpstudents@usek.edu.lb

Location: Building A, GF